



To: Town Council
From: Jo Kiel
Re: Memo for Agenda Item November 3, 2025 – 2026 Salary Ordinance

The 2026 Salary Ordinance, Exhibit A, includes the following updates:

- Police Department:
 - Captain – general description has been edited to include specific job titles
Captain of Administration, Captain of Operations
- Fire Department:
 - Deputy Chief - general description has been edited to include specific job titles
Deputy Chief of Administration and Deputy Chief of Operations; existing positions
 - Division Chief - general description has been edited to include specific job titles
Division Chief of Training and Safety, Division Chief of Fleet Services, Division
Chief of EMS; existing positions
 - Captain – general description has been edited to include specific job titles
Captain of Training, Captain of Planning; existing positions
 - Deputy Fire Marshal – new position created
 - Fleet Mechanic II – existing position, new job title added
- Department of DPW:
 - Safety Committee – stipended deleted
- Parks and Recreation Department:
 - Director of Maintenance position deleted as it was not funded in 2026
 - Park Maintenance Team Lead position deleted as it was not funded in 2026
 - Safety Committee – stipended deleted
- Wage Increase
 - 2% all staff

Attachment B, Elected Officials:

- 2% all elected officials
- Note: The 2026 Salary Ordinance will reflect a 2% increase in maximum salary for the Mayor. Mayor Stehr declined the wage increase resulting in his actual salary remaining flat.

Attachment C, Holiday Schedule:

- Updated for 2026
- Election days added

Attachment D, Longevity Pay:

- \$2,000 increase at the 20 year mark

Exhibit A
2026 Salary Ordinance
Town of Zionsville
Salary Administration Guidelines

Department	Title	2026 Maximum Stipend	2026 Maximum Base Salary for Position	FLSA Status <i>Exempt or Non- Exempt</i>
Administration	Chief Legal Counsel		195,035	Exempt
	Deputy Mayor		147,900	Exempt
	Economic Development Project Manager		91,555	Exempt
	Executive Administrative Assistant to Mayor		76,500	Non-exempt
Finance and Records	Director of Finance and Records		143,151	Exempt
	Deputy Director of Finance and Records		89,105	Non-exempt
	Municipal Relations Coordinator		88,259	Exempt
	Accounting and Asset Administrator		73,917	Non-exempt
	Account Specialist		67,790	Non-exempt
	Court and Social Services Administrator		59,405	Non-exempt
IT	IT Manager		123,945	Exempt
	IT Support Manager		81,201	Exempt
	Audio Visual Support Tech		61,843	Non-exempt
Human Resources	Director of Human Resources		143,151	Exempt
	Benefits and Payroll Manager		89,105	Non-exempt
	Human Resource Coordinator		68,670	Non-exempt
Communications	Communication Manager		86,701	Exempt
Planning and Building	Director of Planning and Building		143,151	Exempt
	Manager - Permitting and Inspections		92,618	Exempt
	Senior Inspector		91,555	Non-exempt
	Building Inspector		91,555	Non-exempt
	Senior Planner		91,555	Non-exempt
	Associate Planner		75,098	Non-exempt
	Assistant Planner		69,575	Non-exempt
	Permit Technician		72,975	Non-exempt
	Zoning Technician		66,300	Non-exempt
Police	Chief of Police		143,151	Exempt
	Captain of Administration		130,780	Exempt
	Captain of Operations		130,780	Exempt
	Administrative Manager		84,864	Non-exempt
	Admin. Asst.		58,516	Non-exempt
	Lieutenant		105,277	Non-exempt
	Sergeant		100,571	Non-exempt
	Corporal		91,555	Non-exempt
	Patrol Officer 1		84,817	Non-exempt
	Patrol Officer 2		77,712	Non-exempt
	Master Designation	\$6,500.00		
	Canine Officer Stipend	\$3,650.00		
	Investigator	\$2,500.00		
	Tier 1 - Highly Specialized Teams			
	Special Response Team, Crisis			
	Negotiations, Crime Scene, Task Force	\$1,000.00		
	Tier 2 - Specialized Skills	\$750.00		
	Psychomotor Skills Instructor, School			
	Resource Officer, Field Training Officer,			
	Reconstructionist			
	Tier 3 - General	\$500.00		
	Physical Fitness, Honor Guard, Non-			
	psychomotor Skills Instructor, Car Seat			
	Technician, Bike Patrol, LETB Generalist			
	Instructor, Mobile Field Force, Bilingual			
	Special Event Pay (Per 1 hour)	\$60.00		

