

**City of Broken Arrow
City Council Personal Cell Phone Allowance Policy**

Name: _____ Ward: _____

Cell Phone Number: _____ Cell Phone Carrier: _____

Monthly Allowance Amount - \$80.00 per month

The level of institutional cost for cell phone services has rapidly increased over the past few years. To bring costs more into line with the level of organizational benefit, an allowance policy is necessary. Taking advantage of this allowance and the ability to use the device for both personal and business use is strictly voluntary.

- The City Council Member (“Member”) will purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions.
- The member will be responsible for plan choices, service levels, calling areas, service and phone features, termination clauses, and payment terms and penalties.
- Members will also be responsible for the purchase, loss, damage, insurance and/or replacement of phone equipment.
- Any changes to cell phone numbers or plan changes that could impact the access to cellular service will be provided to the City Manager’s Office.
- The cell phone will be used appropriately and be accessible for business use.
- The member specifically understands that certain cell phone records may be subject to the Open Records Act and agrees to comply with such record requests.