

SALARY ORDINANCE - BUDGET YEAR 2022

ORDINANCE 21-23

Amendment No. 3

AN ORDINANCE ESTABLISHING THE AMOUNT OF SALARIES AND COMPENSATION TO BE PAID TO ALL APPOINTED EMPLOYEES AND OFFICERS OF THE CITY OF PORTAGE, PORTER OF THE CITY OF PORTAGE, PORTER COUNTY, INDIANA FOR THE YEAR 2022. BE IT, AND HEREBY IS ORDAINED by the Common Council of the City of Portage, Indiana as follows:

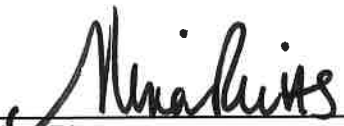
Salary schedule as presented by Sue Lynch, Mayor, to the Common Council of the City of Portage, Porter County, Indiana.

Section 1. That from the first pay date in January of 2022 through the last pay date in December of 2022, the pay schedule for the employees and officers of the City of Portage, Porter County, Indiana, be fixed as follows:




Presiding Officer

ATTEST:



Nina Rivas
Clerk-Treasurer

Presented by me to the Mayor of the City of Portage, Porter County, Indiana, this 12th day of July.



Nina Rivas
Clerk-Treasurer

Approved by me, the Mayor of the City of Portage, Porter County, Indiana, this 12th day of July.



Sue Lynch
Mayor

Adopted 10/27/21
Ordinance No. 21-23

Amendment No. 3
7/12/2022

27 PAYS			
ANNUAL SALARY	BI-WEEKLY SALARY	HOURLY RATE	OT RATE

ELECTED OFFICIALS

Mayor	\$83,466.23	\$3,091.34	\$38.64	\$40.13
Clerk-Treasurer	\$77,404.56	\$2,866.84	\$35.84	\$37.21
Common Council Member	\$17,077.50	\$632.50	\$7.91	\$8.21

ADMINISTRATIVE SALARY POSITIONS

MAYOR'S OFFICE

Executive Administrative Assistant	\$49,100.00	\$1,818.52	\$22.73	\$23.61
Team Management/Event Coordinator	\$50,000.00	\$1,851.85	\$23.15	\$24.04

CLERK-TREASURER'S OFFICE

<i>Effective 05/29/2022</i>	Chief Deputy/Chief Utility Clerk	\$62,000.00	\$2,296.30	\$37.56	\$29.81
	<i>100% Reimbursed by Utilities \$62,000.00</i>				
<i>Effective 05/29/2022</i>	Deputy Clerk-Treasurer - Payroll & Benefits	\$49,000.00	\$1,814.81	\$21.95	\$23.56
<i>Effective 05/29/2022</i>	Deputy Clerk-Treasurer - Payroll & Benefits	\$49,000.00	\$1,814.81	\$21.95	\$23.56
	<i>100% Reimbursed by Utilities \$49,000.00</i>				
<i>Effective 05/29/2022</i>	Deputy Clerk-Treasurer - Accounts Payable	\$48,000.00	\$1,777.78	\$21.68	\$23.08
<i>Effective 05/29/2022</i>	Deputy Clerk-Treasurer - Accounts Receivable	\$48,000.00	\$1,777.78	\$20.37	\$23.08
<i>Effective 05/29/2022</i>	Deputy Clerk-Treasurer - Billing	\$47,000.00	\$1,740.74	\$21.68	\$22.60
	<i>Reimbursed by Utilities \$47,000.00</i>				
<i>Effective 05/29/2022</i>	Deputy Clerk-Treasurer - Billing	\$47,000.00	\$1,740.74	\$21.68	\$22.60
	<i>Reimbursed by Utilities \$47,000.00</i>				
<i>Effective 05/29/2022</i>	Deputy Clerk-Treasurer - Counter-Receptionist	\$44,000.00	\$1,629.63	\$20.25	\$21.15
	<i>Reimbursed by Utilities \$44,000.00</i>				

