

ORDINANCE NO. O-25-06
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;

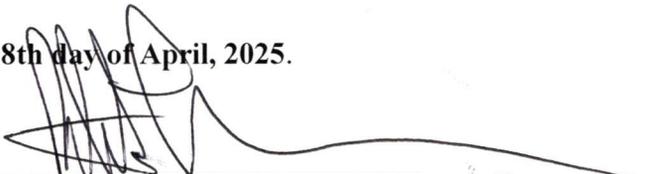
NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, ILLINOIS as follows:

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 28th day of April, 2025.



Patrick Ludvigsen, City Mayor

ATTEST:

Deputy 

Deputy City Clerk



AYES: Cameron, Anderson, Dash, Dolick

NAYS: None

ABSENT: Morgan-Adams



To: Mayor Patrick Ludvigsen
Corporate Authorities
Joe Wade, City Administrator

From: Peter P. Falcone, Assistant City Administrator

PPF

Date: April 10, 2025

Re: O-25-06 Amending Pay Plan Ordinance

Background:

Every May 1st the City Council is presented and passes a budget ordinance for the following fiscal year. Factored into each budget ordinance presented to the Council are the proposed and contractually required wage adjustments for the following fiscal year. For fiscal transparency and to provide a formal record of all proposed wage adjustments, a Pay Plan Ordinance is created and presented to the Council for deliberation and decision. For fiscal year 2025-26, a 2.25% wage adjustment is being presented to Council.

Analysis:

Staff researched what other communities are offering their non-union employees and found a range of 2.2% to 5% in adjustment and/or merit increases for fiscal year 2025-26. Attention was also given to the most recent contractual rate adjustments for our Public Works and Police union employees for an internal comparison. Patrol and Sergeants are contractually receiving 3.5% wage adjustment effective May 1, 2025.

Recommendation:

It is Staff recommendation that Council approve Ordinance O-25-06, Amending the City's Pay Plan.

EXHIBIT A

Authorized Positions and Pay Plan

102.75%

Department	Title	Authorized Positions	Salary Range		
			Low	Mid	High
Building & Development	Building & Development Director	1	\$ 100,890 \$ 105,997	\$ 124,662 \$ 130,972	\$ 148,436 \$ 155,949
Building & Development	Code Enforcement Officer	1	\$ 49,285 \$ 51,780	\$ 67,839 \$ 71,273	\$ 86,394 \$ 90,767
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 \$ 65,100	\$ 76,347 \$ 80,212	\$ 84,646 \$ 88,931
Building & Development	Admin Assistant / Permit Coordinator	1	\$ 47,546 \$ 49,952	\$ 62,042 \$ 65,182	\$ 77,117 \$ 81,020
Building & Development	Scanning Intern	1	\$ 11.94 \$ 12.54	\$ 14.86 \$ 15.61	\$ 17.79 \$ 18.69
Administration	City Administrator	1	Set by Action of City Council		
Administration	Assistant City Administrator	1	\$ 80,501 \$ 84,576	\$ 100,741 \$ 105,840	\$ 120,982 \$ 127,106
Administration	Assistant to the City Administrator	0	<hr/> \$ 66,788 \$ 84,769 \$ 102,750		
Administration	Management Analyst	0	<hr/> \$ 51,375 \$ 66,788 \$ 82,200		
Administration	Deputy Clerk	1	\$ 49,649.61 \$ 52,162.81	\$ 63,927.78 \$ 67,163.73	\$ 78,451.75 \$ 82,422.88
Administration	Administrative Assistant	1	\$ 47,546 \$ 49,952	\$ 62,042 \$ 65,182	\$ 77,117 \$ 81,020
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		

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Department	Title	Authorized Positions	Salary Range		
			Low	Mid	High
Administration	Digital Communications Technician	1	\$ 47,334 \$ 49,972	\$ 59,258 \$ 62,257	\$ 73,759 \$ 77,493
Administration (NRC)	Intern	2	\$ 11.54 \$ 12.12	\$ 13.31 \$ 13.98	\$ 15.34 \$ 16.12
Administration	Intern	0	\$ 15.00 \$ 15.76	\$ 17.50 \$ 18.39	\$ 20.00 \$ 21.01
Public Safety	Police Chief	1	\$ 136,839 \$ 143,766	\$ 154,233 \$ 162,040	\$ 183,225 \$ 192,500
Public Safety	Deputy Chief	1	\$ 130,751 \$ 137,370	\$ 145,536 \$ 152,903	\$ 160,032 \$ 168,133
Public Safety	Director of Police Administration	1	\$ 68,460 \$ 71,925	\$ 83,129 \$ 87,338	\$ 97,800 \$ 102,750
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	0	\$ 65,288 \$ 68,593	\$ 80,132 \$ 84,188	\$ 95,091 \$ 99,905
Public Safety	Desk Officers/Records Clerk	2	\$ 47,546 \$ 49,952	\$ 62,390 \$ 65,548	\$ 77,233 \$ 81,142
Public Safety	Police Liason	0	\$ 53,460 \$ 56,167	\$ 68,303 \$ 71,761	\$ 83,148 \$ 87,356
Public Safety	Part Time Desk Officers	4	\$ 17.79 \$ 18.69	\$ 20.94 \$ 22.00	\$ 23.87 \$ 25.08
Public Safety	Technical Assistant	1	Vacant and Not Funded		
Public Safety	Social Worker	1	\$ 65,000 \$ 68,290	\$ 72,500 \$ 76,170	\$ 80,000 \$ 87,338
Public Works	Public Works Director	1	\$ 100,890 \$ 105,997	\$ 124,662 \$ 130,972	\$ 148,436 \$ 169,538

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			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
			\$ 49,952	\$ 65,182	\$ 81,020
Public Works	Seasonal Staff	2	\$ 11.94	\$ 14.86	\$ 17.79
			\$ 12.54	\$ 15.61	\$ 18.69