

COUNCIL
PENDING RESOLUTION CPR 2024-13
RESOLUTION NO. _____
AS AMENDED _____
CERTIFICATION DATE _____
CERTIFIED BY _____
FAVORABLY _____
UNFAVORABLY _____

A RESOLUTION REGARDING SUMMER YOUTH EMPLOYMENT COORDINATOR

WHEREAS, the City of Gary passed Ordinance # 9683, an Ordinance Appropriating Wages for Summer Youth and Interns for the City of Gary’s 2024 ARPA Summer Employment Program (a copy of Ordinance #9683 is attached); and

WHEREAS, Ordinance # 9683 provided for a Summer Youth Employment Program (“SYEP”) Coordinator position to be funded and to be paid a total amount not to exceed \$8,000.00, and

WHEREAS the services performed by the SYEP Coordinator include those duties set forth on the Job Description attached hereto, and

WHEREAS, Lavetta Sparks-Wade performed the services set forth in the attached Job Description as Coordinator of the SYEP, and

WHEREAS, Lavetta Sparks-Wade should be paid the amount of \$7,000.00 pursuant to Ordinance #9863 as she served as the SYEP Coordinator during the Summer Youth Employment Program, which amount is less than the total budgeted amount;

NOW THEREFORE, BE IT RESOLVED by the Gary Common Council of the City of Gary, Indiana as follows:

Section 1: That Lavetta Sparks-Wade shall be paid for her services as SYEP Coordinator in the total amount of \$7,000.00.

Section 2: This Resolution is retroactive to May 8, 2024.

PASSED by the Common Council of the City of Gary, Indiana, this ___ day of _____, 2024.

PRESIDING OFFICER

ATTEST:

CITY CLERK

Presented by me to the Mayor for approval and signature this ___ day of _____, 2024.

CITY CLERK

APPROVED and **SIGNED** by me this ___ day of _____, 2024.

MAYOR, CITY OF GARY, INDIANA

PREPARED BY: Marco Molina, Law Department

SPONSORED BY: Mayor Eddie D. Melton
M. Celita Green, Controller

COMMITTEE ASSIGNMENT _____ Reported-out/Date _____
1st Reading/Date _____ Committee Hearing/Date _____ 2nd Reading/Date _____ Public
Hearing/Date _____ 3rd Reading/Date _____ Final Reading/Date _____
Passed/Date _____ Defeated/Date _____ Deferred/Date _____ Tabled/Date _____ Override/Date _____
Adopted/Date _____ Publication/Date _____ Community Hearing/Date _____ Veto _____ Pocket
Veto _____ Adopted

COUNCIL PENDING ORDINANCE 2024-13

ORDINANCE NO. 9683

AS AMENDED on May 8, 2024

CERTIFICATION DATE _____

CERTIFIED BY _____

FAVORABLY _____

UNFAVORABLY _____

**AN ORDINANCE APPROPRIATING WAGES FOR SUMMER YOUTH AND INTERNS
FOR THE CITY OF GARY'S 2024 ARPA SUMMER EMPLOYMENT PROGRAM**

WHEREAS, Sections 36-4-7-3 and 36-8-3-3 of the Indiana Code direct that the "Salaries of each and every appointive officer, employee, deputy assistant and institutional head shall be fixed by the Mayor subject to the approval of the Common Council", and

WHEREAS, Ordinance 2021-105 an ARPA spending plan for the Summer Youth Employment (SYEP) was approved for \$1,500,000, and

WHEREAS, in 2022, Ordinance 9492 appropriated \$1,030,150.00 for the Summer Youth Employment Program, (SYEP) and Mayor's Youth Leadership Institute, and a balance remains to be appropriated of \$469,850 from the \$1,500,000 approved spending plan, and

WHEREAS, in 2022 the amount expended for the program was \$360,263.29, and in 2023 expended was 317,377.71, with a balance carryover to 2024 of \$352,509.40, and

WHEREAS, the administration desires to appropriate the additional \$469,850 balance of unappropriated funds from the \$1,500,000 plan, to be combined with the carryover balance of \$352,509.40, and totaling \$822,359.40 for the 2024 Summer Youth Employment Program, and

WHEREAS, these funds will be used to provide the City of Gary youth who may be experiencing negative economic impact, underemployed or unemployed, a valuable summer employment opportunity, and

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

Section 1. That the Salary/Wage Schedule which is attached hereto and made a part herein, is approved by the Gary Common Council.

