

SALARY ORDINANCE - BUDGET YEAR 2022
ORDINANCE No. 21-23

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

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:

	BI-WEEKLY SALARY	BASE SALARY
<u>ELECTED OFFICIALS</u>		
Mayor	\$3,210.24	\$83,466.23
Clerk-Treasurer	\$2,977.10	\$77,404.56
Common Council Member	\$656.82	\$17,077.50
<u>ADMINISTRATIVE SALARY POSITIONS</u>		
MAYOR'S OFFICE		
Executive Administrative Assistant	\$1,888.46	\$49,100.00
Team Management/Event Coordinator	\$1,923.08	\$50,000.00
City Hall Receptionist	\$1,160.00	\$30,160.00
CLERK-TREASURER'S OFFICE		
Chief Deputy Clerk-Treasurer	\$3,120.23	\$81,126.00
<i>38% Reimbursed by RDC \$30,827.88</i>		
Utility Billing Chief Deputy Clerk-Treasurer	\$2,686.54	\$69,850.00
<i>100% Reimbursed by Utilities \$68,850.00</i>		
Deputy Clerk-Treasurer - Payroll & Benefits	\$1,823.42	\$47,409.00
Deputy Clerk-Treasurer - Claims Processing	\$1,801.46	\$46,838.00
Deputy Clerk-Treasurer - Ambulance Billing	\$961.54	\$25,000.00
Deputy Clerk-Treasurer - Accounts Receivable	\$1,692.31	\$44,000.00
Deputy Clerk-Treasurer - Billing & Liens	\$1,823.42	\$47,409.00
<i>100% Reimbursed by Utilities \$47,409.00</i>		
Deputy Clerk-Treasurer - Billing	\$1,801.46	\$46,838.00
<i>100% Reimbursed by Utilities \$46,838.00</i>		
Deputy Clerk-Treasurer - Billing	\$1,801.46	\$46,838.00
<i>100% Reimbursed by Utilities \$46,838.00</i>		
Deputy Clerk-Treasurer - Counter-Receptionist	\$1,682.69	\$43,750.00
<i>100% Reimbursed by Utilities \$43,750.00</i>		
PLANNING & COMMUNITY DEVELOPMENT		
Director - Planning & Community Development	\$3,535.69	\$91,928.00
<i>40% Reimbursed by RDC \$36,771.20</i>		
<i>20% Reimbursed by Storm \$18,385.60</i>		
Community Project Manager	\$2,745.88	\$71,393.00
<i>40% Reimbursed by RDC \$28,557.20</i>		
<i>20% Reimbursed by Storm \$14,278.60</i>		
Development Review Planner	\$2,132.12	\$55,435.00
GIS Coordinator	\$2,451.92	\$63,750.00
<i>40% Reimbursed by RDC \$25,500.00</i>		
<i>20% Reimbursed by Storm \$12,750.00</i>		
<i>10% Sanitary \$6,375.00</i>		
Administrative Assistant	\$1,691.62	\$43,982.00
BUILDING DEPARTMENT		
Building Commissioner	\$2,464.23	\$64,070.00
Clerk 1	\$1,667.31	\$43,350.00
Clerk 2	\$1,628.08	\$42,330.00
Clerk 3	\$1,591.73	\$41,385.00

FIRE DEPARTMENT		
Chief	\$3,557.62	\$92,498.00
Assistant Chief	\$2,920.77	\$75,940.00
Division Chief	\$2,843.92	\$73,942.00
Battalion Chief	\$2,767.04	\$71,943.00
Administrative Assistant	\$1,823.42	\$47,409.00
POLICE DEPARTMENT		
Chief	\$3,400.19	\$88,405.01
Assistant Chief	\$3,027.02	\$78,702.54
Major	\$2,792.54	\$72,605.94
Captain	\$2,643.31	\$68,726.15
Chief's Administrative Assistant	\$1,823.42	\$47,409.00
Detective's Administrative Assistant	\$1,735.58	\$45,125.00
Chief Clerk	\$1,823.42	\$47,409.00
Clerk	\$1,609.92	\$41,858.00
Lead Code Enforcement Officer	\$1,867.31	\$48,550.00
Code Enforcement Officer	\$1,538.46	\$40,000.00
Animal Warden	\$1,648.64	\$42,864.71
Lead Animal Warden	\$1,575.88	\$40,973.00
Code Enforcement/Animal Control Clerk	\$1,471.73	\$38,265.00
STREET DEPARTMENT		
Superintendent	\$3,442.31	\$89,500.00
Street Department Clerk	\$1,588.15	\$41,292.00
SANITATION DEPARTMENT		
Assistant Superintendent	\$2,626.92	\$68,300.00
Sanitation Clerk	\$1,588.15	\$41,292.00
MARINA		
Harbormaster	\$1,455.46	\$37,841.89
Maintenance Director	\$1,247.54	\$32,436.11
PARK DEPARTMENT		
Superintendent	\$3,058.42	\$79,519.00
Maintenance Director	\$2,115.38	\$55,000.00
Administrative Assistant	\$1,600.62	\$41,616.00
Administrative Assistant	\$1,318.92	\$34,292.00
Event/Program Coordinator	\$1,300.50	\$33,813.00
Accounting Clerk	\$1,642.35	\$42,701.00
SANITARY PLANT		
Plant Superintendent	\$3,667.05	\$95,343.30
Plant Administrative Assistant	\$1,666.88	\$43,339.00
Pretreatment Coordinator	\$2,601.00	\$67,626.00
STORMWATER		
Field Division Superintendent	\$3,442.31	\$89,500.00
Field Division Administrative Assistant	\$1,666.88	\$43,339.00

