

CITY OF COLUMBIA, ILLINOIS
ORDINANCE NO. 3671

**AN ORDINANCE ESTABLISHING THE SALARY/REMUNERATION OF APPOINTED
CITY OFFICERS AND EMPLOYEES OF THE CITY OF COLUMBIA, ILLINOIS FOR
THE FISCAL YEAR OF THE CITY COMMENCING MAY 1, 2024 AND ENDING
APRIL 30, 2025**

- WHEREAS,** the City of Columbia (“City”), Monroe and St. Clair Counties, Illinois is a duly created, organized and validly existing municipality of the State of Illinois under the 1970 Illinois Constitution and the laws of the State of Illinois, including particularly the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto; and
- WHEREAS,** the compensation/salary of the City's Appointed Officers and employees must be established by ordinance which may be, but is not required to be, the annual appropriation ordinance to be passed and approved during the first quarter of the fiscal year of the City (65 ILCS 5/3.1-50-5 and 65 ILCS 5/3.1/50-10); and
- WHEREAS,** the City, pursuant to Section 8-2-9.1 through 8-2-9.10 of the Illinois Municipal Code (65 ILCS 5/8-2-9.1 through 5/8-2-9.10) created the City office of "Budget Officer" and adopts an annual budget for the City prior to the commencement of each fiscal year of the City, in lieu of an appropriation ordinance; and
- WHEREAS,** no compensation shall be paid to any City Appointed Officer or employee in addition to that provided in the Ordinance fixing his or her salary; however, municipal employees may be reimbursed for the reasonable expenses they incur which arise from the performance of their duties (65 ILCS 5/3.1-50-5 and 65 ILCS 5/3.1-50-10); and
- WHEREAS,** in order to ensure the City is able to attract and retain qualified employees, the Corporate Authorities of the City desire to adopt a grade classification system for the City’s Appointed Officers and employees not subject to a collective bargaining agreement, and establish certain procedures pertaining thereto.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Columbia, Illinois as follows:

- Section 1.** The preceding recitations in the upper part of this Ordinance are realleged, restated and adopted as paragraph one (“1”) of this Ordinance.
- Section 2.** Pay Grades 1-12 and the associated pay ranges for established Pay Grades, attached hereto as Exhibit “A,” is hereby adopted.
- Section 3.** Exhibit “B,” attached hereto, classifying positions by grade, is hereby adopted.
- Section 4. Compensation, Initial Establishment.** Upon adoption, incumbents shall be adjusted to the Midpoint for the respective grade established for each position. In the event the incumbent is currently compensated at a rate less than 3.6% (the

annualized increase in the Consumer Price Index for All Urban Consumers (CPI-U) February, 2024) of the Midpoint, or higher than the established Midpoint, the incumbent's rate of pay shall be established at an amount not to exceed the established Maximum, based on performance in position, and experience.

Section 5. Compensation, New Employees. In extending offers of employment to prospective employees, the City Administrator is authorized to appoint an employee at a rate of pay up to and including the Midpoint established for the position. In the event an applicant possesses qualifications warranting a higher starting rate, the City Administrator and affected Department Director shall present a request to the City Council, who shall have authority to determine if a rate (not to exceed the established maximum rate for the position) is appropriate.

Section 6. Effective May 1, 2025, and the first day of May for each year thereafter, the rates of pay for each grade shall adjust by the lesser of 1) the average change in the Consumer Price Index for All Urban Consumers (CPI-U) for the St. Louis, Missouri, metropolitan area as published by the Bureau of Labor Statistics; or 2) five percent (5%).

Section 7. All ordinances, resolutions, or orders of the City in conflict herewith, to the extent of such conflict, are hereby repealed.

Section 8. This Ordinance shall take full force and effect May 1, 2024.

PASSED by the City Council and **APPROVED** by the Mayor of the City of Columbia, Illinois and deposited and filed in the office of the City Clerk on the 15th day of April, 2024, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES: Aldermen Niemietz, Huch, Holtkamp, Riddle, Garmer, Khoury, Lawlor, and Nobbe.

NOES: None.

ABSTENTIONS: None.

ABSENT: None.

