



City of Bloomington Common Council

Legislative Packet

Regular Session

21 May 2008

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

812.349.3409

council@bloomington.in.gov
<http://www.bloomington.in.gov/council>



Packet Related Material

Memo

Agenda

Calendar

Notices and Agendas:

None

Legislation for Final Action:

- **Ord 08-08** Ordinance Authorizing the City of Bloomington, Indiana to Issue Its "City of Bloomington, Indiana Economic Development Revenue Bonds, Series 2008 (Henderson Court Apartments Project)" and Approving and Authorizing Other Actions in Respect Thereto
Contact: Danise Alano at 349-3406 or alanod@bloomington.in.gov

Please see the [7 May 2008 Legislative Packet](#) for the legislation, summary, and related materials.

- **Res 08-07** To Authorize Agents To Accept Pension Liability on Behalf of the City of Bloomington
- Memo from Margie Rice, Assistant City Attorney
Contact: Daniel Grundmann at 349-3578 or grundmad@bloomington.in.gov

Legislation and Background Material for First Reading:

- **App Ord 08-02** To Specially Appropriate from the General Fund, Parks Land Acquisition Fund, Parks General Fund, and Risk Management Fund Expenditures Not Otherwise Appropriated (Appropriating Funds from the General Fund for Housing and Neighborhood Development; Appropriating Funds from the Parks Land Acquisition Fund and the Parks General Fund for Parks and Recreation; and Appropriating Funds from the Risk

Management Fund for Worker's Compensation)

- Memo from Mike Trexler, Controller; Memo from Council Office to Controller

Contact: Mike Trexler at 349-3416 or trexlerm@bloomington.in.gov

- **Ord 08-09** To Amend Ordinance 07-18 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 2008 - Re: Positions in the Employee Services Department, Public Works Department, Parks and Recreation, and Utilities

- 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

Two Items Ready for Final Action and Two Items Ready for Introduction at the Regular Session on May 21st

There are two items ready for final action and two items ready for introduction at the Regular Session next week. The two items ready for final action include **Ord 08-08**, which can be found in the [7 May 2008 Legislative Packet](#), and **Res 08-07**, which can be found in this packet. The two items ready for introduction include **App Ord 08-02** and **Ord 08-09** which can be found in this packet and are summarized below (along with the aforementioned resolution).

Final Actions:

Item Two - Res 08-07 - Appointing Agent to Accept Pension Liability

The second item ready for final action is **Res 08-07**. It appoints certain persons to certify records for the Public Employee Retirement Fund (PERF) for the City's three pension accounts and is necessary now because our former Controller, Susan Clark, served in that capacity. Please note that the City's three pension accounts are for: 1) the main City of Bloomington, 2) the City of Bloomington Utilities, and 3) the Bloomington Public Transit Corporation (BPTC).

According to I.C. 5-10.2-3-1(1)(e), the Council must perform those tasks or appoint an agent to do so. Given the recent departure of Susan Clark, this resolution appoints Michael Trexler, the new Controller, as well as Daniel Grundmann, Director of Employee Services, the pension agents for first two accounts. It also appoints Christa Browning, Controller of the Bloomington Public Transit Corporation, the pension agent for the third account.

First Readings:

Item One – App Ord 08-02 – Appropriating Monies from the General Fund, Parks General Fund, Parks Land Acquisition Fund, and Risk Management Fund

App Ord 08-02 is the first appropriation ordinance coming forward under our new Controller, Mike Trexler. It appropriates \$232,000 from the General Fund, Parks General Fund, Parks Land Acquisition Fund and Risk Management Fund. The following paragraphs rely on Trexler's Memo to the Council and briefly explain these appropriations.

General Fund – Appropriate \$11,000 of Unspent Jack Hopkins Social Services Funds from 2007 for Use in 2008

The Jack Hopkins Social Services Funding (JHSSF) Committee requested the reappropriation of an unspent grant funds from 2007 for use in 2008. Earlier this year the Committee declined a first-ever request to modify and extend an \$11,000 unspent grant from 2007 through the end of 2008. The Committee would have preferred to have these funded used during the original funding cycle but, absent that, wished to make the money available for allocation in 2008. The JHSSF program awards funds addressing local social services needs on a competitive grant basis and will be presenting its recommendations for allocation of \$165,000 (plus this appropriation if approved) in the form of a resolution on June 18th.