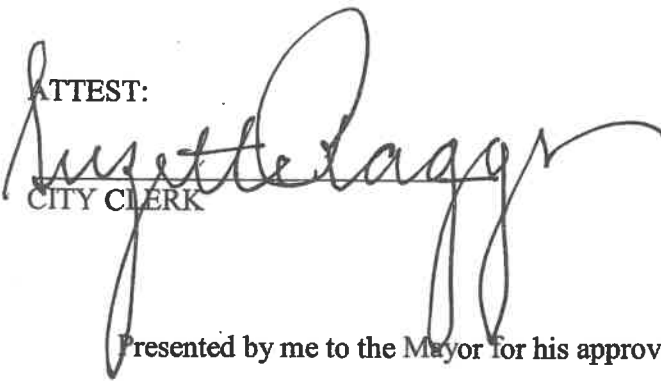
Section 2. That the Operating Budget Schedule which is attached hereto and made a part hereof, which is marked for purposes of identification as "City of Gary 2024 Operating Schedule" is approved by the Common Council of the City of Gary.

Section 3. An additional appropriation of \$469,850 is hereby approved.

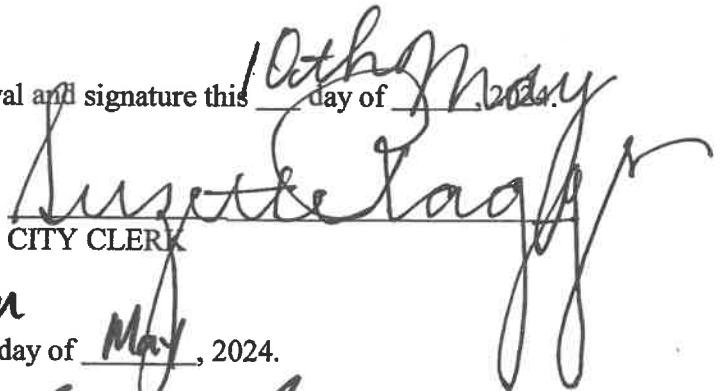
Section 4. This ordinance shall be in effect upon passage.

8th **PASSED and ADOPTED**, by the Common Council of the City of Gary, Indiana, this day of May, 2024.

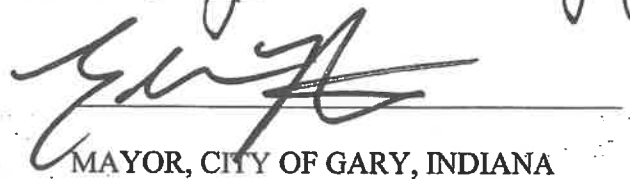

PRESIDING OFFICER

ATTEST:

CITY CLERK

Presented by me to the Mayor for his approval and signature this 10th day of May, 2024.


CITY CLERK

APPROVED and SIGNED by me this 14th day of May, 2024.


MAYOR, CITY OF GARY, INDIANA

PREPARED BY: Carla Morgan, Corporation Counsel

SPONSORED BY: Eddie D. Melton, Mayor
Celita Green, Controller

C.P.O. 2024-13/9683

COMMITTEE ASSIGNMENT W/m Reported-out/Date 4-2-24
1st Reading/Date 4-2-24 Committee Hearing/Date 4-2-24 2nd Reading/Date 4-2-24 Public
Hearing/Date 5-8 3rd Reading/Date 5-8-24 Final Reading/Date 5-8-24
Passed/Date 5-8-24 Defeated/Date _____ Deferred/Date _____
Tabled/Date _____ Override/Date _____ Adopted/Date _____ Publication/Date _____ Community
Hearing/Date _____ Veto _____ Pocket Veto _____ Adopted _____

