



Packet Related Material

Memo

Agenda

Calendar

Notices and Agendas:

Notice of Special Committee of the Whole on Wednesday, November 17, 2004 Legislation for Final Action at the Regular Session on Wednesday, November 17, 2004:

Res 04-21 To Designate an Economic Revitalization Area, Approve a Statement of Benefits, Authorize a Period of Tax Abatement, and Declare Intent to Waive Certain Statutory Requirements - Re: 1500 S. Patterson Drive (Schulte Corporation, Petitioner)

(Please see the packet distributed on November 5th, 2004 for the November 10th, 2004 Committee of the Whole for the relevant legislation, summary, and materials)

Contact: Ron Walker at 349-3534 or walkerr@bloomington.in.gov

Ord 04-34 To Amend Title 7 of the Bloomington Municipal Code Entitled "Animals" (Amending Chapter 7.48 Entitled "Adopted Animals" in Order to Codify Adoption Fees and Increase Fees Related to a New Spay/Neuter Service Conducted by the Animal Shelter)

(Please see the packet distributed on October 29th, 2004 for the November 3rd, 2004 Regular Session for the relevant legislation, summary, and materials)

Contact: Julio Alonso at 349-33516 or alonsoj@bloomington.in.gov

Ord 04-35 To Amend Title 12 of the Bloomington Municipal Code Entitled "Streets, Sidewalks And Storm Sewers" and to Amend Title 2 Entitled "Administration and Personnel" (Modifying the Duties, Fines, Citation Authority, and Collection Procedures Related to the Shoveling of Snow from Sidewalks within the City's Right-of-Way)

- Amendment 1 (Diekhoff) – Requiring a Wider Path of Snow to be Cleared in Certain Downtown Areas

(Please see the packet distributed on October 29th, 2004 for the November 3rd, 2004 Regular Session for the relevant legislation, summary, and materials)

Contact: Susie Johnson at 349-3420 or johnsons@bloomington.in.gov

Legislation and Background Material for First Reading and Discussion at the Regular Session and Committee of the Whole on Wednesday, November 17, 2004:

App Ord 04-08 To Specially Appropriate from the General Fund, Parking Enforcement Fund and Cumulative Capital Improvement – Rate Fund Expenditures Not Otherwise Appropriated (Appropriating a Transfer of Funds within the General Fund – Clerk’s Office; Appropriating Funds from the General Fund – Fire Department for Overtime; Appropriating a Grant in the General Fund – Police Department; Appropriating Funds from the Parking Enforcement Fund for Security Equipment; and Appropriating Funds from the Cumulative Capital Improvement – Rate Fund to Repay an Inter-Fund Loan)

- Memo from Susan Clark, Controller; E-mail from Regina Moore, City Clerk; Memo from Jeff Barlow, Fire Chief; Spreadsheet on Parking Expenditures

Contact: Susan Clark at 349-3416 or clarks@bloomington.in.gov

Ord 04-37 To Amend Ordinances which Fixed the Salaries of Appointed Officers and Employees of the Civil City for the Year 2005 (Ordinance 04-19) and of the Utilities Department for the Year 2005 (Ordinance 04-21) and 2004 (Ordinance 03-21) - Re: Positions in the Sanitation, Information and Technology Services, Police and Utilities Departments

- Memo from Daniel Grundmann, Director of Employee Services

Contact: Daniel Grundmann at 349-3578 or grundmad@bloomington.in.gov

Minutes from Regular Session:

None

Memo

Chair of Meeting: Sabbagh

**Regular Session Followed By Committee of the Whole
on Wednesday, November 17th**

There will be a Committee of the Whole after the Regular Session next week since the Council will not be meeting the Wednesday before Thanksgiving. The following paragraphs briefly note the three items ready for final action at the Regular Session and the two items ready for introduction at the Regular Session and discussion at the Committee of the Whole.

Items Ready for Final Action at Regular Session

Res 04-21 To Designate an ERA, Approve Statement of Benefits, Authorize a Period of Tax Abatement for Improvements to Real Estate and the Installation of Equipment, and Waive Certain Statutory Requirements – Re: 1500 South Patterson Drive (Schulte Corporation, Petitioner)
(Please see the packet distributed on November 5th, 2004 for the November 10th, 2004 Committee of the Whole for the relevant legislation, summary, and materials)

Ord 04-34 To Amend Chapter 7.48 of the BMC Entitled “Adopted Animals” in Order to Codify Adoption Fees and Increase Fees Related to a New Spay/Neuter Service Conducted by the Animal Shelter.
(Please see the packet distributed on October 29th, 2004 for the November 3rd, 2004 Regular Session for the relevant legislation, summary, and materials)

Ord 04-35 To Amend Title 12 of the Bloomington Municipal Code Entitled "Streets, Sidewalks And Storm Sewers" and Title 2 Entitled “Administration and Personnel” in order to Modify the Duties, Fines, and Citation and Collection Procedures Related to the Shoveling of Snow from Sidewalks within the City’s Right-of-Way.
(Please see the packet distributed on October 29th, 2004 for the November 3rd, 2004 Regular Session for the relevant legislation, summary, and materials)

Amendment 1 – Sponsored by Councilmember Diekhoff – Widening the Path of Cleared Snow in Certain Downtown Areas
(Please see this packet for a copy of the amendment.)

