



City of Bloomington Common Council

Legislative Packet

Regular Session

03 March 2010

Office of the Common Council
P.O. Box 100
401 North Morton Street
Bloomington, Indiana 47402

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Packet-Related Material

Memo

Agenda

Calendar

Notices and Agendas:

- **JHSSF Schedule of Meetings and Deadlines for 2010**

Legislation for Final Action:

- **App Ord 10-01** To Specially Appropriate from the Cumulative Capital Development (CCD) Fund Expenditures Not Otherwise Appropriated (Appropriating Funds for the Local Match and Inspection Portions of the Atwater and Henderson Intersection Improvement Project)
 - Am 01 (Rollo – Forthcoming) – would condition the appropriation on the installation of a bike lane from Smith Avenue to 3rd Street or, in the alternative, the installation of a sharrow

Contact: Justin Wykoff at 349-3417 or wykoffj@bloomington.in.gov

Please see this packet for the revised legislation and the [February 17th Council Legislative Packet](#) for the memo, materials and summary.

Legislation and Background Material for First Reading:

- **Ord 10-05** To Amend Ordinance 09-14 Which Fixed the Salaries of Appointed Officers, Non-Union and A.F.S.C.M.E. Employees for all the Departments of the City of Bloomington, Monroe County, Indiana, for the Year 2010 - Re: Positions in the Legal, Parks and Recreation, and Public Works (Administration, Fleet, Street, and Parking Enforcement) Departments and the Council Office
 - Memo to Council from Daniel Grundmann, Director of Employee Services

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

Minutes from Regular Session:

None

Memo

One Item Ready for Final Action and One Item Ready for Introduction at the Regular Session on Wednesday, March 3rd

There are two items on the agenda for the Regular Session next Wednesday. The first is **App Ord 10-01**, which appropriates \$149,512 for improvements to the Atwater and Henderson Intersection and is scheduled for final action that evening. The initial information regarding this legislation can be found in the February 17th Council Legislative Packet (*see* link above). A brief mention of what to expect next week can be found in the following paragraph. The second item is **Ord 10-05**, which amends the Civil City Salary Ordinance for 2010, and is scheduled for introduction next Wednesday. Information regarding that ordinance can be found in this packet and its contents are summarized herein.

Second Readings and Resolutions

Issues Regarding App Ord 10-01

App Ord 10-01 was discussed at the Committee of the Whole last Wednesday. A number of questions were raised, but not answered, at that meeting. A list of those questions was circulated among Council members yesterday (Thursday, February 25) with the hope that you would respond in time for the questions to be forwarded to the staff before the end of today. Also, Councilmember Rollo has indicated his intent to introduce an amendment that would condition the appropriation on the installation of a bike lane from Smith Avenue to 3rd Street or, in the alternative, the installation of a sharrow for that segment. Should Councilmember Rollo pursue it, that amendment will be prepared and circulated early next week. Lastly, Councilmember Volan has indicated his intent to propose a change in procedures that would give the Council more time to deliberate on this as well as other items.

First Readings

Item One – Ord 10-05 – Amending the City of Bloomington Salary Ordinance for 2010 (Ord 09-14) - Regarding Jobs in the Legal, Parks and Recreation, and Public Works Departments and the Council Office

Ord 10-05 amends Ord 09-14 which established the salaries for appointed officers, non-union and A.F.S.C.M.E. employees for all the departments in the City for 2010. These amendments affect jobs in the Legal, Parks and Recreation, and Public Works Departments as well as the Council Office. They come forward as a result of revised job descriptions that department heads submit to the Employee Services department. Daniel Grundmann, Director, and Jean Joque, Manager of Training and Organizational Development, then review them and convene the Job Evaluation Committee (JEC) to score the significantly altered job descriptions based upon seven criteria. These scores then determine the grade for that job. Please note that the JEC is comprised of employees from almost every department and across most grades. The following paragraphs draw upon the Memo from Daniel Grundmann to explain these proposed amendments.

Council Office – Change in Job Title and Increase in Grade

Assistant Administrator/Researcher – Changes Title to Deputy Administrator/Researcher and Increases Grade from 7 to 8

This position has continued to evolve and take on more research and analytical projects that involve more complexity and require more independent judgment, thus warranting the increase in grade. The incumbent assumes the duties of the Administrator in his absence (except for providing formal legal advice), thus leading to the change in title.

