

## ORDINANCE NO. 7776

AN ORDINANCE CLASSIFYING ALL EMPLOYEE POSITIONS AND ESTABLISHING COMPENSATION FOR SUCH CLASSIFICATIONS AND REPEALING ALL ORDINANCES IN CONFLICT THEREWITH OF THE CITY OF MANHATTAN, KANSAS

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MANHATTAN, KANSAS

SECTION 1. The following pay plan is established for **classified** employees:

<u>Pay Grade</u>	<u>Annual Minimum</u>	<u>Annual Midpoint</u>	<u>Annual Maximum</u>	<u>Classification</u>
6	\$32,606.5152 \$15.67740	\$39,163.2691 \$18.8314	\$45,653.5552 \$21.9443	Open
7	\$34,245.7037 \$16.4659	\$41,112.5658 \$19.7632	\$47,935.1296 \$23.0502	Custodian I
8	\$35,973.4989 \$17.2954	\$43,172.6285 \$20.7565	\$50,327.4496 \$24.1971	FHDC Guest Serv Str Attendant
9	\$37,767.7414 \$18.1555	\$45,299.1386 \$21.7805	\$52,852.6848 \$25.4054	Court Clerk I Custodian II Education Specialist I Engineering Aide I Finance Clerk I Human Resource Technician I IT Help Desk Technician I Maintenance Worker I Parking Control Officer Program Coordinator
10	\$39,650.5907 \$19.0669	\$47,580.7130 \$22.8762	\$55,510.8250 \$26.6854	Activity Leader Administrative Assistant Animal Keeper I Animal Shelter Technician I Assistant Data Analyst Finance Technician HR/Payroll Clerk Human Resource Technician II Plant Operator Survey Technician I
11	\$41,622.0467 \$20.0090	\$49,950.8838 \$24.0128	\$58,279.7210 \$28.0166	Asst Laboratory Specialist I Biosolids - Lift Station Technician Concessions Coordinator Court Clerk II Education Specialist II FHDC Gift Store Coordinator Guest Services Coordinator Legal Assistant Maintenance Worker II Marketing Coordinator Marketing / Event Sales Coordinator Plant Operator I Volunteer Coordinator Water Service Worker I

<u>Pay Grade</u>	<u>Annual Minimum</u>	<u>Annual Midpoint</u>	<u>Annual Maximum</u>	<u>Classification</u>
12	\$44,944.7219 \$21.6064	\$53,960.2432 \$25.9379	\$62,931.4662 \$30.2592	Airport Maintenance Tech I Airport Security and Operations Tech I Animal Keeper II Animal Shelter Technician II Asst Laboratory Specialist II Building Technician CAD Tech I Customer Service Specialist Equipment Mechanic I Fleet Service Technician I Finance Specialist Legal Secretary Maintenance Technician Park Technician I Recreation Coordinator Senior Administrative Assistant Senior Court Clerk Traffic Sign Markings Specialist Traffic Signal Specialist Utility Location Specialist Utility Billing Specialist Water Service Worker II
13	\$48,555.3562 \$23.3472	\$58,279.7210 \$28.0166	\$67,981.9366 \$32.6861	Admin Assistant / Membership Coordinator Airport Maintenance Tech II Airport Security and Operations Tech II Animal Control Officer Asst Laboratory Specialist III Building Inspector I Construction Inspector Custodial Coordinator Department Coordinator Equipment Mechanic II Equipment Operator GIS Tech Housing Rehabilitation Inspector Inventory Control Specialist Marketing Specialist Park Mechanic Park Technician II Plant Operator II Plant Mechanic I Property Maintenance Inspector Right of Way Coordinator/Traffic Analyst Zoning Inspector
14	\$52,453.9699 \$25.2211	\$62,931.4662 \$30.2592	\$73,408.9728 \$35.2973	Airport Maintenance Tech III Animal Shelter Intake Coordinator Asst Laboratory Specialist IV CAD Tech II Court Services Officer I Educational Supervisor Executive Assistant Fleet Service Technician II

