

# InterOffice Memorandum

October 29, 2013

To: Judge Keith Self  
Commissioner Matt Shaheen  
Commissioner Cheryl Williams  
Commissioner Chris Hill  
Commissioner Duncan Webb

From: Dan James/Facilities Director

RE: Request Phone for Utility Manager Position

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I am requesting an iPhone 5S for our new Utility Manager. Although my request for a Utility Manager was submitted as a new position along with a phone, the court approved the re-class of an existing Facilities Maintenance Tech I position. Therefore, my request for a cell phone was not approved in the budget.

Upon approval I filled this position with George King. An iPhone plays an integral part of this position's responsibilities and will allow him to retrieve and access Vadero, PowerLogic and ION Systems data and will provide him with the technology to receive and react to time sensitive data from Oncor, ERCOT and Vadero regarding our energy conservation programs, i.e. ERS, CLM, 4CP.

The cost for my request is as follows: iPhone 5S is \$199.00; car charger is \$21.00; platinum case is \$34.99; and the monthly service with voice and data is \$50.00/annual cost of \$600.00, total cost of \$854.99. Therefore, I am requesting a budget amendment to move funds from account #001-4010-560.51-01 to account #001-4010-560.87-04 to cover this expense.

Thank you for consideration of my request and if I can be of further assistance please do not hesitate to contact me at extension 5331.

cc: Bill Bilyeu  
Monika Arris  
Caren Skipworth

C:iphonerequestgeorgeking