



AGENDA ITEM #8C

**AGENDA ITEM EXECUTIVE SUMMARY
Village Board Meeting
7/10/2023**

Item Title: **Salary Ordinance Amendment**

Staff Contact: Brian Joanis, Assistant Village Administrator

CONSENT

VILLAGE BOARD ACTION:

Pass an ordinance amending Ordinance No. 80-949 establishing a pay plan for the Village officers and employees.

Executive Summary:

The attached ordinance makes modifications to the salary ordinance that are consistent with the FY 2023 Budget and have been previously reviewed by the Village Board. The changes in the ordinance are as follows:

- **Appendix A:**
 - The addition of a Part-time Property Custodian with authorized strength of 1 added to the Appendix.

Implications:

Is this item budgeted? Yes, the FY2023 Budget includes funding for the changes contained within the attached ordinance.

Estimated cost: N/A

Any other implications to be considered? N/A

Strategic Priority:

Operational Sustainability

Attachments:

Ordinance and accompanying Appendix

THE VILLAGE OF ROSELLE
COOK AND DUPAGE COUNTIES, ILLINOIS

ORDINANCE
NUMBER _____

**AN ORDINANCE
AMENDING SALARY ORDINANCES
ESTABLISHING A PAY PLAN AND
STRENGTH OF JOB CLASSIFICATIONS FOR
VILLAGE OFFICERS AND EMPLOYEES**

DAVID PILESKI, Mayor
AMANDA HAUSMAN, Village Clerk

TOM DELLA PENNA
WAYNE D. DOMKE
DENA FORSYTHE
CHERYL LENISA
TOM PIORKOWSKI
LEE TREJO

Village Board

Published in pamphlet form by authority of the
Mayor and the Board of Trustees of the Village of Roselle
on this the 10th day of July, 2023

ORDINANCE NO. _____

**AN ORDINANCE
AMENDING SALARY ORDINANCES
ESTABLISHING A PAY PLAN AND
STRENGTH OF JOB CLASSIFICATIONS FOR
VILLAGE OFFICERS AND EMPLOYEES**

WHEREAS, the Village of Roselle (hereinafter referred to as the “Village”) is an Illinois Municipal Corporation organized pursuant to the laws of the State of Illinois;

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs that protect the health, safety and welfare of its residents;

WHEREAS, the Corporate Authorities of the Village previously adopted ordinances establishing salaries and/or compensation for Village officers and employees (hereinafter referred to as “Pay Plan”);

WHEREAS, the Corporate Authorities of the Village will, from time to time, restructure or change the classification, compensation, and authorized strength of employees, as may suit the current or future needs of the Village;

WHEREAS, in consideration of the current needs of the Village, the Corporate Authorities of the Village desire to amend the Pay Plan and Increase the Strength of Job Classification for Village Officers and Employees; and

WHEREAS, the Corporate Authorities of the Village of Roselle are of the opinion that it is in the best interests of the safety, health and welfare of the residents to adopt the salaries and/or compensation for Village of Roselle employees and officers and as provided for herein.

NOW, THEREFORE, BE IT ORDAINED, in open meeting assembled, by the Mayor and Board of Trustees of the Village of Roselle, Cook and DuPage Counties, Illinois as follows:

Section One - Recitals

The Board of Trustees hereby find that all of the recitals hereinbefore stated as contained in the preamble to this ordinance are full, true and correct and do hereby, by reference, incorporate and make them part of this ordinance as legislative findings.

Section Two – Amendment to Pay Plan and Increase in Authorized Strength

The corporate authorities hereby amend the previously adopted salary ordinances to provide for the addition of a part-time property custodian with authorized strength 1 which shall be reflected as an amendment to the Appendix A of said ordinances (a copy of the revised Appendix A is attached hereto and a made a part hereof as Exhibit A). The corporate authorities further approve a salary range of twenty-five (25) to thirty-five (35) dollars per hour.

Section Three - Conflict Clause

That all ordinances, parts of ordinances, resolutions, parts of resolutions or board actions in conflict with the terms of this ordinance shall be repealed to the extent of said conflict.