<u>Pay Grade</u>	<u>Annual Minimum</u>	<u>Annual Midpoint</u>	<u>Annual Maximum</u>	<u>Classification</u>
14	\$52,453.9699 \$25.2211	\$62,931.4662 \$30.2592	\$73,408.9728 \$35.2973	Grant Administrator Laboratory Specialist Maintenance Crewleader I Office Coordinator Park Crewleader I Plant Mechanic II Plant Operator III Programs Ed Animals Manager Senior Biosolids - Lift Station Technician Senior Engineering Aide Stormwater & Floodplain Specialist Survey Technician II Water Service Crew Leader
15	\$56,640.5325 \$27.2282	\$67,959.7875 \$32.6758	\$79,279.0323 \$38.1133	Accountant I Budget Analyst Environmental Compliance Specialist FHDC Event Supervisor FHDC Guest Services/Membership Manager Financial Analyst I Fleet Crewleader Guest Services Manager Human Resources Generalist I Legal Analyst Maintenance Crewleader II Management Assistant Network Administrator I Park Crewleader II Payroll Specialist Planner I Plans Examiner I Plant Operator IV Project Manager Senior Construction Inspector Senior Court Services Officer Senior Exhibits Operations Manager Senior Plant Mechanic System Administrator I Welder
16	\$58,722.7443 \$28.2317	\$73,408.9728 \$35.2973	\$88,073.0419 \$42.3424	Airport Maintenance Supervisor Airport Security Supervisor Assistant City Clerk Biosolids/Lift Station Supervisor Building Inspector II Building Maintenance Supervisor Curator of Education Customer Service Supervisor Electrician I Environmental Compliance Crewleader Headkeeper Human Resource Generalist II Infrastructure Analyst IT Software Specialist Network Administrator II Planner II Project Coordinator Property Maintenance Inspector II Recreation Supervisor SCADA and Instrumentation Network Specialist System Administrator II Traffic Signs Markings Supervisor Traffic Supervisor

<u>Pay Grade</u>	<u>Annual Minimum</u>	<u>Annual Midpoint</u>	<u>Annual Maximum</u>	<u>Classification</u>
17	\$63,418.7981 \$30.4947	\$79,279.0323 \$38.1133	\$95,094.9683 \$45.7216	Accountant II Building Services Manager Cemetery Sexton CAD Manager City Surveyor Engineer I Financial Analyst II Forestry Supervisor Horticultural Supervisor Laboratory Supervisor Operations Supervisor Park Supervisor Plans Examiner II Plant Mechanics Supervisor Plant Operators Supervisor Safety Specialist Senior Code Zoning Officer Senior Grant Administrator Senior Property Maintenance Inspector Sewer Maintenance Supervisor Street, Fleet, and Stormwater Supervisor Water Distribution Supervisor Zoo Curator
18	\$71,038.7917 \$34.1504	\$88,804.0346 \$42.6906	\$106,524.9690 \$51.2102	Airport Operations Manager Animal Services Director Asst Zoo Director Court Administrator Deputy Building Official Douglass Center Director Electrician II Engineer II GIS Coordinator Human Resources Specialist Marketing Development Officer Parking Services Manager Planner III Project Manager Recreation Specialist Aquatics Senior Accountant Stormwater Manager
19	\$79,544.8422 \$38.2464	\$99,436.5952 \$47.8106	\$119,306.1888 \$57.3542	Assistant to the City Manager Asst FHDC Director Development Budget Officer Human Resources Program Manager Senior Planner Senior Park Planner Street Fleet Superintendent Stormwater Compliance Engineer Traffic Superintendent Utility Superintendent
20	\$89,091.9936 \$42.8339	\$111,376.0768 \$53.5450	\$133,638.0006 \$64.2458	Assistant City Attorney I Battalion Chief Battalion Chief of Training City Clerk