PLANNING & COMMUNITY DEVELOPMENT

	Director - Planning & Community Development	\$91,928.00	\$3,404.74	\$42.56	\$44.20
	<i>Reimbursed by RDC</i>	\$36,711.20			
	<i>Reimbursed by Storm</i>	\$18,385.60			
<i>Effective 04/17/2022</i>	Assistant Director	\$75,893.00	\$2,810.85	\$33.05	\$36.49
	<i>Reimbursed by RDC</i>	\$33,057.20			
	<i>Reimbursed by Storm</i>	\$14,278.60			
	Development Review Planner	\$55,435.00	\$2,053.15	\$25.66	\$26.65
	GIS Coordinator	\$63,750.00	\$2,361.11	\$29.51	\$30.65
	<i>Reimbursed by RDC</i>	\$25,500.00			
	<i>Reimbursed by Storm</i>	\$12,750.00			
	<i>Sanitary</i>	\$6,375.00			
<i>Effective 04/17/2022</i>	Administrative Assistant/Recording Secretary	\$47,482.00	\$1,758.59	\$20.36	\$22.83
	<i>Reimbursed by RDC</i>	\$3,500.00			
<i>Effective 04/17/2022</i>	Community Project Manager	\$52,500.00	\$1,944.44	\$24.31	\$25.24
	<i>Reimbursed by RDC</i>				

BUILDING DEPARTMENT

<i>Effective 01/09/22</i>	Building Commissioner	\$60,000.00	\$2,222.22	\$29.66	\$28.85
	Clerk 1	\$43,350.00	\$1,605.56	\$20.07	\$20.84
	Clerk 2	\$42,330.00	\$1,567.78	\$19.60	\$20.35
	Clerk 3	\$41,385.00	\$1,532.78	\$19.16	\$19.90

FIRE DEPARTMENT

	Chief	\$92,498.00	\$3,425.85	\$42.82	\$44.47
	Assistant Chief	\$75,940.00	\$2,812.59	\$35.16	\$36.51
	Division Chief	\$73,942.00	\$2,738.59	\$34.23	\$35.55
	Battalion Chief	\$71,943.00	\$2,664.56	\$33.31	\$34.59
	Administrative Assistant	\$47,409.00	\$1,755.89	\$21.95	\$22.79

POLICE DEPARTMENT

Chief	\$91,941.21	\$3,405.23	\$40.93	\$44.20
Assistant Chief	\$81,850.64	\$3,031.51	\$36.44	\$39.35
Major	\$75,510.18	\$2,796.67	\$33.61	\$36.30
Captain	\$71,475.20	\$2,647.23	\$31.82	\$34.36
Chief's Administrative Assistant	\$47,409.00	\$1,755.89	\$21.95	\$22.79
Detective's Administrative Assistant	\$47,409.00	\$1,755.89	\$20.89	\$22.79
Chief Clerk	\$47,409.00	\$1,755.89	\$21.95	\$22.79
Clerk	\$41,858.00	\$1,550.30	\$19.38	\$20.12
Lead Code Enforcement Officer	\$48,550.00	\$1,798.15	\$22.48	\$23.34
Code Enforcement Officer	\$40,000.00	\$1,481.48	\$18.52	\$19.23
Animal Warden	\$42,864.71	\$1,587.58	\$19.84	\$20.61
Lead Animal Warden	\$40,973.00	\$1,517.52	\$18.97	\$19.70
Code Enforcement/Animal Control Clerk	\$38,265.00	\$1,417.22	\$17.72	\$18.40

STREET DEPARTMENT

Superintendent	\$89,500.00	\$3,314.81	\$41.44	\$43.03
Street Department Clerk	\$41,292.00	\$1,529.33	\$19.12	\$19.85

SANITATION DEPARTMENT

Assistant Superintendent	\$68,300.00	\$2,529.63	\$31.62	\$32.84
Sanitation Clerk	\$41,292.00	\$1,529.33	\$19.12	\$19.85

