



TREVA HODGES, PH.D.
MAYOR
CITY OF CHARLESTOWN

304 MAIN CROSS STREET
CHARLESTOWN, IN 47111

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January 26, 2024

City of Charlestown Common Council
304 Main Cross Street
Charlestown, IN 47111

Re: Salary Ordinance Modification Request

Dear Council Members:

I write to recommend a modification to our 2024 Salary Ordinance. Recommended modifications include adding mid-level management positions for our growing Wastewater Department and adding incentive pay for our police officers who perform extra duties for the department.

At the January 18th Sewer Board meeting the board voted unanimously to recommend adding two mid-level management positions. Director Tim Crawford has been working on these positions for several months. These positions are a necessity if we are to retain qualified operators for our new treatment facility and to meet the demands of our existing Agreed Order with IDEM. A recent windfall of approximately \$25,000 generated when Tim changed his personal insurance plan has provided the funds to make these positions possible. I have attached a summary of the positions provided by Tim for your review.

During the interviews I conducted to appoint a new Chief of Police upon Tim Wolff's retirement a recurring concern regarding extra duties was mentioned by officers. Currently there is no incentive pay provided to officers of the same rank who perform extra duties such as Field Training Officer or SWAT. Our new Chief, Eric Kruse, has submitted a proposal to pay incentives to these positions as well as a revision of our K9 Officer care and maintenance. I have attached his proposal for you to review. I have verified with the Clerk Treasurer that the \$20,000 needed to implement these incentives in 2024 is available through additional appropriation. These incentives will help retain high quality officers.

I request that we adopt these changes and take action to do so at the March Council meeting. A draft revised ordinance has been prepared and I've included a copy of the draft for you to review. Please let me know if you have any questions or feel free to contact Chief Eric Kruse or WWTP Director Tim Crawford.

Sincerely,

Treva Hodges, Mayor



Charlestown Police Department

703 Main Street, Charlestown, Indiana 47111 – (812) 256-6345 www.ctownpd.com

Eric Kruse, *Chief of Police*

Jonathan Roederer, *Assistant Chief of Police*

Officer Incentives

K9 Teams: Charlestown Police Department K9 teams are a crucial part of our operations. K9 teams train at the minimum twice a month in an off duty capacity to maintain their training records as mandated by law. Our K9 teams often train numerous other times of the month off the clock and don't get compensated for it. K9 officers are responsible for taking care of their K9 partners everyday of the year including when they're off work, on holidays, or vacation. Charlestown K9 teams are required to get at the minimum one half hour in compensation time everyday of the year for their K9 care and maintenance time. K9 officers have more responsibility and training than that of a normal patrol officer due to the complexity of K9 related laws, liability, training, and deployments.

SWAT: The City of Charlestown is currently covered and served by the Southeast regional SWAT team and its members. Officers of the Charlestown Police Department are able to go through a process with the team and try out to become an operator with the team. Charlestown SWAT officers are currently on call 24/7 and 365 days of the year. SWAT officers have to drop what they're doing at any given moment to respond to incidents within Charlestown or the coverage area of the Southeast team. SWAT officers have to leave their families, holidays, or events to respond to active situations whether its 1:00 PM or 1:00 A.M. They are pushed into high threat environments every time they leave the house. SWAT officers train at the minimum twice a month from 9-11 hours each training date. These officers spend years training getting skilled at close quarters combat, hostage rescue, active shooter response, barricaded people, and firearms. Our team currently gets anywhere between thirty to forty call outs or more a year.

FTO (Field Training Officers): Field training officers are the backbone of a great police department. These officers are the ones who teach all the new police officers that are coming in and beginning employment at the Charlestown Police Department. We need motivated and good field training officers at the Charlestown Police Department. Currently there is no benefit for officers to want to become field training officers at Charlestown. If you are a good police officer, work hard, and go the extra mile then you get chosen to be a FTO by administration. Meanwhile the officers who don't work as hard or go the extra mile don't get chosen to be FTO's. When you become an FTO you have extra duties and responsibilities that you acquire that the normal officer doesn't have. When training a new recruit the FTO is placed with them for the minimum of one month at a time for twelve hours a day, every day that month. As an FTO with a trainee, you take every call that comes out every day in order to get the trainee exposed to calls; meanwhile the normal officers don't have to do as much. As an FTO there is extra paperwork required of you every day you work, you must complete a daily Officer report for the trainee which is two full pages. This is required every time you train someone regardless if you trained them for one hour or twelve hours. There are currently four phases of the FTO program that requires four months to complete or longer. The liability is also greater on the FTO officer compared to the normal police officer in terms of what and how they're teaching.

