

ORDINANCE 2024 - 04

AN ORDINANCE AMENDING ORDINANCE 2023-14 (as amended) OF THE COMMON COUNCIL OF THE CITY OF HOBART, LAKE COUNTY, INDIANA, TO ESTABLISH A NEW POSITION AND FIXING THE SALARY FOR SUCH POSITION FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024 AND TO AMEND THE EMPLOYEE HANDBOOK, TO ADD THE NEW POSITION AS AN EXEMPT SALARIED SUPERVISORY POSITION.

WHEREAS, the Common Council of the City of Hobart, Lake County, Indiana adopted Ordinance 2023-14 (as amended) fixing the salaries of officers and employees of the City of Hobart for Fiscal Year 2024; and

WHEREAS, the Common Council of the City of Hobart, Lake County, Indiana also adopted Ordinance 2013-44, the City of Hobart Employee Handbook and has amended it from time to time with Ordinances: 2015-06, 2015-21, 2017-26, 2017-33, 2019-32, 2020-38, 2020-39, 2021-31, 2022-39, 2022-47, and 2023-20; establishing a list of exempt salaried supervisory positions; and

WHEREAS, the Mayor is interested in reorganizing some of the functions of his office with the addition of a position designated as Chief of Staff to make the day-to-day operations of the City be administered without delay and to facilitate the numerous departments in their endeavors to move the City forward; and

WHEREAS, the Common Council now desires to amend Ordinance 2023-14 (as amended) to create the new position of a Chief of Staff and set the salary range as recommended by the Mayor; and also desires to amend Ordinance 2013-44 (as amended), the Employee Handbook to update and to add a newly created position of Chief of Staff to the list of Salaried Supervisory Positions as listed in Section 2: Expectations and Policies as an exempt salaried employee and to eliminate the Director of Special Events from the list as this position is now under the supervision of the Park Department;

NOW THEREFORE, BE IT ORDAINED by the Common Council of the City of Hobart, Lake County, Indiana as follows:

SECTION ONE: That Ordinance 2023-14 (as amended) be amended to add the following position, line item and rate of pay in the Mayor’s budget:

1101 031 124.XXX	Chief of Staff	<u>Minimum</u> \$70,000.00	<u>Maximum</u> \$80,000.00
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SECTION TWO: That Ordinance 2013-44 as amended by Ordinances 2015-06, 2015-21, 2017-26, 2017-33, 2019-32, 2020-38, 2020-39, 2021-31, 2022-39, 2022-47, and 2023-20 be amended in Section 2: Expectations & Policies, Salaried Supervisory Positions to add the new position and to remove a previously moved position to now read in its entirety as follows:

Section 2: Expectations & Policies

Salaried Supervisory Positions

Certain executive, administrative, professional and supervisory positions are deemed exempt employees. The salaries and other compensation paid for such positions include compensation for all hours necessary to adequately perform

the requirements of the job. The Common Council establishes positions and salaries and may amend some from time to time as authorized by law.

When one of the below-listed supervisory positions becomes open for what is going to be longer than a 30-day period the Mayor may designate another employee as a point of contact and to assist in facilitating with carrying out daily supervisory responsibilities and may be compensated up to 10% of that salaried position. If it is determined that responsibility will be split up, for example two (2) individuals assigned in this role to assist in facilitating supervisory responsibilities in the interim or long-term absence the 10% and could be split to 5% each to not exceed the total of 10%.

(As Amended by Ord. 2023-20, Adopted August 16, 2023)

The employees listed below are deemed salaried exempt and shall receive sick leave, personal leave, or funeral leave at the discretion of the Mayor. These positions may be amended as deemed necessary:

1. Executive Secretary to the Mayor
2. Fire Chief
3. Assistant Fire Chief
4. Police Chief
5. Police Captains and Lieutenants
6. Director of Public Works
7. Building Commissioner
8. Park Director
9. City Engineer
10. Director of Development
11. City Planner
12. ~~Director of Special Events~~ Chief of Staff
13. City Attorney
14. MRC Executive Director

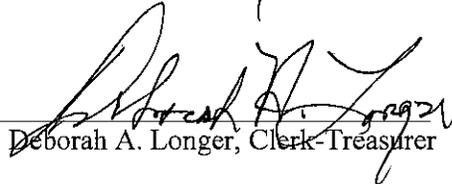
(As Amended by Ord. 2017-26, Adopted November 15, 2017; As Amended by Ord. 2022-47, Adopted December 21, 2022)

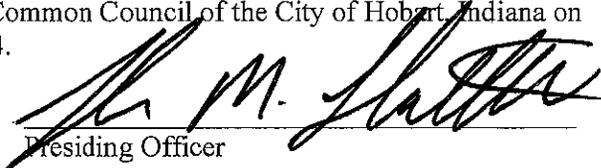
SECTION THREE: This Ordinance shall be in full force and effect after its passage by the Common Council and approval by the Mayor.

SECTION FOUR: All other provisions of Ordinance 2023-14 (as amended) and Ordinance 2013-44 (as amended by Ordinances 2015-06, 2015-21, 2017-26, 2017-33, 2019-32, 2020-38, 2020-39, 2021-31, 2022-39, 2022-47, and 2023-20) shall remain in full force and effect.

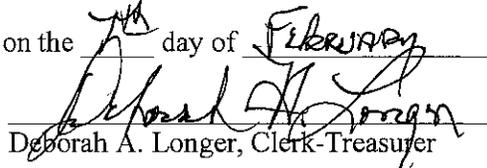
ALL OF WHICH is PASSED and ADOPTED by the Common Council of the City of Hobart, Indiana on this 7th day of FEBRUARY, 2024.

ATTEST:


Deborah A. Longer, Clerk-Treasurer


Presiding Officer

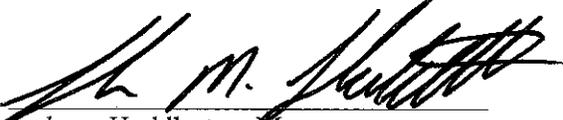
PRESENTED by me to the Mayor of the City of Hobart on the 7th day of FEBRUARY, 2024 at the hour of 7:15 pm.


Deborah A. Longer, Clerk-Treasurer

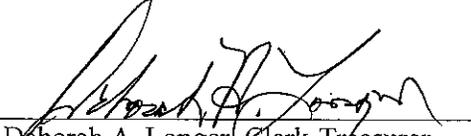
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APPROVED, EXECUTED and RETURNED by me to the Common Council of the City of Hobart on this

7th day of February, 2024.


Joshua Huddleston, Mayor

ATTEST:


Deborah A. Longer, Clerk-Treasurer