Parks General and Land Acquisition Funds - Reimburse the Parks General Fund for \$21,000 Spent to Pave Site of Former Motorcycle Shop at Cascades Park

The Parks and Recreation Department acquired the site of the former motorcycle shop in Cascades Park and paved over the area as part of the

remediation required by the Indiana Department of Environmental Management. The funds for acquiring and remediating the site were placed in the Parks Land Acquisition Fund last year. The paving, however, was done this Spring by Public Works with monies provided from the Parks General Fund. This appropriation reimburses the Parks General Fund for this outlay with monies from the Parks Land Acquisition Fund.

Risk Management Fund - Appropriate \$200,000 to Cover Worker's Compensation Expenses

The Employee Services Department has requested an additional \$200,000 from the Risk Management Fund to cover unanticipated Worker's Compensation expenses. The City budgeted \$300,000 for Worker's Compensation expenses in 2008 which, although sufficient based upon past trends, will not cover the costs of a few expensive incidents. The Risk Management Fund was budgeted for approximately \$679,000 this year and covers tort claims, safety management programs, and non-health-related insurance for the City along with Worker's Compensation. This appropriation will leave approximately \$100,000 cash balance in the Fund at the end of the year – which amounts to about two months worth of the annual expenditures.

Item Two – Ord 08-09 – Amending the City of Bloomington Salary Ordinance for 2008 (Ord 07-18) - Regarding Jobs in the Employee Services, Public Works, Parks and Recreation, and Utilities Departments

Ord 08-08 amends Ord 07-18 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 2008. These amendments affect jobs in the Employee Services, Public Works, Parks and Recreation, and Utilities departments. They come forward as a result of revised job descriptions that department heads submit to the Employee Services department. Daniel Grundmann and Jean Joque, Manager of Training and Organizational Development, then review them and convene the Job Evaluation Committee (JEC) to assign a grade to jobs with significant changes in duties. 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, Director of Employee Services, to explain these proposed amendments.

Employee Services – Two Upgrades

Benefits Manager – Upgrade from Grade 7 to 8 More involvement with the financial analysis of the health care plan and the administration of the Worker’s Compensation and Family Medical Leave Act (FMLA) have made the job of Benefits Manager more complex and led the JEC to recommend the increase in grade from 7 to 8.

Office Manager – Upgrade from Grade 3 to 4 Revisions in the job description to reflect supervisory duties led to the increase in grade – which is consistent with other Office Manager positions within the City.

Fiscal Impact: These changes will not require an additional appropriation and would amount to \$5,908 in 2008 if they had been made at the beginning of the year. While we are almost half-way through the year, the Memo from Grundmann calculates the costs of these changes on an “annualized basis” in order to provide a gauge of future costs.

Public Works – Two Upgrades with One Change in Title

Traffic: Assistant Traffic Control Specialist – Change Title to “Assistant Traffic Control Manager” and Upgrade from 4 to 5 The Public Works department renamed and rewrote the description for this job and, upon review, the JEC concluded that the increase in responsibility for traffic signal operations warranted the upgrade from 4 to 5.

Engineering: Engineering Field Specialist (Two Positions) – Upgrade from 4 to 6 The JEC concluded that the greater duties connected with project management, inspection, and public education for both public construction and private development led to an increase in the complexity, experience, independent judgment and consequences associated with the position and warranted the upgrade from 4 to 6.

Fiscal Impact: These changes will also not require an additional appropriation and would amount to \$13,845 in 2008 (on annualized basis).

Parks and Recreation – One Upgrade and Downgrade with Two Changes in Title

Youth Services Coordinator (Vacant Position) – Change Title to “Health/Wellness Coordinator” and Reduce Grade from 7 to 6

The Parks and Recreation department took advantage of some vacancies to review its organizational structure and revise several job descriptions and one job title. The JEC agreed that the new Health/Wellness Coordinator job should be at Grade 6.

Working Foreman – Change Title for One of Six Positions to “Crew Leader” and Upgrade It from 108 to 110 The Parks and Recreation Department also changed one Working Foreman to a Crew Leader to better reflect leadership responsibilities and the JEC concluded the changes warranted an upgrade from 108 to 110.