Items Ready for Discussion at Committee of the Whole

App Ord 04-08 Appropriating Approximately \$328,000 within or from the General Fund, Parking Enforcement Fund, and Cumulative Capital Improvement – Rate Fund

Ord 04-37 To Amend the Salary Ordinance for the Civil City for 2005 and the Salary Ordinances for the Utilities Department for 2004 and 2005 – Re: Positions in the Sanitation, Information and Technology Services, Police, and Utilities Department

First Readings

Item One - App Ord 04-08 – Appropriating Approximately \$328,000 within or from the General Fund, Parking Enforcement Fund, and Cumulative Capital Improvement – Rate Fund

App Ord 04-08 transfers or appropriates \$328,000 within or from the General Fund, Parking Enforcement Fund, and Cumulative Capital Improvement – Rate Fund. These transfers and appropriations are explained in a memo from Susan Clark, Controller and are briefly summarized below.

General Fund – Inter-Category Transfers and Other Appropriations

Office of City Clerk - - Transfer of \$1,000 from Category 3 (Other Services and Charges - Consultants) to Category 1 (Personal Services - Temporary Salaries and Wages)

The Office of the City Clerk wishes to transfer \$1,000 from a line set aside for consultants (for archiving Council records) to temporary salaries and wages in order to allow temporary staff to cover the front desk while the regular staff handle other tasks.

Police Department – Appropriating \$11,996 to the Grants Line for County and IU’s Portion of DUI Grant

The Bloomington Police Department has received the last installment of a 2003 Indiana Criminal Justice Institute grant for enforcement of the impaired driving laws. These grant funds are administered by the City Police Department and distributed to the City, the County, and Indiana University based upon the population within these jurisdictions. The City’s portion of the grant has already been budgeted and is deposited into the General Fund as a reimbursement for expenditures on these enforcement activities. This ordinance appropriates \$11,996 of grant funds to the Monroe County Sheriff’s Department (\$8,808) and the Indiana University Police Department (\$3,186).

Fire Department – Appropriating \$68,000 for Overtime for the Remainder of the Year

The Fire Department is requesting \$68,000 to pay fire fighters who are due overtime pay because of Fair Labor Standards Act or who are brought in to serve for other fire fighters taking vacation or sick days by the end of the year. This amount does not include approximately \$14,000 shifted from other lines for this purpose.

Parking Enforcement Fund – Appropriating \$63,000 for Parking Garage Improvements

The Public Works Department is requesting an additional \$63,000 for the changes in the downtown parking program initiated this summer. At that time, the Council approved App Ord 04-04, which appropriated \$108,341 to expand the hours of operation at the City’s garages (particularly the two new ones) and expand the hours for enforcement of parking regulations along the streets in the downtown area. Approximately half of that appropriation paid for the salaries, uniforms and equipment for two new security guards for the garages. The other half of that appropriation paid for the construction of an office for the security guards, the installation of equipment for the “easy-pay” access system at the Register Center Garage and security cameras in the two new garages, and the cleaning and maintenance of the garages for the remainder of the year. This appropriation would provide for signage, security facilities and equipment at the Register Center Garage, and additional meters and related hardware for the City’s inventory. Susan Clark reports that this fund will have a balance of approximately \$510,000 at the end of the year, which is about 27% of the expected annual expenditures.

Cumulative Capital Improvement – Rate Fund – Appropriating \$185,000 to Repay Inter-Fund Loan for Animal Shelter

Last year the City adopted Res 03- 08, which authorized a loan of \$370,000 from the Special Non-Reverting Fund (SNRF) to help pay for the construction of the improvements at the Animal Shelter. This loan was to be repaid in equal installments of \$185,000 made over the next two years, but the State Board of Accounts has advised that inter-fund loans should be repaid in one year. This ordinance repays the second installment out of the Cumulative Capital Improvement – Rate Fund. Susan Clark has told me that there should be balance of about \$120,000 in this fund at the end of the year.

**Item Two - Ord 04-37 – Amending the Salary Ordinance for the Civil City for 2005 and the Salary Ordinances for the Utilities Department for 2004 and 2005
– Re: Positions in the Sanitation, Information and Technology Services, Police,
and Utilities Department**

Ord 04-37 amends the salary ordinance for the Civil City for 2005 and the salary ordinance for the Utilities Department for both 2004 and 2005. These changes are explained in a memo from Daniel Grundmann, Director of Employee Services, and are briefly noted below.

Changes in Civil City Salary Ordinance for 2005

Sanitation Department

Converting 3 New Laborer (Grade 104) to Apprentice Motor Equipment Operators (MEO)/ Master MEO (Grade 104/110) Positions

The City added three Laborer positions in the Sanitation Department for next year and, upon further reflection, the Administration is proposing that they be Motor Equipment Operators (MEOs) instead. This would allow supervisors to use the new staff to operate the sanitation trucks, which would give “management greater latitude in forming crews and significantly eas(ing) operational challenges.” *The likely fiscal impact would be nominal.*

Information and Technology Services

Changing Title of Department Head from Chief Information Officer to Director

The Administration want to change the title of Chief Information Officer to Director in order to be consistent with the titles of other department heads within the City.

Police Department

Changing Grade for Three Job Titles in Records Division from 4 to 5

The Employee Services Department reviewed revised job descriptions for a Special Investigations Clerk, a Front Desk Clerk II, and 12 Records Clerks and recommended an increase in grade for all of them. The change in grade is

primarily due to greater training requirements and a new responsibility for taking administrative calls formerly handled by Central Dispatch.

Changing Grade for Training Coordinator from 6 to 7

The Employee Services Department also reviewed a revised job description for the Training Coordinator and recommended this increase in grade primarily due to greater training requirements and new supervisory authority.

Note: Given our unusual budgetary circumstances, the memo from Daniel Grundmann indicates that the fiscal impact of these upgrades will depend upon decisions regarding overall salary increases that have yet to be made.

