



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: May 2, 2016

Re: Amending the FY 2016 Annual budget to add .25 FTE to Finance Department

Executive Summary

The Treasury Division of the Finance Department is requesting an ordinance for the addition of .25 FTE Cashier, job code 1201, pay grade B1 non-exempt to the existing .75 FTE for the same.

Discussion

The Treasury Division of the Finance Department requests the addition of .25 FTE to the existing .75 cashier position. This position is currently filled at the .75 level and then supplemented by funds through temporary manpower agencies budgeted in the miscellaneous contractual account. The FY 2016 Annual Budget must also be amended to:

Add:

.25 FTE Cashier, job code 1201, pay grade B1, overtime eligible

Delete:

Eliminate funds budgeted in miscellaneous contractual in a matching amount that would have been utilized to pay temporary manpower agencies for the .25 FTE.

Staff believes that the need for a 1.0 FTE cashier is necessary to optimize consistent and reliable customer service that allows the walk-up windows to be open 9 hours a day and the drive-through to be open 10 hours per day. This position is also necessary to maintain timely collection processing, including mail receipts, in-person receipts and several electronic collection processes which also includes increased security regulations related to credit card processing.

Fiscal Impact

Short-Term Impact: FY2016 total expenses will be \$3,053 for the remainder of the fiscal year beginning May 3 and will be funded by an offsetting reduction in temporary pay for a net impact of zero. No additional appropriations for FY 2016 are needed.

Long-Term Impact: Annual costs going forward will be \$9,354 for additional .25 FTE plus any future salary increases granted, offset by lower miscellaneous contractual amounts related to the use of temporary staffing.



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Vision & Strategic Plan Impact

[Vision Impacts:](#) Community Facilities & Services

[Strategic Plan Impacts:](#) Operational Excellence

[Comprehensive Plan Impact:](#) Not Applicable

Suggested Council Action

Recommend approval of the addition of .25 FTE Cashier and the budget amendment to transfer funds from Temporary Positions to Permanent Positions for the remainder of FY2016 and subsequent fiscal years.

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 121-16

AN ORDINANCE

amending the FY 2016 Annual Budget by adding a 0.25 FTE cashier position in the Finance Department – Treasury Division; transferring funds; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The FY 2016 Annual Budget adopted by Ordinance No. 022570 is amended by adding the following position to the Finance Department – Treasury Division authorized personnel:

0.25 FTE 1201 Cashier Grade B1 Non-Exempt

SECTION 2. At the request of the City Manager, the City Council hereby transfers \$3,053.00 from the Miscellaneous Contractual Account No. 110-1030-502.49-90 to the Permanent Positions Account No. 110-1030-502.01-01.

SECTION 3. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2016.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor