



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Sheila Dubs
Meeting Date:	Tuesday, November 26, 2024
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider amendment to Personnel Policy Appendix A
Background Information:	<p>The Council Personnel Committee met to review this recommendation on November 12, 2024 and unanimously recommended approval.</p> <p>Appendix A of the Personnel Policy Manual includes cell phone allowances for employees that utilize their personal phones for City business. The cell phone allowances have not been reviewed by the Council since June 2008. Since that time, cell phone companies have changed how they bill for phone minutes, texting, and internet usage. The proposal is to remove the “data service plan” language and allowance, which is outdated, but maintain the \$80 total allowance for Tier 1 employees, which includes the City Administrator and Directors. The proposal includes an increase in the Tier 2 allowance from \$30 to \$40. In 2008, the allowance was based upon the base charge of \$29.99 that the city paid for the city-owned phones, excluding the cost of the phone, accessories, etc. For 2024, the base amount the city pays for city-owned phones is \$39.99; the staff recommendation is to increase the Tier 2 allowance to \$40 to align with the current base charge.</p> <p>Redline amendments are shown on the attachment. Staff are recommending the amendment be effective 01/01/2025.</p>
Fiscal Impact:	\$3000 annual increase (25 phones x \$10 per month)
Alternative/Variations:	None recommended. The Personnel Committee met to review the proposal and recommended approval.
Recommendations:	To approve amendment of the Personnel Policy with an effective date of 01/01/2025