Section Four - Passage Clause

That this ordinance shall take full force and effect from and after its passage, approval and publication as provided by law.

Section Five - Constitutionality Clause

Any part or parts of this ordinance declared by a court of law to be invalid or unconstitutional shall not affect the validity of the remaining provisions of this ordinance.

Section Six - Publication

This ordinance shall be published in book or pamphlet form as provided by the Illinois Municipal Code.

Section Seven - Recording

This ordinance shall be entered into the minutes and upon the journals of the Board of Trustees of the Village of Roselle.

The Remainder of this Page has been Intentionally Left Blank / Roll Call Vote to follow:

DECIDED pursuant to a Roll Call Vote:

| | YES | NO | ABSENT | PRESENT |
|-----------------|-----|----|--------|---------|
| Tom Della Penna | | | | |
| Wayne D. Domke | | | | |
| Dena Fosythe | | | | |
| Cheryl Lenisa | | | | |
| Tom Piorkowski | | | | |
| Lee Trejo | | | | |
| David Pileski | | | | |
| TOTAL | | | | |

PASSED AND APPROVED by the Village of Roselle Board of Trustees on the 10th day of July, 2023:

David Pileski
Mayor

ATTEST:

Amanda Hausman
Village Clerk

STATE OF ILLINOIS)
) SS
 COUNTIES OF DUPAGE AND COOK)

CLERK’S CERTIFICATION

I, Amanda Hausman, hereby certify that I am the duly elected and qualified Village Clerk in and for the Village of Roselle, DuPage and Cook Counties, Illinois; that I am the keeper of the files, records, and seal of said Village, and that the following is a true and correct copy of Ordinance No. _____

**AN ORDINANCE
 AMENDING SALARY ORDINANCES
 ESTABLISHING A PAY PLAN AND STRENGTH OF JOB CLASSIFICATIONS FOR
 VILLAGE OFFICERS AND EMPLOYEES**

adopted and approved by the Mayor and the Board of Trustees at an official meeting held on July 10, 2023 and that the vote on the motion for adoption was as follows:

| | YES | NO | ABSENT | PRESENT |
|-----------------|-----|----|--------|---------|
| Tom Della Penna | | | | |
| Wayne D. Domke | | | | |
| Dena Forsythe | | | | |
| Cheryl Lenisa | | | | |
| Tom Piorkowski | | | | |
| Lee Trejo | | | | |
| David Pileski | | | | |
| TOTAL | | | | |

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Village Code of the Village of Roselle, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

I further state that this Certification is issued under my hand and the seal of the Village of Roselle as required in the Illinois Compiled Statues 65 ILCS 5/1-2-4.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Corporate Seal of said Village of Roselle, DuPage and Cook Counties, Illinois on the date set forth herein.

 Amanda Hausman, Village Clerk

(SEAL)

