

To: President and Members of the Munster Town Council

From: David F. Shafer, IAMC, MMC, CMO, Clerk-Treasurer



Copy to: Patricia L. Abbott, IAMC, MMC, Controller
Dustin C. Anderson, Town Manager

Date: November 18, 2019

Subject: Ordinance 1786, 2020 Salary and Pay Plan

The Town Council usually approves a salary ordinance for the ensuing year during December. However, in local election years the Town Council usually defers most compensation decisions (except those matters mandated or necessitated to be enacted prior to January 1 each year) to the Town Council whose members' terms commence on January 1 after the election. The exceptions are:

Fixed Compensation of Elected Officers

"The town legislative body shall, by ordinance, fix the compensation of its own members, [and] the town clerk-treasurer." "The compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year." (Excerpts from IC 36-5-3-2)

Comment: During the September 16, 2019, public hearing on the 2020 budget, it was disclosed that, "In order to close the estimated circuit breaker deficit, the following measures will be taken. 1. Wages and salaries will be frozen at 2019 levels for all employees with no merit increases." Five more constraints followed. Accordingly, the proposed biweekly salaries of elected officers for 2020 are unchanged from 2019 levels.

Certified Police Pension Rate

"Annually, on or before January first each year, the Clerk-Treasurer or City Controller shall certify to the 1977 Fund within the limits of IC 36-8-1-11 what constitutes the salary of a first class patrolman or firefighter for that employer for that calendar year" (35 IAC 2-7-1).

Comment: It is the practice of the Town of Munster to define the salary of a first-class patrolman as the top of the range of a first-class police officer. For 2019, the top of the range of a 1st Class Veteran Officer was \$34.09/ hour, equivalent to \$70,907.20 annually. Twenty-year longevity of \$2,790.00 is in addition to this amount. Once the police pension rate is certified, the top of the range of a first-class police officer cannot be changed.

Town Manager's Employment Agreement

"The town legislative body may employ a town manager to be the administrative head of the town government and may fix the manager's compensation and terms of employment. The manager may be employed to serve: (1) at the pleasure of the legislative body; or (2) for a definite tenure not to exceed the longest remaining term in office of a member of the legislative body, in which case the manager may be dismissed only for cause" (IC 36-5-5-2).

Comment: Because the Town Manager's Employment Agreement terminates December 31, 2019, there needs to be a recital in the 2020 Salary and Pay Plan to authorize compensating the Town Manager until a new Employment Agreement is approved by the new Town Council.

Continuation of Compensation

"The legislative body shall provide reasonable compensation for other town officers and employees" (IC 36-5-3-2).

Comment: There needs to be authorization to compensate employees during 2020. Therefore, all facets of compensation authorized through the 2019 Pay Plan, as amended, shall remain in effect (except as recited in the proposed Ordinance 1786) unless and until the 2020 Pay Plan is amended by ordinance.

Accordingly, proposed Ordinance 1786 has been drafted to accomplish the provisions of the 2020 Salary and Pay Plan that are mandated or necessitated to be effective prior to January 1, and to authorize compensation to all employees unless and until modified by the next Town Council.

RECOMMENDED ACTION:

By motion and voice-vote, consider Ordinance 1786 on first reading and schedule second reading (with or without amendments) for _____ (date before the end of the year).

ORDINANCE 1786

AN ORDINANCE ESTABLISHING THE 2020 PAY PLAN FOR THE TOWN OF MUNSTER, INDIANA (2020 SALARY ORDINANCE)

WHEREAS, The Munster Town Council must annually fix the compensation for all elected officials, and certify the Police Pension Base prior to January 1 of the ensuing year; and

WHEREAS, The annual salary ordinance must define the compensation, including fringe benefits, of all employees of the Town of Munster; and

WHEREAS, The sitting Town Council has determined that its actions regarding the 2020 Salary and Pay Plan prior to the expiration of the elected terms of the Town Council on December 31, 2019, will be those matters necessitated or statutorily required to be addressed prior to January 1 of the ensuing year; now, therefore, be it

ORDAINED By the Munster Town Council that, effective January 1, 2020, the 2019 Salary and Pay Plan, as amended, is hereby continued in its entirety as the 2020 Salary and Pay Plan with the following exceptions which replace provisions of the 2019 Salary and Pay Plan.