Fiscal Impact: On an annualized basis, these changes would result in a *reduction* of \$9,893 in 2008.

Utilities – One Upgrade with Change in Title and One Additional Budgeted, But Unlisted Job

Accounting and Finance: Budget/Research Analyst (Vacant Position) – Change Title to “Accounting Manager” and Upgrade It from 6 to 7

The Utilities Department changed the title of this vacant position and expanded its duties to include more in-depth review of financial documentation and the reconciling of transfers between the water, wastewater, and storm water utilities. The JEC recommended an increase in grade from 6 to 7.

Customer Relations: Customer Relations Representative – Add One Position to Reflect One Budgeted, But Unlisted Position (Now 4) The Employee Services department discovered that the City had budgeted for four Customer Relations Representatives but had only included three in the salary ordinance. This amendment corrects that oversight.

Fiscal Impact: The Memo indicates that the fiscal impact of these changes will be “negligible.”

Belated Happy Birthday to Tim Mayer (5/14/08)!

**NOTICE AND AGENDA
BLOOMINGTON COMMON COUNCIL REGULAR SESSION
7:30 P.M., WEDNESDAY, MAY 21, 2008
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. Ordinance 08-08 Ordinance Authorizing the City of Bloomington, Indiana to Issue Its "City of Bloomington, Indiana Economic Development Revenue Bonds, Series 2008 (Henderson Court Apartments Project)" and Approving and Authorizing Other Actions in Respect Thereto

Committee Recommendation: Do Pass 8 – 0 – 0

2. Resolution 08-07 To Authorize Agents to Accept Pension Liability on Behalf of the City of Bloomington

Committee Recommendation: Not Applicable

VII. LEGISLATION FOR FIRST READING

1. Appropriation Ordinance 08-02 To Specially Appropriate from the General Fund, Parks Land Acquisition Fund, Parks General Fund, and Risk Management Fund Expenditures Not Otherwise Appropriated (Appropriating Funds from the General Fund For Housing and Neighborhood Development; Appropriating Funds from the Parks Land Acquisition Fund and Parks General Fund for Parks and Recreation; and Appropriating Funds from the Risk Management Fund for Worker's Compensation)

2. Ordinance 08-09 To Amend Ordinance 07-18 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 2008 – Re: Positions in the Employee Services Department, Public Works Department, Parks and Recreation, and Utilities

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
Indiana

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



Office of the Common Council

(p:) 812.349.3409

(f:) 812. 349.3570

council@bloomington.in.gov

www.bloomington.in.gov/council

To: Council Members

From: Council Office

Re: Calendar for the Week of May 19-24, 2008

Monday, May 19, 2008

12:00 pm Bloomington Entertainment & Arts District Advisory Committee, McCloskey
4:00 pm Banneker Advisory Council Meeting, Banneker Community Center, 930 W. 7th St.
4:00 pm Council for Community Accessibility, McCloskey
5:30 pm Plan Commission Special Meeting, Council Chambers
5:30 pm Jack Hopkins Social Services Funding Committee Pre-Allocation Hearing, Council Library, Suite 110
5:30 pm Bicycle Pedestrian & Safety Commission, Hooker Room

Tuesday, May 20, 2008

10:30 am Bloomington Police Department Swearing-In Ceremony, Council Chambers
10:30 am National HIV Testing Day Planning Committee, Dunlap
2:00 pm *Smart Growth & the Protection of Natural Resources & Water Quality* – Bloomington Transportation Options for People presents Robert McCormick on economic, motorization, and energy use trends, Council Chambers
4:00 pm Board of Public Safety, McCloskey
4:00 pm Community & Family Resources Commission, Hooker Room
5:30 pm Animal Control Commission, McCloskey
7:00 pm *Smart Growth & the Protection of Natural Resources & Water Quality* – Bloomington Transportation Options for People presents Robert McCormick on economic, motorization, and energy use trends, Council Chambers