Fiscal Impact: These changes will have an annualized fiscal impact – including PERF and FICA - of \$4,048 in 2010 and will require further action by the Council toward the end of the year to shift money from other categories and/or appropriate additional funds.

Legal – Change in Three Clerical Positions, with a Decrease in Grade for One Position, a Change in Title and Decrease in Grade for a Second Position; and Change in Title and Increase in Grade for a Third Position

Claims Administrator – Changes Title to Secretary – Risk and Legal and Decreases Grade from 4 to 3 This position was largely responsible for administering Workers Compensation claims, which are no longer being done by this department. In lieu of these duties, this position is now providing administrative support for Legal Department as whole rather than just the Risk Management division, which led to the change in title. The duties themselves are less complex and involve less contact outside of the department, which led to the reduction in grade.

Secretary- Decreases Grade from 4 to 3 This position is performing less accounting and paralegal duties and more duties involving less independent judgment, knowledge and experience, which led to the decrease in grade.

Status of Pay: Please note that the decrease in grade for the above two positions will *not* lead to a decrease in pay because the current pay is “within the parameters of the ... pay range (for the new grade).”

Secretary – Human Rights – Changes Title to Secretary – Human Rights and Legal and Increases Grade from 2 to 4 This position has taken on more paralegal duties, which are more complex, involve more independent judgment, and require more knowledge than the previous duties and, therefore, led to the increase in grade. This position is also performing services for the entire department rather than just the Human Right division, which led to the change in title.

Fiscal Impact: The foregoing changes will have an annualized fiscal impact – including PERF and FICA - \$4,865 and savings from a combination of vacancies, turn-over, intern lines and unpaid leave should cover the costs this year.

Parks and Recreation – Change in Title and Increase in Grade for One Position

Sports Facilities Supervisor – Changes Title to Sports Facilities Manager and Increases Grade from 6 to 7 The nature of this position has changed with the City’s acquisition of the Twin Lakes Recreational Center. The duties now entail more complexity and more consequences of errors which led to the increase in grade. The change in title corresponds to other similar positions within the department.

Fiscal Impact: None, “because incumbent was hired recently within budgeted dollars.”

Public Works (Administration, Fleet, Parking Enforcement, and Streets)

Administration: Communications Operator – Changes Title to Receptionist/Communications Specialist and Increases Grade from 1 to 2 This position is handling more citizen inquiries which led to both the change in title and increase in grade.

Fiscal Impact: The department anticipates no additional expense in 2010.

Fleet Division: Create New Inventory Coordinator Position at Grade 4

The Fleet Division has established a new, centralized inventory system where the duty for ordering and inventorying parts is no longer done by Mechanics. This change will help the Mechanics focus on repairs and necessitates a new position, since current personnel do not have the time to do this and their other duties. After review of the job description, the JEC assigned this position as a Grade 4.

Fiscal Impact: This position will pay less than \$35,000 and have a fiscal impact – including PERF, FICA and indirect benefits - of less than \$45,000. No additional funds will be needed at this time due to turnover and vacancies in the division, but transferring or adding funds may be necessary by the end of the year.

Parking Enforcement Division: Converts Two Temporary Parking Enforcement Officer Positions to Two Regular Part-Time Positions Bringing Number of Parking Enforcement Officers to 11

The Parking Enforcement Division requests conversion of two temporary parking enforcement officer positions to two Regular Part Time positions. These positions currently enforce metered parking in the City's garages at night. This conversion is consistent with the City policy of making temporary positions regular ones when it is clear the duties will be performed on a long-term basis and adequate funding has been identified.

Fiscal Impact: The cost for the temporary positions is about \$40,000 per year and the cost for the Regular Part Time positions will be \$60,650 per year, which is an increase of \$20,650. These positions currently generate at least \$80,000 a year in meter revenue and additional revenue from issuing citations and will, therefore, pay for themselves.

Streets Division: Changes Title and Increases Grade for Two Clerical Positions:

Clerk – Changes Title to Administrative Assistant and Increases Grade from 1 to 2 This position is doing more work dispatching

and reporting work crew activities. The greater responsibility and complexity led to the increase in grade as well as change in title.

Account Clerk – Changes Title to Account Clerk/Emergency Grants Coordinator and Increases Grade from 3 to 4 This position is doing more work managing inventory and coordinating emergency services (including grants) which led to the change in title. The increase in complexity, independent judgment, and experience associated with these duties led to the increase in grade.