Per Hour Shift Differential - weekend and nights \$1.00

Professional Education

30 credit hours	\$500.00
Associates Degree	\$1,000.00
Bachelor's Degree	\$2,000.00
Master's Degree	\$2,500.00
Doctorate	\$3,000.00

Professional Education Maximum - Only one Professional Education Stipend may be awarded per employee

Maximum \$2,500 per employee, excluding Master Designation, Canine, Physical Fitness, SRO, Investigation, Prof Educ.

Fire

Chief of Fire	143,151	Exempt
Deputy Chief of Administration	130,780	Exempt
Deputy Chief of Operations	130,780	Exempt
Administrative Manager	84,864	Non-exempt
Executive Admin Asst	68,952	Non-exempt
Fire Marshal	115,851	Non-exempt
Division Chief of Training and Safety	115,850	Exempt
Division Chief of Fleet Services	115,850	Exempt
Division Chief of EMS	115,850	Exempt
Battalion Chief	105,277	Non-exempt
Community Risk Reduction Manager	105,277	Non-exempt
Captain	100,571	Non-exempt
Captain of Training	100,571	Non-exempt
Captain of Planning	100,571	Non-exempt
Lieutenant	91,555	Non-exempt
Deputy Fire Marshal	91,555	Non-exempt
Engineer	88,580	Non-exempt
Firefighter III	84,817	Non-exempt
Fire Inspector	84,817	Non-exempt
Firefighter II	77,712	Non-exempt
Firefighter I	69,214	Non-exempt
Probationary FF	64,760	Non-exempt
Fleet Mechanic II	67,600	Non-exempt

Paramedic Annual Stipend	\$5,400.00
Engineer/Lieutenant Rideout Pay (per 12 hour shift)	\$22.00
FF/Lieutenant Rideout Pay (per 12 hour shift)	\$27.00
FF/Engineer Rideout Pay (per 12 hour shift)	\$14.00
Ambulance Rideout Pay (per 12 hour shift)	\$16.50
B/C Rideout Pay (per 12 hour shift)	\$26.00
CPR Instructor Pay (Per 1 hour)	\$50.00
Special Event Pay (Per 1 hour)	\$60.00
Holiday Pay (per 24 hour shift)	\$300.00
CDL Stipends (Fleet Services Only)	\$1,750.00
Tier 1 - Specialty Position Leadership Status	\$1,500.00
Honor Guard, Shift Training, Recruitment, Peer Support, Technology Support, CPR Coordinator, Peer Fitness	
Tier 2 - Special Position Member	\$500.00
Honor Guard, Peer Fitness, Peer Support, Recruitment, Committees (Awards, Safety, EMS, SOG, Apparatus), Mentor, Bilingual, PIO	
Professional Education	
30 credit hours	\$500.00
Associates Degree	\$1,000.00
Bachelor's Degree	\$2,000.00
Master's Degree	\$2,500.00
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Professional Education Maximum - Only one Professional Education Stipend may be awarded per employee

Maximum \$2,500 per employee, excluding Paramedic and Prof Educ.