Wednesday, May 21, 2008

9:30 am Tree Commission, Rose Hill Cemetery Office, 930 W. Fourth St.
10:30 am Safe Routes to School, Hooker Room
2:00 pm Hearing Officer, Kelly
7:00 pm Council of Neighborhood Associations, Hooker Room
7:30 pm Common Council Regular Session, Council Chambers

Thursday, May 22, 2008

12:00 pm Redevelopment Commission Special Meeting, McCloskey
1:30 pm Charter Bus Parking Program, McCloskey
4:00 pm Jack Hopkins Social Service Funding Allocation Hearing, Council Chambers
5:30 pm Board of Zoning Appeals, Council Chambers
6:00 pm Homebuyer's Club, Hooker Room
7:00 pm Environmental Commission, McCloskey
7:00 pm Peak Oil Task Force, Council Library, Suite 110

Friday, May 23, 2008

1:30 pm Metropolitan Planning Organization Technical Advisory Committee, McCloskey

Saturday, May 24, 2008

8:00 am Bloomington Community Farmers' Market, Showers Common, Showers Building, 401 N. Morton

RESOLUTION 08-07

**TO AUTHORIZE AGENTS TO ACCEPT PENSION LIABILITY
ON BEHALF OF THE CITY OF BLOOMINGTON**

WHEREAS, state law requires that an agent be named to accept pension liability for the City's Public Employees' Retirement Fund accounts; and

WHEREAS, the City's three accounts are the main City of Bloomington account (1116-000), the Transit account (1116-001), and the Utilities account (1116-002); and

WHEREAS, the Council desires to appoint Michael Trexler, Controller, and Daniel Grundmann, Employee Services Director, as the City's agents to accept pension liabilities in accounts 1116-000 and 1116-002; and

WHEREAS, the Council desires to appoint Christa Browning, Controller of the Bloomington Public Transit Corporation as Transit's agent to accept pension liabilities in account 1116-001;

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

Section 1. Michael Trexler and Daniel Grundmann of the City of Bloomington are fully authorized and empowered to act on behalf of the City of Bloomington as its agents to accept pension liability for the main City of Bloomington account 1116-000 and Utilities account 1116-002, pursuant to I.C. 5-10.2-3-1, and further to execute and deliver documents related to the Public Employees' Retirement Fund of Indiana.

Section 2. Christa Browning of the Bloomington Public Transportation Corporation, is fully authorized and empowered to act on behalf of and in the name of the City of Bloomington as its agent to accept pension liability for the Transit Account 1116-001, pursuant to I.C. 5-10.2-3-1, and further to execute and deliver documents related to the Public Employees' Retirement Fund of Indiana.

Section 3. This resolution will remain in full force and effect until modified or rescinded by subsequent resolution and receipt thereof in writing by the Director of PERF.

PASSED and ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ of _____, 2008.

SUSAN SANDBERG, 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 _____, 2008.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2008.

MARK KRUZAN, Mayor
City of Bloomington

SYNOPSIS

In accordance with state law, this resolution authorizes Michael Trexler, Controller and Daniel Grundmann, Employee Services Director to accept pension liability for the main City of Bloomington Public Employees' Retirement Fund (PERF) account and for the Utilities' PERF account. It also appoints the Controller of Bloomington Public Transit Corporation, Christa Browning, to accept pension liability for Transit's PERF account.

**Corporation Counsel
Kevin R. Robling**

**City Attorney
Margie Rice**

**Assistant City Attorneys
Susan Failey
Jacquelyn F. Moore
Patricia M. Mulvihill
Vickie Renfrow
Margie Goodwin Schrader**

TO: Members, City of Bloomington Common Council

CC: Mark Kruzan, Mayor
Maria Heslin, Deputy Mayor
Kevin R. Robling, Corporation Counsel
Dan Sherman, City Council Attorney

FROM: Margie Rice, City Attorney

DATE: May 14, 2008

RE: Public Employees' Retirement Fund

An Indiana state law provision, related to the Public Employees' Retirement Fund ("PERF"), authorizes municipalities to name agents for the purpose of accepting pension liability on their behalf. The City of Bloomington ("City") previously named former City Controller Susan Clark as its sole agent, via a resolution passed by the Common Council of the City of Bloomington. Ms. Clark's recent resignation requires the City to name a new agent or agents.