Fiscal Impact: The estimated annualized impact of these changes – including PERF and FICA – will be approximately \$2,476, which will not require an additional appropriation.

**NOTICE AND AGENDA
BLOOMINGTON COMMON COUNCIL REGULAR SESSION
7:30 P.M., WEDNESDAY, MARCH 3, 2010
COUNCIL CHAMBERS
SHOWERS BUILDING, 401 N. MORTON ST.**

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. Appropriation Ordinance 10-01 To Specially Appropriate from the Cumulative Capital Development (CCD) Fund Expenditures Not Otherwise Appropriated (Appropriating Funds for the Local Match and Inspection Portions of the Atwater and Henderson Intersection Improvement Project)

Committee Recommendation: Do Pass 5 – 1 – 2

VII. LEGISLATION FOR FIRST READING

1. Ordinance 10-05 To Amend Ordinance 09-14 Which Fixed the Salaries of Appointed Officers, Non-Union and A.F.S.C.M.E Employees for All the Departments of the City of Bloomington, Monroe County, Indiana, for the Year 2010 - Re: Positions in the Legal, Parks and Recreation, and Public Works (Administration, Fleet, Street, and Parking Enforcement) Departments and the Council Office

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. ADJOURNMENT



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

To: Council Members
From: Council Office
Re: Calendar for the Week of March 1-5, 2010

Monday, March 1, 2010

5:00 pm Redevelopment Commission, McCloskey
5:30 pm Bicycle and Pedestrian Safety Commission Work Session, Hooker Room
5:30 pm Community Orchard Project – Winslow Woods Park, Council Chambers

Tuesday, March 2, 2010

1:30 pm Development Review Committee, McCloskey
5:00 pm Utilities Service Board, Board Room, 600 E Miller Dr
5:30 pm Bloomington Public Transportation Corporation, Public Transportation Center, 130 W Grimes Lane
5:30 pm Board of Public Works, Council Chambers
7:30 pm Telecommunications Council, Council Chambers

Wednesday, March 3, 2010

12:00 noon Bloomington Urban Enterprise Association, McCloskey
5:30 pm Commission on Hispanic and Latino Affairs, McCloskey
7:30 pm Common Council Regular Session, Council Chambers

Thursday, March 4, 2010

4:00 pm Bloomington Digital Underground Advisory Council, Kelly
5:30 pm Commission on the Status of Women, McCloskey

Friday, March 5, 2010

No meetings are scheduled for this date.

Posted and Distributed: Friday, February 26, 2010



City of Bloomington
Office of the Common Council

**Jack Hopkins Social Services Funding Committee - 2010
Notice of Meetings and Deadlines**

Action or Meeting	Date, Time, and Place
Council Office Holds Technical Assistance Meeting	Thursday, March 11, 2010, 4:00 p.m., Council Chambers
Agencies Submit Proposals (Deadline)	Monday, March 29, 2010 by 4:00 p.m., Council Office <i>(E-mail applications due by 10:00 a.m.)</i>
* Committee Initially Discusses and Eliminates Some Applications	Thursday, April 22, 2010 at 4:00 p.m., McCloskey Room
* Committee Hears Presentations	Thursday, April 29, 2010 at 5:00 p.m., Council Chambers
Committee Members Submit Rating of Applications	Wednesday, May 5, 2010 by Noon, Council Office
* Committee Discusses Funding Recommendations at a Pre-Allocation Meeting	Monday, May 10, 2010, at 4:00 p.m., McCloskey Room
* Committee Makes Funding Recommendations	Monday, May 17, 2010, 5:00 p.m., Chambers
Agencies Complete the Funding Agreements	Thursday, May 27, 2010, Council Office
* Committee Evaluates the Program	Wednesday, June 2, 2010, 6:00 p.m., Council Library
Council Office Distributes the Council Packet	Friday, June 11, 2010, (in the afternoon)
* Common Council Action on the Recommendations	Wednesday, June 16, 2010 during the Regular Session which begins at 7:30 p.m.
HAND Holds Technical Assistance Meeting	Wednesday, June 16, 2010, 7:30 p.m., Council Chambers

* *These are meetings of the Committee or Common Council. The other listings are either Committee deadlines or staff meetings and actions.*

