

PAYROLL ORDINANCE 2025-5
Amend scheduled hours for Police and Dispatch
Add Head guard and Assistant Manager to Park Department

An Ordinance fixing salaries, wages and other compensation, and other terms of employment of appointed officers and employees and elected officials of the city of Portland, Indiana.

That for the pay received on January 10, 2025 after the maximum salary and pay schedule for appointed officers, employees and elected officials for the City of Portland, Indiana, and the maximum salary and pay schedule for the Police and Fire employees and the salaries of elected officials of the City of Portland, Indiana, be fixed as follows:

SALARY SCHEDULE AS PRESENTED

BY

MAYOR JEFF WESTLAKE

To the Common Council of the City of Portland, Indiana: I, the undersigned, Jeff Westlake, Mayor of the City of Portland, Indiana, as required by IC 36-4-7-3 pertaining to the compensation of elected officials, appointed officers and employees and IC 36-8-3-3 pertaining to the Police and Fire employee's compensation, hereby fix the maximum salaries, wages and other compensation. Beginning with the 1st pay in January 2025 and continuing biweekly thereafter until duly changed, all rates based on work periods established in Ordinance 1985-7, and as per minimum and overtime wage provisions of the Federal Fair Labor Standards Act requirements, request that such salary rates be approved by the Common Council.

SECTION I

1. MAYOR'S OFFICE

Mayor (General Fund)	\$1,602.74
Mayor (½ yr. Water utility & ½ year Wastewater utility)	\$1,025.32
Mayor's Secretary per hour	\$ 22.01
Non-Exempt (37 ½ hour work week)	
Part-Time Mayor's Secretary	\$13.00 - 15.00

2. CLERK TREASURER'S OFFICE

Clerk Treasurer (General Fund)	\$1,238.37
Clerk Treasurer (½ yr. Water & ½ year Wastewater)	\$1,369.25
Deputy Clerk Treasurer per hour	
(Office Manager) Non-Exempt (37 ½ hour work week)	\$16.00 to \$27.09
½ yr. Water & ½ yr. Wastewater)	

Employee in Responsible Charge (ERC)	\$20.00 per pay period
Certified Municipal Clerk Certificate (CMC)	\$20.00 per pay period
Master Municipal Clerk Certificate (MMC)	\$20.00 per pay period

3. COMMON COUNCIL

Salary of Councilperson (General Fund)	\$ 173.31
A once-a-year payment (½ Water & ½ Wastewater)	\$ 157.09
Salary of Board of Public Works and Safety non-elected appointed (½ Water & ½ Wastewater) Exempt	\$ 100.00
Contract of City Attorney per pay period (Council)	\$ 329.19
(½ Water & ½ Wastewater)	\$ 564.73

4. CITY COURT

Salary of Judge	\$ 697.76
City Court Clerk per hour Non-Exempt (37 ½ hr. work week)	\$ 24.48
Bailiff per court session Non-Exempt	\$ 47.53

5. MVH, STREET & SANITATION (40 HOUR WORK WEEK)

Salary Superintendent per pay period	\$2,507.60
Machine Operator per hour Non-Exempt	\$ 26.36
Machine Operator per hour-No ABC-Non-Exempt	\$ 25.37
Mechanic per hour (½ yr. MVH, ¼ yr. each Water & Wastewater) Non-Exempt	\$ 26.36
Drivers and Helpers per hr. / Air Brake Certification Non-Exempt	\$ 24.51
Drivers & Helpers per hr. (No Air Brakes) Non-Exempt	\$ 23.52
Drivers & Helpers per hr. (No CDL) Non-Exempt	\$ 23.52
Part-time labor per hour Non-Exempt	\$13.00 to \$15.00

Certified Mosquito Sprayer	\$20 per pay period
Certified Pool Operator	\$20 per pay period

6. PARK DEPARTMENT

Street Park Manager (40-hour work week)	\$ 26.36
Park opener/closer / To be paid at the employee's normal hourly rate	
Salary of Pool Manager (Summer Schedule) per hour	\$17.00 to \$19.00
Assistant Pool Manager per hour	\$15.00
Head Guard per hour	\$15.00
Pool – Temporary/seasonal employee Maximum 40 hours per week (Non-Exempt)	\$13.00 to \$15.00
Part-time labor	\$13.00 to \$15.00
Park Part-time employee Maximum 29 hrs. per week (Non-Exempt)	\$13.00 to \$15.00