The resolution presented to you names City Controller, Mike Trexler, and Employee Services Director, Daniel Grundmann, as the City's agents. State law does not limit the number of possible agents. It seems appropriate to have more than one named agent so that, in the absence of one agent, the City remains covered. A connection exists between the PERF accounts for the City and Bloomington Public Transit Corporation ("BPTC"); therefore, this resolution also names BPTC's agent. Christa Browning, BPTC's controller, shall remain their sole agent.

APPROPRIATION ORDINANCE 08-02

TO SPECIALLY APPROPRIATE FROM THE GENERAL FUND, PARKS LAND ACQUISITION FUND, PARKS GENERAL FUND, AND RISK MANAGEMENT FUND EXPENDITURES NOT OTHERWISE APPROPRIATED

(Appropriating Funds from the General Fund for Housing and Neighborhood Development; Appropriating Funds from the Parks Land Acquisition Fund and Parks General Fund for Parks and Recreation; and Appropriating Funds from the Risk Management Fund for Worker's Compensation)

WHEREAS, the Housing and Neighborhood Development Department desires to increase its budget in order to reappropriate grant funds not utilized in 2007; and

WHEREAS, the Parks and Recreation Department desires to increase its budget in order to transfer money from the Parks Land Acquisition Fund to the Parks General Fund in order to pave the motorcycle shop at Lower Cascades; and

WHEREAS, the City has determined the need to appropriate additional funds for Worker's Compensation and a sufficient balance remains in the Risk Management Fund to pay these expenses;

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 – HAND	
Line 53960 – Grants	\$ <u>11,000</u>
Total General Fund – HAND	<u>11,000</u>
Grand Total General Fund	<u>11,000</u>
Parks Land Acquisition Fund	
Line 53990 – Other Services and Charges	<u>21,000</u>
Total Parks Land Acquisition Fund	<u>21,000</u>
Grand Total Parks Land Acquisition Fund	<u>21,000</u>
Parks General Fund	
Line 54310 – Improvements Other than Bldg.	<u>21,000</u>
Total Parks General Fund	<u>21,000</u>
Grand Total Parks General Fund	<u>21,000</u>
Risk Management Fund	
Line 53420 – Worker's Comp. & Risk Admin.	<u>200,000</u>
Total Risk Management Fund	<u>200,000</u>
Grand Total Risk Management Fund	<u>200,000</u>
Grand Total All Funds	\$ <u>253,000</u>

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 _____, 2008.

SUSAN SANDBERG, 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 _____, 2008.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2008.

MARK KRUZAN, Mayor
City of Bloomington

SYNOPSIS

This ordinance appropriates money from the General Fund for Housing and Neighborhood Development (to distribute grant funds not utilized in 2007). It also appropriates money from the Parks Land Acquisition Fund and Parks General Fund for Parks and Recreation (to reimburse the Parks General Fund for expenditures made to pave the site of the former Motorcycle Shop at Cascades Park. Lastly, it appropriates money from the Risk Management Fund for Worker's Compensation (to fund additional expenses).



MARK KRUZAN
MAYOR

CITY OF BLOOMINGTON

401 N Morton St
Post Office Box 100
Bloomington IN 47402

MIKE TREXLER
CONTROLLER

CONTROLLER'S OFFICE

p 812.349.3412
f 812.349.3456
controller@bloomington.in.gov

Memorandum

To: Council Members
From: Mike Trexler, Controller
Date: May 09, 2008
Re: Appropriation Ordinance 08-02

General Fund – Housing and Neighborhood Development. The Jack Hopkins Social Services Funding (JHSSF) Committee is requesting that \$11,000 of unspent grant funds from 2007 be reappropriated for use in 2008. The Committee recently heard a request from one agency that wished to modify its \$11,000 grant and extend it until the end of 2008. None of these funds were utilized in 2007. The Committee decided to deny the request due to concerns for setting the precedent of allowing money to lie fallow for the whole funding cycle while not being made available to other agencies that were in a position to use it. This reappropriation will allow the Committee to add this amount to its 2008 awards.

