



STAFF REPORT

MEETING DATE: February 3, 2025

MEETING TYPE: City Council

SUBMITTED BY: Maria Joyner

AGENDA CAPTION: Discuss and consider a request to extend part-time/temporary support staff in the Utility Billing Division.

Presented by: Maria Joyner, Director of Finance

Background Information

The Front Desk area of City Hall is experiencing a prolonged staff shortage. Staff is requesting a three month extension for the part-time/temporary support staff to cover the period of February 3 through May 2, 2025. This position will continue to 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 \$9,750 (plus FICA & Medicare). This would cover the cost of a part-time employee working 30 hours per week at \$25.00 per hour through May 2, 2025, or until the \$9,750 is expended.

This cost will be funded from the Water Fund Balance.

Staff Recommendation

Staff recommends approval of the extension of the part-time/temporary support staff.