

# CITY OF DANA POINT MEMORANDUM

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**DATE:** March 7, 2023  
**TO:** Honorable Mayor and City Council  
**FROM:** Sea Shelton, Finance Manager  
**SUBJECT:** Item 12 – Additional Personnel Update Request

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In addition to the requested personnel updates in the FY23 Mid-Year Budget Status report, there is a recommendation to convert the part-time Senior Administrative Assistant in the General Services Department to full-time. The General Services Department is responsible for all City parks, facilities, information technology, and emergency services, which require a substantial amount of administrative support. The estimated FY23 cost is \$11,500; no budget adjustment is requested to cover the cost.

c: City Manager