

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 321-12

AN ORDINANCE

amending the FY 2013 Annual Budget to add and delete positions in the Finance Department; appropriating 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 2013 Annual Budget adopted by Ordinance No. 021423 is amended by adding a 1.00 FTE Accountant position to the Finance Department – Accounting Division authorized personnel.

SECTION 2. The FY 2013 Annual Budget is further amended by deleting a 0.50 Accounting Assistant position from the Finance Department – Accounting Division authorized personnel.

SECTION 3. The sum of \$35,387.00 is hereby appropriated from Account No. 110-0000-480.10-00 EREBAT to the Permanent Positions Account No. 110-1020-502.01-01.

SECTION 5. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2012.

ATTEST:

City Clerk

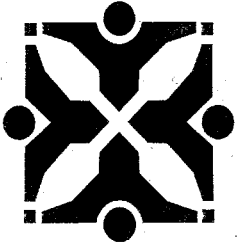
Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

CERTIFICATION: I certify there are sufficient funds available in Account No. 110-0000-480.10-00 EREBAT to cover the above appropriation.

Director of Finance



Source: Finance

JMB

Agenda Item No:

To: City Council

From: City Manager and Staff

[Signature]

Council Meeting Date: Nov 5, 2012

Re: An ordinance adding an Accountant position to the Finance Department.

EXECUTIVE SUMMARY:

This ordinance appropriates \$35,387 to the Finance Department Permanent Positions account to hire an additional Accountant.

DISCUSSION:

The City of Columbia is planning to change the purchasing ordinances to increase the bidding threshold from \$1,000 to \$5,000. The city would also allow transactions up to \$5,000 to be made using Purchasing Cards (p-cards). Last fiscal year the City had approximately 4,200 transactions between the amounts of \$1,000 and \$5,000. This purchasing ordinance change will result in several million dollars per year additional volume on the p-cards. Purchases paid through the traditional accounts payable process have several layers of approval including requisition, purchase order, approval on receipt of invoice and payment by check. This system allows payment to be delayed until all approvals are in place and proper documentation is received. With p-card payments the approval is at the card holder level with review by supervisors and the Finance Department after the fact.

The increased volume of p-card transactions will result in an increase in the bank rebate. We are requesting an appropriation from this account to fund the Accountant position to monitor, audit and analyze p-card and other transactions going through Accounts Payable. This analysis would include monitoring for duplicate payments, split transactions, unauthorized long-term contracts and proper documentation.

In addition to monitoring and analyzing p-card purchases, the new Accountant's duties will include assisting Senior Accountants with their workload. GASB's increasingly complex financial reporting requirements, new city initiatives and the recently launched COFERS project have resulted in increasing workloads on the Senior Accountants and Accounting Supervisors. The new Accountant would assume some of the routine responsibilities of the Senior Accountants and Accounting Supervisors. They would also assume some other complex duties including reconciling the Utility Accounts and Billing Receivable account, a multi-million dollar account. The person would also assist with the monthly statements required by the Airline Guarantee agreements.

Currently a full-time Accounting Assistant position is unfilled. I am proposing to decrease this position to a .5 position and use this saving to partially fund the Accountant position discussed above. These changes in the Finance Accounting division will enhance internal controls and improve customer service to both internal and external City customers.

FISCAL IMPACT:

This position will have a net increase in cost of \$35,387 which I am requesting be funded using funds from the city's EREBAT revenue.

VISION IMPACT:

<http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php>

None.

SUGGESTED COUNCIL ACTIONS:

Approval of this ordinance appropriating funds for an additional Accountant position to the Finance Department.

FISCAL and VISION NOTES:					
City Fiscal Impact Enter all that apply		Program Impact		Mandates	
City's current net FY cost	\$0.00	New Program/ Agency?	No	Federal or State mandated?	No
Amount of funds already appropriated	\$0.00	Duplicates/Epands an existing program?	No	Vision Implementation impact	
Amount of budget amendment needed	\$0.00	Fiscal Impact on any local political subdivision?	No	Enter all that apply: Refer to Web site	
Estimated 2 year net costs:		Resources Required		Vision Impact?	No
One Time	\$0.00	Requires add'l FTE Personnel?	No	Primary Vision, Strategy and/or Goal Item #	
Operating/ Ongoing	\$0.00	Requires add'l facilities?	No	Secondary Vision, Strategy and/or Goal Item #	
		Requires add'l capital equipment?	No	Fiscal year implementation Task #	