Dated and Posted: Friday, February 26, 2010

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City Hall

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ORDINANCE 10-05

**TO AMEND ORDINANCE 09-14 WHICH FIXED THE SALARIES OF APPOINTED OFFICERS, NON-UNION AND A.F.S.C.M.E. EMPLOYEES FOR ALL THE DEPARTMENTS OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, FOR THE YEAR 2010 -
Re: Positions in the Legal, Parks and Recreation, and Public Works (Administration, Fleet, Street, and Parking Enforcement) Departments and the Council Office**

- WHEREAS, the Common Council office would like to change the grade and title of the Assistant Administrator/Researcher position to reflect recommendations of the Job Evaluation Committee; and
- WHEREAS, the Legal Department would like to change the grade of the Secretary and the grade and title of the Secretary – Human Rights to reflect recommendations of the Job Evaluation Committee; and
- WHEREAS, the Legal Department’s Risk Division would like to change the grade and title of the Claims Administrator to reflect recommendations of the Job Evaluation Committee; and
- WHEREAS, Parks and Recreation would like to change the grade and title of the Sports Facility Coordinator position to reflect recommendations of the Job Evaluation Committee; and
- WHEREAS, the Public Works Department Administration would like to change the grade and title of the Communications Operator to reflect changes in the position description; and
- WHEREAS, the Public Works Department Fleet Division would like to add the Inventory Coordinator position; and
- WHEREAS, the Public Works Department Parking Enforcement Division would like to add two Parking Enforcement Officers to cover expanded enforcement practices; and
- WHEREAS, the Public Works Department Street Division would like to change the grade and title of the Clerk and Accounts Clerk positions to reflect recommendations of the Job Evaluation Committee;

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

SECTION 1. Section 1 of Ordinance 09-14 shall be amended by deleting the following lines regarding job title and grade as indicated below:

Department	Job Title	Grade
Common Council	Assistant Administrator/Researcher	7
Legal Secretary		4
Legal	Secretary – Human Rights	2
Legal: Risk	Claims Administrator	4
Parks	Sports Facility Supervisor	6
PWD: Admin	Communications Operator	1
PWD: Parking Enforcement	Parking Enforcement Officer (9)	3
PWD: Street	Clerk	1
PWD: Street	Account Clerk	3

SECTION 2. Section 1 of Ordinance 09-14 shall be amended by adding the following lines regarding job titles and grade as indicated below:

Department	Job Title	Grade
Common Council	Deputy Administrator/Researcher	8
Legal Secretary		3
Legal	Secretary – Human Rights and Legal	4

Legal: Risk	Secretary – Risk and Legal	3
Parks	Sports Facility Manager	7
PWD: Admin.	Receptionist/Communications Specialist	2
PWD: Fleet	Inventory Coordinator	4
PWD: Parking Enforcement	Parking Enforcement Officer (11)	3
PWD: Street	Administrative Assistant	2
PWD: Street	Account Clerk/Emergency Grants Coordinator	4

SECTION 3. 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 4. 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 _____, 2010.

ISABEL PIEDMONT-SMITH, 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 _____, 2010.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2010.

MARK KRUZAN, Mayor
City of Bloomington

SYNOPSIS

This ordinance amends the City of Bloomington Salary Ordinance for the year 2010 (Ordinance 09-14). The amendments change the grade and title of the Assistant Administrator/Researcher position (Common Council); the grade and title of the Secretary – Human Rights (Legal); the grade of the Secretary (Legal); and the grade and title of the Claims Administrator (Risk). The amendments also add an Inventory Coordinator (Fleet) and two Parking Enforcement Officers (Parking Enforcement); and change the grade and title of the Communications Operator (Public Works Administration), Clerk and Account Clerk (Street) and the Sports Facility Supervisor (Parks).

Memorandum

To: City Council Members
From: Daniel Grundmann, ES Director
CC: Dan Sherman, Mayor Kruzan, Maria Heslin, Kevin Robling, Mike Trexler, Mick Renneisen, Susie Johnson
Date: 2/26/2010
Re: Proposed Salary Ordinance Amendment (Ordinance 10-05)

We respectfully request the following changes to the 2010 Salary Ordinance (09-14).

Council

The Assistant Administrator/Researcher position in the Council Office has continued to evolve. The position now encompasses significantly more complex research and analysis projects and requires greater independent judgment. The position holder takes on the duties of the Council Administrator/Attorney, but for providing formal legal advice, in his absence. These changes drive the request for change in grade from 7 to 8, and the new title of *Deputy Administrator/Researcher*. Total estimated fiscal impact including PERF and FICA is \$4,048. While an additional appropriation is not required at this time, available funds will be assessed in the third quarter and a transfer or additional appropriation is likely before year's end.

