



Board of Aldermen Request for Action

MEETING DATE: 11/5/2024

DEPARTMENT: Administration

AGENDA ITEM: Resolution 1421, Approval of the Employee Compensation Plan Amendment

REQUESTED BOARD ACTION:

Approval of Resolution 1421, adopting amendments to the Employee Compensation Plan.

SUMMARY:

At the October 15, 2024 Board of Aldermen Meeting the Board approved Resolution 1412. When beginning the implementation process for salary increases, staff realized that an incorrect version of the salary schedule was attached in the agenda materials that were approved on October 15. The Resolution and the RFA included the correct increase amounts. Staff has attached the corrected employee compensation plan as well as the correct worksheet for Board approval.

The Employee Compensation Plan sets the pay scale and includes job descriptions for all city positions.

Included in the packet is an updated pay grade schedule to be implemented in the first full pay period of the 2025 fiscal year. Based on Board direction, the approval of the amended pay grade schedule will include a 6% increase to the minimum and maximum salaries for pay grades 5 – 55 and an 8% increase to the minimum and maximum salaries for pay grades 60-65.

Based on Board direction, employees will receive an 8% adjustment for all current permanent employees in pay grades 10-55 and a 10% adjustment for current permanent employees in pay grades 60-65.

One addition to the Compensation Plan is an Assistant City Clerk Pay of 6%. This rate of pay will be added to the employee assigned to the role of Assistant City Clerk.

Additionally, staff has removed the following unfilled positions from the FY2025 Compensation Plan: Finance Analyst and Utilities Superintendent. Staff has also removed Police Sergeants from the Compensation Plan due to contract negotiations, there will be a separate pay scale for the unit upon ratification.

This compensation plan is effective November 1, 2024 and will remain in effect until such time a subsequent compensation plan supersedes it. It is the policy of the City of Smithville to maintain fair and competitive salary ranges consistent with the economic constraints of the City and the labor market in which we compete to attract and retain qualified personnel at all levels of the organization.

PREVIOUS ACTION:

This Plan corrects the scrivener's error in Resolution 1412 in the Employee Compensation Plan Attachment.

The Plan is revised annually for adjustments and changes. The Plan was last revised in 2023. A comprehensive review of the compensation and benefits plans of the City was completed in 2021.

POLICY OBJECTIVE:

Recruitment & Retention

FINANCIAL CONSIDERATIONS: This compensation plan is included in the FY2025 Budget.

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: Employee Compensation Plan
Employee Compensation Plan Worksheet | |

RESOLUTION 1421

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;

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:

- 6% increase in range adjustments for pay grades 5 – 55, and an 8% increase in pay rate for current employees in pay grades 5 – 55.
- 8% increase in range adjustments for pay grades 60-65, and a 10% increase in pay rate for current employees in pay grade 60-65.
- Implementation of an Assistant City Clerk pay of 6% for the employee assigned to that position.
- Removal of unfilled positions: Finance Analyst and Utilities Superintendent.
- Removal of police sergeants: will have separate pay scale upon ratification of an agreement.

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 are the policies and procedures which should be followed effective November 1, 2024 by the City in 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 November 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

Smithville Employee Salary Schedule

Revised November 1, 2024

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		
	Police Recruit	Police
30		
	Code Inspector I Finance Specialist II	Development Finance
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 Water Treatment Plant Shift Supervisor	Development PW
45		
	Building Inspector III Recreation Manager Engineering Technician II	Development Parks and Recreation PW
50		
	Assistant to the Public Works Director	PW
55		
	Streets Superintendent Water Treatment Plant Manager Utilities Operations Manager	PW PW PW
60		
	Police Captain	Police
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