Exhibit A

Appendix A

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**APPENDIX A - GENERAL EMPLOYEES
EFFECTIVE MAY 8, 2023**

| JOB CLASSIFICATION | PAY RANGE | | AUTHORIZED STRENGTH |
|--|--------------------|----------------|----------------------------|
| | MIN. | MAX. | |
| ADMINISTRATIVE/SUPPORT SERVICES | | | |
| Police Records Assistant | \$45,065 | \$68,823 | 3 |
| Finance Assistant | \$45,065 | \$68,823 | 2 |
| Community Development Assistant | \$45,065 | \$68,823 | 1 |
| Community Service Officer | \$45,065 | \$68,823 | 4 |
| Administrative Assistant | \$47,768 | \$72,956 | 3 |
| Accounting Specialist | \$50,635 | \$77,331 | 2 |
| Permit Technician | \$50,635 | \$77,331 | 1 |
| Executive Assistant/Deputy Clerk | \$52,170 | \$77,332 | 1 |
| Permit and Project Coordinator | \$53,673 | \$81,972 | 1 |
| Customer Service and Billing Coordinator | \$53,673 | \$81,972 | 1 |
| Human Resources Generalist | \$53,673 | \$81,972 | 1 |
| TOTAL | | | 19 |
| TECHNICAL | | | |
| Code Compliance Inspector | \$60,625 | \$90,723 | 1 |
| Fire Marshal | \$60,625 | \$90,723 | 1 |
| Economic Development Analyst | \$60,625 | \$90,723 | 1 |
| Planner | \$60,625 | \$90,723 | 0 |
| Community Relations Coordinator | \$64,263 | \$96,166 | 1 |
| Police Resource Coordinator | \$64,263 | \$96,166 | 1 |
| Chief Accountant | \$64,263 | \$96,166 | 1 |
| TOTAL | | | 6 |
| PROFESSIONAL/SUPERVISORY | | | |
| Civil Engineer | \$75,502 | \$112,987 | 1 |
| Senior Civil Engineer | \$84,148 | \$126,193 | 1 |
| Police Services Manager | \$75,502 | \$112,987 | 1 |
| Police Social Worker | \$75,502 | \$112,987 | 2 |
| Community Development Manager | \$75,502 | \$112,987 | 1 |
| Sergeant * | \$86,672 | \$129,980 | 5 |
| Public Works Manager | \$94,533 | \$132,347 | 3 |
| Battalion Chief** | \$117,921 | \$133,973 | 3 |
| TOTAL | | | 17 |
| * (Sergeant assigned to detective duty additional annual \$1500 added to base pay range) | | | |
| **(Battalion Chief additional compensation rate pursuant to Section 4-10 of Personnel Policy Manual is \$60.00 per hour) | | | |
| MANAGEMENT | | | |
| Assistant Director of Public Works/Village Engineer | \$97,369 | \$149,154 | 1 |
| Deputy Police Chief | \$97,369 | \$149,154 | 2 |
| Deputy Fire Chief | \$97,369 | \$149,154 | 1 |
| Director of Community Development | \$104,810 | \$160,548 | 0 |
| Assistant Village Administrator | \$104,810 | \$160,548 | 1 |
| Director of Public Works | \$108,740 | \$166,569 | 1 |
| Director of Finance | \$108,740 | \$166,569 | 1 |
| Chief of Police | \$108,740 | \$166,569 | 1 |
| Fire Chief | \$108,740 | \$166,569 | 1 |
| Village Administrator | Per Board Approval | | 1 |
| TOTAL | | | 10 |
| Part-Time Employees - Hourly Rate | | | |
| Seasonal Public Works Engineering Intern | \$15.00 | \$18.00 | 1 |
| Community Development Intern | \$15.00 | \$18.00 | 1 |
| Building Maintainer | \$16.29 | \$18.31 | 1 |
| Building Inspector (Structural) | \$31.83 | \$40.31 | 0 |
| Plumbing Inspector | \$38.42 | | 0 |
| Electrical Inspector | \$38.42 | | 1 |
| Property Custodian | \$25.00 | \$35.00 | 1 |
| Patrol Officer*** | \$33.92 | \$50.14 | 3 |
| TOTAL | | | 7 8 |

*** (Pay range is identical to range contained in full-time police officer collective bargaining agreement)

**APPENDIX B - FULL-TIME FIREFIGHTER UNION
EFFECTIVE JANUARY 1, 2023**

**JOB
CLASSIFICATION**

EMPLOYEES HIRED
BEFORE JANUARY 1, 2013

PAY RANGE

MIN. MAX.

| | | |
|----------------------------|---|--------------|
| Firefighter III (Advanced) | - | \$97,450.30 |
| Fire Lieutenant | - | \$111,376.55 |

EMPLOYEES HIRED
AFTER JANUARY 1, 2013

PAY RANGE

MIN. MAX.

| | | |
|--------------------------------------|--------------|--------------|
| Firefighter II/Paramedic (Basic) | \$69,123.50 | \$99,556.40 |
| Firefighter III/Paramedic (Advanced) | \$72,336.44 | \$104,183.91 |
| Lieutenant/Paramedic | \$109,393.10 | \$116,313.66 |

