



City Council Agenda Bill

20009

Bill Number

Subject: An ordinance modifying the 2013 Budget transferring the mail services function from the Finance Department to the Public Works Warehouse Department and reclassifying two part-time positions into one full-time position.

Summary Statement: To improve efficiency and provide better coverage of the City's mail delivery function, the Public Works Department and Finance Department propose to move the City's internal mail services from the Finance Department to the Public Works Warehouse. This requires a change in approved staffing but no net increase in the total number of employees. The transfer of a half-time Finance position to the PW Warehouse will be combined into one new full-time position classified as a warehouse worker.

Previous Council Action: None

Fiscal Impact: The cost of one full-time warehouse worker is approximately \$15,000 (annually) greater than the combined cost of the two part-time positions due to the addition of benefits. The additional cost is not anticipated to adversely affect the 2013 fund budget.

Funding Source: FUND 520

Attachments: Budget Ordinance

Meeting Activity	Meeting Date	Staff Recommendation	Presented By	Time
Committee Briefing Council Vote Requested	17-Jun-2013	Vote to Approve	Ted Carlson, PW Director	5 min.
Third & Final Ordinance	1-Jul-2013	Pass Ordinance		

Council Committee:

Public Works / Public Safety
Stan Snapp, Chair
Terry Bornemann; Gene Knutson

Agenda Bill Contact:

Eric Johnston, PW Assistant Director
778-7710

Committee Actions:

TB/GK moved to recommend approval. SS concurred.

Reviewed By
Ted Carlson, PW Director
John Carter, Finance Dir.
Brian Henshaw, Finance

Initials	Date
<i>TC</i>	6/10/13
<i>JC</i>	6/11/13
<i>BH</i>	6/10/13
<i>MTS</i>	6/11/13
<i>KL</i>	6.11.13

Legal
Mayor

Council Action:

6/17/13 SNAPP / KNOTSON moved approval for first and second reading. MOTION CARRIED 6-0.

ORDINANCE NO. _____

AN ORDINANCE RELATING TO THE 2013 BUDGET RECLASSIFYING POSITIONS IN THE FINANCE AND PUBLIC WORKS DEPARTMENTS TO PROVIDE FOR THE TRANSFER OF MAIL SERVICES TO THE PUBLIC WORKS WAREHOUSE GROUP, WHERE NO ADDITIONAL APPROPRIATIONS OR REALLOCATION OF FUNDS IS REQUIRED.

WHEREAS, in order to improve efficiency and provide better coverage of the City's mail delivery function the Finance Department and Public Works Department recommend moving this service from Finance to Public Works; and,

WHEREAS, a reclassification of existing positions in both departments is needed to provide for this transfer of responsibility for 2013, with the final disposition to be included in the 2014 budget.

NOW, THEREFORE, THE CITY OF BELLINGHAM DOES ORDAIN:

Section 1. Effective September 1, 2013 one part-time .625 FTE position of Office Assistant 1, Plan B Grade 4, in the Finance Department is hereby deleted. Effective September 1, 2013 one full-time position of Warehouse Worker, Plan B Grade 10, is hereby created with .6 FTE allocated to the Finance Department. There is no change in FTE as a result of this reclassification and no additional appropriation or reallocation of funds is required.

Section 2. Effective September 1, 2013 non-benefited labor in Public Works, Warehouse Group, is hereby reduced from 1.0 FTE to .6 FTE. Effective September 1, 2013 one full-time position of Warehouse Worker 1, Plan B Grade 10, is hereby created with .4 FTE allocated to the Public Works Department, Warehouse Group. There is no change in FTE as a result of this reclassification and no additional appropriation or reallocation of funds is required.

PASSED by the Council this _____ day of _____, 2013.

Council President

APPROVED by me this _____ day of _____, 2013.

Mayor

ATTEST: _____
Finance Director

APPROVED AS TO FORM:

Office of the City Attorney

Published:
