



STAFF REPORT

| | |
|------------------------|---|
| MEETING DATE: | October 21, 2024 |
| MEETING TYPE: | City Council |
| SUBMITTED BY: | Maria Joyner, Director of Finance |
| AGENDA CAPTION: | Discuss and consider a request for part-time/temporary support staff in Utility Billing. Presented by Maria Joyner, Director of Finance |

Background Information

Due to an unexpected staff absence beginning in mid-December, Finance will be experiencing a temporary staffing shortage. During this period, in order to ensure that the City team continues to operate smoothly and efficiently, we are requesting a temporary part-time employee. This position will assist with supporting the administrative functions of the Finance Department and provide entry-level work for utility billing while providing excellent customer service at the front desk of City Hall.

Budget Implications

The impact on the budget would be \$11,250 (plus FICA & Medicare). This would cover the cost of a part-time employee working 30 hours per week through January 31, 2025 or until the \$11,250 is expended.

Staff Recommendation

Staff recommends approval.