Changes in the Salary Ordinances for the Utilities Department in 2004 and 2005

Customer Relations - Changing Grade for Customer Relations Coordinator from 4 to 5 (for 2004 and 2005)

The Job Evaluation Committee reviewed a revised job description for the Customer Relations Coordinator and recommended this increase in grade due to the greater independent judgment and consequences of errors associated with the new duties. *While not sure of the eventual fiscal impact, Daniel Grundmann does not anticipate that this change will require an additional appropriation.*

Transmission and Distribution (T&D) – Converting One Laborer (Grade 104) to Lineman (Grade 110)

There are currently 11 Laborers and eight Linemen in the Transmission and Distribution department. Six new laborers were added for 2005 in order to, in part, incorporate personnel who have worked as seasonal employees beyond nine months. This change ordinance would convert one of those new positions to a Lineman and be consistent with the department's "crew based operation model." *The fiscal impact of this change should not exceed \$1,450 and will not require an additional appropriation next year.*

Blucher Poole, Environmental Management, and Administration – Deleting Two Unfilled Positions in the Former Divisions and Adding Two Positions in Administration *(for 2004 and 2005)*

The Utilities Department wishes to delete two unfilled positions in other divisions and add two new positions in Administration. The two unfilled positions to be deleted include a half-time Communications Operator (Grade 1) in the Environmental Management Division and regular full-time Solids Handling Specialist (Grade 5) at Blucher Poole with a fiscal savings of about \$49,500. The two new positions include a half-time Administrative Assistant, which the Job Evaluation Committee rated at Grade 4, and full-time Public Affairs Specialist, which Employee Services believes should be rated at Grade 8.

Half-Time Administrative Assistant (Grade 4) (Mid-Point \$15,306)

This position would work with the Director in regard to board actions and initiatives. It would also handle payroll and claims, maintain files, and supervise interns.

Public Affairs Specialist (Grade 8) (Mid-Point \$43,511)

This position would be responsible for the department's public relations and information distribution plan. In that regard, it would handle individual citizen complaints, represent the department at various public events and meetings, oversee the production of all printed materials, and coordinate emergency communications planning.

Fiscal Impact: It appears that the addition and deletion of these positions will not require an additional appropriation next year, but could require as much as \$10,000 more in personnel costs in future years.

**NOTICE AND AGENDA
BLOOMINGTON COMMON COUNCIL REGULAR SESSION
AND SPECIAL COMMITTEE OF THE WHOLE
7:30 P.M., WEDNESDAY, NOVEMBER 17, 2004
COUNCIL CHAMBERS
SHOWERS BUILDING, 401 N. MORTON**

I. ROLL CALL

II. AGENDA SUMMATION

III. APPROVAL OF MINUTES FOR: None

IV. REPORTS FROM:

- 1. Councilmembers**
- 2. The Mayor and City Offices**
- 3. Council Committees**
- 4. Public**

V. APPOINTMENTS TO BOARDS AND COMMISSIONS

VI. LEGISLATION FOR SECOND READING AND RESOLUTIONS

1. Resolution 04-21 To Designate an Economic Revitalization Area, Approve a Statement of Benefits, Authorize a Period of Tax Abatement, and Waive Certain Statutory Requirements – Re: 1500 S. Patterson Drive (Schulte Corporation, Petitioner)

Committee Recommendation: Do Pass 8– 0 – 0

2. Ordinance 04-34 To Amend Title 7 of the Bloomington Municipal Code Entitled “Animals” (Amending Chapter 7.48 Entitled “Adopted Animals” in Order to Codify Adoption Fees and Increase Fees Related to a New Spay/Neuter Service Conducted by the Animal Shelter)

Committee Recommendation: Do Pass 8– 0 – 0

2. Ordinance 04-35 To Amend Title 12 of the Bloomington Municipal Code Entitled "Streets, Sidewalks And Storm Sewers" and To Amend Title 2 Entitled “Administration And Personnel” (Modifying the Duties, Fines, and Citation and Collection Procedures Related to the Shoveling of Snow from Sidewalks within the City’s Right-of-Way)

Committee Recommendations:

<u>Ordinance 04-35</u> As Amended	Do Pass	4 – 0 – 4
Amendment 1	Do Pass	6 – 1 – 1

VII. LEGISLATION FOR FIRST READING

1. Appropriation Ordinance 04-08 To Specially Appropriate From the General Fund, Parking Enforcement Fund and Cumulative Capital Improvement – Rate Fund Expenditures Not Otherwise Appropriated (Appropriating a Transfer of Funds within the General Fund – Clerk’s Office; Appropriating Funds from the General Fund – Fire Department for Overtime; Appropriating a Grant in the General Fund – Police Department; Appropriating Funds from the Parking Enforcement Fund for Security Equipment; and Appropriating Funds from the Cumulative Capital Improvement – Rate Fund to Repay an Inter-Fund Loan)

2. Ordinance 04-37 To Amend Ordinances Which Fixed the Salaries of Appointed Officers and Employees of the Civil City for the Year 2005 (Ordinance 04-19) and of the Utilities Department for the Year 2005 (Ordinance 04-21) and 2004 (Ordinance 03-21) -- Re: Positions in the Sanitation, Information and Technology Services, Police and Utilities Departments.