CITY OF GARY 2024 SALARY BUDGET

DEPT: 2705 - SUMMER YOUTH PROGRAM
 FUND: 2487 - ARPA

JOB DESCRIPTION	EMPL TYPE	# EMPL	UNIT HOURLY RATE	2023	2024	PROPOSED		
				APPROVED TOTAL SALARIES	PROPOSED TOTAL SALARIES	2024		
						UNIT	SALARY	TOTAL SALARIES
Interns I (4hrs per day-5days/wk-6wks)	PH	81	\$ 10.00	\$80,000.00	\$97,200.00	\$ 400.00	\$	\$ 32,400.00
Interns II (6hrs per day-5days/wk-6 wks)	PH	50	\$ 12.00	\$144,000.00	\$108,000.00	\$ 720.00	\$	\$ 36,000.00
Interns III (8hrs per day-5days/wk-8 wks)	F/T-SEASON	30	\$ 15.00	\$240,000.00	\$144,000.00	\$ 1,200.00	\$	\$ 36,000.00
Program Supervisors(40 hrs/wk at 10 wks)	FH	1	\$ 20.00	\$0.00	\$8,000.00	\$ 1,600.00	\$	\$ 1,600.00
Program Supervisors(40 hrs/wk at 10 wks)	FH	1	\$ 20.00	\$0.00	\$8,000.00	\$ 1,600.00	\$	\$ 1,600.00
Program Coordinator(20hrs/wk for 16wks=320hrs)	PS	1	\$ 25.00	\$0.00	\$8,000.00	\$ 1,000.00	\$	\$ 1,000.00
ARPA Data Small Business Program Spec(ELIM)	FH	2	\$ 20.00	\$38,400.00	\$0.00	\$ -	\$	\$ -
Head Life Guard - 16 Wks	F/T-SEASON	1	\$ 20.00	\$0.00	\$12,800.00	\$ 1,600.00	\$	\$ 1,600.00
Head Life Guard - 16 Wks	F/T-SEASON	1	\$ 20.00	\$0.00	\$12,800.00	\$ 1,600.00	\$	\$ 1,600.00
Head Life Guard - 16 Wks	F/T-SEASON	1	\$ 20.00	\$0.00	\$12,800.00	\$ 1,600.00	\$	\$ 1,600.00
Head Life Guard - 16 Wks	F/T-SEASON	1	\$ 20.00	\$0.00	\$12,800.00	\$ 1,600.00	\$	\$ 1,600.00
Life Guard I - 16 Wks	F/T-SEASON	1	\$ 18.00	\$0.00	\$11,520.00	\$ 1,440.00	\$	\$ 1,440.00
Life Guard I - 16 Wks	F/T-SEASON	1	\$ 18.00	\$0.00	\$11,520.00	\$ 1,440.00	\$	\$ 1,440.00
Life Guard I - 16 Wks	F/T-SEASON	1	\$ 18.00	\$0.00	\$11,520.00	\$ 1,440.00	\$	\$ 1,440.00
Life Guard I - 16 Wks	F/T-SEASON	1	\$ 18.00	\$0.00	\$11,520.00	\$ 1,440.00	\$	\$ 1,440.00
Life Guard I - 16 Wks	F/T-SEASON	1	\$ 18.00	\$0.00	\$11,520.00	\$ 1,440.00	\$	\$ 1,440.00
Life Guard I - 16 Wks	F/T-SEASON	1	\$ 18.00	\$0.00	\$11,520.00	\$ 1,440.00	\$	\$ 1,440.00
Life Guard I - 16 Wks	F/T-SEASON	1	\$ 18.00	\$0.00	\$11,520.00	\$ 1,440.00	\$	\$ 1,440.00
Life Guard I - 16 Wks	F/T-SEASON	1	\$ 18.00	\$0.00	\$11,520.00	\$ 1,440.00	\$	\$ 1,440.00
Life Guard II - 16 Wks	F/T-SEASON	1	\$ 16.00	\$0.00	\$10,240.00	\$ 1,280.00	\$	\$ 1,280.00
Life Guard II - 16 Wks	F/T-SEASON	1	\$ 16.00	\$0.00	\$10,240.00	\$ 1,280.00	\$	\$ 1,280.00
Life Guard II - 16 Wks	F/T-SEASON	1	\$ 16.00	\$0.00	\$10,240.00	\$ 1,280.00	\$	\$ 1,280.00
Life Guard II - 16 Wks	F/T-SEASON	1	\$ 16.00	\$0.00	\$10,240.00	\$ 1,280.00	\$	\$ 1,280.00
FULL-TIME SUBTOTAL		32		\$278,400.00	\$344,320.00	\$29,560.00		\$131,640.00
PART-TIME SUBTOTAL		149		\$224,000.00	\$213,200.00			
TOTAL		181	\$ -	\$502,400.00	\$557,520.00	\$29,560.00		\$131,640.00

