



**CITY OF MARSHALL
PERSONNEL COMMITTEE
AGENDA ITEM REPORT**

Presenter:	Sheila Dubs
Meeting Date:	Tuesday, November 12, 2024
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider amendment to Personnel Policy Appendix A—Cell Phone Allowances
Background Information:	<p>The cell phone allowances in Appendix A have not been reviewed by the Council since June 2008.</p> <p>Redline amendments are shown on the attachment.</p> <p>Currently, the Tier 1 allowance is \$40 per month. Employees receiving the tier 1 allowance are also receiving the data service plan allowance of \$40. Staff recommend deleting the “data service plan” language, as it is outdated, and increase the Tier 1 monthly allowance to \$80, resulting in no change for staff currently eligible.</p> <p>The Tier 2 allowance is currently \$30 per month. This amount was first established in policy to align with the base charge for city-owned phones. Since June of 2008, that base charge has increased. Staff are recommending the Tier 2 allowance be set to \$40, which aligns with the current base charge.</p> <p>Staff are recommending the amendment be effective 01/01/2025.</p>
Fiscal Impact:	\$3000 annual increase (25 phones x \$10 per month)
Alternative/ Variations:	
Recommendations:	Staff recommends the Personnel Committee pass a motion to recommend to the City Council to approve the amended Appendix A of the Personnel Policy manual.