city of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: City Utilities - Water and Light
To: City Council
From: City Manager & Staff
Council Meeting Date: April 20, 2026
Re: Amending the FY 2026 classification and pay plan and the FY 2026 Annual Budget by reassigning a position in the Utilities Department
Impacted Ward: Citywide

Executive Summary

Staff has prepared for Council consideration an ordinance amending the FY 2026 classification and pay plan and the FY 2026 Annual Budget by reassigning a position in the Utilities Department.

Discussion

The Utilities Department is requesting the upward reassignment of 1.0 FTE Utilities Services Specialist II to 1.0 FTE Energy Analyst. The Energy Analyst position is a new classification. This reassignment will enhance the Utility Services Division's capacity to support the Utilities Department and its customers.

Since August of 2024, the United States Department of Energy has funded a fellow position in the Utility Services Division of the Utilities Department. This fellowship has been able to perform research and grant writing support for multiple utility grant applications. This work alone has resulted in the utility notified of a $3 million award for one grant, multiple submitted applications for another $3+ million in grants, and in progress drafting of applications for an additional $10+ million in grants. This fellowship position has been instrumental in special projects associated with the development of evaluation tools for purchase power agreements, cost benefit analysis of renewable energy systems at utility properties, and evaluation of demand response programs. Prior to this fellowship, the Utility Service Division did not have a staff position with these duties, experience, and knowledge. When the fellowship expires in August of 2026, there is no current staff position in the Utilities Department that provides these type of job skills and duties.

Currently, a Utility Services Specialist II position is vacant in the Utilities Department. With the recent updates to the existing utility efficiency programs in FY 2025 and streamlining of duties, there is a lack work to justify filling the vacant Utility Services Specialist II position. The Utilities Department is proposing that the vacant Utility Services Specialist II position be reassigned to an Energy Analyst to provide an opportunity to continue to provide the additional analytical and grant support to the Utilities Department.

The reassignment is expected to increase personnel expenses in the Utilities Department budget by approximately $11,000 annually. It will not have an impact on the FY 2026 budget since the position has been vacant since the beginning of the fiscal year.

New Classification:
4523 Energy Analyst, Grade 109, Exempt

Reassignment:
4510 Utility Services Specialist II, grade 108, Non-Exempt to
4523 Energy Analyst, Grade 109, Exempt
- Utilities (1)

Fiscal Impact

Short-Term Impact: Approximate increase of $11,000 per year
Long-Term Impact: Continuing at the rate above

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:
Primary Impact: Reliable and Sustainable Infrastructure, Secondary Impact: Organizational Excellence, Tertiary Impact: Resilient Economy
Comprehensive Plan Impacts:
Primary Impact: Infrastructure, Secondary Impact: Inter-Governmental Cooperation, Tertiary Impact: Livable & Sustainable Communities

Legislative History

Date	Action
N/A	N/A

Suggested Council Action

Approve the Ordinance.