



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☐ HACN

☒ Regular ☐ Special

Meeting Date: April 9, 2024

Title: Increasing City Manager and Finance Department Salary Budgets for Vacation and Admin/Comp Cash Outs at Termination

Background: When an employee retires or terminates employment for any reason, Vacation and Admin/Comp balances must be paid out to the employee.

Recently, a couple of employees with high vacation and admin/comp balances left employment with the city.

Therefore, we will need to add the amount to the City Manager and Finance Department salaries expense.

Fiscal Impact: Increase City Manager department salaries budget by \$21,000 and increase Finance department salaries budget by \$11,000 to be funded General Fund Reserves

Environmental Impact: N/A

Recommended Action: Authorize an increase of \$21,000 to the City Manager department salaries budget and an increase of \$11,000 to the Finance Department salaries budget from General Fund Reserves

Submitted By: Barbara DiLeo, Acting Director of Finance

City Manager Approval: Patrick J. Martinez

Date: 4/4/2024

Other Department Approval (when required): _____

Date: _____

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: _____