



STAFF REPORT	
SUBJECT: Approval of an Amendment to the Clearlake Municipal Employees Association (CMEA) Memorandum of Understanding (MOU) Allowing for a Monthly Cell Phone Stipend for the Recreation and Events Coordinator	MEETING DATE: August 17, 2023
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to authorize the City Manager to sign the CMEA MOU amendment to allow for a monthly cell phone stipend for the Recreation and Events Coordinator.

BACKGROUND/DISCUSSION:

Recreation and Events Coordinator Viramontes has moved her permanent offices to the Youth Center and will begin operation of youth programs and city events from that location. While her phone extension is still valid, she is often out of the office as a requirement of her position.

CMEA has requested the Recreation and Events Coordinator position be allotted a cell phone stipend of \$40 per month for use of Ms. Viramontes’ cell phone to connect with the community. This stipend is less than the full cost of a City-issued phone, and is reasonable because most City staff and the community already contact Ms. Viramontes on her personal cell phone. The amendment would memorialize current practice and allow for reimbursement.

OPTIONS:

1. Authorize the City Manager to sign Amendment No. 2 to the CMEA MOU to allow for a cell phone stipend of \$40 per month for the Recreation and Events Coordinator.
2. Other direction

FISCAL IMPACT:

None \$480 Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to authorize the City Manager to execute Amendment No. 2 to the 2022-2025 CMEA MOU.

- Attachments:** 1) 2022-2025 CMEA MOU
2) Proposed Amendment No. 2