SECTION I. INTRODUCTION

The provisions of Section I of the 2019 Salary and Pay Plan are not carried forward and are not part of the 2020 Salary and Pay Plan.

SECTION II. ELECTED AND CERTAIN APPOINTED OFFICIALS

	<u>Number Authorized</u>	<u>Biweekly Salary</u>
President of Town Council	1	\$ 528.66
Members of Town Council	4	\$ 500.80
Clerk-Treasurer	1	\$ 3,967.14
Town Manager	1	\$ 4,766.89

For elected officials not already covered by the Indiana Public Retirement System (INPRS), the Town may contribute to one of the approved deferred compensation programs administered by the Town in an amount equal to the current actuarial assessment for the Town's INPRS contribution, plus the employee's contribution currently paid by the Town.

Although the Clerk-Treasurer is not required to report hours worked (IC 36-5-3-2), the Clerk-Treasurer may voluntarily report hours worked in order to qualify for and participate in the various employee benefits programs afforded regular full-time employees, as outlined in the *Town of Munster Employee Manual*, less mandated deductions and withholdings.

SECTION II. ELECTED AND CERTAIN APPOINTED OFFICIALS (continued)

The Town Manager's Employment Agreement will expire December 31, 2019. At that time, and until the Town Council whose terms commence January 1, 2020, approves a new Employment Agreement for the Town Manager, the Town Manager will be classified as a regular full-time Town employee and shall participate in all other aspects of the employee benefits programs, as outlined in the *Town of Munster Employee Manual*, less mandated deductions and withholdings.

SECTION IV. PENSION

Employer Payment of Employee Contribution

Employees participating in the Civilian INPRS shall have their employee contribution (3.00%) paid by the Town per Ordinance 863, adopted December 21, 1987.

Alternative Retirement Programs

Program Managers and other regular employees, including paid-on-call members of the fire department, not covered by INPRS or the 1925 or 1977 Police Pension Plans shall have an amount paid by the Town equal to:

1. The employer contribution rate (11.2%, effective January 1, 2020) as established by INPRS, plus
2. The employee contribution rate (3.00%).

These amounts shall be contributed to the ICMA-RC Section 457 Deferred Compensation program as administered by the Town.

2020 Certified Police Pension Rate

The Certified Police Pension Base for 2020 is \$ 70,907.20 plus \$2,790.00 longevity, for an annual total of \$ 73,697.20.

Pension Board Secretary

The Police Pension Board Secretary shall receive an annual stipend of \$600.00, payable in equal monthly installments. This amount shall not be added to the employee's base salary for the purpose of calculating merit pay or leave.

SECTION XI. LISTING OF EXHIBITS

Exhibit A – 2020 Pay Ranges for Classified Employees (Pay ranges from 2019 are unchanged, but the number of Park Department employees is reduced.)

Exhibit B – 2020 Distribution of Payroll by Fund (Revised from 2019.)

Exhibit C – Munster Parks & Recreation Salary/Wage Schedule – Part-time Employees, 2020 (Pay ranges from 2019 are unchanged.)

ORDAINED and ADOPTED by the Town Council of the Town of Munster, Indiana, on the _____ day of December 2019, by a vote of _____ in favor and _____ opposed.

**TOWN COUNCIL OF THE TOWN OF MUNSTER,
LAKE COUNTY, INDIANA**

Andy Koultourides, President

ATTEST:

David F. Shafer, Clerk-Treasurer

ORDINANCE 1786

AN ORDINANCE ESTABLISHING THE 2020 PAY PLAN
FOR THE TOWN OF MUNSTER, INDIANA
(2020 SALARY ORDINANCE)

