

City Council

Agenda Cover Memorandum

Meeting Date: February 22, 2012

Item Title: Non-Union Compensation for 2012/13

Action Requested:

Approval

For discussion

Feedback requested

For your information

Staff Contact: Jim Hock, City Manager

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Background:

The City's non-union pay-for-performance program has three rating categories a Supervisor may rate an employee; Requires Improvement, Meets Standards and Exceeds Standards.

Our pay plan states that employees whose overall rating of Meets Standards or Exceeds Standards will receive a performance award. Employees whose overall rating of Requires Improvement will not normally be eligible for a performance award.

It is my recommendation that Council fund the pay-for-performance plan for 2012/12 as follows:

Requires Improvement	0%
Meets Standards	2%
Exceeds Standards	3%

Recommendation:

Include the necessary funding in the proposed budget for fiscal year 2012/13 for the pay-for-performance program as recommended.

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No

If Yes, Total Cost: \$120,000 General Fund
\$75,000 Library
\$6,000 Water Fund
\$1,275 Sewer Fund

If Yes, is this a Budgeted Item: Yes No

Attachments:

2012/13 Budget
Membership Dues
Department Justification

Department	Vendor	Member (City or list Individual Staff)	Membership Benefits	Term	2012/13 Budget	Rank
HR	CITYTECH USA INC	Citywide Website Membership	Online subscription to salary and benefit information and labor contracts and personnel manuals	Annual	\$360	
Admin. Leg.	IL CITY COUNTY MANAGEMENT ASSN	City Manager and Deputy City Manager	Statewide professional network of contacts, access to web based resources, monthly training, ability to attend for additional fee the annual training conference.	Annual	\$1,050.00	1
	ILLINOIS MUNICIPAL LEAGUE	Elected Officials and City Manager			\$2,000.00	
Admin. City Clerk	INTL CITY COUNTY MANAGEMENT ASSN	City Manager and Deputy City Manager	National professional network of contacts, access to web based resources, ability to attend for additional fee the annual training conference.	Annual	\$2,500.00	2
	INTL INSTITUTE OF MNCPL CLERKS	City Clerk and Deputy City Clerk		Annual	\$250.00	3
Econ. Dev.	LAMBDA ALPHA INTERNATIONAL	Deputy City Manager	Land based economics organization. Network organization and ability to attend monthly training sessions.	Annual	\$325.00	4
Citywide	PARK RIDGE CHAMBER OF COMMERCE	Citywide			\$675.00	
City Clerk	MUNICIPAL CLERKS NORTH AND NORTHWEST	City Clerk and Deputy City Clerk		Annual	\$40.00	1
City Clerk	MUNICIPAL CLERKS OF ILLINOIS	City Clerk and Deputy City Clerk		Annual	\$80.00	2
Citywide	NORTHWEST MUNICIPAL CONFERENCE	Citywide Membership			\$18,100.00	
HR	NPELRA	HR Director	National and State membership for training and networking on HR issues.		\$200.00	
City Wide	ROTARY CLUB OF PARK RIDGE INC	Deputy City Manager is City's Representative	Weekly communication with business members of the community.	Annual	\$996.00	
City Wide	SISTER CITIES INTERNATIONAL	City Clerk is City's Representatative			\$500.00	

Grand Total \$27,076