VIII. PRIVILEGE OF THE FLOOR (This section of the agenda will be limited to 25 minutes maximum, with each speaker limited to 5 minutes)

IX. ADJOURN (*and immediately reconvene for the following meeting*)

(over)

SPECIAL COMMITTEE OF THE WHOLE

CHAIR: David Sabbagh

1. Appropriation Ordinance 04-08 To Specially Appropriate From the General Fund, Parking Enforcement Fund and Cumulative Capital Improvement – Rate Fund Expenditures Not Otherwise Appropriated (Appropriating a Transfer of Funds within the General Fund – Clerk’s Office; Appropriating Funds from the General Fund – Fire Department for Overtime; Appropriating a Grant in the General Fund – Police Department; Appropriating Funds from the Parking Enforcement Fund for Security Equipment; and Appropriating Funds from the Cumulative Capital Improvement – Rate Fund to Repay an Inter-Fund Loan)

Asked to Attend: Susan Clark, Controller, Controller’s Office

2. Ordinance 04-37 To Amend Ordinances Which Fixed the Salaries of Appointed Officers and Employees of the Civil City for the Year 2005 (Ordinance 04-19) and of the Utilities Department for the Year 2005 (Ordinance 04-21) and 2004 (Ordinance 03-21) -- Re: Positions in the Sanitation, Information and Technology Services, Police and Utilities Departments.

Asked to Attend: Daniel Grundmann, Director of Employee Services

City of
Bloomington
Indiana

City Hall
401 N. Morton St.
Post Office Box 100
Bloomington, Indiana 47402



Office of the Common Council
(812) 349-3409
Fax: (812) 349-3570
e-mail: council@bloomington.in.gov

To: Council Members
From: Council Office
Re: Calendar for the Week of
November 15, 2004 – November 20, 2004
Date: November 12, 2004

Monday, November 15, 2004

4:00 pm Council for Community Accessibility, McCloskey
5:00 pm Farmers' Market Advisory Council, Parks
5:00 pm Utilities Service Board – 501 N. Morton, Conference Room 100B
5:30 pm Bicycle & Pedestrian Safety Commission, Hooker Room

Tuesday, November 16, 2004

12:00 pm Martin Luther King Jr. Birthday Commission, McCloskey
4:00 pm Board of Park Commissioners, Council Chambers
4:00 pm Board of Public Safety – 220 E. Third Street
5:30 pm Board of Public Works, Council Chambers
6:30 pm Animal Control Commission, McCloskey

Wednesday, November 17, 2004

9:30 am Tree Commission, Rose Hill Office – 4th & Elm
2:00 pm Hearing Officer, Kelly
6:30 pm Metropolitan Planning Organization – Citizen Advisory Committee, McCloskey
7:00 pm Council of Neighborhood Associations, Hooker Room
7:30 pm Common Council – Regular Session, Council Chambers
immediately followed by
Common Council – Special Committee of the Whole, Council Chambers

Thursday, November 18, 2004

7:30 am Domestic Violence Taskforce, Hooker Room
8:00 am Housing Authority, HA Office – 1007 N. Summit Dr.
3:30 pm Bloomington Municipal Facilities Corporation, Hooker Room
4:00 pm Housing Trust Fund, McCloskey
5:30 pm Board of Zoning Appeals, Council Chambers
7:00 pm Environmental Commission, McCloskey

Friday, November 19, 2004

There are no meetings scheduled for today.

Saturday, November 20, 2004

9:00 am Bloomington Community Farmers' Market, Showers Common



**City of Bloomington
Office of the Common Council**

MEETING NOTICE

**THE COMMON COUNCIL WILL HOLD A
SPECIAL COMMITTEE OF THE WHOLE MEETING
IMMEDIATELY FOLLOWING THE PREVIOUSLY
SCHEDULED REGULAR SESSION OF
THE COMMON COUNCIL ON NOVEMBER 17, 2004
AT 7:30 PM.**

**BOTH MEETINGS WILL BE HELD IN THE COUNCIL
CHAMBERS, LOCATED AT 401 NORTH
MORTON STREET.**

***** Amendment Form *****

Ordinance #: 04-35
Amendment #: 01
Submitted By: Mike Diekhoff, Council Member, District 3
Date: November 9, 2004

Proposed Amendment:

1. Ord 04-35 shall be amended by deleting and replacing Section 1 so that it reads as follows:

SECTION 1. Section 12.04.070 Snow and ice removal-Duty of abutting property owner, shall be amended by deleting the first sentence of that section and replacing it with the following:

It shall be the duty of every owner of any premises abutting a sidewalk in all parts of the city to remove, or cause to be removed, all snow and ice from the sidewalk to allow safe and reasonable travel on said sidewalk within twenty-four hours after snow or ice has ceased to fall or in any way accumulate. In the downtown snow removal area, the minimum clear width of the path shall be the lesser of 54 inches or the full-paved width of the sidewalk, while in the remainder of the city the minimum clear width of the path shall be 36 inches.

For purposes of this section, the downtown snow removal area is defined as:

College Avenue and Walnut Street from 3rd Street to 10th Street
Gentry Street from 4th Street to 5th Street
Morton Street from 5th Street to 10th Street
3rd Street between Walnut Street and College Avenue
4th Street between Walnut Street and Gentry Avenue
Segments of 5th, 6th, 7th, 8th, 9th, and 10th Streets from Walnut to Morton Streets
Kirkwood Avenue from Indiana Avenue to Rogers Street.

Where the ownership of the premises abutting a sidewalk is being transferred by means of a sales contract that has been recorded in the office of the county recorder, the duty to remove snow and ice shall be on the purchaser of the premises, who shall be considered the owner for the purposes of the ordinance codified in this section.

Synopsis

Property owners are required to clear snow from the full paved width of their sidewalks under the existing code and would be required to clear snow for a minimum width of 36 inches under the proposed ordinance. This amendment would require property owners in the downtown area to clear snow to the lesser width of 54 inches or the full paved width of the sidewalk. This change is intended to provide more room to walk in heavily-traveled portions of the city while still leaving places for owners to place the shoveled snow.