Department of Public Works	Director of Department of Public Works	143,151	Exempt
	Deputy Director of DPW	122,401	Exempt
	Right-of-Way Manager	73,383	Non-exempt
	Executive Admin Asst	69,723	Non-exempt
	CDL Stipend (All DPW)	\$1,750	
	Safety Committee	\$1,500	
Engineering	Engineering Supervisor	123,945	Exempt
	Engineer	96,024	Exempt
	Construction Inspector	84,865	Non-exempt
Wastewater	Supervisor of Wastewater	103,191	Exempt
	Chief Operator	74,257	Non-exempt
	Wastewater Administrative Mgr.	84,864	Non-exempt
	Lab Manager	71,714	Non-exempt
	Collection Operator	60,228	Non-exempt
	Plant Operator	60,228	Non-exempt
	Lab Technician	60,228	Non-exempt
	Billing Administrator	60,228	Non-exempt
	IDEM Wastewater License Class I	\$1,000	
	IDEM Wastewater License Class II	\$1,000	
	IDEM Wastewater License Class III	\$1,500	
	IDEM Wastewater License Class IV	\$2,500	
Streets	IWEA Collection System Operator Class I	\$750	
	IWEA Collection System Operator Class II	\$750	
	IWEA Collection System Operator Class III	\$750	
	IWEA Collection System Operator Class IV	\$750	
Stormwater	Supervisor of Streets	94,040	Exempt
	Senior Team Lead	82,948	Non-exempt
	Team Lead	77,759	Non-exempt
	Technician	65,767	Non-exempt
Facilities	Supervisor of Stormwater	103,191	Exempt
	Sr Stormwater Tech	77,758	Non-exempt
	Stormwater Tech	68,003	Non-exempt
Parks and Recreation	Facilities Manager	95,016	Exempt
	Facilities Tech	60,678	Non-exempt
Parks and Recreation	Superintendent	143,151	Exempt
	Director of Recreational Services	92,618	Exempt
	Director of Maintenance	92,618	Exempt
	Senior Team Lead	78,052	Non-exempt
	Park Maintenance Tech Team Lead	67,422	Non-exempt
	Park Maintenance Skill Tech	63,240	Non-exempt
	Naturalist	63,240	Non-exempt
	Natural Resource Tech	63,240	Non-exempt
	Recreational Coordinator	63,240	Non-exempt
	Welcome Center Coordinator	62,378	Non-exempt
	Park Maintenance Tech	60,228	Non-exempt
	Seasonal Parks Maintenance Tech	39,886	Non-exempt
	Seasonal Recreational Services Asst.	35,408	Non-exempt
	Safety Committee Stipend	\$1,500	
	CDL Stipend	\$1,750	
Part-time Rate	All Departments (maximum rate)	50	
	<i>Includes professional, project-based, internships, permanent and intermittent</i>		
Bonus	All Departments		
	<i>Project bonus for exemplary leadership of project or spot bonus for a specific behavior, action, or result.</i>	Up to 5% of salary, Maximum \$3,000	

Commissions/Boards

Plan Commission Member	480
BZA Member	480
Parks Board Member	480
Police Commission Member	\$25 per meeting
Safety Board Member	\$25 per meeting

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Bonus	All Departments	
	<i>Project bonus for exemplary leadership of project or spot bonus for a specific behavior, action, or result.</i>	Up to 5% of salary, Maximum \$3,000
Commissions/Boards	Plan Commission Member	480
	BZA Member	480
	Parks Board Member	480
	Police Commission Member	\$25 per meeting
	Safety Board Member	\$25 per meeting

Exhibit B
2026 Salary Ordinance
Town of Zionsville
Salary Administration Guidelines

Department	Title	2026 Rate for Position
Mayor	Mayor	\$153,000
Court	Judge	\$6,120
	Prosecutor	\$225 per session
Town Council	Town Council President	\$15,912
	Town Council Vice-President	\$14,321
	Town Council Member	\$12,730

Attachment C
2026 Salary Ordinance
Town of Zionsville
Longevity Pay

2026 Longevity Pay Schedule				
Start date	# of years	Payment amount	Earn For The year	Amount per pay
	1	\$0.00	\$200.00	0
	2	\$0.00	\$200.00	0
	3	\$0.00	\$200.00	0
January 1	4	\$800.00	\$200.00	\$32.00
	5	\$1,000.00	\$200.00	\$40.00
	6	\$1,200.00	\$200.00	\$48.00
	7	\$1,400.00	\$200.00	\$56.00
	8	\$1,600.00	\$200.00	\$64.00
	9	\$1,800.00	\$200.00	\$72.00
January 1	10	\$2,025.00	\$225.00	\$81.00
	11	\$2,250.00	\$225.00	\$90.00
	12	\$2,475.00	\$225.00	\$99.00
	13	\$2,700.00	\$225.00	\$108.00
	14	\$2,925.00	\$225.00	\$117.00
	15	\$3,150.00	\$225.00	\$126.00
	16	\$3,375.00	\$225.00	\$135.00
	17	\$3,600.00	\$225.00	\$144.00
	18	\$3,825.00	\$225.00	\$153.00
	19	\$4,050.00	\$225.00	\$162.00
January 1	20	\$7,300.00	\$3,250.00	\$292.00
	21	\$7,550.00	\$250.00	\$302.00
	22	\$7,800.00	\$250.00	\$312.00
	23	\$8,050.00	\$250.00	\$322.00
	24	\$8,300.00	\$250.00	\$332.00
	25	\$8,550.00	\$250.00	\$342.00

1. Maximum annual payout per individual is \$8,550.
2. Employee must complete 3 years before payout begins. Pay will begin January 1st of anniversary full-time start date.
3. All years worked will count towards longevity pay, when eligible.
4. Longevity pay is added to annual salary to determine hourly rate.