Legal

Numerous changes in job responsibilities among the clerical staff in the Legal department prompted job description review. The *Claims Administrator* position was once largely responsible for the administration of the Worker's Compensation program. Those duties have been moved as the program is no longer administered in the Legal Department. Those duties are replaced with administrative support tasks, and a subsequent reduction in complexity and external relations drives the request for a reduction in grade from 4 to 3, and a change in title to *Secretary – Risk and Legal*. Similarly, the *Secretary* position has seen a change in duties related to accounting and paralegal tasks, which resulted in reduced independent judgment along with knowledge and experience requirements. The result is a recommendation in change of grade from 4 to 3. The incumbents' wages are within the parameters of the proposed pay range and not reduced as a result of this change.

The *Secretary – Human Rights* position has assumed increased responsibilities that are paralegal in nature, and now serves department-wide needs. The resulting increase in

complexity, independent judgment, and knowledge requirements drove this request for a grade change from 2 to 4 and a change in title to *Secretary – Human Rights and Legal*.

The total estimated annualized budgetary impact from these positions, including PERF and FICA, is \$4,865. No additional appropriation is required at this time.

Parks and Recreation

Job description revision and review of the *Sports Facility Supervisor* revealed increased complexity and consequence of error associated with the position. As a result, we are requesting an increase in grade from 6 to 7, and a change in title to *Sports Facility Manager* to better reflect organizational structure in the department. Because the incumbent was hired recently as a new employee within budgeted dollars, there is no fiscal impact.

Public Works Administration

After job analysis, the *Communications Operator* position in Public Works has been revised and includes additional duties related to receiving citizen input and concerns. Preliminary review in Employee Services drives the recommendation to change the grade from 1 to 2, and a change in title to *Receptionist/Communications Specialist*. No additional appropriation is required.

In the Fleet Division we are requesting the addition of the *Inventory Coordinator* position. Past practice dictated a far less than efficient inventory system whereby each individual mechanic was an agent of inventory tracking and parts ordering. This decentralized process significantly reduced effective use of our mechanic skills, increased vehicle repair time thereby reducing efficiency of operations in tangential departments, and resulted in deficiencies with inventory tracking. We have instituted a new process and to do so have reassigned labor from other parts of the organization, at the expense of the essential functions of those jobs. Adding this position will allow us to create greater efficiencies in our Fleet division. The JEC review process resulted in a recommendation of grade 4. An additional appropriation is not required at this time, and, due to turnover in the division, surplus funds are available for the position. Available funds will be assessed in the third quarter and a transfer or additional appropriation may be requested before year's end.

In the Parking Enforcement Division we request the addition of two *Parking Enforcement Officer* positions. We began night enforcement in the garages, in accordance with Council approved language in the Bloomington Municipal Code, on August 27, 2009. In the fourth quarter alone we collected over \$24,000 in directly attributable additional meter fees, and wrote citations valued in excess of \$62,000 (revenue totals will vary according to escalation fees and collection rates). Annualized, our anticipated collections *for meters alone* are approximately \$80,000 (adjusted for lower volume months). We are currently employing two temporary part-time individuals in the position and seek to make those positions Regular Part Time with benefits (RFP). The total annual cost for those temporary positions is approximately \$40,000. The total estimated cost for RPT jobs is \$60,650, or an additional \$20,650. This expense is far less than the total anticipated revenue generated from meters alone, and magnitudes less when including citation collections. In other words, the positions

generate significantly more revenue than they absorb. No additional appropriation is required at this time.

In the Street Division we request a change in grade and title for both the *Clerk* and the *Account Clerk* positions, consistent with results from JEC review. Increased complexity and responsibility in the *Clerk* position resulting from dispatching and reporting work crew activities precipitated this request for alteration in grade from 1 to 2, and the new title of *Administrative Assistant*.

The *Account Clerk* job now encompasses new tasks related to emergency management coordination including data collection, reporting requirements, and grant application. Additionally, this position has taken on duties related to State Board of Accounts reporting and inventory management. The expanded responsibilities result in our request for a change in grade from 3 to 4 and the title of *Account Clerk/Emergency Grants Coordinator*.

The total estimated annualized budgetary impact for these positions, including PERF and FICA, is \$2,476. No additional appropriation is required.

Thank you for considering approval of this amendment to the Salary Ordinance. Please feel free to contact me with any questions.