(812) 256-6345

(Non-Emergency)

(812) 256-7128

(Fax)

(812) 256-7136

(Records)

(812) 256-7770

(Investigations)



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703 Main Street, Charlestown, Indiana 47111 – (812) 256-6345 www.ctownpd.com

Eric Kruse, *Chief of Police*

Jonathan Roederer, *Assistant Chief of Police*

Officer Incentive Proposal

K9 Teams: Currently we have two K9 Teams on the Department.

Proposal benefit: \$5,000 per year for each K9 officer in lieu of K9 care and maintenance for that amount and then give an undetermined amount in K9 Care and Maintenance hours depending upon the circumstances. Example: Give 3 hours a month in compensation time in K9 care and maintenance as well as the \$5,000 yearly incentive.

Note: If we were to pay out the 30 minutes a day for K9 care and maintenance in its entirety in overtime it would be approximately \$7,200 per year for a lower paid officer with no longevity.

SWAT: Currently we do not have any full time officers on the team since my resignation from the team once taking over as Chief. We have one full time officer who is interested in trying out this year (J. Hernandez).

Proposal benefit: \$2,000 per year for each officer on the SWAT team.

FTO (Field Training Officers): We currently have only three active FTO officers since me and Jonathan Roederer got moved into the Chiefs office. Those officers are Trey Crace, Matthew Myers, and Kenneth King. We need at least one additional officer to be a FTO. Field training officers typically spend 180-400 hours actively training new recruits/reserves every year.

Proposal Benefit: \$2,000 per year for each officer.

Chief Eric Kruse

Assistant Chief Jonathan Roederer

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(Non-Emergency)

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Wastewater Department new job descriptions for consideration.

- The “Operation Manager” would be the mid-line manager position.
- The second description would be utilized to recognize and retain the lead laborer who has achieved their Class III certification. We believe both positions are justifiable and help maintain the city’s vision and projected growth.

The “Operation Manager” would be a salary (exempt) position and the “Supervisor” would be hourly (non-exempt). The current budget has a windfall of \$25,254.74 created when Director, Tim Crawford, changed from our city insurance to his spouse’s insurance. Below, you will see the breakdown for the use of the windfall to compensate for both positions:

Windfall: $\$25,254.74 / 2080 \text{ hours} = \12.13 per hour

The Lead Laborer recommend for promotion makes \$27.04 per hour (2024). Tim recommends changing their title to “Operation Manager” with an increase to \$33.65/hour or \$69,992/annual, which would account for \$14,560 from the \$25,254.74 balance. The remaining balance would be \$10,694.74. The second lead operator would become “Collection System Supervisor,” with an increase to \$30.04 per hour or \$62,483.20 annually. After both increases, the windfall balance would be reduced to \$4,160, which would help cover any overtime incurred for the hourly position.

STATE OF INDIANA
CITY OF CHARLESTOWN
CHARLESTOWN CITY COUNCIL

DRAFT

ORDINANCE NO. 2024-OR-

AN ORDINANCE OF THE CHARLESTOWN CITY COUNCIL INCREASING THE MAXIMUM ALLOWABLE COMPENSATION OF ALL CITY EMPLOYEE POSITIONS

WHEREAS, THE COMMON COUNCIL FOR THE CITY OF CHARLESTOWN, CLARK COUNTY, INDIANA, BEARING IN MIND THE CONTINUING EFFECTS OF INFLATION, HAS DETERMINED THAT IT IS DESIRABLE, JUST, FIT AND PROPER THAT THE PAY/COMPENSATION OF ALL CITY EMPLOYEE POSITIONS SHOULD BE INCREASED TO THE BELOW MAXIMUM WEEKLY SALARIES OR HOURLY PAY RATES: AND

WHEREAS, THERE ARE SUFFICIENT FUNDS AVAILABLE WITHIN THE CITY'S FISCAL 2024 BUDGET TO PERMIT THE INCREASES.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF CHARLESTOWN, CLARK COUNTY, INDIANA, THAT EFFECTIVE JANUARY 1, 2024 THE MAXIMUM ALLOWABLE COMPENSATION OF ALL CITY EMPLOYEE POSITIONS SHALL BE INCREASED TO THE MAXIMUM WEEKLY SALARIES OR HOURLY RATES LISTED BELOW. ACTUAL 2024 SALARY INCREASES FOR ALL CURRENT OR FUTURE CITY EMPLOYEES SHALL BE SUBJECT TO APPROVAL OF THE MAYOR OR CLERK TREASURER REGARDING THEIR RESPECTIVE EMPLOYEES.