FULL-TIME SALARY & FULL-TIME HOURLY POSITIONS

FIRE DEPARTMENT

Senior Master Firefighter (PERF Certified Base Salary)		\$61,574.68
Captain	\$2,545.71	\$66,188.36
Lieutenant	\$2,505.14	\$65,133.51
MFF/Paramedic (Four Plus Years)	\$2,439.30	\$63,421.92
Engineer	\$2,439.30	\$63,421.92
Third Year Paramedic	\$2,309.33	\$60,042.48
MFF/EMT (Four Plus Years)	\$2,291.33	\$59,574.47
Second Year Paramedic	\$2,161.28	\$56,193.30
Private	\$2,140.90	\$55,663.36
Probationary Paramedic	\$1,996.71	\$51,914.36
Probationary EMT	\$1,763.72	\$45,856.72

POLICE DEPARTMENT

Senior Master Patrolman (PERF Certified Base Salary)		\$77,599.45
Lieutenant	\$2,410.08	\$62,662.08
Sergeant	\$2,336.08	\$60,738.11
Corporal	\$2,241.23	\$58,271.97
Master Patrolman	\$2,211.35	\$57,495.10
First Class Patrolman	\$1,940.84	\$50,461.86
Probationary Patrolman w/Experience	\$1,875.75	\$48,769.37
Probationary Patrolman w/o Experience	\$1,800.81	\$46,821.18

STREET | SANITATION | PARK

		<u>Hourly Rate</u>
Lead Man		\$31.65
Equipment Operator		\$29.61
Mechanic		\$29.94
Technician		\$26.94
Mechanic Helper		
Year 1 - 70% of Mechanic Pay		\$20.96
Year 2 - 75% of Mechanic Pay		\$22.46
Year 3 - 80% of Mechanic Pay		\$23.95
Year 4 - 90% of Mechanic Pay		\$26.95
Year 5 - 100% of Mechanic Pay		\$29.94
Driver "A"		\$25.39
Driver		\$24.79
Laborer "A"		\$22.75
Laborer "B" (New Hire)		\$15.01
Laborer "B" (One Year of Service)		\$15.76
Laborer "B" (Two Years of Service)		\$16.76
Laborer "B" (Three Years of Service - Full Scale)		\$17.76
Laborer "B" (Three Years of Service w/CDL)		\$21.29

SANITARY PLANT

Plant Lead		\$32.08
Lab Lead		\$30.94
Maintenance Lead		\$30.94
Plant Operator		\$29.61
Plant Maintenance		\$29.21
Lab Technician		\$27.49
Utility Technician		\$23.99
Plant Laborer (Discretionary)		

SANITARY FIELD

Field Lead		\$30.94
Mechanic Lead		\$30.94
Mechanic		\$29.21
Collection System 1		\$28.64
Collection System 2		\$28.07
Manhole Rehabilitation		\$28.07
Camera Truck Operator		\$28.07
Vac Truck Operator		\$26.91
Field Inspector		\$27.49
Utility Locator		\$23.99
MS4 Technician		\$24.00
MS4 Technician (One Year of Service)		\$15.97
MS4 Laborer (Two Years of Service)		\$17.00
MS4 Laborer (Three Years of Service)		\$18.03
MS4 Laborer (Fourth and Fifth Year of Service Service)		

Cooresponding Year Percentage Wage

STORMWATER

Crew Leader	\$30.94
Technician	\$26.71
Equipment Operator	\$29.46
Driver	\$24.49
Laborer	\$22.38

FIRE DEPARTMENT ADDITIONAL COMPENSATION

Holiday	Greater of \$225 per holiday or 1.5 hours per hour worked
Specialty Team Leader	\$250.00 Annually per Specialty Plus Specialty Stipend
Specialty	\$500.00 Annually per Specialty
Paramedic Certification	\$1,000.00 Annually
Clothing Allowance	\$1,069.81 Bi-Annually

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	\$450 Bi-Weekly (Full and Part-Time)
K-9 Stipend	7Hours 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

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

Years of Service	Rate
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


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

Cell Phone Allowance: \$50.00 per month


PASSED AND ADOPTED by the Common Council of the City of Portage, Porter County, Indiana, on the 27th day of October, 2021.


 Presiding Officer

ATTEST:




 Nina Rivas
 Clerk-Treasurer



 Nina Rivas
 Clerk-Treasurer

Approved by me, the Mayor of the City of Portage, Porter County, Indiana, this 28th day of October, 2021.



 Sue Lynch
 Mayor