

**ORDINANCE #21-11**  
**AN ORDINANCE OF THE CITY OF PORTAGE**  
**ESTABLISHING A CAPITAL ASSETS THRESHOLD**

**WHEREAS**, the Indiana State Board of Accounts requires units of local government to set a minimum threshold for the value of property that is to be listed on the Capital Assets Ledger,

**THEREFORE, BE IT RESOLVED**, that the threshold for the City of Portage, Porter County, Indiana's Capital Assets Ledger is hereby set at \$5,000 and that all city assets (real and personal property) including:


- land;
- casements;
- buildings;
- building improvements;
- vehicles;
- machinery;
- equipment;
- books;
- works of art and historical treasures;
- infrastructure;
- construction work in progress;
- and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period;

originally purchased for or currently valued at \$5,000 or more will be listed on the City's Capital Assets Ledger.

**PASSED AND ADOPTED** by the Common Council of the City of Portage the 3<sup>rd</sup> day of August 2021.

  
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Presiding Officer

ATTEST:

  
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Nina Rivas  
Clerk-Treasurer

Presented by me to the Mayor of the City of Portage, Porter County, Indiana this 4<sup>th</sup>  
day of August 2021.

  
\_\_\_\_\_  
Nina Rivas  
Clerk-Treasurer

Approved by me, the Mayor of the City of Portage, Porter County, Indiana this 4<sup>th</sup>  
day of August 2021.

  
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Sue Lynch  
Mayor



**ORDINANCE 21-12**  
**AN ORDINANCE OF THE CITY OF PORTAGE**  
**ESTABLISHING A CASH CHANGE FUND**

**WHEREAS**, the Common Council of the City of Portage, Porter County, Indiana recognizes funds should be available for the purpose to make change when collecting cash revenues, as provided by IC 36-1-8-2; and

**WHEREAS**, the Clerk-Treasurer is the custodian of the fund; and

**WHEREAS**, such a fund is established by a warrant drawn on the appropriate fund; and

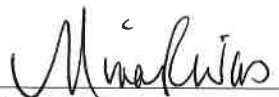
**THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Portage does hereby establish a cash change fund in the amount of three hundred dollars (\$300.00).

**BE IT FURTHER RESPOLVED**, that the cash change fund will be operated in a manner consistent with IC 36-1-8-2 and the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Cities and Towns.


**PASSED AND ADOPTED** by the Common Council of the City of Portage the 3<sup>rd</sup> day of August 2021.

  
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Presiding Officer

ATTEST:

  
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Nina Rivas  
Clerk-Treasurer

Presented by me to the Mayor of the City of Portage, Porter County, Indiana this 4<sup>th</sup>  
day of August 2021.

  
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Nina Rivas  
Clerk-Treasurer

Approved by me, the Mayor of the City of Portage, Porter County, Indiana this 4<sup>th</sup> day  
of August 2021.

  
\_\_\_\_\_  
Sue Lynch  
Mayor



**ORDINANCE 21-13**  
**AN ORDINANCE OF THE CITY OF PORTAGE**  
**ESTABLISHING A PETTY CASH FUND**

**WHEREAS**, the Common Council of the City of Portage, Porter County, Indiana recognizes funds should be available for the purpose of paying small or emergency items of operating expense, as provided by IC 36-1-8-3; and

**WHEREAS**, the Clerk-Treasurer is the custodian of the fund.

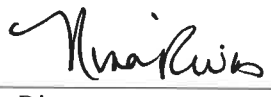
**NOW THEREFORE BE IT RESOLVED**, that the Common Council of the City of Portage hereby establish a petty cash fund in the amount of one hundred dollars (\$100.00); and

**BE IT FURTHER RESOLVED** that all small cash purchases from and replenishments to this fund will follow the procedures outlined in IC 36-1-8-3 and the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Cities and Towns.


**PASSED AND ADOPTED** by Common Council of the City of Portage on the 3<sup>rd</sup> day of August 2021.

  
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Presiding Officer

ATTEST:

  
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Nina Rivas  
Clerk-Treasurer

Presented by me to the Mayor of the City of Portage, Porter County, Indiana this 4<sup>th</sup>  
day of August 2021.

  
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Nina Rivas  
Clerk-Treasurer

Approved by me, the Mayor of the City of Portage, Porter County, Indiana this 4<sup>th</sup>  
day of August 2021.

  
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Sue Lynch  
Mayor




**ORDINANCE 21-14**  
**AN ORDINANCE OF THE CITY OF PORTAGE**  
**AUTHORIZING A FEE TO BE CHARGED FOR CHECKS RETURNED**  
**DUE TO INSUFFICIENT FUNDS**


**WHEREAS**, the City of Portage, Porter County, Indiana is charged a fee by its financial institution for checks written to the city and returned due to insufficient funds; and

**THEREFORE, BE IT RESOLVED**, the fee charged to the city shall be collected from the check issuer. This fee shall be collected in cash, money order, or cashier's check and shall be in the amount of the bank's insufficient funds fee plus the original amount of the check.


**PASSED AND ADOPTED** by Common Council of the City of Portage on the 3<sup>rd</sup> day of August 2021.

  
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Presiding Officer

ATTEST:

  
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Nina Rivas  
Clerk-Treasurer

Presented by me to the Mayor of the City of Portage, Porter County, Indiana this 4<sup>th</sup>  
day of August 2021.