Parks General Fund & Parks Land Acquisition Fund. The final step of the acquisition and remediation of the former Motorcycle Shop property in Cascades Park included paving over the site after the building was removed. Cost of the paving was included as part of the acquisition of the site which was paid for by the land acquisition fund approved by Council. The paving plants closed last fall before this work could be done. Public Works staff completed the paving earlier this spring when it fit into their work schedule. Parks paid for the paving materials out of the parks general fund. This appropriation pays back the parks general fund from the land acquisition fund as originally intended as part of this transaction.

Risk Management Fund. The Employee Services Department has requested an additional appropriation of \$200,000 from the Risk Management Fund in order to cover Workers Compensation (W/C) expenses. After authorization of this appropriation, the projected year end cash balance in the Risk Fund will be approximately \$100,000 which is approximately equal to a two month reserve.

The grand total for this appropriation is \$232,000. Sufficient balances exist in each of these funds to support the appropriation request. Feel free to contact me by email at trexlerm@bloomington.in.gov or by phone at 349-3412 at any time.



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

To: Mike Trexler, Controller
From: Dan Sherman, Administrator/Attorney
Re: Request to Reappropriate \$11,000 of Reverted Funds for the Jack Hopkins Social Services Funding Program
Date: Thursday, May 8, 2008

The Jack Hopkins Social Services Funding (JHSSF) Committee met on February 28, 2008 to review the program for 2008 and, among many other actions, decided to request that \$11,000 of unspent funds from 2007 be reappropriated for use in 2008.

During that meeting, the Committee heard a request from one agency that wished to modify its \$11,000 grant and extend it until the end of 2008. After considerable discussion, the Committee decided to deny the request (largely out of concern for setting the precedent of allowing money to lie fallow for the whole funding cycle while not being made available to other agencies who were in a position to use it.)

At the same time, in recognition of the strong evidence of unmet needs for social services in this community, the Committee decided to respectfully request the reappropriation of these funds for allocation in 2008.

A brief background on the JHSSF program may be in order here. This grant program began in 1993 at the behest of former Councilmembers Jack Hopkins, John Fernandez and others. Since that time, the City has allocated over \$1.3 million through competitive grants to applications that:

- Address a gap identified in a community-wide survey of social services needs;
- Request a one-time investment in a program or project that is leveraged by other contributions; and
- Will lead to broad and long-lasting effects.

The Committee also wanted to express its appreciation to the Mayor for increasing the appropriation for this program in 2008 from \$145,000 to \$165,000 and notes that this \$11,000 appropriation (of reverted funds) would bring the amount available this year to \$176,000. Since that meeting in February, the Committee received 29 applications requesting a total of about \$384,446 and decided to hear presentations on May 9th from 20 agencies who are requesting about \$336,272. Later this month (on May 22nd) the Committee should make its recommendations to the Council, which is scheduled to consider them in the form of a resolution on June 18th.

Please note that this program is done in cooperation with the HAND Department which helps agencies with their applications (upon request), aids in the deliberations, and monitors the implementation of the grants. For this reason, the appropriation would go into Line 399 (Grants) of the HAND Department's budget.

Please let me know if you need further information in regard to this request.

ORDINANCE 08-09

**TO AMEND ORDINANCE 07-18 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 2008
- Re: Positions in the Employee Services Department, Public Works Department, Parks and Recreation, and Utilities**

- WHEREAS, the Employee Services Department would like to change the grades of the Benefits Manager and Office Manager positions to reflect changes in responsibilities; and
- WHEREAS, the Public Works Department would like to change the grade and title of the Assistant Traffic Control Specialist and the grade of the Engineering Field Specialist to reflect recommendations of the Job Evaluation Committee; and
- WHEREAS, Parks and Recreation would like to change the grade and title of the Youth Services Manager, and convert a Working Foreman position to Crew Leader; and
- WHEREAS, Utilities would like to change the grade and title of the Budget/Research Analyst and add a Customer Service Representative position which was included in the budget but inadvertently excluded from the Salary Ordinance;

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 07-18 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>
Employee Services	Benefits Manager	7
Employee Services	Office Manager	3
PWD: Engineering	Engineering Field Specialist (2)	4
PWD: Traffic	Assistant Traffic Control Specialist	4
Parks	Youth Services Manager	7
Parks	Working Foreman (6)	108
Utilities: Accounting & Finance	Budget/Research Analyst	6
Utilities: Customer Relations	Customer Relations Representative (3)	2

