

Introduced by Buffaloe  
First Reading 9-2-25 Second Reading 9-15-25  
Ordinance No. 026102 Council Bill No. B 231-25

**AN ORDINANCE**

amending Chapter 2 of the City Code as it relates to city departments; amending Chapter 19 of the City Code as it relates to personnel policies, procedures, rules and regulations; 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. Chapter 2 of the Code of Ordinances of the City of Columbia, Missouri, is hereby amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

Sec. 2-177. Departments listed.

(a) The following city departments have been established:

City clerk (Charter, section 13).

City manager (Charter, article III).

Community development (section 29-6.1(e)).

~~Community relations.~~

Convention and visitors (section 26-82).

~~Cultural affairs.~~

Economic development.

Finance (section 2-206).

Fire (section 9-36).

Housing and neighborhood services.

Human resources (section 19-21).

Information technology.

Law (Charter, section 65).

Municipal court (Charter, section 114).  
Parks and recreation (section 17-26).  
Police (section 21-16).  
Public health and human services (section 11-31).  
~~Public safety joint communications and emergency management.~~  
Public works (section 22-16).  
Utilities- (including Water and light (Charter, section 99)).

(b) The departments may be divided into divisions as set forth in this Code or in the annual budget.

SECTION 2. Chapter 19 of the Code of Ordinances of the City of Columbia, Missouri, is hereby amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

Sec. 19-4. Definitions.

As used in this chapter, the following terms shall have the meanings indicated in this section:

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*Unclassified service.* The following offices and positions are in the unclassified service: All department heads; all assistant department heads; deputy city manager; assistant city manager; deputy city counselor; prosecutor; assistant city counselor; assistant city prosecutor, internal auditor; sustainability manager; assistant fire chief; deputy fire chief; assistant police chief; deputy police chief; deputy city clerk; city management fellowship; cultural affairs manager; municipal court administrator; deputy court administrator; engagement and public communications manager; diversity, equity and inclusion administrator; creative services and marketing manager; assistant to the city manager; administrative services manager; special projects manager; engagement coordinator; violence prevention administrator; executive assistant; airport manager.

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Sec. 19-37. Candidacy for public office.

(a) Within thirty (30) days after filing a declaration of candidacy for any elective public office, an employee shall provide written notification to the employee's supervisor and the Human Resources Department.

(b) If at any point during the campaign a conflict of interest as defined in section 19-41 of this Code arises, the employee shall be placed on a leave of absence until after

the election. In addition, a leave of absence is required following declaration of candidacy for elective public office until after the election when the public office sought, if elected, would be incompatible with the employee's current position.

~~(c) An employee of the city shall be placed on leave of absence under the provisions of this chapter after filing a declaration of candidacy for any public office. An employee, upon election to any public office, shall immediately resign the employee's position with the city as required by law.~~

(d) Strict compliance with section 19-39 of this Code shall be observed by any employee who is a candidate for public office.

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Sec. 19-124. Compensatory time leave.

(a) Compensatory time shall only be granted pursuant to section 19-96.

(b) ~~Compensatory time accruals shall not exceed one hundred sixty (160) two hundred (200) hours per individual (two hundred forty (240) hours annual accumulation/use limit for power plant utility (relief) workers and parks services workers assigned to athletic field and golf course operations), subject to further restrictions pursuant to department rule and regulations; and compensatory time accruals shall be paid upon separation, at a rate not less than:~~

(1) The average regular rate received by the employee during the last three (3) years of employment, or

(2) At the final regular rate received by the employee, whichever is higher.

(c) Employees shall be given an option of receiving paid overtime remuneration or compensatory time off.

(d) An employee moving from an overtime eligible position to an overtime exempt position shall be paid for all compensatory time on the books in the employee's paycheck that includes final hours worked in the overtime eligible position.

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Sec. 19-129. Vacation leave.

