



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78602

Submitted By: Michelle Fischer, City Administrator

Council Meeting Date: October 18, 2022

Agenda Item Wording: **Approval of Payment of Fiscal Year 2022 Compensatory Time Earned to DSRP Manager Emily Nelson & DSRP Assistant Manager Lily Sellers.** *Sponsor: Mayor Bill Foulds, Jr.*

Agenda Item Requestor: Michelle Fischer, City Administrator

Summary/Background: DSRP Manager Emily Nelson and DSRP Assistant Manager Lily Sellers earned over 100 hours of comprehensive time in Fiscal Year 2022. 100 comp hours rolled over to Fiscal Year 2023 and Emily and Lily have been paid for 100 comprehensive hours in accordance with the City's *Personnel Manual*. I recommend the City Council approve payment of the comp time earned that did not roll over: 55 hours for Emily Nelson and 16.5 hours for Lily Sellers.

This past year had extraordinary circumstances with staffing shortages, assisting customers using the facility due to fire evacuations, and many large events or days with multiple events that required all DSRP employees to work, which was exacerbated by staffing shortages. Additionally, Emily and Lily had to cover hours for co-workers that were sick or on vacation. These factors resulted in Emily and Lily earning a lot of comp time.

All comp time earned by employees is required to be approved by the supervisor. Emily and Lily reported to their supervisors when they needed to perform work that would result in comp time and had their supervisors approve it. It is expected in the future that less comp time will be necessary once open staff positions at DSRP are filled. Emily and Lily are expected to manage their workload in a way that avoids comp time as much as possible.

I reviewed Emily and Lily's timesheets, which indicate when and for what comp time was earned. I think their comp time earned was reasonable and recommend approval of the payment of the comp hours that did not roll over to FY 2023.

**Commission
Recommendations:**

N/A

**Recommended
Council Actions:**

Approve payment of 55 hours of comp time for Emily Nelson and 16.5 hours of com time for Lily Sellers.

Attachments/On File:

Email requests from Emily Nelson and Lily Sellers for payment of comp time that did not roll over to FY 2023 are attached. Time Sheets showing comp time earned for both employees are on file.

Next Steps/Schedule:

If approved, notify Finance Director, Emily Nelson, and Lily Sellers.