

February 21, 2025

TO: ChaQuias Miller-Thornton, City Manager

CC: Mayor and Council

From: Cynthia Hammond, Director of Finance

Subject: Funding for Employee Service Incentive of 1,000.00

This memo is to confirm that there are funds available for all departments except Code Enforcement to provide employees with a one-time incentive of 1,000.00. The total costs for the city will be 23,683.00, which includes 1,000.00 plus Social Security and Medicare.

Per your request, I have identified savings within each departments salary line item that will cover the costs, however, we will need to transfer 2,153.00 from Public Works to Code Enforcement to cover their costs.