



Department Source: City Manager

To: City Council

From: City Manager & Staff

Council Meeting Date: April 16, 2018

Re: Appropriation of funds for new temporary employee

Executive Summary

The administrative requirements of the Trust Administrator's office have grown extensively, along with the success of the Community Foundation of Central Missouri and expansion of its services. To lessen the administrative load on the Trust Administrator, John Baker, the Community Foundation of Central Missouri has donated funds to the City of Columbia to pay for hiring a new temporary employee and other necessary expenses to assist the Trust Administrator with Community Foundation administration.

Discussion

The Trust Administrator requests an appropriation of \$6,979.00.

The funds already donated to the City will provide administrative assistance to the Trust Administrator. This appropriations request is for hourly wages and taxes from May 20 through September 30, 2018. It also includes IT equipment expenses and a parking permit. The expectation is that the part-time position will remain indefinitely, with future annual funding coming to the City from the Community Foundation of Central Missouri for as long as the administrative assistance is needed. There is a station in the Gentry Building, near the Trust Administrator, where the employee will work.

The total for salary and taxes is \$4,295.00.

The total for IT equipment (computer, software, and phone) is \$1,900.00.

The parking permit total is \$784.

Fiscal Impact

Short-Term Impact: None

Long-Term Impact: None

Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

Primary Impact: Operational Excellence, Secondary Impact: Social Equity, Tertiary Impact: Not Applicable

[Comprehensive Plan Impacts:](#)



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Primary Impact: Livable & Sustainable Communities, Secondary Impact: Inter-Governmental Cooperation, Tertiary Impact: Not Applicable

Legislative History

Date	Action
04/16/2018	This is the first opportunity to appropriate funds for this purpose.

Suggested Council Action

Appropriate funds for the new temporary employee and IT equipment.