


**SALARY ORDINANCE - BUDGET YEAR 2023  
ORDINANCE 22-21**


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 2023. 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 2023 through the last pay date in December of 2023, 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 5<sup>th</sup> day of July.

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

Approved by me, the Mayor of the City of Portage, Porter County, Indiana, this 5<sup>th</sup> day of July.

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

26 PAYS			
ANNUAL SALARY	BI-WEEKLY SALARY	HOURLY RATE	OT RATE (x1.5)

**ELECTED OFFICIALS**

Mayor	\$83,466.23	\$3,210.24	\$40.13
Clerk-Treasurer	\$77,404.56	\$2,977.10	\$37.21
Common Council Member	\$17,077.50	\$656.83	\$8.21

**ADMINISTRATIVE SALARY POSITIONS**

**MAYOR'S OFFICE**

Executive Administrative Assistant	\$51,000.00	\$1,961.54	\$24.52	\$36.78
Team Management/Event Coordinator	\$50,000.00	\$1,923.08	\$24.04	\$36.06

**CLERK-TREASURER'S OFFICE**

Deputy Clerk-Treasurer/Chief Utility Clerk	\$63,500.00	\$2,442.31	\$30.53	\$45.79
<i>100% Reimbursed by Utilities \$63,500.00</i>				
Deputy Clerk-Treasurer - Payroll & Benefits	\$53,000.00	\$2,038.46	\$25.48	\$38.22
Deputy Clerk-Treasurer - Payroll & Benefits	\$48,000.00	\$1,846.15	\$23.08	\$34.62
<i>100% Reimbursed by Utilities \$48,000.00</i>				
Deputy Clerk-Treasurer - Accounts Payable	\$48,960.00	\$1,883.08	\$23.54	\$35.31
Deputy Clerk-Treasurer - Accounts Payable	\$48,960.00	\$1,883.08	\$23.54	\$35.31
<i>100% Reimbursed by Utilities \$48,960.00</i>				
Deputy Clerk-Treasurer - Accounts Receivable	\$48,960.00	\$1,883.08	\$23.54	\$35.31
Deputy Clerk-Treasurer - Accounts Receivable	\$48,960.00			
<i>100% Reimbursed by Utilities \$48,960.00</i>				
Deputy Clerk-Treasurer - Billing	\$49,980.00	\$1,922.31	\$24.03	\$36.04
<i>Reimbursed by Utilities \$49,980.00</i>				
Deputy Clerk-Treasurer - Counter-Receptionist	\$44,880.00	\$1,726.15	\$21.58	\$32.37
<i>Reimbursed by Utilities \$44,880.00</i>				

**PLANNING & COMMUNITY DEVELOPMENT**

Director - Planning & Community Development		\$94,686.00	\$3,641.77	\$45.52	\$68.28
<i>Reimbursed by RDC</i>	\$37,874.40				
<i>Reimbursed by Storm</i>	\$18,937.20				
Assistant Director		\$77,411.00	\$2,977.35	\$37.22	\$55.83
<i>Reimbursed by RDC</i>	\$30,964.40				
<i>Reimbursed by Storm</i>	\$15,482.20				
Development Review Planner		\$55,435.00	\$2,132.12	\$26.65	\$39.98
GIS Coordinator		\$65,025.00	\$2,500.96	\$31.26	\$46.89
<i>Reimbursed by RDC</i>	\$26,010.00				
<i>Reimbursed by Storm</i>	\$13,005.00				
<i>Sanitary</i>	\$6,502.50				
Administrative Assistant/Recording Secretary		\$48,432.00	\$1,862.77	\$23.28	\$34.93
<i>Reimbursed by RDC</i>	\$3,500.00				
Community Project Manager		\$52,500.00	\$2,019.23	\$25.24	\$37.86
<i>Reimbursed by RDC</i>					

**BUILDING DEPARTMENT**

Building Commissioner		\$64,071.00	\$2,464.27	\$30.80	\$46.21
Clerk 1		\$43,350.00	\$1,667.31	\$20.84	\$31.26
Clerk 2		\$41,385.00	\$1,591.73	\$19.90	\$29.84
Clerk 3		\$40,000.00	\$1,538.46	\$19.23	\$28.85