All Park part-time & Pool part-time returning employees Will receive a .25 raise per hr. with a maximum of \$15.00

Certified Mosquito Sprayer	\$20 per pay period
Certified Pool Operator	\$20 per pay period

7. FIRE DEPARTMENT (24 HOUR DAYS / 48 HOURS PER WEEK)

Salary of Chief per pay period (Exempt)	\$2,507.60
Salary of Assistant Chief per pay period Non-Exempt	\$2,112.71
Salary of Captain per pay period Non-Exempt	\$2,065.33
Salary of Fireman (Base) per pay period Non-Exempt	\$1,976.13

Instructor (not full time City employee) per hour Non-Exempt \$10.00 to \$16.00

Investigator	\$20.00 per pay period
Inspector	\$20.00 per pay period
Instructor	\$20.00 per pay period
First Responder	\$20.00 per pay period

Fire Pension Secretary / \$1,000 per year – paid June and December

Per US Department of Labor, Wage and Hourly Division, a one-hour payment of the fireman's wage will be made to off-duty full-time firemen reporting and helping with the extinguishing of such fires. For each hour thereafter or part thereof, compensation will be paid by the quarter hour. These off-duty fire runs will be included with their regular pay. After a total of 212 hours, they will be eligible for overtime. Portland Part-time Firemen will receive a one-hour payment of \$16.00 for services for fire runs. For each hour thereafter or part thereof, compensation will be \$4.00 per quarter hour.

8. POLICE DEPARTMENT (12 HOUR SHIFTS – 84 HOURS PER PAY PERIOD or 4 DAYS ON – 2 DAYS OFF; SHIFT SCHEDULING WILL DEPEND UPON AVAILABLE STAFFING)

Salary of Chief per pay period (Exempt)	\$2,507.60
Salary of Assistant Chief per pay period Non-Exempt	\$2,272.34
Salary of Sergeant per pay period Non-Exempt	\$2,224.97
Salary of Investigator per pay period Non-Exempt	\$2,224.97
Salary of Officers (Base) per pay period Non-Exempt	\$2,135.78
Salary of Code Enforcement Officer	\$10.00 - \$16.00
Part-time Officer	\$13.00 - \$19.00

Additional Payments:

Training Officer	\$20.00 per pay period
Fire Arms Instructor	\$20.00 per pay period
General Instructor	\$20.00 per pay period
Defensive Tactics Instructor	\$20.00 per pay period
E.V.O.C. Instructor	\$20.00 per pay period
Dare Certification	\$20.00 per pay period
Public Relations	\$20.00 per pay period
Breathalyzer	\$10.00 per pay period
Voice Stress Certificate	\$20.00 per pay period

Police Pension Secretary / \$1,000 per year – paid June and December

\$5,000 Sign on Bonus for Police Officers that come to the department as a lateral transfer. Distribution as follows:

\$1,000 on 1st anniversary

\$1,500 on 2nd anniversary

\$2,500 on 3rd anniversary

Employees that have left the Portland Police Department and later return as full time Police Officers will not qualify for the \$5,000 sign on bonus when either or both occur: The City of Portland paid for their academy training or they have previously received bonus money.

9. POLICE DEPARTMENT – OTHER EMPLOYEES

(12 HOUR SHIFTS – 84 HOURS PER PAY PERIOD or 4 DAYS ON – 2 DAYS OFF; SHIFT SCHEDULING WILL DEPEND UPON AVAILABLE STAFFING)

Chief Radio Operator per hour Non-Exempt	\$ 25.82
Radio Operator per hour Non-Exempt	\$ 23.87
Relief Radio Operator part-time per hour Non-Exempt	\$13.00 to \$15.00
Additional Payments:	
IDAC Certificate	\$15.00 per pay OR .19/HR

10. WATER DEPARTMENT (40 Hour Work Week)

Salary of Superintendent per pay period (Exempt)	\$2,507.60
Operator – Licensed per hour Non-Exempt	\$ 24.51
Machine Operator per hour Non-Exempt	\$ 26.36
Distribution & Maintenance per hour Non-Exempt	\$ 24.51
Service Person/Distribution per hour Non-Exempt	\$ 24.51
Service Person/Distribution per hour (No CDL) Non-Exempt	\$ 23.52
Billing Clerk (37 ½ hour work week) Non-Exempt	\$16.71 to \$24.66
Part-time Clerical Non-Exempt	\$13.00 to \$15.00
Part-time Labor Non-Exempt	\$13.00 to \$15.00
Additional pay for licenses per pay:	
Class WT 1	\$20.00 per pay
Class WT 1 & 2	\$30.00 per pay
Class WT 1,2,3,4,5&6	\$80.00 per pay
Class DSS	\$20.00 per pay
Class DSM, DSL	\$40.00 per pay
Certifications must be current.	

