



Board of Aldermen Request for Action

MEETING DATE: 5/5/2026

DEPARTMENT: Administration

AGENDA ITEM: Resolution 1583, Employee Compensation Plan Amendment

REQUESTED BOARD ACTION

A motion to approve Resolution 1583, adopting amendments to the Employee Compensation Plan.

SUMMARY

The Employee Compensation Plan sets the pay scale and includes job descriptions for all city positions. This item proposes an amendment to the Plan to reflect a position reclassification within the Public Works Department.

At the April 21 Work Session, staff presented a staffing update that included consideration of reclassifying the Assistant to the Public Works Director position to Assistant Public Works Director. Under the proposed change, the position would oversee the administrative division of the Public Works Department and serve as Acting Public Works Director in the Director's absence.

Over the next five years, the City's Capital Improvement Plan includes more than \$67.5 million in planned expenditures, with the majority of projects managed by the Public Works Department. As the department's responsibilities have expanded, the duties of the Assistant to the Public Works Director have also increased significantly.

In addition to the department's administrative responsibilities, the position manages key operational and project functions, including the financial components of capital improvement projects, project progress updates, grant administration, Stormwater NPDES MS4 permit administration and compliance, and easement acquisitions. The position also develops and maintains departmental communications, supervises the Public Works Administrative Assistant, manages the solid waste contract and Household Hazardous Waste program, and participates in plan reviews for new developments.

Given the scope and complexity of these responsibilities, staff recommend reclassifying the position to Assistant Public Works Director at pay grade 60. Under this proposed structure, the Assistant Public Works Director would oversee two Engineering Technicians and the Public Works Administrative Assistant and would serve as Acting Public Works Director in the Director's absence.

PREVIOUS ACTION

The Plan is revised annually for adjustments and changes. The Plan was last revised on April 7, 2026.

POLICY OBJECTIVE

Recruitment & Retention

FINANCIAL CONSIDERATIONS

This will require a budget amendment.

ATTACHMENTS

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other Compensation Plan, Job Description | |

RESOLUTION 1583

A RESOLUTION ADOPTING AMENDMENTS TO THE EMPLOYEE COMPENSATION PLAN

WHEREAS, the City of Smithville has adopted and set forth the compensation in the City of Smithville for regular employees hereby known as the Employee Compensation Plan; and

WHEREAS, City staff, in open and public discussions with the Board of Aldermen, has made recommendations to the Board regarding the modifications for the following items of the existing Employee Compensation Plan:

- Reclassification of the Assistant to the Public Works Director to Assistant Public Works Director at Pay Grade 60; and

WHEREAS, the Board of Aldermen of the City of Smithville desires to adopt the changes to the existing Employee Compensation Plan which should be followed by the City in the administration of the City's personnel program; and

WHEREAS, the Board of Aldermen of the City of Smithville wish to restate that the plan as amended is not intended to be a contract between the City and its employees and does not create contractual rights for employees.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT the existing policies and procedures, as amended, attached hereto as Exhibit A, incorporated into this resolution as if fully set forth herein, are the policies and procedures effective May 5, 2026, for the administration of the City's personnel program.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 5th day of May 2026.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

Smithville Employee Salary Schedule

November 1, 2025

Salary Range

Adjustment

1.025

1.025

Revised May 5, 2026

Pay Grade	Recommended Title	Department
5		
10		
	Maintenance Worker I - Parks Maintenance Worker I - Public Works Administrative Assistant I - Public Works	Parks and Recreation PW PW
15		
	Permit Technician Finance Specialist I Administrative Assistant II- Utilities O&M Technician/ Plant Operator I Senior Services Coordinator	Development Finance PW PW Parks and Recreation
20		
	Police Administrative Assistant/Prosecutor Assistant Maintenance Worker II - Parks Maintenance Worker II- Public Works O&M Technician/ Plant Operator II Recreation Coordinator	Police Parks and Recreation PW PW Parks and Recreation
25		
	Animal Control Officer	Police
30		
	Code Inspector I	Development
35		
	Building Inspector I Code Inspector II O&M Technician/ Plant Operator III Crew Leader -Public Works Crew Leader -Parks Engineering Technician I	Development Development PW PW Parks and Recreation PW
40		
	Building Inspector II Finance Analyst Finance & Payroll Administrator IT / GIS Technician	Development Finance Finance Administration
45		
	Building Inspector III Recreation Manager Engineering Technician II Parks & Facilities Manager	Development Parks and Recreation PW Parks and Recreation
50		
55		
	Streets Superintendent Water Treatment Plant Manager Utilities Operations Manager	PW PW PW
60		
	Police Captain Assistant Public Works Director	Police PW
65		
	Assistant City Administrator Development Director Finance Director Parks and Recreation Director Police Chief Public Works Director	Administration Development Finance Parks and Recreation Police PW

SALARY RANGE		
Minimum	Market	Maximum
\$ 17.12	\$ 19.69	\$ 23.97
\$ 35,614.08	\$ 40,956.19	\$ 49,859.71
\$ 19.12	\$ 21.98	\$ 26.77
\$ 39,769.06	\$ 45,728.48	\$ 55,676.68
\$ 20.65	\$ 23.74	\$ 28.91
\$ 42,950.58	\$ 49,384.86	\$ 60,140.31
\$ 21.68	\$ 24.93	\$ 30.35
\$ 45,087.42	\$ 51,854.10	\$ 63,131.89
\$ 22.76	\$ 26.17	\$ 31.87
\$ 47,342.98	\$ 54,442.06	\$ 66,289.67
\$ 24.13	\$ 27.75	\$ 33.79
\$ 50,192.11	\$ 57,718.55	\$ 70,278.45
\$ 25.58	\$ 29.42	\$ 35.81
\$ 53,207.43	\$ 61,184.99	\$ 74,480.91
\$ 27.11	\$ 31.17	\$ 37.95
\$ 56,388.96	\$ 64,841.37	\$ 78,944.54
\$ 29.83	\$ 34.30	\$ 41.76
\$ 62,039.73	\$ 71,346.87	\$ 86,850.87
\$ 31.62	\$ 36.37	\$ 44.27
\$ 65,767.33	\$ 75,644.30	\$ 92,074.27
\$ 34.78	\$ 40.00	\$ 48.70
\$ 72,344.07	\$ 83,194.49	\$ 101,286.44
\$ 40.75	\$ 46.87	\$ 57.06
\$ 84,764.20	\$ 97,488.50	\$ 118,679.55
\$ 46.87		\$ 70.30
\$ 97,488.50		\$ 146,232.75

Assistant City Clerk Pay: 6%

Police Recruit: 5% below Step One of Non-Supervisory Agreement Step Plan