(a) Vacation shall be earned and accumulated by pay periods and granted on the last day of each pay period in hourly amounts accrued according to the following charts:

<b>General Employees</b>		
<b>Length of Service (Years)</b>	<b>Pay Period Accrual (hours)</b>	<b>Maximum Balance (hours)</b>
0—4	<del>3.38</del> <u>3.69</u>	<del>176</del> <u>192</u>
5—9	<del>4.15</del> <u>4.46</u>	<del>216</del> <u>232</u>
10—14	<del>4.92</del> <u>5.23</u>	<del>256</del> <u>272</u>
15—19	<del>5.69</del> <u>6.00</u>	<del>296</del> <u>312</u>
20—24+	<del>6.46</del> <u>6.77</u>	<del>336</del> <u>352</u>
<u>25+</u>	<u>7.54</u>	<u>392</u>

<b>Employees Represented by the Columbia Police Lieutenant's Association</b>		
<b>Length of Service (Years)</b>	<b>Pay Period Accrual (hours)</b>	<b>Maximum Balance (hours)</b>
0—4	<u>3.38</u>	<u>176</u>
5—9	<u>4.15</u>	<u>216</u>
10—14	<u>4.92</u>	<u>256</u>
15—19	<u>5.69</u>	<u>296</u>
20+	<u>6.46</u>	<u>336</u>

<b>Fire Department 56-Hour Employees</b>		
<b>Length of Service (Years)</b>	<b>Pay Period Accrual (hours)</b>	<b>Maximum Balance (hours)</b>
0—4	5.54	288
5—9	5.54 plus 28 hours pay	288
10—14	5.54 plus 56 hours pay	288
15—19	5.54 plus 84 hours pay	288
20+	5.54 plus 112 hours pay	288

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SECTION 3. Chapter 19 of the Code of Ordinances of the City of Columbia, Missouri, is hereby further amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

Sec. 19-110. General benefits.

(a) *Employee health care plan.* The city shall pay into the employee benefit fund ninety percent (90%) of the premium for employee only coverage for employees enrolled in the seven hundred fifty dollar (\$750.00) deductible preferred provider organization (PPO) plan, ninety-five percent (95%) of the premium for employee only coverage for employees enrolled in the one thousand five hundred dollar (\$1,500.00) deductible PPO plan, and one hundred percent (100%) of the premium for employee only coverage for employees enrolled in the high deductible health plan (HDHP) ~~six hundred forty dollars and sixty-one cents (\$640.61) per month for the cost of medical employee health care plan coverage, and thirty-three dollars and sixty cents (\$33.60) per month for the cost of employee dental plan coverage, for each eligible permanent employee and each eligible employee otherwise required to be covered by the city who participates in the plan. The city shall pay a portion of dependent care coverage for those eligible permanent employees who elect to purchase dependent health plan coverage under the city plan, subject to the following maximum amounts:~~

Employee + Spouse	<del>\$843.66</del> <u>967.34</u>
Employee + Child(ren)	<del>772.76</del> <u>873.70</u>
Employee + Family	<del>1,070.13</del> <u>1,245.39</u>

These payments by the city shall begin when the employee becomes an eligible employee under the health care plan and end at the date of the employee's termination of employment with the city. Employees choosing not to participate in the health care plan or dental plan or both shall not be entitled to receive the amount the city would have contributed toward the cost of such employees' health care plan and dental plan coverage.

The city shall contribute one thousand seven hundred dollars (\$1,700.00) annually ~~one hundred twenty-five dollars (\$125.00) per month~~ to the health savings account of each eligible, active employee enrolled in with single coverage under the city's high deductible health plan, and three thousand four hundred dollars (\$3,400.00) annually ~~and two hundred fifty dollars (\$250.00) per month~~ to the health savings account of each eligible employee enrolled in with single plus spouse, single plus children or full family coverage under the city's high deductible health plan. Contributions will be made on a bi-monthly basis in equal installments throughout the calendar year.

~~The city shall contribute one hundred twenty-five dollars (\$125.00) per month to the health savings account of each eligible employee with single coverage under the city's high deductible health plan and two hundred fifty dollars (\$250.00) per month to the health savings account of each eligible employee with single plus spouse, single plus children or full family coverage under the city's high deductible health plan.~~

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SECTION 4. Sections 1 and 2 of this ordinance shall be effective as of September 28, 2025 and Section 3 of this ordinance shall be effective as January 1, 2026.

PASSED this 15<sup>th</sup> day of September, 2025.

ATTEST:

*Reputy* Heley Alexander  
City Clerk

Barbara Bullabre  
Mayor and Presiding Officer

APPROVED AS TO FORM:

  
City Counselor