11. WASTEWATER DEPARTMENT (40 Hour Work Week)

Salary of Superintendent per pay period (Exempt)	\$2,507.60
Wastewater Manager per hour Non-Exempt	\$ 25.68
Machine Operator per hour Non-Exempt	\$ 26.36
Lab Technician per hour Non-Exempt	\$ 24.51
Lab Technician per hour Non-Exempt, No CDL	\$ 23.52
Operator Licensed per hour Non-Exempt	\$ 24.51

Maintenance Foreman per hour Non-Exempt	\$ 26.36
Accounts Payable Clerk (37 ½ hour work week) Non-Exempt	\$16.71 to \$24.66
Part-time Clerical per hour Non-Exempt	\$13.00 to \$15.00
Part-time Labor per hour Non-Exempt	\$13.00 to \$15.00
Sewer Maintenance per hour Non-Exempt	\$ 24.51
Service Person/Distribution per hour Non-Exempt	\$ 24.51
Service Person/Distribution per hour (No CDL) Non-Exempt	\$ 23.52
Additional pay for licenses per pay:	
Class 1	\$20.00 per pay
Class 2	\$40.00 per pay
Class 3 & 4	\$80.00 per pay
Certifications must be current.	

11. AVIATION

Airport Manager (29-hour work week part-time) per year	\$35,000
Part-time Labor per hour Non-Exempt	\$13.00 to \$15.00

12. LONGEVITY - \$100 / YEAR UP TO 20 YEARS (\$2,000)

All Employees that are in a PERF/Pension covered position are eligible for longevity pay. It is based on your start date with PERF/Pension plan. Longevity pay will be paid (separate check) the first payroll in October.
 Exclusions: Elected Mayor & Clerk Treasurer.

SECTION II

For the fiscal year January 1, 2025 to and including December 31, 2025 that Clothing Allowance will be as follows:

	PER YEAR
Police Officers	\$1,000.00
Fire Department Chief	\$ 675.00
Firemen	\$ 675.00
Fire Department Volunteer Firemen	\$ 100.00
Reserve Police Officers	\$ 500.00
Car Allowance for Volunteer Firemen	\$ 200.00

New employees will not be paid a clothing allowance during their probation period. Clothing and car allowance will be paid in June and December.

SECTION III

All new employees will be employed for a probation period and at a starting rate based on experience with such time and starting rates to be determined by Department Heads with Board of Public Works and Safety approval. Hourly and salary rate increases will be determined by Department Heads with Board of Public Works and Safety approval until the employee reaches full hourly or salary rates established by the Payroll Ordinance.

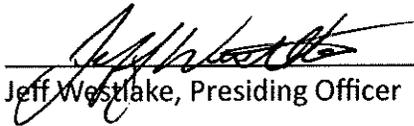
SECTION IV

After passage, adoption and enactment of this ordinance, it shall be sufficient authority for the Clerk Treasurer of the City of Portland, Indiana, to pay out the aforesaid sum of money on a bi-weekly pay schedule with payments to be made on Friday or sooner of the week following the calendar week cut off. All references to "per pay period" in Section I are for a two-week period.

SECTION V

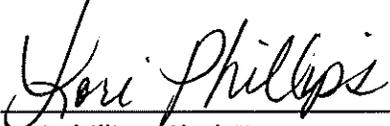
All prior ordinances that conflict with the provisions of this ordinance, are hereby expressly repealed.

This ordinance was duly passed in regular session of the Common Council of the City of Portland, Jay County, Indiana on this 2nd day of June, 2025.



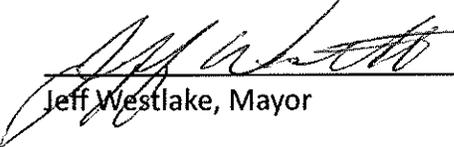
Jeff Westlake, Presiding Officer

ATTEST:



Lori Phillips, Clerk Treasurer

Approved by me on the date of adoption.



Jeff Westlake, Mayor