

City of Columbia

701 East Broadway, Columbia, Missouri 65201



Agenda Item Number: B161-14

Department Source: Law

To: City Council

From: City Manager & Staff

Council Meeting Date: June 2, 2014

Re: Adding a 1.00 FTE Assistant City Counselor Position in the Law Department; Reducing a 1.00 FTE to .75 FTE; Appropriating Funds

Documents Included With This Agenda Item

Council memo, Ordinance

Supporting documentation includes: Budget Amendment Summary

Executive Summary

Authorizing an additional full-time permanent assistant city counselor position in the Law Department - Counselor Division and reducing one full-time assistant to .75FTE.

Discussion

The new position will focus on land use and planning and development issues. Currently, there is no primary point of contact within the Law Department for this specialized area of the law and the approach has been more reactive than proactive. The Law Department presently attends the Board of Zoning Adjustment meetings, but due to a lack of available resources does not conduct legal review of proposed projects in advance of the City Council meeting (which can lead to inconsistent interpretation and application of rules between the Planning and Zoning Commission and Council). With the zoning code currently under revision, the timing is optimal to bring an individual on-board to focus on this function.

The reduction of a full time to a .75 FTE will occur in the position currently held by Steve Van Matre. Steve has been working $\frac{3}{4}$ time and has no desire to increase his hours to full time status.

Fiscal Impact

Short-Term Impact: FY2014 impact will be \$37,000.

Long-Term Impact: Impact in FY2015 and beyond will be \$64,110.

Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Governance and Decision Making

Strategic Plan Impact: Customer Focused Government, Workforce

City of Columbia

701 East Broadway, Columbia, Missouri 65201



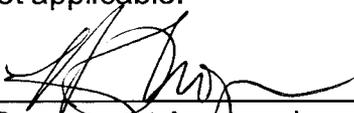
Comprehensive Plan Impact: Not Applicable

Suggested Council Action

Passage of the ordinance.

Legislative History

Not applicable.



Department Approved



City Manager Approved

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 161-14

AN ORDINANCE

amending the FY 2014 Annual Budget by adding a 0.75 FTE assistant city counselor position in the Law 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 2014 Annual Budget adopted by Ordinance No. 021798 is amended by adding the following positions in the Law Department – Counselor Division:

0.75 FTE 3301 Assistant City Counselor Grade C9 OT Exempt

SECTION 2. The sum of \$37,500.00 is hereby appropriated from Account No. 110-0000-341.01-00 to the following accounts in the following amounts:

\$4,556.00	Furniture	Account No. 110-1510-504.18-10
\$1,049.00	Computer Equipment	Account No. 110-1510-504.18-20
\$500.00	Travel/Training	Account No. 110-1510-504.20-40
\$890.00	Phone	Account No. 110-1510-504.35-33
\$505.00	Dues	Account No. 110-1510-504.41-00
\$30,000.00	Miscellaneous Contractual	Account No. 110-1510-504.49-90

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

PASSED this _____ day of _____, 2014.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

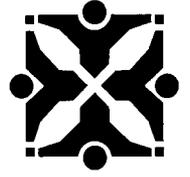
City Counselor

CERTIFICATION: I certify there are sufficient funds available in Account No. 110-0000-341.01-00 to cover the above appropriation.

Director of Finance

City of Columbia

701 East Broadway, Columbia, Missouri 65201



**SUPPORTING DOCUMENTS INCLUDED WITH
THIS AGENDA ITEM ARE AS FOLLOWS:**

Budget Amendment Summary

Law FY 2014 Budget Amendment

	Account #	FY 2014 Budget Amendment
TO:		
Supplies & Materials		
Furniture	110-1510-504.18-10	\$4,556
Computer Equipment	110-1510-504.18-20	\$1,049
TOTAL		<u>\$5,605</u>
Travel and Training		
Travel/Training	110-1510-504.20-40	\$500
TOTAL		<u>\$500</u>
Utilities Services & Miscellaneous		
Phone	110-1510-504.35-33	\$890
Professional Dues	110-1510-504.41-00	\$505
Miscellaneous Contractual	110-1510-504.49-90	\$30,000
		<u>\$31,395</u>
Total Budget Amendment Needed		<u>\$37,500</u>
FROM:		
Request to appropriate funds from Fund Balance - Account Number:	110-0000-341.01-00	<u>\$37,500</u>