



CITY OF  
**FORESTPARK**

## City Council Agenda Item

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**Subject:** Forest Park Fire Department Sign-On Bonus – Executive Offices

**Submitted By:** Ricky L. Clark, Jr., City Manager

**Date Submitted:** July 12, 2023

**Work Session Date:** July 17, 2023

**Council Meeting Date:** June 17, 2023

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### Background/History:

Like many other municipalities, the City of Forest Park is currently experiencing difficulty attracting and retaining Firefighter candidates. The City is also preparing and anticipating staffing issues due to future retirements at all levels in the organization and is working on how to attract and, most importantly, how to retain the best staff to continue to deliver superior service. Ideas for recruiting are endless and endlessly challenging, but the time and effort invested in attracting top talent for the City is well worth it. The City desires to be the employer-of-choice, and implementing the Signing Bonus for “difficult-to-fill positions” incentivizes new employees to join the City of Forest Park.

To that end, the City Manager is recommending the following sign-on bonuses for the Fire Department:

- **Firefighter AEMT/EMT** - \$4,000 (\$2000 at the completion of three months & \$2000 on completion of probation. Employee must sign contract that if they leave employment at any time during the probationary period, the money is owed back to the City. In addition, they must execute a three-year employment agreement).
- **Firefighter Paramedics** - \$5,000 (\$2,500 at the completion of three months & \$2500 on completion of probation. Employee must sign contract that if they leave employment at any time during the probationary period, the money is owed back to the City. In addition, they must execute a three-year employment agreement)

The City will apply all required federal and state tax deductions and will report all payments made under this Agreement as required by federal and state law. Taxes shall be withheld as bonus earnings from the Sign-on Bonus and reported to the Internal Revenue Service as income on the employee's Form W-2. The Sign-on Bonus is not considered "salary" and shall not be included for purposes of retirement benefit calculations or salary increases.

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**Cost: \$ Variable**

**Budgeted for:**  Yes  No

**Financial Impact:**

N/A

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