11/10/04 Committee Action: 6 – 1 (Volan) – 1 – (Sturbaum)
11/17/04 Regular Session Action: Pending

November 9, 2004

APPROPRIATION ORDINANCE 04-08

**TO SPECIALLY APPROPRIATE FROM THE GENERAL FUND, PARKING ENFORCEMENT FUND AND CUMULATIVE CAPITAL IMPROVEMENT – RATE FUND EXPENDITURES NOT OTHERWISE APPROPRIATED
(Appropriating a Transfer of Funds within the General Fund – Clerk’s Office; Appropriating Funds from the General Fund – Fire Department for Overtime; Appropriating a Grant in the General Fund – Police Department; Appropriating Funds from the Parking Enforcement Fund for Security Equipment; and Appropriating Funds from the Cumulative Capital Improvement – Rate Fund to Repay an Inter-Fund Loan)**

- WHEREAS, the Clerk’s Office desires to transfer funds from Category 3 – Other Services and Charges to Category 1 – Personal Services for additional temporary employee hours; and
- WHEREAS, the Fire Department desires to increase its budget for overtime in order to provide for contingencies through the end of the year; and
- WHEREAS, the City has received a grant from the Indiana Criminal Justice Institute for the Countywide DUI Taskforce and desires to reimburse Monroe County law enforcement agencies for overtime incurred for additional DUI enforcement; and
- WHEREAS, the Common Council authorized an advance from the Special Non-Reverting Fund for the Animal Shelter Expansion to be reimbursed from the Cumulative Capital Improvement – Rate Fund in Resolution 03-08 and the City desires to repay the advance in the current fiscal year; and
- WHEREAS, the City desires to install a guard shack, security cameras and digital recording equipment at the 7th and College Parking Garage;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION I. For the expenses of said municipal corporation, the following additional sums of money are hereby appropriated and ordered set apart from the funds herein named and for the purposes herein specified, subject to the laws governing the same:

	AMOUNT REQUESTED
General Fund – Clerk	
Line 51120 – Salaries and Wages – Temporary	\$ 1000
Line 53170 - Consultants & Workshops	<u>-1000</u>
Total General Fund – Clerk	0
General Fund – Fire	
Line 51130 – Salaries and Wages – Overtime	<u>68,000</u>
Total General Fund – Fire	68,000
General Fund – Police	
Line 53960 – Grants	<u>11,996</u>
Total General Fund – Police	11,996
Cumulative Capital Improvement – Rate Fund	
Line 53990 – Other Services and Charges	<u>185,000</u>
Total Cumulative Capital Improvement – Rate Fund	185,000
Parking Enforcement Fund	
Line 52420 – Other Supplies	24,000
Line 53610 – Repairs and Maintenance - Building	26,000
Line 54310 – Improvements Other than Building	<u>13,000</u>
Total Parking Enforcement Fund	<u>63,000</u>
Grand Total	\$ 327,996

SECTION II. This ordinance shall be in full force and effect from and after its passage by the Common Council of the City of Bloomington and approval by the Mayor.

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2004.

MICHAEL DIEKHOF, President
Bloomington Common Council

ATTEST:

REGINA MOORE, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2004.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2004.

MARK KRUZAN, Mayor
City of Bloomington

SYNOPSIS

This ordinance appropriates a transfer within the General Fund – Clerk’s Office for additional temporary employee hours; appropriates funds from the General Fund – Fire Department for overtime; appropriates a DUI Grant in the General Fund – Police Department; appropriates funds from the Parking Enforcement Fund for security equipment; and appropriates funds from the Cumulative Capital Improvement – Rate Fund to repay an advance to the Special Non-Reverting Fund.



City of Bloomington
Office of the Controller
Memorandum

To: Council Members
From: Susan Clark, Controller
Date: November 10, 2004
Re: Appropriation Ordinance 04-08

In Appropriation Ordinance 04-08, we are requesting authorization for expenditures from three funds.

- 1.) **General Fund – Clerk:** The City Clerk would like to transfer \$1,000 from line 53170 - Consultants and Workshops to line 51120 – Salaries and Wages – Temporary to allow her to retain a temporary assistant through the end of the year. Please refer to the email from Regina Moore, City Clerk.

General Fund – Fire: The Fire Department has requested \$68,000 for overtime to cover vacation time while maintaining staffing levels. This amount will allow the Fire Department to provide for unexpected emergencies. Any money not spent will revert to the General Fund balance at the end of the year. Please refer to the memo from Chief Barlow.

General Fund – Police: The Police Department received a grant from the Indiana Criminal Justice Institute in October 2003, and is seeking authorization to spend the remainder of those funds. The amount received on October 14th was \$26,813.34. The BPD has requested that we allocate \$11,996 to line 53960 – Grants to pass through to the Monroe County Sheriff’s Dept. and Indiana University Police Dept. This transaction will conclude the activity for the 2003 grant. We have recently been awarded another ICJI grant and will seek approval to spend those funds in 2005.

- 2.) **Cumulative Capital Improvement – Rate Fund:** Last year, we began the expansion of the Animal Shelter using \$370,000 from the Special Non-Reverting Fund, as approved by Council Resolution 03-08. Our original plan was to repay the Special Non-Reverting Fund with money from the Cumulative Capital Improvements - Rate (CCI-Rate) Fund 2004 and 2005 budget. Section II of the resolution states: “The controller is hereby directed to include \$185,000 in the 2004 budget and \$185,000 in the 2005 budget of the Cumulative Capital Improvements (Rate) Fund to be transferred to the Special Non-Reverting Fund.” During our 2003 audit, the State Board of Accounts examined the 2003 payments for this project. They determined that the repayment to the Special Non-Reverting Fund should be completed in 2004. We are seeking your approval for the \$185,000 expenditure in 2004 in order to comply with the Board of Accounts recommendation. We will allow the \$185,000 budgeted in 2005 to revert back to the CCI-Rate fund.

