

MEMORANDUM

September 12, 2025

TO: Chad Reed, Deputy City Manager/Interim Chief Financial Officer

FROM: Nilesh Charan, Accounting Manager

SUBJECT: TEMPORARY STAFFING COST ESTIMATE - ACCOUNTS PAYABLE COVERAGE

The Accounts Payable (AP) section currently consists of three full-time employees. Two of these employees are scheduled to begin maternity leave as early as November. This will result in a significant reduction in available staffing during a critical period for invoice processing, year-end close preparations, and ongoing financial reporting deadlines. To ensure uninterrupted processing of vendor payments, compliance with City procurement/payment policies, and timely financial reporting, temporary staffing support is required.

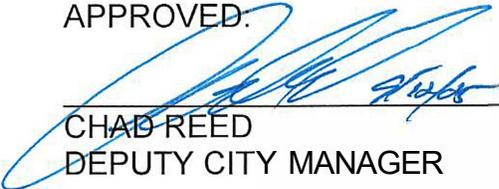
- Temporary Staffing Need
 - o Number of Temporary Positions Needed: 2
 - o Estimated Duration: November 2025 - March 2026 (approximately 18 weeks)
 - o Workload Coverage: Vendor invoice entry, payment processing
- Estimated Cost
 - o Agency Rate (per hour): \$59
 - o Estimated Hours per Week (per temp): 40
 - o Weekly Cost (per temp): \$2,360
 - o Estimated Duration (weeks): 18
 - o Total Cost (per temp): \$42,480
 - o Total Cost for Two Temps: \$84,960

I recommend securing two temporary staff members through Robert Half at \$59/hour to ensure continuity of operations in the AP section during the overlapping maternity leave period, using account number 2040-006-630001-100-000-10-20-000-000-.

JO
NILESH CHARAN
ACCOUNTING MANAGER

NC:jl

APPROVED:



CHAD REED
DEPUTY CITY MANAGER