EXHIBIT A
PAY RANGES FOR CLASSIFIED EMPLOYEES

Grade	Position Title	Department	Description	Authorized Personnel	Minimum of the Range	Maximum of the Range	Frequency
4	Building Maintainer	Public Works		1	\$ 12.41	\$ 17.37	hourly
6	Deputy Clerk II	Clerk-Treas.		4	\$ 15.81	\$ 22.15	hourly
7	Administrative Secretary	Town Mgr.		2	\$ 17.50	\$ 24.48	hourly
	Administrative Secretary	Public Works		1	\$ 17.50	\$ 24.48	hourly
	Administrative Secretary	Park & Rec.		2	\$ 17.50	\$ 24.48	hourly
	Administrative Secretary	Fire Dept.		0.5	\$ 17.50	\$ 24.48	hourly
	Maintainer II	Public Works		20	\$ 17.50	\$ 24.48	hourly
	Maintainer II	Park & Rec.		3	\$ 17.50	\$ 24.48	hourly
	Maintainer II	P&R Centennial		2	\$ 17.50	\$ 24.48	hourly
	Police Records Clerk	Police Dept.		2	\$ 17.50	\$ 24.48	hourly
8	Administrative Assistant	Town Mgr.		1	\$ 19.22	\$ 26.90	hourly
	Administrative Assistant	Police Dept.		1	\$ 19.22	\$ 26.90	hourly
	Administrative Assistant	Bldg. Com. Dev.		1	\$ 19.22	\$ 26.90	hourly
	Administrative Assistant	Public Works		1	\$ 19.22	\$ 26.90	hourly
	Deputy Clerk III	Clerk-Treas.		2	\$ 19.22	\$ 26.90	hourly
	Maintainer III	Public Works		14	\$ 19.22	\$ 26.90	hourly
	Maintainer III	Centennial Park		1	\$ 19.22	\$ 26.90	hourly
	Maintainer III	Park & Rec.		1	\$ 19.22	\$ 26.90	hourly
	* Recreation Supervisor	Park & Rec.		2	\$ 1,537.62	\$ 2,151.70	biweekly
9	Maintainer IV	Public Works		5	\$ 20.90	\$ 29.25	hourly
	Mechanic	Public Works		2	\$ 20.90	\$ 29.25	hourly
	Multi-Discipline Inspector	Bldg. Com. Dev.		4	\$ 20.90	\$ 29.25	hourly
	** Zoning Enfor. Insp.	Bldg. Com. Dev.		1	\$ 20.90	\$ 29.25	hourly
	Community Service Off.	Police Dept.		1	\$ 20.90	\$ 29.25	hourly
	Asst. Tech. Specialist	Town Mgr.		1	\$ 20.90	\$ 29.25	hourly

* Salaried positions due to FLSA exempt status

** Position may be filled by 2 part-time employees or 1 FTE

ORDINANCE 1786
EXHIBIT A
PAY RANGES FOR CLASSIFIED EMPLOYEES

Grade	Position Title	Department	Description	Authorized Personnel	Minimum of the Range	Maximum of the Range	Frequency
10	Crew Leader Accounting Analyst	Public Works Clerk-Treas.		3 1	\$ 22.60 \$ 22.60	\$ 31.64 \$ 31.64	hourly hourly
PD-10	Probationary Police Off. 2nd Class Police Officer 1st Class Police Officer 1st Class Regular Off. 1st Class Veteran Off.	Police Dept. Police Dept. Police Dept. Police Dept. Police Dept.	Year 1 Year 2 Start of yr. 3 Start of yr. 6 Start of yr. 10	30 total for all five titles	\$ 22.60 \$ 25.40 \$ 27.41 \$ 28.85 \$ 31.25	\$ 22.60 \$ 25.40 \$ 28.84 \$ 31.24 \$ 34.09	hourly hourly hourly hourly hourly
11	Supt. of Recreation Chief Building Inspector Intelligence Analyst	Park & Rec. Bldg. Com. Dev. Police Dept.		1 1 1	\$ 1,944.49 \$ 1,944.49 \$ 1,944.49	\$ 2,722.05 \$ 2,722.05 \$ 2,722.05	biweekly biweekly biweekly
12	Data Processing Spec.	Town Mgr.		1	\$ 2,078.77	\$ 2,911.26	biweekly
13	Sergeant 1st Class Sergeant Veteran Sergeant	Police Dept. Police Dept. Police Dept.	Starting Start of yr. 6 Start of yr. 10	9 total for all three titles	\$ 33.17 \$ 34.62 \$ 36.06	\$ 38.78 \$ 38.78 \$ 38.78	hourly hourly hourly
14	Supt. of Operations Supt. of Operations	Park & Rec. Public Works		1 1	\$ 2,352.19 \$ 2,352.19	\$ 3,293.32 \$ 3,293.32	biweekly biweekly
15	1st Class Lieutenant Veteran Lieutenant	Police Dept. Police Dept.	Starting Start of yr. 5	3 total for both titles	\$ 3,173.08 \$ 3,269.23	\$ 3,481.29 \$ 3,481.29	biweekly biweekly
16	Chief of Police	Police Dept.		1	\$ 3,653.85	\$ 4,052.56	biweekly
17	Fire Chief Human Resource Dir. Planning Director Controller	Fire Dept. Town Mgr. Bldg. Com. Dev. Clerk-Treas.		1 1 1 1	\$ 2,758.68 \$ 2,758.68 \$ 2,758.68 \$ 2,758.68	\$ 3,862.14 \$ 3,862.14 \$ 3,862.14 \$ 3,862.14	biweekly biweekly biweekly biweekly
18	Director of Operations Director of Parks & Rec.	Public Works Park & Rec.		1 1	\$ 2,894.17 \$ 2,894.17	\$ 4,052.56 \$ 4,052.56	biweekly biweekly