**BUDGET ESTIMATE FOR
CALENDAR YEAR 2024**

504 2012 45 3 0101
ID TYPE CO TYPE KEY

DEPT: 2705-SUMMER EMPLOYMENT PROGRAM
FUND: 2487-ARPA
CITY: GARY

2023	2024	2024
COUNCIL	PROPOSED	COUNCIL
APPROVED	BUDGET	APPROVED
BUDGET	CHANGE	BUDGET

1. PERSONAL SERVICES				
Salaries and Wages				
111	FULL-TIME SALARIES & WAGES	278,400	348,320	
112	PART-TIME SALARIES & WAGES	224,000	243,200	
Employee Benefits				
113	OTHER COMPENSATION			
114	LONGEVITY PAY			
115	OVERTIME PAY			
141	CLOTHING ALLOWANCE			
153	TEAMSTERS			
154	INSURANCE			
161	P E R F			
162	F I C A	78,626	42,650	
171	WORKMEN'S COMPENSATION	76,670	23,695	
172	UNEMPLOYMENT COMPENSATION			
Other Personal Services				
151	INSURANCE - CITY PLAN			
152	INSURANCE - HMO			
TOTALS - PERSONAL SERVICES		657,696	623,865	
2. SUPPLIES				
Office Supplies				
211	OFFICE SUPPLIES			
Operating Supplies				
221	HEATING FUEL			
222	GASOLINE			
223	GARAGE & MOTOR SUPPLIES			
224	CHEMICAL SUPPLIES			
225	MEDICAL SUPPLIES			
226	OTHER SUPPLIES	2,000	4,000	
Repair and Maintenance Supplies				
231	BUILDING MATERIALS			
232	STREET & SEWER MATERIALS			
233	REPAIR PARTS			
Other Supplies				
291	OTHER MATERIALS	10,000	20,000	
TOTALS - SUPPLIES		12,000	24,000	
3. OTHER SERVICES & CHARGES				
Professional Services				
311	PROFESSIONAL SERVICES		10,000	
Communication and Transportation				
321	TRAVEL & EDUCATION	8,000	8,000	
322	TELEPHONE & POSTAGE			
Printing and Advertising				
331	PRINTING	3,000	3,000	
332	ADVERTISING	2,000	2,000	
Insurance				
341	PROPERTY INSURANCE		3,000	
Utilities				
351	LIGHT, POWER, HEAT			
352	WATER (except hydrant rental)			
353	SEWER			
Repairs and Maintenance				
361	CONTRACTUAL MAINTENANCE AGREEMENT	20,000	40,000	
362	REPAIRS TO EQUIPMENT			
363	REPAIRS TO BUILDING			
Rentals				
371	HYDRANT RENTAL			
372	LEASES (does not incl. lease/purchase)			
Debt Service				
381	DEBT SERVICE, PRINCIPAL			
382	DEBT SERVICE - INTEREST			
Other Services and Charges				
391	REFUNDS, AWARDS & INDEMNITIES			
392	SUBSCRIPTIONS & DUES			
393	CURRENT CHARGES	8,000	108,495	
394	GRANTS & SUBSIDIES			
395	BOND PREMIUM			
TOTALS - OTHER SERVICES & CHARGES		41,000	174,495	
4. CAPITAL EXPENSES				
Other Capital Outlays				
411	LAND			
421	BUILDING			
431	OTHER BUILDING IMPROVEMENTS			
441	MACHINERY & EQUIP. (incl. lease/purchase)			
491	OTHER CAPITAL OUTLAYS			
TOTALS - CAPITAL EXPENSES				
GRAND TOTALS		710,696	822,359	

