

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 131-13

AN ORDINANCE

amending the FY 2013 Annual Budget to add a position in the Public Communications Office and to delete positions in the Public Communications Office and the Sustainability Fund; 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 the following position to the Public Communications Office authorized personnel:

(0.65) Publications Information Specialist

SECTION 2. The FY 2013 Annual Budget is further amended by deleting the following positions from the Public Communications Office and the Sustainability Fund authorized personnel:

Public Communications Office

(0.75) Administrative Support Assistant II

Sustainability Fund

(0.25) Administrative Support Assistant II

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

PASSED this _____ day of _____, 2013.

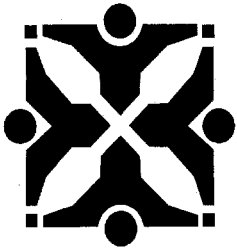
ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor



Renee Graham

Source: Public Communications

Agenda Item No:

To: City Council

From: City Manager and Staff

Council Meeting Date: May 6, 2013

Re: Conversion of a vacant full-time ASA II position to a .65 Public Information Specialists position

EXECUTIVE SUMMARY:

Passage of an ordinance to allow Public Communications to delete a vacant .75 FTE Administrative Support II position and .25 FTE ASA II position in Sustainability Fund and add a .65 FTE Public Information Specialist position.

DISCUSSION:

An administrative support position was vacated in February 2013 when the employee accepted a promotion as a Customer Service Rep II for the Contact Center. Because of changing demands in customer expectations, the City would be better served by a communications specialist who can support Public Communications mission of connect, inform and engage internal and external customers. Duties would include coordinating the department's growing social media program, assisting all City departments with graphic design services, ensuring the accuracy and timeliness of print and web-based content, facilitating press releases, responding to internal and external requests for City records and information, and supporting other department initiatives that contribute to the overall strategic priority of Customer-Focused Government.

FISCAL IMPACT:

None. This is a budget-neutral change for Public Communications. Space and equipment for the position are already in place.

VISION IMPACT:

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

SUGGESTED COUNCIL ACTIONS:

Approve the ordinance authorizing an amendment to staff positions in FY 2013 budget.

FISCAL and VISION NOTES:					
City Fiscal Impact Enter all that apply		Program Impact		Mandates	
City's current net FY cost	\$33,348.00	New Program/ Agency?	No	Federal or State mandated?	No
Amount of funds already appropriated	\$33,348.00	Duplicates/Expands an existing program?	Yes	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?	Yes
One Time	\$0.00	Requires add'l FTE Personnel?	No	Primary Vision, Strategy and/or Goal Item #	Governance 
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 #	