- 3.) **Parking Enforcement Fund:**
The Public Works Department has requested an appropriation of \$63,000 in order to improve security and signage at our downtown parking facilities, and to purchase additional meters. The list of expenditures includes installation of a guard shack at the Register garage, and security cameras and digital recording equipment at the 7th and Walnut. Our current projections show that we will have approximately \$510,000 in the Parking Enforcement fund at year end after this appropriation, which is a fund reserve of 27% of the expenditure budget.

As always, feel free to contact me if you have any questions or concerns.

From: Clark, Susan
Sent: Monday, November 08, 2004 4:36 PM
To: Rhoads, Stacy; Sherman, Dan
Subject: FW: questions regarding budget transfers for Clerk's payroll

From: Moore, Regina
Sent: Saturday, November 06, 2004 11:12 AM
To: Clark, Susan
Subject: questions regarding budget transfers for Clerk's payroll

Susan,

I'm looking again at the workload in this office from now until the end of the year, and how to best assign staff. I'm rethinking the number I gave you yesterday, and want to revise it to a transfer of \$1000 from the Consultants line to the Temporary Salary line. This will still leave some money to revert back to the general fund, and will allow us to meet our needs. I've just taken into consideration the hours and salary calculations for the 5112 line. Will there need to be transfers into any other lines to meet the needs of FICA, or anything else???

Thanks so much,

Regina



**City of Bloomington
Fire Department**

Memorandum

To: Susan Clark, Controller
From: Jeff Barlow, Fire Chief
Date: November 9, 2004
Re: Request for additional appropriation for overtime from the Fire Department

Based on the current and projected costs to the fire department overtime account through the close of 2004, I respectfully request an additional appropriation to cover overtime costs. The additional appropriation request is for a total of \$68,000 in order to provide the firefighters with their vacation days through the end of the year, while at the same time maintaining minimum staffing levels. This estimate includes the following:

Overtime needed to cover requested vacation days	\$ 25,500
Additional overtime needed if 2 employees call in sick	27,600
Holiday pay for five holidays (contractual)	12,375
Estimated FLSA overtime (federal requirement)	12,717
Potential emergency call backs	4,200
Reversions from other Category 1 lines	<u>-14,392</u>
Total appropriation request	\$ 68,000

Any unspent funds will, of course, revert to the general fund. Please feel free to contact me if you have any further questions.

Item	Pd by Pkg	Pd by Traffic	Outstanding *	On order - no invoice yet	Still needed
2 48x 36 & 1 60x48 signs for Showers Lot	624.27				
2 36x48 visitor parking signs for Showers	580.00				
2 36x48 visitor parking signs for Morton St.			550.00		
25 12x18 visitor parking signs for Morton St	401.55				
35 12x6 reserved parking signs for Regester	356.28				
50 18x12 white sign blank w/4 holes for back lot	350.00				
50 12x6 24/7 for back lot & 10 12x6 must be in City Hall for Morton St.			338.20		
145 2 hr, 1 hr, 30 min, 15 min signs for dt			1,605.50		
150 ft conduit for 7th & Walnut		1,008.32			
44 30x24 City Employee permit signs for Showers	1,019.92				
100 ft conduit for Morton St. meters			614.20		
120 ft conduit for Morton St. meters			714.60		
Epoxy for Morton St meters			286.26		
4 sign structures for Morton St	11,093.27				
2 48x36 City Employee permit signs for Showers			358.52		
1 sign structure for Showers	2,997.72				
Number signs for 7th & Walnut				3,198.03	
Phone setup for exit gate at	750.00				
Install bathroom at 7th & Walnut			925.00		
Install water at Regester			1,375.00		
Regester electrical work (Cassidy)	562.90				
Walkie Talkies for Security Guards			262.32		
Meters for Morton St and 7th & Walnut			9,654.79		
Bruce's Welding 7th & Walnut	500.00			150.00	
Replace smoke detectors w/ heat detectors at Regester				600.00	
3 36x48 visitor parking signs for Morton St and 1 36x48 City Employee permit signs for Showers			495.00		500.00
7th & Walnut - run electrical conduit to second floor & pour concrete on 3rd floor				6,787.84	

Item	Pd by Pkg	Pd by Traffic	Outstanding *	On order - no invoice yet	Still needed
7th & Walnut - Surveillance digital hard drive			10,285.00		
7th & Walnut - Surveillance camera adjustment					5,000.00
7th & Walnut - Move			800.00		
7th & Walnut - Lockers			985.00		
Sign brackets & electrical conduit for big sign at Regester					2,500.00
Water heater for 7th & Walnut					300.00
Regester cameras/recorder & installation					28,000.00
Storage at Regester					1,500.00
Guard shack at Regester					12,000.00
Phone & electricity for guard shack					2,500.00
Mirrors at Regester					1,400.00
350' conduit for Morton St meters					2,100.00
Regester electric outlet			218.06		
Garage ticket validator				799.00	
30 18x12 Meters enforced 24/7 signs at 7th & Walnut				200.00	
Skateboard deterrents at Regester exit					350.00
Additional Parking Meters, conduit and mounting costs to replace inventory used on Morton St.					11,800.00
Total by Category	\$19,235.91	\$ 1,008.32	\$ 29,467.45	\$ 11,734.87	\$ 67,950.00
To be paid out of line 242			15,864.39	4,347.03	15,050.00
To be paid out of line 361			3,318.06	7,387.84	12,900.00
To be paid out of line 431					40,000.00
To be paid out of line 442			10,285.00		
Total 200	\$35,261.42				
Total 300	\$23,605.90				
Total 400	\$50,285.00				
Yellow Fill indicates an item that was included in the July appropriation ordinance					
*Outstanding means either on MBNA card but not yet in Oracle or invoice received and not yet paid.					

