

ORDINANCE NO. O-24-21
An Ordinance Amending the Pay Plan

WHEREAS, pursuant to Section 1-7-1 of the Prospect Heights City Code, as amended, the City Council shall from time to time adopt an ordinance which sets forth the title of each employee position in the City, the number of authorized positions in each title and the salary range for every employment position in the City and such other information about each title or position as it deems necessary;

WHEREAS, the Mayor and City Council find it necessary and convenient to amend the pay plan as set forth on Exhibit A to this ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, ILLINOIS as follows:

SECTION ONE: The Authorized Positions and Pay Plan (“Pay Plan”), attached as Exhibit A to this ordinance, is hereby approved and incorporated into this ordinance in full.

SECTION TWO: The City Administrator is authorized and directed to implement the Pay Plan.

SECTION THREE: This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

PASSED and APPROVED this 11th day of November, 2024.

ATTEST:



City Clerk



~~Patrick Lindquist, City Mayor~~
Acting Mayor Matt Dolick



AYES: Cameron, Anderson, Dash, Dolick

NAYS: None

ABSENT: Morgan-Adams



To: Mayor Ludvigsen and Members of the City Council

From: Joe Wade, City Administrator

Subject: Ordinance Amending Title 1 of City Code and Amending the Pay Plan (Compensation of Officers, Employee Salaries and Pay Plan)

Date: October 24, 2024

Background

An examination of the compensation of the Assistant to the City Administrator position reveals it is below that of comparable internal positions and is below comparable positions of similar communities.

Analysis

The Assistant to the City Manager position is involved in many of the key functions of the City and assists in many planning, organizing, staffing, budgeting and other activities. The present salary is \$94,000. A comparison to similar management positions within the City suggests an annual salary of \$120,982 would meet internal equity considerations and allow the City the benefit of retaining personnel.

Recommendation

It is recommended the annual salary of the present position holder be adjusted from the present rate of \$94,000 annually, to \$120,982 annually.

EXHIBIT A

Authorized Positions and Pay Plan

Department	Title	Authorized Positions	Salary Range		
			Low	Mid	High
Building & Development	Building & Development Director	1	\$ 100,890	\$ 124,662	\$ 148,436
Building & Development	Code Enforcement Officer	1	\$ 49,285	\$ 67,839	\$ 86,394
Building & Development	Assistant Building Director	0	Vacant and Not Funded		
Building & Development	Health Inspector	0	Services provided by contractor.		
Building & Development	Plumbing Inspector	0	Services provided by contractor.		
Building & Development	Electrical Inspector	0	Services provided by contractor.		
Building & Development	Building Inspector/ Plan Examiner	1	\$ 61,963	\$ 76,347	\$ 84,646
Building & Development	Admin Assistant / Permit Coordinator	1	\$ 47,546	\$ 62,042	\$ 77,117
Building & Development	Scanning Intern	1	\$ 11.94	\$ 14.86	\$ 17.79
Administration	City Administrator	1	Set by Action of City Council		
Administration	Assistant City Administrator	1	\$ 80,501	\$ 94,010 \$ 100,741	\$ 106,958 \$ 120,982
Administration	Assistant to the City Administrator	0	Vacant and Not Funded		
Administration	Deputy Clerk	1	\$ 49,649.61	\$ 63,927.78	\$ 78,451.75
Administration	Administrative Assistant	1	\$ 47,546	\$ 62,042	\$ 77,117
Administration	Finance Director	1	Services provided by contractor		
Administration	Assistant Finance Director	1	Services provided by contractor		
Administration	Senior Financial Analyst	1	Services provided by contractor		
Administration	Digital Communications Technician	1	\$ 44,734	\$ 59,258	\$ 73,759
Administration (NRC)	Intern	1			

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Department	Title	Authorized Positions	Salary Range		
			Low	Mid	High
Administration (NHC)	Intern	1	\$ 11.54	\$ 13.31	\$ 15.34
Administration	Intern	0	Vacant and Not Funded		
Public Safety	Police Chief	1	\$ 136,839	\$ 154,233	\$ 183,225
Public Safety	Deputy Chief	1	\$ 130,751	\$ 145,536	\$ 160,032
Public Safety	Sergeants	5	Compensation Under Collective Bargaining Agreement		
Public Safety	Patrolman (Officers)	16	Compensation Under Collective Bargaining Agreement		
Public Safety	Patrolman Part Time	5	Compensation Under Collective Bargaining Agreement		
Public Safety	Records Supervisor	1	\$ 65,288	\$ 80,132	\$ 95,091
Public Safety	Desk Officers/Records Clerk	2	\$ 47,546	\$ 62,390	\$ 77,233
Public Safety	Police Liason	1	\$ 53,460	\$ 68,303	\$ 83,148
Public Safety	Part Time Desk Officers	4	\$ 17.79	\$ 20.94	\$ 23.87
Public Safety	Technical Assistant	1	\$ 29.61	\$ 32.54	\$ 35.13
Public Safety	Crossing Guards	4 PT	\$ 26.12	\$ 30.73	\$ 35.46
Public Safety	Relief Guards	3 PT	\$ 26.12	\$ 30.73	\$ 35.46
Public Safety	Social Worker	1	\$ 65,000	\$ 72,500	\$ 80,000
Public Works	Public Works Director	1	\$ 100,890	\$ 124,662	\$ 148,436

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Department	Title	Authorized Positions	Salary Range		
			Low	Mid	High
Public Works	Public Works Superintendent	0	Vacant and Not Funded		
Public Works	Foreman	0	Vacant and Not funded		
Public Works	Crew Leader	1	Compensation Under Collective Bargaining Agreement		
Public Works	Maintenance Worker	3	Compensation Under Collective Bargaining Agreement		
Public Works	Mechanic	1	Compensation Under Collective Bargaining Agreement		
Public Works	Water Operator	1	Compensation Under Collective Bargaining Agreement		
Public Works	Administrative Assistant	1	\$ 47,546	\$ 62,042	\$ 77,117
Public Works	Seasonal Staff	2	\$ 11.94	\$ 14.86	\$ 17.79