APPROVED:



BOB HILL, Mayor

ATTEST:



ANDREW HITZEMANN, City Clerk

(SEAL)

EXHIBIT "A"

For Positions Compensated on a Salaried Basis

| Grade | Minimum | Midpoint | Maximum | Range Spread | Midpoint Differential |
|-------|-----------|------------|------------|--------------|-----------------------|
| 1 | \$ 32,382 | \$ 41,411 | \$ 47,218 | 45.81% | |
| 2 | \$ 35,945 | \$ 45,967 | \$ 52,411 | 45.81% | 11.00% |
| 3 | \$ 39,898 | \$ 51,023 | \$ 57,653 | 44.50% | 11.00% |
| 4 | \$ 44,287 | \$ 56,636 | \$ 62,841 | 41.89% | 11.00% |
| 5 | \$ 48,273 | \$ 62,865 | \$ 69,754 | 44.50% | 11.00% |
| 6 | \$ 53,583 | \$ 69,781 | \$ 78,124 | 45.80% | 11.00% |
| 7 | \$ 58,406 | \$ 77,456 | \$ 86,718 | 48.48% | 11.00% |
| 8 | \$ 64,830 | \$ 85,977 | \$ 97,124 | 49.81% | 11.00% |
| 9 | \$ 71,962 | \$ 95,434 | \$ 109,750 | 52.51% | 11.00% |
| 10 | \$ 78,438 | \$ 105,932 | \$ 118,530 | 51.11% | 11.00% |
| 11 | \$ 83,929 | \$ 111,228 | \$ 125,642 | 49.70% | 5.00% |
| 12 | \$ 94,840 | \$ 124,576 | \$ 147,001 | 55.00% | 12.00% |

For Positions Compensated on an Hourly Basis

| Grade | Minimum | Midpoint | Maximum | Range Spread | Midpoint Differential |
|-------|----------|----------|----------|--------------|-----------------------|
| 1 | \$ 15.57 | \$ 19.91 | \$ 22.70 | 45.81% | |
| 2 | \$ 17.28 | \$ 22.10 | \$ 25.20 | 45.81% | 11.00% |
| 3 | \$ 19.18 | \$ 24.53 | \$ 27.72 | 44.50% | 11.00% |
| 4 | \$ 21.29 | \$ 27.23 | \$ 30.21 | 41.89% | 11.00% |
| 5 | \$ 23.21 | \$ 30.22 | \$ 33.54 | 44.50% | 11.00% |
| 6 | \$ 25.76 | \$ 33.55 | \$ 37.56 | 45.80% | 11.00% |
| 7 | \$ 28.08 | \$ 37.24 | \$ 41.69 | 48.48% | 11.00% |
| 8 | \$ 31.17 | \$ 41.33 | \$ 46.69 | 49.81% | 11.00% |
| 9 | \$ 34.60 | \$ 45.88 | \$ 52.76 | 52.51% | 11.00% |
| 10 | \$ 37.71 | \$ 50.93 | \$ 56.99 | 51.11% | 11.00% |
| 11 | \$ 40.35 | \$ 53.48 | \$ 60.40 | 49.70% | 5.00% |
| 12 | \$ 45.60 | \$ 59.89 | \$ 70.67 | 55.00% | 12.00% |

EXHIBIT "B"

| POSITION | GRADE |
|---|--------------|
| Cataloger | 1 |
| Accounting Clerk | 2 |
| Administrative Assistant - Public Works | 2 |
| Records Clerk - Police | 2 |
| Assistant Library Director | 3 |
| Community Relations Coordinator | 3 |
| Code Compliance Officer | 3 |
| Accounting Specialist | 4 |
| Deputy City Clerk | 4 |
| Assistant Planner | 4 |
| Administrative Assistant - Police | 5 |
| IT Support Analyst | 6 |
| Building Official | 8 |
| Director of Library | 8 |
| Chief of Emergency Medical Services | 9 |
| Director of Information Technology | 9 |
| Assistant Director of Public Works | 9 |
| Deputy Chief of Police | 10 |
| Assistant City Engineer | 10 |
| Chief of Police | 11 |
| City Engineer | 11 |
| Director of Finance | 11 |
| Director of Public Works | 11 |
| City Administrator | 12 |