ORDINANCE 04-37

**TO AMEND ORDINANCES WHICH FIXED THE SALARIES OF APPOINTED OFFICERS
AND EMPLOYEES OF THE CIVIL CITY FOR THE YEAR 2005 (ORDINANCE 04-19)
AND OF THE UTILITIES DEPARTMENT FOR
THE YEAR 2005 (ORDINANCE 04-21) AND 2004 (ORDINANCE 03-21)**

**Re: Positions in the Sanitation, Information and Technology Services, Police and Utilities
Departments**

- WHEREAS, the Sanitation division would like to change the three Laborer positions in the 2005 salary ordinance to Motor Equipment Operators, and
- WHEREAS, the Information Services department would like to change the title of the Chief Information Officer to Director, and
- WHEREAS, the Police Department would like to alter the grades of the clerk positions in the Records division, along with the Training Coordinator in Central Dispatch, to reflect changes in the job descriptions, and,
- WHEREAS, Utilities T&D would like to convert a Laborer position in the 2005 salary ordinance to a Lineman position, and
- WHEREAS, Utilities would like to alter the grade of the Customer Relations Coordinator, delete a Communications Operator position and a Solids Handling Specialist, and add a Public Affairs Specialist and an Administrative Assistant in both the 2004 and 2005 salary ordinances;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION I. Section 1 of Ordinance 04-19 (Civil City Salaries for 2005) shall be amended by deleting the following lines regarding job title and grade as indicated below:

<u>Department</u>	<u>Job Title</u>	<u>Grade</u>
Sanitation	Laborer (9)	104
Sanitation	Apprentice MEO / Master MEO (12)	104/110
Information Services	Chief Information Officer	12
Police	Training Coordinator	6
Police	Front Desk Clerk II	4
Police	Records Clerk (12)	4
Police	Special Investigations Clerk	4

SECTION II. Section 1 of Ordinance 04-19 (Civil City Salaries for 2005) shall be amended by adding the following lines regarding job titles and grade as indicated below:

<u>Department</u>	<u>Job Title</u>	<u>Grade</u>
Sanitation	Laborer (6)	104
Sanitation	Apprentice MEO / Master MEO (15)	104/110
Information Services	Director	12
Police	Training Coordinator	7
Police	Front Desk Clerk II	5
Police	Records Clerk (12)	5
Police	Special Investigations Clerk	5

SECTION III. Section 1 of Ordinance 04-21 (Utilities Salaries for 2005) shall be amended by deleting the following lines regarding job title and grade as indicated below:

Department	Job Title	Grade
Customer Relations	Customer Relations Coordinator	4
Environmental Management Blucher Poole	Communications Operator (8) Solids Handling Specialist	1 5
Transmission and Distribution	Laborer (17)	104
Transmission and Distribution	Lineman (7)	110

SECTION IV. Section 1 of Ordinance 04-21 (Utilities Salaries for 2005) shall be amended by adding the following lines regarding job title, grade, and pay minimum and maximum as indicated below:

Department	Job Title	Grade
Customer Relations	Customer Relations Coordinator	5
Environmental Management Administration Administration	Communications Operator (7) Public Affairs Specialist Administrative Assistant	1 8 4
Transmission and Distribution	Laborer (16)	104
Transmission and Distribution	Lineman (8)	110

SECTION V. Section 1 of Ordinance 03-21 (Utilities Salaries for 2004) shall be amended by deleting the following lines regarding job title and as indicated below:

Department	Job Title	Grade
Customer Relations	Customer Relations Coordinator	4
Blucher Poole	Solids Handling Specialist	5
Environmental Management	Communications Operator (8)	1

SECTION VI. Section 1 of Ordinance 03-21 (Utilities Salaries for 2004) shall be amended by adding the following lines regarding job title and grade as indicated below:

Department	Job Title	Grade
Customer Relations	Customer Relations Coordinator	5
Environmental Management Administration Administration	Communications Operator (7) Public Affairs Specialist Administrative Assistant	1 8 4

SECTION VII. If any sections, sentence or provision of this ordinance, or the application thereof to any person or circumstances shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions, or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

SECTION VIII. This ordinance shall be in full force and effect from and after its passage by the Common Council of the City of Bloomington and approval of the Mayor.

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2004.

MICHAEL DIEKHOFF, President
Bloomington Common Council

ATTEST:

REGINA MOORE, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2004.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2004.

MARK KRUZAN, Mayor
City of Bloomington

SYNOPSIS

This ordinance amends the City of Bloomington Civil City Salary Ordinance for the year 2005 (Ordinance 04-19) and the Utilities Salary Ordinances for the years 2004 and 2005 (Ordinance 03-21 and Ordinance 04-21). It amends the Civil City Salary Ordinance by changing the title of the Chief Information Officer to Director, changing three positions in Sanitation from Laborer to MEO, changing the grade of the Training Coordinator in Central Dispatch from 6 to 7, and changing the grade of the Front Desk Clerk II, Records Clerks, and Special Investigations Clerk in the BPD Records division from 4 to 5. It amends the 2005 Utilities Salary Ordinance by converting a Laborer position to a Lineman in T&D, changing the grade of the Customer Relations Coordinator from 4 to 5, eliminating a Communications Operator and a Solids Handling Specialist, and adding an Administrative Assistant and a Public Affairs Specialist. It also amends the 2004 Utilities Salary Ordinance by making the aforementioned changes regarding the Customer Relations Coordinator, Communications Operator, Administrative Assistant and a Public Affairs Specialist positions.