**FIRE DEPARTMENT**

Chief		\$92,498.00	\$3,557.62	\$44.47	\$66.71
Assistant Chief		\$75,940.00	\$2,920.77	\$36.51	\$54.76
Division Chief		\$73,942.00	\$2,843.92	\$35.55	\$53.32
Battalion Chief		\$71,943.00	\$2,767.04	\$34.59	\$51.88
Administrative Assistant		\$48,830.00	\$1,878.08	\$23.48	\$35.21
Billing Clerk		\$40,800.00	\$1,569.23	\$19.62	\$29.42

**POLICE DEPARTMENT**

Chief	\$97,457.68	\$3,748.37	\$46.85	\$70.28
Assistant Chief	\$86,761.68	\$3,336.99	\$41.71	\$62.57
Major	\$80,040.79	\$3,078.49	\$38.48	\$57.72
Captain	\$75,784.91	\$2,914.80	\$36.44	\$54.65
Chief's Administrative Assistant	\$48,830.00	\$1,878.08	\$23.48	\$35.21
Detective's Administrative Assistant	\$48,830.00	\$1,878.08	\$23.48	\$35.21
Chief Clerk	\$48,830.00	\$1,878.08	\$23.48	\$35.21
Clerk	\$43,115.00	\$1,658.27	\$20.73	\$31.09
Lead Code Enforcement Officer	\$49,521.00	\$1,904.65	\$23.81	\$35.71
Code Enforcement Officer	\$41,200.00	\$1,584.62	\$19.81	\$29.71
Animal Warden	\$42,202.00	\$1,623.15	\$20.29	\$30.43
Lead Animal Warden	\$47,065.00	\$1,810.19	\$22.63	\$33.94
Code Enforcement/Animal Control Clerk	\$39,413.00	\$1,515.88	\$18.95	\$28.42

**STREET DEPARTMENT**

Superintendent	\$92,185.00	\$3,545.58	\$44.32	\$66.48
Street Department Clerk	\$42,500.00	\$1,634.62	\$20.43	\$30.65

**SANITATION DEPARTMENT**

Assistant Superintendent	\$70,349.00	\$2,705.73	\$33.82	\$50.73
Sanitation Clerk	\$42,500.00	\$1,634.62	\$20.43	\$30.65

**MARINA**

Harbormaster	\$37,841.89	\$1,455.46	\$18.19	\$27.29
Maintenance Director	\$32,436.11	\$1,247.54	\$15.59	\$23.39

**PARK DEPARTMENT**

Superintendent		\$78,280.00	\$3,010.77	\$37.63	\$56.45
Maintenance Director		\$55,000.00	\$2,115.38	\$26.44	\$39.66
Sports Director		\$55,000.00	\$2,115.38	\$26.44	\$39.66
	<i>Reimbursed by RDC</i>	<i>\$55,000.00</i>			
Administrative Assistant		\$42,448.00	\$1,632.62	\$20.41	\$30.61
Administrative Assistant		\$39,289.00	\$1,511.12	\$18.89	\$28.33
Event/Program Coordinator		\$34,489.00	\$1,326.50	\$16.58	\$24.87
Accounting Clerk		\$43,555.00	\$1,675.19	\$20.94	\$31.41

**SANITARY PLANT**

Plant Superintendent		\$80,000.00	\$3,076.92	\$38.46	\$57.69
Plant Administrative Assistant		\$44,200.00	\$1,700.00	\$21.25	\$31.88
Pretreatment Coordinator		\$65,000.00	\$2,500.00	\$31.25	\$46.88

**STORMWATER**

Field Division Superintendent		\$92,185.00	\$3,545.58	\$44.32	\$66.48
Field Division Administrative Assistant		\$44,200.00	\$1,700.00	\$21.25	\$31.88

## 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)*

<i>Senior Master Firefighter (PERF Certified Base Salary)</i>	\$63,421.92			
Captain	\$66,188.36	\$2,545.71	\$24.08	\$36.13
Lieutenant	\$65,133.51	\$2,505.14	\$23.70	\$35.55
MFF/Paramedic (Four Plus Years)	\$63,421.92	\$2,439.30	\$23.08	\$34.62
Engineer	\$63,421.92	\$2,439.30	\$23.08	\$34.62
Paramedic	\$60,042.48	\$2,309.33	\$21.85	\$32.77
MFF/EMT (Four Plus Years)	\$59,574.47	\$2,291.33	\$21.68	\$32.52
EMT Private	\$55,663.16			