SALARY BUDGET COMPUTATIONS

ARPA	Hours/d ay	Days/w k	2wks- total hrs	Hrly rate	bi weekly pay	#positio n	total per bi- weekly pay	# pays	total cost	Total Pay/Person
Interns I (4hrs per day-5days/wk-6wks)	4	5	40	\$ 10.00	\$ 400.00	81	\$ 32,400.00	3	\$ 97,200.00	\$ 1,200.00
Interns II (6hrs per day-5days/wk-6 wks)	6	5	60	\$ 12.00	\$ 720.00	50	\$ 36,000.00	3	\$ 108,000.00	\$ 2,160.00
Interns III (8hrs per day-5days/wk-8 wks)	8	5	80	\$ 15.00	\$ 1,200.00	30	\$ 36,000.00	4	\$ 144,000.00	\$ 4,800.00
Program Supervisors(40 hrs/wk at 10 wks)	8	5	80	\$ 20.00	\$ 1,600.00	1	\$ 1,600.00	5	\$ 8,000.00	\$ 8,000.00
Program Supervisors(40 hrs/wk at 10 wks)	8	5	80	\$ 20.00	\$ 1,600.00	1	\$ 1,600.00	5	\$ 8,000.00	\$ 8,000.00
Program Coordinator(20hrs/wk for 16wk)	4	5	40	\$ 25.00	\$ 1,000.00	1	\$ 1,000.00	8	\$ 8,000.00	\$ 8,000.00
Head Life Guard - 16 wks	8	5	80	\$ 20.00	\$ 1,600.00	4	\$ 6,400.00	8	\$ 51,200.00	\$ 12,800.00
Life Guard I - 16 wks	8	5	80	\$ 18.00	\$ 1,440.00	8	\$ 11,520.00	8	\$ 92,160.00	\$ 11,520.00
Life Guard II - 16 wks	8	5	80	\$ 16.00	\$ 1,280.00	4	\$ 5,120.00	8	\$ 40,960.00	\$ 10,240.00
TOTALS			620		\$ 10,840.00	180	\$ 131,640.00	43	\$ 557,520.00	\$ 66,720.00



SYEP COORDINATOR

JOB DESCRIPTION: Gary Youth Services Bureau (YSB) seeks a competent, self-motivated, and highly energetic person to its Summer Youth Employment Program (SYEP). The candidate will be responsible for assisting the Director with all aspects of planning and development of the SYEP including but not limited to screening, hiring, and onboarding selected Gary youth, coordinating activities with city departments activities for youth, and implementation of the program.

The ideal candidate will:

- Assist the YSB Director with planning, organizing, and implementing initial orientation for SYEP youth employees
- Provide oversight and coordination of responsibilities for Human Resources (e.g. Onboarding, Offboarding, Discipline)
- Provide oversight and coordination of responsibilities for Finance (e.g. Timesheets, Transmittals)
- Provide oversight and coordination of activities for YSB (e.g. Education, Training)
- Ensure appropriate placement of youth in various City Departments, (i.e. Marquette, Public Works, Airport, Life Guards, etc.)
- Respond to and resolve complaints by Department Heads, parents and youth employees.
- Assist in the development of processes, procedures, and protocols for SYEP program (e.g. Attendance, Social Media, etc.)
- Fulfill other duties as assigned.

QUALIFICATIONS:

- High School Diploma plus 5 years work experience with youth and families
- 2 years supervisory experience
- Excellent organizational, communication, networking, interpersonal, and computer