MAYOR'S OFFICE:

**MAYOR'S ASSISTANT
RECEPTION**

WEEKLY SALARY **HOURLY**

\$893.56

\$16.22

ECONOMIC DEVELOPMENT:

MULTI-MEDIA DIRECTOR

WEEKLY SALARY **HOURLY**

\$937.67

CITY SERVICES:

**DIRECTOR OF CITY SERVICES
SUPERVISOR
LEAD LABORER
LABORER
PART TIME LABORER**

WEEKLY SALARY **HOURLY**

\$1,137.02

\$1,137.02

\$24.31

\$21.94

\$20.00

PARKS:

**DIRECTOR OF PARKS
PROGRAM COORDINATOR
PARK SEASONAL LABORERS**

WEEKLY SALARY **HOURLY**

\$915.60

\$740.80

\$20.00

WASTEWATER:

	<u>WEEKLY SALARY</u>	<u>HOURLY</u>
PLANT OPERATOR	\$2,183.80	
OPERATION MANAGER	\$1,346.00	
COLLECTION SYSTEM SUPERVISOR		\$30.04
LEAD LABORER		\$27.04
LABORER		\$24.98
PART TIME LABORER		\$20.00
BOARD MEMBER	\$150.00 PER MEETNG	
SECRETARY/TREASURER	\$150.00 PER MEETING	
STENOGRAPHER	\$150.00 PER MEETING	
AUXILIARY SUPPORT	\$25.00 PER MEETING	

*An employee who is on call for a consecutive seven-day period shall receive \$50.00 additional compensation for the period

CLERK-TREASURER'S OFFICE:

	<u>WEEKLY SALARY</u>	<u>HOURLY</u>
1ST CLASS DEPUTY		\$27.34
2ND CLASS DEPUTY		\$22.34

UTILITY BILLING OFFICE:

	<u>WEEKLY SALARY</u>	<u>HOURLY</u>
UTILITY BILLING SUPERVISOR		\$22.37
UTILITIES CLERK		\$22.37

PLANNING AND ZONING:

	<u>WEEKLY SALARY</u>	<u>HOURLY</u>
DIRECTOR OF PLANNING AND ZONING	\$1,082.88	
BUILDING INSPECTOR/CODE ENFORCEMENT		\$22.66

POLICE DEPARTMENT:

	<u>WEEKLY SALARY</u>	<u>HOURLY</u>
POLICE SECRETARY		\$22.80
EVIDENCE TECHNICIAN	\$1,125.19	

CHIEF/COLONEL	INCLUDES RANK PAY OF 25% FIRST CLASS PATROLMAN SALARY	\$1,423.71
ASST CHIEF/MAJOR	INCLUDES RANK PAY OF 20% FIRST CLASS PATROLMAN SALARY	\$1,374.62
CAPTAIN	INCLUDES RANK PAY OF 15% FIRST CLASS PATROLMAN SALARY	\$1,325.53
LIEUTENANT	INCLUDES RANK PAY OF 10% FIRST CLASS PATROLMAN SALARY	\$1,276.43
SERGEANT	INCLUDES RANK PAY OF 5% FIRST CLASS PATROLMAN SALARY	\$1,227.34
CORPORAL	INCLUDES RANK PAY OF 2.5% FIRST CLASS PATROLMAN SALARY	\$1,202.79
PATROLMAN		\$1,178.24

Supplemental Compensation:

K-9	\$5,000 annually, paid on a weekly basis	\$96.16/wk
SWAT	\$2,000 annually, paid on a weekly basis	\$38.47/wk
FIELD TRAINING OFF.	\$2,000 annually, paid on a weekly basis	\$38.47/wk

*Uniform allowance up to \$1,400.00

* Employees may receive a wellness incentive in an amount determined by the City’s medical insurance provider and a medical insurance rebate as allowed by the medical loss ratio provision of the Affordable Care Act.

*Incentive Bonus up to \$1,500.00

Savings Clause

If any section of this Ordinance shall be deemed unenforceable and/or not in compliance with any applicable statute of law by a court of competent jurisdiction, then to the extent permissible all other sections of this Ordinance shall remain in full force and effect.

Repealing Clause

All sections of any previous Ordinances and/or Resolutions that are inconsistent and/or contradictory to the above provisions of this Ordinance are hereby repealed.

Effective Date

This Ordinance shall be in full force and effect from, and after, its passage by the Common Council and publication as prescribed by law.

ADOPTED by the City Council of Charlestown, Indiana, this ____ day of _____, 2024.

	<u>AYE</u>	<u>NYE</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____ BRIAN HESTER	_____	_____	_____	_____
_____ MARK BERTRAM	_____	_____	_____	_____
_____ RONALD BLEVINS	_____	_____	_____	_____
_____ CHARLES DEATON	_____	_____	_____	_____
_____ SHANNON ELDER	_____	_____	_____	_____

APPROVED: _____

DATE: _____

Treva Hodges, Mayor

DRAFT

ATTEST: _____

Donna S. Coomer, Clerk Treasurer

DATE: _____