ORDINANCE 1786

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EXHIBIT B: DISTRIBUTION OF PAYROLL BY FUND

Grade	Position Title	Department or Area	General 101	MVH 201	Parks 204	Tech. 247	Sewer 280	CCD 402	Redev. Oper. 406	Water 601	Solid Waste 623
4	Building Maintainer	Public Works			100%						
6	Deputy Clerk II	CT - Cust. Svc.	60%	5%			10%			15%	10%
	Deputy Clerk II	CT - Clerical	40%	5%	20%		10%			15%	10%
	Deputy Clerk II	CT - Accts. Pay.	35%	20%	20%		10%			10%	5%
	Deputy Clerk II	CT - Water					30%			60%	10%
7	Administrative Secretary	Town Mgr.	25%	10%	5%	30%	10%			20%	
	Administrative Secretary	Public Works		25%			25%			25%	25%
	Administrative Secretary	Park & Rec.			100%						
	Administrative Secretary	Fire Dept.	100%								
	Maintainer II	Public Works		40%			30%			30%	
	Maintainer II	PW - Water					50%			50%	
	Maintainer II	PW - SW		30%			15%			15%	40%
	Maintainer II	Park & Rec.			100%						
	Police Records Clerk	Police Dept.	100%								

Grade	Position Title	Department or Area	General 101	MVH 201	Parks 204	Tech. 247	Sewer 280	CCD 402	Redev. Oper. 406	Water 601	Solid Waste 623
8	Administrative Assistant	Town Mgr.	25%	10%			15%		25%	20%	5%
	Administrative Assistant	Police Dept.	100%								
	Administrative Assistant	Bldg. Com. Dev.	60%				20%			20%	
	Administrative Assistant	Public Works		25%			25%			25%	25%
	Deputy Clerk III	CT - Payroll	40%	10%	30%		5%			10%	5%
	Deputy Clerk III	CT - Water					30%			60%	10%
	Maintainer III	Public Works		40%			30%			30%	
	Maintainer III	PW - Water					50%			50%	
	Maintainer III	Park & Rec.			100%						
	Recreation Supervisor	Park & Rec.			100%						
9	Maintainer IV	Public Works		40%			30%			30%	
	Maintainer IV	PW - Water					50%			50%	
	Mechanic	Public Works		40%			30%			30%	
	Mechanic	Centennial Park			100%						
	Multi-Discipline Inspector	Bldg. Com. Dev.	60%				20%			20%	
	Zoning Enfor. Insp.	Bldg. Com. Dev.	60%				20%			20%	
	Community Service Off.	Police Dept.	100%								
	Asst. Tech. Specialist	Town Mgr.				50%	20%			25%	5%
10	Crew Leader	PW - Mechanics		40%			30%			30%	
	Crew Leader	PW - Streets		30%			30%			30%	10%
	Crew Leader	PW - Utilities					50%			50%	
	Accounting Analyst	Clerk-Treas.	40%	20%	10%		10%			10%	10%

