

Adopted 10/27/21  
 Ordinance No. 21-23  
 Amendment No. 2

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
Effective 01/09/22	* City Hall Receptionist ( <i>part-time position</i> )	\$30,160.00	\$1,117.04	\$13.96	\$14.50

**CLERK-TREASURER'S OFFICE**

Effective 02/01/22	* Chief Deputy Clerk-Treasurer	\$75,000.00	\$2,777.78	\$37.56	\$36.06
	Utility Billing Chief Deputy Clerk-Treasurer	\$69,850.00	\$2,587.04	\$32.34	\$33.58
	<i>100% Reimbursed by Utilities \$68,850.00</i>				
	Deputy Clerk-Treasurer - Payroll & Benefits	\$47,409.00	\$1,755.89	\$21.95	\$22.79
	Deputy Clerk-Treasurer - Claims Processing	\$46,838.00	\$1,734.74	\$21.68	\$22.52
	Deputy Clerk-Treasurer - Accounts Receivable	\$44,000.00	\$1,629.63	\$20.37	\$21.15
	Deputy Clerk-Treasurer - Billing & Liens	\$47,409.00	\$1,755.89	\$21.95	\$22.79
	<i>Reimbursed by Utilities \$47,409.00</i>				
	Deputy Clerk-Treasurer - Billing	\$46,838.00	\$1,734.74	\$21.68	\$22.52
	<i>Reimbursed by Utilities \$46,838.00</i>				
	Deputy Clerk-Treasurer - Billing	\$46,838.00	\$1,734.74	\$21.68	\$22.52
	<i>Reimbursed by Utilities \$46,838.00</i>				
	Deputy Clerk-Treasurer - Counter-Receptionist	\$43,750.00	\$1,620.37	\$20.25	\$21.03
	<i>Reimbursed by Utilities \$43,750.00</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	\$88,405.01	\$3,274.26	\$40.93	\$42.50
Assistant Chief	\$78,702.54	\$2,914.91	\$36.44	\$37.84
Major	\$72,605.94	\$2,689.11	\$33.61	\$34.91
Captain	\$68,726.15	\$2,545.41	\$31.82	\$33.04
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**

Superintendent	\$79,519.00	\$2,945.15	\$36.81	\$38.23
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**

		Field Division Superintendent	\$89,500.00	\$3,314.81	\$41.44	\$43.03
<i>Effective 01/09/22</i>	*	Field Division Administrative Assistant	\$39,000.00	\$1,444.44	\$20.06	\$18.75

**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	\$62,622.08	\$2,319.34	\$28.99	\$30.11
Sergeant	\$60,738.11	\$2,249.56	\$28.12	\$29.20
Corporal	\$58,271.97	\$2,158.22	\$26.98	\$28.02
Master Patrolman	\$57,495.10	\$2,129.45	\$26.62	\$27.64
First Class Patrolman	\$50,461.86	\$1,868.96	\$23.36	\$24.26
Probationary Patrolman w/Experience	\$48,769.37	\$1,806.27	\$22.58	\$23.45
Probationary Patrolman w/o Experience	\$46,821.18	\$1,734.12	\$21.68	\$22.51

**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)		<i>Corresponding Year Percentage Wage Increase</i>

**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