MARINA

Harbormaster	\$37,841.89	\$1,401.55	\$17.52	\$18.19
Maintenance Director	\$32,436.11	\$1,201.34	\$15.02	\$15.59

PARK DEPARTMENT*Effective 07/05/22*

Superintendent	\$76,000.00	\$2,814.81	\$36.81	\$36.54
Maintenance Director	\$55,000.00	\$2,037.04	\$25.46	\$26.44
Administrative Assistant	\$41,616.00	\$1,541.33	\$19.27	\$20.01
Administrative Assistant	\$34,292.00	\$1,270.07	\$15.88	\$16.49
Event/Program Coordinator	\$33,813.00	\$1,252.33	\$15.65	\$16.26
Accounting Clerk	\$42,701.00	\$1,581.52	\$19.77	\$20.53

SANITARY PLANT

<i>Effective 01/09/22</i>	*	Plant Superintendent	\$77,000.00	\$2,851.85	\$44.14	\$37.02
		Plant Administrative Assistant	\$43,339.00	\$1,605.15	\$20.06	\$20.84
		Pretreatment Coordinator	\$65,000.00	\$2,407.41	\$31.31	\$31.25

STORMWATER

<i>Effective 07/10/22</i>	*	Field Division Superintendent	\$89,500.00	\$3,314.81	\$41.44	\$43.03
		Field Division Administrative Assistant	\$41,000.00	\$1,518.52	\$20.06	\$19.71

FULL-TIME SALARY & FULL-TIME HOURLY POSITIONS**FIRE DEPARTMENT**

Firefighter Hourly Rates are Calculated by Dividing the Annual Salary by 52 Weeks, Multiplied by 3.86 (average days worked in a week), Divided by 204 (Kelly)

Senior Master Firefighter (PERF Certified Base Salary)	\$63,421.92			
Captain	\$66,188.36	\$2,451.42	\$24.08	\$36.13
Lieutenant	\$65,133.51	\$2,412.35	\$23.70	\$35.55
MFF/Paramedic (Four Plus Years)	\$63,421.92	\$2,348.96	\$23.08	\$34.62
Engineer	\$63,421.92	\$2,348.96	\$23.08	\$34.62
Paramedic	\$60,042.48	\$2,223.80	\$21.85	\$32.77
MFF/EMT (Four Plus Years)	\$59,574.47	\$2,206.46	\$21.68	\$32.52
EMT Private	\$55,663.16			

POLICE DEPARTMENT

Senior Master Patrolman (PERF Certified Base Salary)	\$77,599.45			
Lieutenant	\$65,126.96	\$2,412.11	\$28.99	\$31.31
Sergeant	\$63,167.63	\$2,339.54	\$28.12	\$30.37
Corporal	\$60,602.85	\$2,244.55	\$26.98	\$29.14
Master Patrolman	\$59,794.90	\$2,214.63	\$26.62	\$28.75
First Class Patrolman	\$52,480.33	\$1,943.72	\$23.36	\$25.23

STREET SANITATION PARK	Hourly Rate	
Lead Man	\$31.65	\$47.48
Equipment Operator	\$29.61	\$44.42
Mechanic	\$29.94	\$44.91
Technician	\$26.94	\$40.41
Mechanic Helper		\$0.00
Year 1 - 70% of Mechanic Pay	\$20.96	\$31.44
Year 2 - 75% of Mechanic Pay	\$22.46	\$33.68
Year 3 - 80% of Mechanic Pay	\$23.95	\$35.93
Year 4 - 90% of Mechanic Pay	\$26.95	\$40.42
Year 5 - 100% of Mechanic Pay	\$29.94	\$44.91
Driver "A"	\$25.39	\$38.09
Driver	\$24.79	\$37.19
Laborer "A"	\$22.75	\$34.13
Laborer "B" (New Hire)	\$15.01	\$22.52
Laborer "B" (One Year of Service)	\$15.76	\$23.64
Laborer "B" (Two Years of Service)	\$16.76	\$25.14
Laborer "B" (Three Years of Service - Full Scale)	\$17.76	\$26.64
Laborer "B" (Three Years of Service w/CDL)	\$21.29	\$31.94