  
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Nina Rivas  
Clerk-Treasurer

Approved by me, the Mayor of the City of Portage, Porter County, Indiana this 4<sup>th</sup>  
day of August 2021.

  
\_\_\_\_\_  
Sue Lynch  
Mayor



**ORDINANCE NO. 21-15**

**AN ORDINANCE OF THE CITY OF PORTAGE, INDIANA  
AMENDING SECTION 82-82(b) OF THE MUNICIPAL CODE ENTITLED  
“Excessive Strength Sanitary Surcharge Rates”**

**BE IT, AND IT HEREBY IS, ORDAINED** by the Common Council of the City of Portage, Indiana as follows:

**Section 1. Ordinance Amendment.** Chapter 82, Article II, Division 4, Section 82, Subsection (b) entitled “Excessive Strength Sanitary Surcharge Rates” shall be amended by replacing the existing text in its entirety with the following new text:

*Excessive strength sanitary surcharge rates:* Industrial customers or customers requiring a state or local pretreatment permit whose surcharge parameter test exceeds the surcharge limits stated below, will be charged an excessive strength surcharge fee. This surcharge fee will be charged for each pound of a pollutant over the surcharge limit. The fee will be charged for each parameter on each day the surcharge limit has been exceeded. The fee will be charged for each day of discharge until the ensuing test results are below the surcharge limit. For example, if the parameter is not tested for three days after the first event, the user will be charged for each day until it is tested again, provided that the next testing is below the surcharge limit.

Excessive Strength

Surcharge Parameters	Charge per Pound
Carbonaceous biological oxygen demand (CBOD) in Excess of 300 mg/l	\$0.31
Total Suspended Solids (TSS) in Excess of 30 mg/l	\$0.26
Ammonia (NH3) in Excess of 30 mg/l	\$0.53
Phosphorus (P) in Excess of 8 mg/l	\$2.42


The excessive strength sanitary surcharge rates shall increase by three percent on January 1 of each year.

**Section 2. Conflicting Ordinances.** Any Ordinance or provision of any Ordinance of the City of Portage or of the Municipal code of the City of Portage in conflict with the provisions of this Ordinance is hereby repealed.

**Section 3. Severability.** The invalidity of any section, clause, sentence, or provision of this Ordinance shall not affect the validity of any other part of this Ordinance which can be given effect without such invalid part or parts.

**Section 4. Effective Date.** This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor of the City of Portage and publication as required by law.

**PASSED AND ADOPTED** by the Common Council of the City of Portage, Porter County, Indiana, on the 3<sup>rd</sup> day of August 2021.

  
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Presiding Officer

ATTEST:

  
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Nina Rivas  
Clerk-Treasurer

Presented by me to the Mayor of the City of Portage, Porter County, Indiana,  
this 4<sup>th</sup> day of August, 2021.

  
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Nina Rivas  
Clerk-Treasurer

Approved by me, the Mayor of the City of Portage, Porter County, Indiana, this  
4<sup>th</sup> day of August, 2021.

  
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Sue Lynch  
Mayor

**ORDINANCE 21-16**  
**AN ORDINANCE OF THE CITY OF PORTAGE AMENDING CHAPTER 70**  
**ARTICLE III, OF THE CITY OF PORTAGE MUNICIPAL CODE, ENTITLED**  
**“SOLID WASTE”**

**BE IT AND IT IS HEREBY ORDAINED** by the Common Council of the City of Portage, Porter County, Indiana as follows:

**Section 1. Amendment of Section 70-56 (b).** Section 70-56 (b) shall be amended by replacing “billed and collected by the Utility Service Board” with “billed and collected by the Clerk-Treasurer’s Office.

**Section 2. Amendment of Section 70-56 (c).** Section 70-56 (c) shall be amended by replacing “shall be deposited in the city general fund” with “shall be deposited in the city sanitation fund.

**Section 3. Addition of New Section 70-57.** Chapter 70 shall be further amended by the addition of new Section entitled “Creation of Fund” which shall read as follows:

Sec. 70-57 Creation of Fund.

There is hereby established the “Sanitation Fund,” which shall be a non-reverting fund. All revenues and fees collected for the Trash Fees shall be deposited in the “Sanitation Fund.” Disbursements from this fund shall be approved in the regular legal manner. Funds shall be used exclusively to pay for expenses incurred by the Department of Sanitation. The fund shall be perpetual until terminated or amended by subsequent ordinance of the Common Council. Upon termination of the fund, the balance thereof shall revert to the General Fund.

**Section 4. Conflicting Ordinances.** Any Ordinance or provision of any Ordinance of the City of Portage in conflict with the provisions of this Ordinance is hereby repealed.

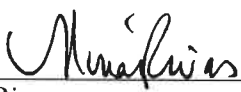
**Section 5. Severability.** The invalidity of any section, clause, sentence, or provision of this Ordinance shall not affect the validity of any other part of this Ordinance which can be given effect without such invalid part or parts.

**Section 6. Effective Date.** This Ordinance shall be in full force and retroactive to January 1, 2021.

**PASSED AND ADOPTED** by the Common Council of the City of Portage, Porter County, Indiana, on the 3rd day of August 2021.

  
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Presiding Officer

ATTEST:

  
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Nina Rivas  
Clerk-Treasurer

Presented by me to the Mayor of the City of Portage, Porter County, Indiana, this 4th  
day of August 2021.

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Approved by me, the Mayor of the City of Portage, Porter County, Indiana, this 4th  
of August 2021.

Sue Lynch  
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