<u>Pay Grade</u>	<u>Annual Minimum</u>	<u>Annual Midpoint</u>	<u>Annual Maximum</u>	<u>Classification</u>
20	\$89,091.9936 \$42.8339	\$111,376.0768 \$53.5450	\$133,638.0006 \$64.2458	City Prosecutor Communication Manager / PIO Deputy Fire Marshal Engineer III Environmental Compliance Manager ERP Manager FHDC Director IT Manager Operations Superintendent Park Superintendent Recreation Superintendent Water TX Plant Superintendent Wastewater TX Plant Superintendent Zoo Director
21	\$99,791.0118 \$47.9744	\$124,733.2250 \$59.9654	\$149,675.4381 \$71.9565	Assistant Airport Director Assistant Chief/Fire Marshal Assistant Chief of Operations Assistant Chief of Risk Reduction and Code Services Assistant Chief of Support Assistant City Attorney II Assistant Director of Community Development Assistant Director of Human Resources Assistant Director of Parks and Recreation Controller Principal Civil Engineer Treasurer
22	\$111,752.6426 \$53.7293	\$139,685.2634 \$67.1539	\$167,617.8842 \$80.5888	Assistant City Manager Assistant Director of Public Works Assistant Director of Public Utilities Chief City Prosecutor / Assistant City Attorney City Engineer Deputy Fire Chief
23	\$120,568.8115 \$57.9686	\$156,453.7037 \$75.2230	\$192,560.1075 \$92.5798	Airport Director Deputy City Attorney Director of Community Development Director of Human Resources Director of Parks and Recreation Director of Public Utilities
24	\$140,792.8218 \$67.6864	\$183,057.2544 \$88.0128	\$225,299.5277 \$108.3187	Director of Public Works Fire Chief Director of Finance Director of Information Technology/CIO
25	\$164,760.3917 \$79.2166	\$214,157.4963 \$102.9632	\$263,576.7501 \$126.7200	City Attorney Deputy City Manager
26	\$192,759.4598 \$92.6720	\$250,574.0083 \$120.4634	\$308,388.5568 \$148.2650	Open

SECTION 2. The following pay plan is established for **unclassified** employees:

<u>Annual Minimum</u>	<u>Annual Midpoint</u>	<u>Annual Maximum</u>	<u>Position</u>
\$91,639.3779 \$44.0525	\$122,429.5014 \$58.8595	\$153,219.6250 \$73.6666	Municipal Judge (E)
\$32,805.8778 \$15.7696	\$60,849.2544 \$29.2557	\$88,914.7904 \$42.7520	Public Defender (E)

SECTION 3. It is the policy of the City that the salary provided for all employees is for the purposes of recruiting, retaining, and motivating proficient individuals to deliver City services, programs, and activities. The current pay plan was recommended by City Administration following recommendations of the AGH Consulting Group "Total Rewards Study," and accepted by the City Commission on April 19, 2022. The "Total Rewards Study" helps City Administration establish salaries that balance fiscal responsibility with internal equity, job-related experience, and external competitiveness. When possible, a consistent relationship will be established between salary range and job classification.

SECTION 4. All employees shall normally receive a rate of pay no less than the minimum of their pay grade, and no higher than the maximum of that pay grade, exclusive of anniversary or similar annual payments.

SECTION 5. An appointee's verifiable job-related experience guides placement on the pay grade in alignment with the AGH Consulting Group Total Rewards Study, accepted by the City Commission on April 19, 2022. The City Manager and Director of Human Resources will determine an appointment's placement in the compensation structure based upon the new appointment's qualifications, competitive conditions of the market at the time of hire, internal equity, and other relevant factors, including guidance from the Total Rewards Study.

SECTION 6. Salary increases within the range shall not be routine or automatic, but will be granted strictly on the basis of work performance, available budgeted funds, and will be administered according to the salary administration policy and guidelines in accordance with the adopted pay plan and approved by the City Manager.

SECTION 7. The City Manager will establish the rate of pay for part-time, seasonal, or temporary positions or for positions developed under any training or special program for which there are no class descriptions.

SECTION 8. The pay rates and salary increases for classified employees of the Fire Department bargaining unit shall be those established through the collective bargaining process pursuant to law.

SECTION 9. Rates of pay above those established by the Salary Administration Policy and Guideline shall be determined and/or approved by the City Manager.

SECTION 10. The following annual salaries are established for the Governing Body and the City Manager:

Mayor	\$7,200
City Commissioners	\$6,000
City Manager	Such amount as established by the Governing Body through a contract between the City and the City Manager.

SECTION 11. The City Manager is authorized to set and administer a job-related allowance schedule for employees that may include uniforms, boots, safety gear, phones, vehicles and similar items in amounts that are reasonably related to the cost of such items and their use for job-related purposes.

SECTION 12. Ordinance No. 7720 and any other ordinances in conflict with this ordinance are hereby repealed.

SECTION 13. This Salary Ordinance shall take effect on Sunday, December 21, 2025, and after its publication in *The Manhattan Mercury*.

PASSED BY THE GOVERNING BODY OF THE CITY OF MANHATTAN, KANSAS, THIS 7<sup>TH</sup> DAY OF OCTOBER, 2025.

Karen McCulloh  
Karen McCulloh, Mayor

Chelsea Johnson  
Chelsea Johnson, Assistant City Clerk