TOTAL (combined authorized strength for all positions) 15

**Effective 4/1/2022; 15 = 3 Lieutenants and 12 Firefighters*

**APPENDIX C - POLICE OFFICERS UNION
EFFECTIVE JANUARY 1, 2023**

| JOB CLASSIFICATION | EMPLOYEES HIRED BEFORE JANUARY 1, 2013 | EMPLOYEES HIRED AFTER JANUARY 1, 2013 | | AUTHORIZED STRENGTH |
|-------------------------------|---|--|---------------------------|--------------------------------|
| | PAY RANGE MAX. | PAY RANGE MIN. | PAY RANGE MAX. | |
| Police Officer | \$109,498.82 | \$74,087.05 | \$109,498.82 | 25 |

**Individuals assigned to detective duty have an additional annual \$1,500 added to the base pay range*

**APPENDIX D - PUBLIC WORKS OPERATOR'S UNION
EFFECTIVE JANUARY 1, 2023**

| JOB CLASSIFICATION | EMPLOYEES HIRED BEFORE JULY 1, 2012 | | EMPLOYEES HIRED AFTER JULY 1, 2012 | | AUTHORIZED STRENGTH |
|--------------------------------|--|-------------|---|-------------|--------------------------------|
| | PAY RANGE | | PAY RANGE | | |
| | MIN. | MAX. | MIN. | MAX. | |
| Street Maintenance Worker | \$ 57,846 | \$ 79,690 | \$ 56,055 | \$ 75,287 | 5 |
| Lead Street Maintenance Worker | \$ 61,817 | \$ 85,011 | \$ 58,568 | \$ 80,455 | 1 |
| Wastewater Plant Operator | \$ 61,232 | \$ 84,207 | \$ 59,337 | \$ 79,695 | 4 |
| Water Operator | \$ 61,232 | \$ 84,207 | \$ 59,337 | \$ 79,695 | 2 |
| Laboratory Technician | \$ 63,640 | \$ 87,395 | \$ 61,670 | \$ 82,828 | 1 |
| Engineering Technician | \$ 67,446 | \$ 92,970 | \$ 65,359 | \$ 87,782 | 0 |
| Lead Wastewater Plant Operator | \$ 67,769 | \$ 92,970 | \$ 65,671 | \$ 88,202 | 2 |
| Lead Water Operator | \$ 67,769 | \$ 92,970 | \$ 65,671 | \$ 88,202 | 1 |
| Equipment Mechanic | \$ 71,865 | \$ 98,426 | \$ 69,641 | \$ 93,533 | 2 |
| Foreman | \$ 79,052 | \$ 108,268 | \$ 76,522 | \$ 104,821 | 4 |
| <i>TOTAL</i> | | | | | <u>22</u> |

**APPENDIX E - PART-TIME FIREFIGHTER UNION
EFFECTIVE JANUARY 1, 2022**

| JOB CLASSIFICATION | Hourly Rate | AUTHORIZED STRENGTH |
|--|------------------------|--------------------------------|
| <u>Part-time Firefighters</u> | | |
| No Certification | \$ 13.25 | |
| Basic Operations Firefighter & EMT-B | \$ 16.20 | |
| Advanced Firefighter & EMT-B | \$ 16.95 | |
| Basic Operations Firefighter & Paramedic | \$ 18.40 | |
| Advanced Firefighter & Paramedic | \$ 19.15 | |
| <i>TOTAL</i> | | 29 |

Number of Authorized Full-Time Employees

| | |
|------------------------------|-------|
| Full Time Non-Union | 48 |
| Full Time Firefighters Union | 15 |
| Police Officer Union | 25 |
| PW Operators Union | #REF! |

TOTAL #REF!

Number of Authorized Part-Time Employees

| | |
|------------------------------|-----|
| Other Part-Time Employees | 7 8 |
| Part Time Firefighters Union | 29 |

TOTAL 29