



## CITY OF PARK RIDGE

### MEMORANDUM

**DATE:** March 19, 2014  
**TO:** Mayor, Alderman, & City Clerk  
**FROM:** Shawn Hamilton, City Manager

**RE:** Personnel Updates post 3/4 Budget Workshop

The March 4, 2014 budget workshop focused on Personnel discussion. From that meeting, staff was asked to bring back additional information, respond to requests, and answer some further questions regarding personnel. This list of those deliverables is:

- Org Chart changes – reflect FT status for HR Generalist and SAFER grant (Fire) hires
- Merit increase FY14 – show percentage of actual and breakout
- Merit increase FY15 – show percentage
- Comparable data for Building Administrator, Zoning Coordinator, City Engineer and Senior Civil Engineer
- Economic Development Coordinator job description and strategy

Through an email request the morning after the meeting, Alderman Knight additionally requested:

- Internal policy documents outlining what guidelines and authority is used for merit based and / or salary adjustment increase recommendations

Included behind this memo is the above information.

*Our Mission:*

THE CITY OF PARK RIDGE IS COMMITTED TO PROVIDING EXCELLENCE IN CITY SERVICES IN ORDER TO UPHOLD A HIGH QUALITY OF LIFE, SO OUR COMMUNITY REMAINS A WONDERFUL PLACE TO LIVE AND WORK.