Exhibit D
2026 Salary Ordinance
Town of Zionsville
Schedule of Holidays 2026

New Year's Day	Thursday, January 1, 2026
Martin Luther King Jr. Day	Monday, January 19, 2026
Presidents' Day	Monday, February 16, 2026
Election Day	Tuesday, May 5, 2026
Memorial Day	Monday, May 25, 2026
Juneteenth Independence Day	Friday, June 19, 2026
Independence Day	Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Election Day	Tuesday, November 3, 2026
Veteran's Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday, November 26, 2026
Day after Thanksgiving Day	Friday, November 27, 2026
Christmas Eve	Thursday, December 24, 2026
Christmas Day	Friday, December 25, 2026

In addition to the schedule above, employees shall receive two additional "floating holidays" which may be taken by the employee at any time during the calendar year subject to prior approval by their Department head.

A floating holiday is defined as an eight (8) or twelve (12) hour block of time, depending on the employee's schedule, except for Firefighters. A floating holiday for Firefighters working 24-hour shifts is defined as one (1) twelve (12) hour paid time off period. Use of these holidays is at the discretion of the supervisor and may be used in .25-hour increments.



Approved by:	<i>Jo Kiel, Director of Human Resources</i>
Date approved:	<i>August 2025</i>
Job title	<i>Deputy Fire Marshal, pay grade PS-30</i>
Reports to	<i>Fire Marshal</i>
FLSA	<i>Non-Exempt</i>
NCCI/Workers Comp	<i>7710 Fire</i>
EEOC	<i>Service Workers</i>

Job purpose

This position is responsible for conducting fire and life safety inspections, records management, building/development plan reviews for relevant life safety items, as set forth by the Fire Marshal. This position also conducts fire incident investigations to determine cause and origin.

Duties and responsibilities

Working under the direction of the Fire Marshal, this position requires execution of specific technical duties, which include:

- Conduct building and site reviews of proposed projects for applicable State and local building & fire code compliance regarding relevant life-safety criteria
- Inspections of pre-existing buildings
- Maintain records and prepare reports on activities and projects
- Conduct fire investigations for cause and origin
- Carry out task functions as assigned by the Fire Marshal

Qualifications

Qualifications include:

- Must possess or obtain in the first year *and maintain*:
 - Indiana Department of Homeland Security Certified Fire Inspector I/II or equivalent
 - ICC Certified Fire Inspector 1
 - Indiana Department of Homeland Security Certified Fire Investigator or equivalent
 - OSHA 10 Certification and renew every 5-years
- Advanced knowledge of the principles, practices, and administration of the fire prevention industry
- Technical understanding of fire protection systems commonly employed in buildings to alert occupants and protect property
- Must possess and maintain a valid driver license
- Must have the physical ability to carry out all on-site inspection and investigation activities
- This position requires inter-personal and decision-making skills to effectively direct staff, other fire department personnel, and the general public

- Minimum education of a high school diploma or equivalent is required. The position also requires a minimum of 5 years in code enforcement
- Proficient with Microsoft Office Suite or related software

Working conditions

The position may at times require limited travel and working outside of normal business hours. The atypical situations that may be encountered while performing fire service functions may often be unpredictable and under extraordinary conditions. The position may require “after-hours” emergency response to assist with fire investigation, hazard mitigation or scene stabilization.

Physical requirements

Fire inspections and investigations may require the ability to combine the disparate challenges of operating in a dangerous environment, and also to be a friendly, helpful contact for the citizens and visitors to Zionsville. The nature of the work requires personnel to be available on an emergency basis and to work extended hours as required. Other situations of a non-emergency nature may also require activity beyond the normal workday.

Direct reports

None

Employee Signature:	
Date:	
Print Name:	