SANITARY PLANT		
Plant Lead	\$32.08	\$48.12
Lab Lead	\$30.94	\$46.41
Maintenance Lead	\$30.94	\$46.41
Plant Operator	\$29.61	\$44.42
Plant Maintenance	\$29.21	\$43.82
Lab Technician	\$27.49	\$41.24
Utility Technician	\$23.99	\$35.99
Plant Laborer (Discretionary)		

SANITARY FIELD

Field Lead	\$32.08	\$48.12
Lead Collection System Tech	\$30.94	\$46.41
Mechanic Lead	\$30.94	\$46.41
Mechanic	\$29.21	\$43.82
Collection System 1	\$28.64	\$42.96
Collection System 2	\$28.07	\$42.11
Manhole Rehabilitation	\$28.07	\$42.11
Camera Truck Operator	\$28.07	\$42.11
Vac Truck Operator	\$26.91	\$40.37
Field Inspector	\$27.49	\$41.24
Utility Locator	\$23.99	\$35.99
MS4 Technician	\$24.00	\$36.00
MS4 Technician (One Year of Service)	\$15.97	\$23.96
MS4 Laborer (Two Years of Service)	\$17.00	\$25.50
MS4 Laborer (Three Years of Service)	\$18.03	\$27.05
MS4 Laborer (Fourth and Fifth Year of Service Service)		

Corresponding Year Percentage Wage Increase

STORMWATER

Crew Leader	\$30.94	\$46.41
Technician	\$26.71	\$40.07
Equipment Operator	\$29.46	\$44.19
Driver	\$24.49	\$36.74
Laborer	\$22.38	\$33.57

FIRE DEPARTMENT ADDITIONAL COMPENSATION

Holiday	Greater of \$225 per holiday or 1.5 hours per hour worked
Specialty Team Leader	\$250.00
Specialty	\$500.00
Paramedic Certification	\$1,000.00
Clothing Allowance	\$1,827.59

POLICE DEPARTMENT ADDITIONAL COMPENSATION

Holiday	2.5 Times Regular Rate of Pay for 8 Hours
Bike Patrol	1.5 Times Regular Rate of Pay
Sick Day Buy Back	Half of Regular Rate of Pay for Unused Sick Days
Clothing Allowance	\$1,000 Bi-Annually
On Call Animal Control Pay	\$50 Bi-Weekly (Full and Part-Time)
K-9 Stipend	7 Hours Each Pay at 1.5 Times Regular Rate of Pay

STREETS | SANITATION | PARK ADDITIONAL COMPENSATION

Saturday	1.5 Times Regular Rate
Sunday & Holidays	2 Times Regular Rate of Pay

PART-TIME EMPLOYEES

Hourly Minimum	Hourly Maximum
\$10.00	\$20.00

CROSSING GUARDS

\$3100 per school year; payable monthly as \$17.22 per day worked

BOARDS & COMMISSIONS - ANNUAL COMPENSATION

Plan Commission	\$400.00
Board of Zoning Appeals	\$400.00
Park Board	\$300.00
Fire Pension Board Secretary	\$650.00
Police Pension Board Secretary	\$650.00

LONGEVITY

Section 2. All non-elected employees and appointed officials of the City of Portage shall receive additional compensation, paid bi-weekly, as set out below for the length of continuous employment with the City of Portage.

<u>Years of Service</u>	<u>Rate</u>
After 3 Years	1.75% of Base Wage
After 8 Years	2.25% of Base Wage
After 13 Years	3.00% of Base Wage
After 18 Years	3.50% of Base Wage
After 24 Years	4.00% of Base Wage

CELL PHONE STIPEND

Section 2. Employees that are required to carry a cell phone will receive a cell phone allowance. Those positions are designated by each department head.

Cell Phone Allowance: \$50.00 per month