### POLICE DEPARTMENT

<i>Senior Master Patrolman (PERF Certified Base Salary)</i>	\$77,599.45			
Senior Master Patrolman	\$77,599.45	\$2,984.59	\$37.31	\$55.96
Lieutenant	\$69,034.58	\$2,655.18	\$33.19	\$49.78
Sergeant	\$66,957.69	\$2,575.30	\$32.19	\$48.29
Corporal	\$64,239.02	\$2,470.73	\$30.88	\$46.33
Master Patrolman	\$63,382.60	\$2,437.79	\$30.47	\$45.71
Lateral Patrol Officer (3 Years Experience in Law Enforcement,	\$63,382.60	\$2,437.79	\$30.47	\$45.71
First Class Patrolman	\$55,629.15	\$2,139.58	\$26.74	\$40.12

<b>STREET   SANITATION   PARK</b>	<u>Hourly Rate</u>	<u>OT Rate</u>
Lead Man	\$34.55	\$51.83
Mechanic	\$32.84	\$49.26
Mechanic Helper		
Year 1 (80% of Mechanic Pay)	\$26.27	\$39.41
Year 2 (85% of Mechanic Pay)	\$27.91	\$41.87
Year 3 (90% of Mechanic Pay)	\$29.56	\$44.34
Year 4 (95% of Mechanic Pay)	\$31.20	\$46.80
Year 5 (100 % of Mechanic Pay)	\$32.84	\$49.26
Equipment Operator	\$32.51	\$48.77
Technician	\$29.84	\$44.76
Technician (CDL)	\$29.84	\$44.76
Driver	\$27.69	\$41.54
Laborer "A"	\$25.65	\$38.48
Laborer "B" (w/CDL)	\$25.65	\$38.48
Laborer "B" (3 Years of Service)	\$20.66	\$30.99
Laborer "B" (2 Years of Service)	\$19.66	\$29.49
Laborer "B" (1 Year of Service)	\$18.66	\$27.99
Laborer "B" (New Hire)	\$17.91	\$26.87

<b>SANITARY PLANT</b>	<u>Hourly Rate</u>	<u>OT Rate</u>
Plant Director	\$34.98	\$52.47
Lab Lead	\$33.84	\$50.76
Maintenance Lead	\$33.84	\$50.76
Plant Operator	\$32.51	\$48.77
Plant Maintenance	\$32.11	\$48.17
Lab Technician	\$30.39	\$45.59
Plant Laborer (Discretionary)		

<b>SANITARY FIELD</b>	<u>Hourly Rate</u>	<u>OT Rate</u>
Field Lead	\$34.98	\$52.47
Mechanic Lead	\$33.84	\$50.76
Mechanic Journeyman	\$32.11	\$48.17
Collection System Lead	\$33.84	\$50.76
Collection System	\$31.54	\$47.31
Camera Truck Operator	\$30.97	\$46.46
Vac Truck Operator	\$29.81	\$44.72
Field Inspector	\$30.39	\$45.59
Utility Locator	\$26.89	\$40.34
MS4 Technician	\$26.90	\$40.35
MS4 Laborer 1	\$19.34	\$29.01
MS4 Laborer 2	\$20.40	\$30.60
MS4 Laborer 3	\$21.46	\$32.19

<b>STORMWATER</b>	<u>Hourly Rate</u>	<u>OT Rate</u>
Construction Crew Leader	\$33.84	\$50.76
Construction Tech	\$29.61	\$44.42
Construction Equipment Operator	\$32.36	\$48.54
Constuction Driver	\$27.39	\$41.09
Construction Laborer	\$25.28	\$37.92

**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	\$600.00	
Board of Zoning Appeals	\$600.00	
Park Board	\$300.00	
Fire Pension Board Secretary	\$650.00	
Police Pension Board Secretary	\$650.00	
Fire Merit Board Secretary	\$75.00	<i>*Per Meeting</i>
Police Merit Board Secretary	\$75.00	<i>*Per Meeting</i>

## LONGEVITY

**Section 2.** All non-elected employees and appointed officials of the City of Portage shall receive additional compensation based on base wages, 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	\$50.00 per month
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