



CITY OF PARK RIDGE

MEMORANDUM

DATE: March 11, 2013
TO: Alderman & Mayor
FROM: Shawn Hamilton, Acting City Manager
RE: Comments on Changes to Personnel FY 2014 Budget

This memo serves to document changes to positions and subsequent compensation within the FY14 budget. All of these changes to personnel, salary savings, new positions, and adjustments are contained in the budget that staff originally submitted. Note that only base salaries are listed below.

Administration

I have reallocated compensation from the vacant Deputy City Manager position into support within Administration. Including the savings realized from the compensation savings for the Acting City Manager, with the reallocation of these positions, there is a \$92,900 savings in base salary that the City will realize in FY14.

<i>FY 2013</i>		<i>FY 2014</i>		<i>Net Change</i>
City Manager	\$175,000	Acting City Mgr	\$140,000	
Deputy City Mgr	<u>\$138,000</u>	Assist to City Mgr	\$50,100	
	\$313,000	Econ Development TBD	<u>\$30,000</u>	
			\$220,100	(\$92,900)

Finance

I have budgeted the promotional increase to Finance Director, from Finance Manager. For illustration, I am showing the salary savings from the previous Finance Director to our future Finance Director.

<i>FY 2013</i>		<i>FY 2014</i>		<i>Net Change</i>
Finance Director	\$122,000	Finance Director	\$110,000	(\$12,000)

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.

CP&D

I have recommended an increase in compensation to the CP&D Director, based upon personal performance, department performance, and wage compression. There is a recommended increase in moving a position from Planner I to Senior Planner, based upon a specific development plan with measurable objectives.

<i>FY 2013</i>		<i>FY 2014</i>		<i>Net Change</i>
CP&D Director *	\$103,000	CP&D Director	\$110,000	\$7,000
Planner I **	\$58,830	Senior Planner	\$65,000	\$6,170

** Historical CP&D Director compensation:*

2007	\$119,000
2008	\$97,000
2009	\$103,000
Up to 8/2010	\$103,000
8/2010	\$87,550
6/2012	\$95,486

*** Planner I on a six month development plan for Senior Planner title (additional duties, tasks, and responsibilities) commencing May 1, 2013*

I have added part time inspector to cover for heavy workload periods, and to ensure timely responses. The funding for these position comes from a reduction in contractual services, netting to zero.

Net Zero

General Cont. Serv.	\$10,000	Inspectors	\$10,000
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For informational purposes, I am documenting salary savings to the department, through posting of salaries at the minimum of the range.

<i>FY 2013</i>		<i>FY 2014</i>		<i>Net Change</i>
Building Admin	\$83,173	Building Admin	\$70,000	(\$13,173)
Zoning Coordinator	\$76,881	Zoning Coordinator	\$60,000	(\$16,881)

New Positions

The FY14 budget includes funding for three new part time positions. These positions are increases to current City FTE.

Urban Forester	\$25,000
Emergency Preparedness	\$19,980
Economic Development TBD*	\$30,000

The Urban Forester position has been funded in prior fiscal years, and the City has a job description. The Emergency Preparedness position and the Economic Development positions will not be posted until final budget approval and development of job descriptions, if applicable.

* the Economic Development position is listed as a part time position. Once the implementation of the Task Force report is complete, this funding may be moved to contractual services.