SECTION II. Section 1 of Ordinance 07-18 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>
Employee Services	Benefits Manager	8
Employee Services	Office Manager	4
PWD: Engineering	Engineering Field Specialist (2)	6
PWD: Traffic	Assistant Traffic Control Manager	5
Parks	Health/Wellness Coordinator	6
Parks	Working Foreman (5)	108
Parks	Crew Leader	110
Utilities: Accounting & Finance	Accounting Manager	7
Utilities: Customer Relations	Customer Relations Representative (4)	2

SECTION III. 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 IV. 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 _____, 2008.

SUSAN SANDBERG, 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 _____, 2008.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2008.

MARK KRUZAN, Mayor
City of Bloomington

SYNOPSIS

This ordinance amends the City of Bloomington Salary Ordinance for the year 2008 (Ordinance 07-18). The amendments change the grades of the Benefits Manager and Office Manager (Employee Services) along with the Engineering Field Specialists and the grade and title of the Assistant Traffic Control Specialist (Public Works Department). The amendments also change the grade and title of the Youth Services Manager and one of the Working Foremen positions (Parks and Recreation), converting them to Health/Wellness Coordinator and Crew Leader respectively. They also change the grade and title of the Budget/Research Analyst (Utilities), and include the addition of a Customer Service Representative, which was accounted for in the 2008 budget but not added to the Salary Ordinance.

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, Patrick Murphy
Date: 5/16/2008
Re: Proposed Salary Ordinance Amendment (Ordinance 08-09)

We respectfully request the following changes to the 2008 Salary Ordinance (07-18).

Employee Services

The *Benefits Manager* position has evolved over the last two years and involves greater participation in financial analysis of the health care plan, and administration of Worker's Compensation and FMLA. The result is an increase in complexity as determined by the Job Evaluation Committee (JEC) and a request for a grade change from 7 to 8. The *Office Manager* position also received review from the committee due to job description revisions. Those revisions reflected supervisory duties that were previously not captured and drove the recommendation to change the grade from 3 to 4, consistent with other Office Manager positions in the organization. The total estimated annualized budgetary impact for these positions, including PERF and FICA, is \$5,908. No additional appropriation is required.

Public Works

In the Traffic Division the *Assistant Traffic Control Specialist* position was reviewed due to increased responsibility associated with traffic signal operations. The JEC review process resulted in a recommendation of grade change from 4 to 5.

In the Engineering Division the *Engineering Field Specialist* position was reviewed to reflect significantly enhanced duties with project management, inspection, and public education in relation to construction and development. The increased complexity, experience required, independent judgment and consequence of errors drove the JEC review and subsequent recommendation to change the grade from 4 to 6.

The total estimated annualized budgetary impact for these positions, including PERF and FICA, is \$13,845. No additional appropriation is required.

Parks and Recreation

Due to position vacancies the Parks and Recreation Department reviewed organizational structure and made changes to several positions. One of the positions was altered significantly and required review by the JEC. The Parks Department would like to change the title of *Youth Services Manager* to *Health/Wellness Coordinator* and reduce the grade from 7 to 6.

Additionally, we would like to change one Working Foreman (grade 108) position in Parks and Recreation to a Crew Leader (grade 110) to better reflect leadership responsibilities of the position and the evolving needs of the Operations Division.

The total annualized budgetary impact for these positions, including PERF and FICA, is a reduction of \$9,893.

Utilities

The Utilities Department has revised the *Budget/Research Analyst* position to better reflect the current duties of the position. Those changes include, among others, analyzing, interpreting, and verifying financial documentation and assuming responsibility for inter-related transfers of monies between water, wastewater, and storm water utilities in order to repay amounts advanced from or due to these utilities. The JEC recognized increased complexity and independent judgment which resulted in our request of a grade change from 6 to 7. We also seek approval for a title change to *Accounting Manager*. There is no current incumbent, thus fiscal impact is undetermined. It will likely be negligible and no additional appropriation is required.

Additionally, Utilities would like to add a Customer Service Representative position to the salary ordinance. It was included in the budget but left out of the salary ordinance. There is no fiscal impact and 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.