Assistant City Clerk Pay: 6%

November 1, 2024

Salary Range

Adjustment

SALARY RANGE			
	Minimum	Market	Maximum
\$	16.70	\$ 19.21	\$ 23.39
\$	34,745.44	\$ 39,957.26	\$ 48,643.62
\$	18.65	\$ 21.45	\$ 26.11
\$	38,799.08	\$ 44,613.15	\$ 54,318.71
\$	20.15	\$ 23.16	\$ 28.21
\$	41,903.00	\$ 48,180.35	\$ 58,673.47
\$	21.15	\$ 24.32	\$ 29.61
\$	43,987.73	\$ 50,589.37	\$ 61,592.09
\$	22.21	\$ 25.54	\$ 31.09
\$	46,188.28	\$ 53,114.20	\$ 64,672.85
\$	23.54	\$ 27.07	\$ 32.96
\$	48,967.91	\$ 56,310.78	\$ 68,564.34
\$	24.96	\$ 28.70	\$ 34.93
\$	51,909.69	\$ 59,692.67	\$ 72,664.30
\$	26.45	\$ 30.41	\$ 37.03
\$	55,013.62	\$ 63,259.87	\$ 77,019.07
\$	29.10	\$ 33.46	\$ 40.74
\$	60,526.56	\$ 69,606.70	\$ 84,732.55
\$	30.85	\$ 35.48	\$ 43.19
\$	64,163.25	\$ 73,799.32	\$ 89,828.55
\$	33.93	\$ 39.02	\$ 47.51
\$	70,579.58	\$ 81,165.36	\$ 98,816.04
\$	39.76	\$ 45.73	\$ 55.67
\$	82,696.78	\$ 95,110.73	\$ 115,784.93
\$	45.73		\$ 68.59
\$	95,110.73		\$ 142,666.10

Smithville Employee Salary Schedule

Revised November 1, 2024

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

Assistant City Clerk Pay: 6%

November 1, 2023
Salary Range
Adjustment

SALARY RANGE		
Minimum	Market	Maximum
\$ 15.76	\$ 18.12	\$ 22.06
\$ 32,778.72	\$ 37,695.53	\$ 45,890.21
\$ 17.60	\$ 20.23	\$ 24.64
\$ 36,602.90	\$ 42,087.88	\$ 51,244.07
\$ 19.01	\$ 21.85	\$ 26.61
\$ 39,531.14	\$ 45,453.16	\$ 55,352.33
\$ 19.95	\$ 22.95	\$ 27.94
\$ 41,497.86	\$ 47,725.82	\$ 58,105.74
\$ 20.95	\$ 24.09	\$ 29.33
\$ 43,573.85	\$ 50,107.74	\$ 61,012.12
\$ 22.21	\$ 25.54	\$ 31.10
\$ 46,196.14	\$ 53,123.38	\$ 64,683.34
\$ 23.54	\$ 27.07	\$ 32.96
\$ 48,971.41	\$ 56,313.84	\$ 68,551.23
\$ 24.95	\$ 28.69	\$ 34.93
\$ 51,899.64	\$ 59,679.12	\$ 72,659.50
\$ 27.45	\$ 31.57	\$ 38.43
\$ 57,100.53	\$ 65,666.70	\$ 79,936.37
\$ 29.10	\$ 33.47	\$ 40.74
\$ 60,531.37	\$ 69,622.00	\$ 84,743.92
\$ 32.01	\$ 36.81	\$ 44.82
\$ 66,584.51	\$ 76,571.09	\$ 93,222.68
\$ 36.81	\$ 42.34	\$ 51.54
\$ 76,571.09	\$ 88,065.49	\$ 107,208.27
\$ 42.34		\$ 63.51
\$ 88,065.49		\$ 132,098.24

November 1, 2024
Salary Range
Adjustment

SALARY RANGE		
Minimum	Market	Maximum
\$ 16.70	\$ 19.21	\$ 23.39
\$ 34,745.44	\$ 39,957.26	\$ 48,643.62
\$ 18.65	\$ 21.45	\$ 26.11
\$ 38,799.08	\$ 44,613.15	\$ 54,318.71
\$ 20.15	\$ 23.16	\$ 28.21
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\$ 45.73		\$ 68.59
\$ 95,110.73		\$ 142,666.10