Grade	Position Title	Department or Area	General 101	MVH 201	Parks 204	Tech. 247	Sewer 280	CCD 402	Redev. Oper. 406	Water 601	Solid Waste 623
PD-10	Probationary Police Off. Second Class Pol. Off. First Class Pol. Off.	Police Dept. Police Dept. Police Dept.	100% 100% 100%								
11	Supt. of Recreation Chief Building Inspector Intelligence Analyst	Park & Rec. Bldg. Com. Dev. Police Dept.	60% 100%		100%		20%			20%	
12	Data Processing Spec. Inform. Tech. Spec.	Town Mgr. Town Mgr.				50% 50%	20% 20%			25% 25%	5% 5%
13	Sergeant	Police Dept.	100%								
14	Supt. of Operations Supt. of Operations	Park & Rec. Public Works		25%	100%		25%			25%	25%
15	Lieutenant	Police Dept.	100%								

Grade	Position Title	Department or Area	General 101	MVH 201	Parks 204	Tech. 247	Sewer 280	CCD 402	Redev. Oper. 406	Water 601	Solid Waste 623
16	Chief of Police	Police Dept.	100%								
17	Fire Chief Human Resource Dir. Planning Director Controller	Fire Dept. Town Mgr. Bldg. Com. Dev. Clerk-Treas.	100% 12.5% 10% 30%	12.5% 10% 10%	12.5% 10% 15%	12.5% 	12.5% 20% 5%		12.5% 10% 10%	12.5% 20% 25%	12.5% 20% 5%
18	Director of Operations Director of Parks & Rec.	Public Works Park & Rec.		25%	100%		25%			25%	25%
Uncl.	Town Council Clerk-Treasurer CT part-time staff Town Manager Town Attorney (stipend) Management Analyst		25% 30% 100% 10% 30% 30%	10% 10% 10%	 10% 	 30%	25% 25% 15% 15% 10%	 15%	10% 30% 5%	25% 30% 20% 25% 10%	15% 5% 5% 15% 5%

Exhibit C

**MUNSTER PARKS & RECREATION
SALARY/WAGE SCHEDULE - PART-TIME EMPLOYEES
2020**

<u>Program Positions</u>	<u>Salary/Wage Range (per hour unless indicated)</u>
Adult Fitness Instructor	\$ 8.00 - \$ 25.00
Computer Education Instructor	\$ 15.00 - \$ 30.00
Enrichment Program Instructor	\$ 15.00 - \$ 35.00
Enrichment Program Supervisor	\$ 8.00 - \$ 10.00
Enrichment Program Assistant/Tutor	\$ 7.25 - \$ 9.00
Farmer's Market Supervisor	\$ 7.25 - \$ 10.00
Leisure Education Instructor	\$ 10.00 - \$ 50.00 (varies according to percentage, hourly or per student)
Social Center Supervisor	\$ 7.25 - \$ 9.00
Sport League Supervisor	\$ 7.25 - \$ 8.00
Summer Intern	\$250/week stipend
Tennis Director	\$ 20.00 - \$ 32.00
Tennis Instructor	\$ 7.25 - \$ 20.00
Youth Education Instructor	\$ 7.25 - \$ 25.00 (varies according to percentage, hourly or per student)
Youth Sports Supervisor	\$ 8.00 - \$ 15.50
Youth Sports Official	\$ 11.00 - \$ 15.00 (per game)
<u>Munster Community Pool</u>	<u>Salary/Wage Range (per hour)</u>
Pool Manager	\$ 13.00 - \$ 16.00
Assistant Pool Manager	\$ 9.00 - \$ 12.00
Head Lifeguard	\$ 8.00 - \$ 11.00
Lifeguards	\$ 7.75 - \$ 10.00
Cashier/Admission Personnel	\$ 7.25 - \$ 9.00
Pool Maintenance	\$ 7.25 - \$ 9.00
Swim Lesson Coordinator	\$ 10.00 - \$ 13.00
Swim Instructor	\$ 7.50 - \$ 9.00
<u>Summer Camp Staff</u>	<u>Salary/Wage Range (per hour)</u>
Camp Directors	\$ 8.75 - \$ 13.00
Camp Coordinator	\$ 7.75 - \$ 11.00
Camp Counselors	\$ 7.25 - \$ 10.00
<u>Park Maintenance</u>	<u>Salary/Wage Range (per hour)</u>
Part-Time Maintenance (Seasonal and Summer)	\$ 8.00 - \$ 12.00
<u>Centennial Park Maintenance</u>	<u>Salary/Wage Range (per hour)</u>
Part-Time Maintenance	\$ 8.00 - \$ 12.00