



CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: 09/14/2026

Department: City Manager

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AGENDA ITEM TITLE

Part Time Office Assistant

SUMMARY

The City of Trinity is committed to enhancing customer service by adding a part-time Office Assistant position. This position would assist city staff in clerical and customer service duties. The City Council provided staff with directions to seek this future employee to increase efficiency during high-volume workdays.

In agreement with this recommendation, staff presents Council with the budget amendment for this position. This budget amendment will assist the City of Trinity to provide its citizens with optimal customer service. The position is a part of the long-term planning process for the City of Trinity.

RECOMMENDED ACTION

Approval of Council for a Part-Time Office Assistant

ATTACHMENTS