



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: City Manager

To: City Council

From: City Manager & Staff

Council Meeting Date: January 16, 2024

Re: Providing a one-time retention pay for all unrepresented and represented permanent employees and amending the City's Fiscal Year 2024 budget.

Executive Summary

Staff is seeking Council approval of an ordinance that adopts a \$2.5 million amendment to the City of Columbia's Fiscal Year 2024 (FY-24) budget that provides for either a \$1,500, \$1,000 or \$500 retention payment for all unrepresented employees and those represented by Local 955, Laborers International Union of North America (LIUNA), Columbia Police Officers Association Lodge #26 (CPOA), Columbia Police Lieutenants Association (CPLA), International Association of Fire Fighters (IAFF Local 1055), and the Water and Light Association. Funding for this amendment comes from excess funds from the Fiscal Year 2023 (FY 2023) budget that otherwise would have been added to the City's reserve fund balance.

Discussion

Staff is seeking Council authorization to implement retention payments in calendar year 2024 for all permanent employees.

Permanent employees are eligible for up to 3 retention payments up to a total maximum of \$1,500 depending on their hire date with the City of Columbia. The criteria for payments are listed below.

1. \$500 retention payment for employees actively and continuously employed in a permanent position on or before 10/1/23 through February 4, 2024. Reflected on 2/23/24 paycheck.
2. \$500 retention payment for employees actively and continuously employed in a permanent position on or before 11/12/23 through March 17, 2024. Reflected on 4/5/24 paycheck.
3. \$500 retention payment for employees actively and continuously employed in a permanent position on or before 12/24/23 through April 28, 2024. Reflected on 5/17/24 paycheck.

Those employees represented by Local 955, Laborers International Union of North America (LIUNA), Columbia Police Officers Association Lodge #26 (CPOA), Columbia Police Lieutenants Association (CPLA), and the Water and Light Association have agreed to accept the retention payments as proposed.



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Employees represented by International Association of Fire Fighters (IAFF Local 1055) will be eligible for a one-time retention payment. No employee shall receive more than one retention payment. The criteria and the amount of the payment is based on the time of service and will be distributed as listed below:

1. \$1500 retention payment for employees actively and continuously employed in a permanent position on or before 10/1/2023 through March 17, 2024. Payment to be reflected on 4/5/24 paycheck, or;
2. \$1000 retention payment for employees actively and continuously employed in a permanent position with a start date anytime between 10/2/2023 and 11/12/2023 and still actively employed in a permanent position on March 17, 2024. Payment to be reflected on 4/5/24 paycheck, or;
3. \$500 retention payment for employees actively and continuously employed in a permanent position with a start date anytime between 11/13/23 and 12/24/2023 and still actively employed in a permanent position on April 28, 2024. Payment to be reflected on 5/17/24 paycheck.

It is anticipated that this one-time payment will cost \$2.5 million with funding coming from excess funds from the Fiscal Year 2023 (FY-23) budget that otherwise would have been added to the City's reserve fund balance. A budget amendment is needed to appropriate funds to the FY-2024 budget. These funds are available due to several factors including but not limited to personnel vacancies and lower materials and supplies expenses.

This is not the first time employees received a retention payment as City Council authorized either a \$1,500 or \$750 retention payment for all represented and unrepresented permanent employees during the FY-2022 budget. If Council approves this proposal, permanent employees actively and continuously employed in a permanent position on or before March 8, 2020 through April 28, 2024 will have received a total retention payment of \$3,000.

Fiscal Impact

Short-Term Impact: Amend the FY-2024 budget by adding \$2.5 million.

Long-Term Impact: No impact as this is a one-time retention payment having no effects on future budgets.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Organizational Excellence, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Legislative History

Date	Action
05/16/2022	<p>B148-22. Amending the FY 2022 Annual Budget by appropriating funds to accommodate mid-year salary adjustments for all employees; providing for FY 2022 salary adjustments for unrepresented permanent employees; providing for FY 2022 salary adjustments for employees represented by Water and Light Association; granting a waiver from the requirements of Section 19-85 of the City Code to provide for salary adjustments for employees that exceeds the salary ranges established in the FY 2022 Classification and Pay Plan; establishing an implementation date; providing for retention payments for unrepresented permanent employees and employees represented by Water and Light Association.</p> <p>https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=5571581&GUID=113EB732-B9F2-4F04-8A48-1CDF49928CB0&Options=ID Text &Search=retention</p>

Suggested Council Action

Authorize the retention payment as proposed and approve the FY-2024 budget amendment.