Memorandum

To: City Council members
From: Daniel Grundmann, ES Director
CC: Dan Sherman, Mayor Kruzan, James McNamara, Kevin Robling, Patrick Murphy, Mike Hostetler, Julio Alonso, Susan Clark
Date: 11/12/2004
Re: Proposed Salary Ordinance Amendment (Ordinance 04-37)

The Job Evaluation Committee recently met and reviewed several job descriptions. The results of that meeting are reflected in the changes proposed by this amendment. Additionally, we seek change in the classification of four of the union positions that the Council approved for the 2005 salary ordinance, a job title change, and the elimination of two positions along with the addition of two jobs in Utilities. We propose to amend both the 2004 and 2005 salary ordinances in Utilities, and the 2005 Civil City ordinance. We respectfully request the following proposed changes.

Sanitation

With the 2005 salary ordinance, the Council approved the addition of three Laborer (grade 104) positions to the Sanitation division. After further consideration of operations, we would like to convert those three positions to Motor Equipment Operators. The primary difference in these two jobs is the ability to operate the trucks. Hiring Motor Equipment Operators instead of Laborers gives management greater latitude in forming crews and significantly eases operational challenges.

The cost associated with this change in 2005 could be as little as \$0.00 because Motor Equipment Operators hire in as apprentices which is the same job grade as Laborer (104). Motor Equipment Operators move to the master pay grade, with management's discretion, generally after one year. The maximum *possible* fiscal impact is \$2,899 which could only occur if the new hires were moved from apprentice to master the day they were hired. The probable fiscal impact is \$0.00. No additional appropriation is required.

Information Services

We would like to change the title of the *Chief Information Officer* to *Director* to make it consistent with other department head titles.

Police

Changes to the job descriptions of three Records Division jobs in the Police Department resulted in a movement from grade 4 to grade 5 for each of them. The increased training requirements and the complexity of the job involved in answering administrative lines, and often involving emergency calls, previously answered in Central Dispatch drove our recommendation for adjustment. The three jobs include Records Clerk, Special Investigations Clerk, and Front Desk Clerk II.

Additionally, changes in the job description for the Training Coordinator drove a move in grade from 6 to 7. Those revisions reflect enhanced job requirements and include taking on supervisory authority.

While compensation is linked to job grade, the process to determine grades by evaluating positions based on seven criteria critical to the organization is independent of compensation decisions. Due to the unique budgetary circumstances which we currently face, discussions and decisions regarding compensation and the potential impact will hinge largely on the overall budget picture and availability of funds at year's end. No formal discussions regarding additional compensation have taken place. No additional appropriation specific to these grade changes is required.

Utilities

Revisions to the position description of the Customer Relations Coordinator increased values in the category of independent judgment and consequence of errors due to increased autonomy and responsibility over the Customer Relations staff. The result of the committee's review was a change in grade from 4 to 5.

At this time there have been no formal discussions regarding compensation change for the incumbent, therefore any potential fiscal impact is currently not known. In any case, no additional appropriation will be required as a result of this grade change.

With this amendment we hope to eliminate two positions that are currently unfilled and replace them with jobs that meet the needs of the organization. The positions to be eliminated are a grade 1 half-time Communications Operator, budgeted at \$11,787, and a regular full-time Solids Handling Specialist budgeted at \$37,756.

The jobs to be added are Administrative Assistant, grade 4 after review of the Job Evaluation Committee, and Public Affairs Specialist which received preliminary review in Employee Services placing it in grade 8.

The *Administrative Assistant*, a half-time position, will include, among others, the following essential duties:

- Researches special projects for the Director related to complaints, rate adjustments, pending legislation affecting the operation and funding of the department. Tracks and records information pertaining to complaints.
- Conducts research on policy initiatives and inquiries, organizes information, prepares summary analysis, develops surveys, and prepares reports. Makes information available to departmental and other city staff, and the public upon request.
- Serves as staff support and liaison to the Utilities Service Board as necessary
- Processes claims, payroll, and assists with budget preparation.
- Hires, trains, schedules and directs office intern.
- Maintains current, archived, and confidential files for the Director on projects related to the position.

While the salary for the successful applicant will depend largely upon the knowledge, skills, abilities, and experience that they bring to the position, the half-time equivalent of the pay range's midpoint is \$15,306. The savings from the vacancy of the eliminated Communications Operator position will be applied to this job. No additional appropriation is required.

The Public Affairs Specialist, a full time position, will include, among others, the following essential duties:

- Creates and implements Utilities Department's comprehensive public relations and information distribution plan.
- Handles complaints from citizens dissatisfied with organization's response and seeking administrative assistance from the Director's Office.
- Discusses complaints with citizens, council members and staff, and helps resolve issues regarding the kind of service warranted.
- Represents the department in a variety of public contexts, including presentations to civic groups, media, etc. Interacts with general public, department staff and other city departments for the purpose of disseminating department information or acting on behalf of the department.

- Oversees the production of all printed materials. Bids, negotiates and awards printing and other production jobs in accordance with budget management.
- Coordinates the Utilities Department emergency communications planning.

While the salary for the successful applicant will depend largely upon the knowledge, skills, abilities, and experience that they bring to the position, the midpoint of the pay range's is \$43,511. The savings from the vacancy of the eliminated Solids Handling Specialist position will be applied to this job. No additional appropriation is required.

Finally, in Utilities T&D we would like to convert an open Laborer (104) position to Lineman (110) in the 2005 salary ordinance. With the 2005 budget and salary ordinance, the Council approved the addition of six laborers to satisfy operational demands and alleviate pressures to maintain seasonal employees beyond nine months. Converting one of those positions to Lineman better suits our crew-based operation model.

The impact for 2005, including PERF and FICA, is a maximum of \$1450. No additional appropriation is required to accommodate this change in classification.

Please feel free to contact me with any questions.