



Packet Related Material

Memo

Agenda

Calendar

Notices and Agendas:

Jack Hopkins Social Services Funding Committee Action Sheet for Monday, May 19th at 5:30 p.m. in the Council Chambers

Legislation for Final Action:

Ord 03-12 To Amend Title 15 of the Bloomington Municipal Code Entitled "Vehicles and Traffic" - Re: Stop and Yield Intersections, Restricted Right Turns on Red Lights, Speed Zones, and Various Parking Regulations

(Please see the May 1st packet for legislation, summary, and background materials)

Contact: Justin Wykoff at 349-3593 or wykoffj@city.bloomington.in.us

Res 03-07 To Amend the Interlocal Cooperation Agreement between the City of Bloomington and Monroe County, Indiana in Regard to Planning and Zoning Jurisdiction (Transferring Approximately 8 Acres to the County)

(Please see the May 1st packet for legislation, summary, and background materials)

Contact: Tom Micuda at 349-3459 or micudat@city.bloomington.in.us

Legislation and Background Material for First Reading:

App Ord 03-04 To Specially Appropriate Transfers Within the General Fund, Fleet Maintenance Fund and Parking Enforcement Fund (Transferring Expenditures for Clothing and Tools from Category 1 - Personal Services to Category 2 - Supplies)

- Memo from Susan Clark, Budget and Research Manager

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

App Ord 03-05 To Specially Appropriate from the Wireless Enhanced 911 Non-Reverting Fund Expenditures Not Otherwise Appropriated (Appropriating Funds for Payroll Expenses and to Reimburse the General Fund for Hardware and Software Expenses)

- Memo from Susan Clark, Budget and Research Manager;
Spreadsheets Identifying Reimbursable Expenses and Salaries

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

Ord 03-13 To Amend Ordinance 02-18 which Fixed the Salaries of Appointed Officers and Employees of the City of Bloomington for the Year 2003 -Re: Civilian positions in the Engineering, Information Services, Parks and Recreation, and Police Departments

- Memo from Daniel Grundmann, Director of Employee Services

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

Ord 03-14 To Amend Ordinance 02-19 which Fixed the Salaries of Appointed Officers and Employees of the Utilities Department of the City of Bloomington for the Year 2003 - Re: Two Positions In Purchasing

- Please See Memo from Daniel Grundmann, Director of Employee Services Accompanying Ord 03-13

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

Minutes from Regular Session:

None

Memo

Reminder: Jack Hopkins Social Services Funding Committee Recommendations Expected Monday at 5:30 p.m. in the Council Chambers

Two Items Ready for Final Action and Four Items Ready for First Reading at the Regular Session on May 21, 2002

There is an ordinance and resolution ready for final action coming forward next Wednesday without discussion at Committee of the Whole. These items are briefly noted below and can be found in the May 1st packet. In addition to these items, there are two appropriation ordinances and two amendments to the 2003 salary ordinances ready for first readings. These are summarized below and included with this packet.

Regular Session - Second Readings (Please see May 1st packet for summary and materials)

Ord 03-12 Amending Title 15 (Vehicles and Traffic) Regarding Stop and Yield Intersections, Right Turn on Red Lights, School Speed Zones, and Various Parking Regulations (Including the Expanding of the Elm Heights Neighborhood Parking Zone)

Res 03-07 Amending the Interlocal Agreement Between City and County Regarding the Planning Jurisdiction by Transferring 8 Acres at 1401 West Gourley Pike to the County.

Regular Session - First Readings *(Please see this Packet for summary and materials)*

App Ord 03-04 Transferring Expenditures for Clothing and Tools from Category 1 (Personal Services) to Category 2 (Supplies) in Three Funds

App Ord 03-05 Appropriating New Monies Deposited in the Newly Established Wireless Enhanced 911 Fund for Emergency Dispatch Services

Ord 03-13 Amending the 2003 Salary Ordinance for the Civil City (Ord 02-18) Regarding Positions in the Engineering, ITS, Parks & Recreation, and Police Departments

Ord 03-14 Amending the 2003 Salary Ordinance for Utilities (Ord 02-19) to Raise the Grade of Two Positions in the Purchasing Department

First Readings

Item One - App Ord 03-04 Transferring Expenditures for Clothing and Tools from Category 1 (Personal Services) to Category 2 (Supplies) in Three Funds

The first item for first reading, **App Ord 03-04**, transfers expenditures for clothing and tools from Category 1 (Personal Services) to Category 2 (Supplies) in three funds. The City provides money for certain employees to buy clothing and tools, and the Controller's Office recently determined that these allocations are non-taxable fringe benefits that are more properly listed under Supplies rather than Personal Services. This ordinance merely transfers the following monies from the one category to another in three funds:

- \$22,089 within the General Fund for the police officers,
- \$3,600 within the Fleet Maintenance Fund for the mechanics, and
- \$6,300 within the Parking Enforcement Fund for the parking enforcement officers.

Item Two - App Ord 03-05 Appropriating New Monies Deposited in the Newly Established Wireless Enhanced 911 Fund for Emergency Dispatch Services

App Ord 03-05 is the first appropriation from the Wireless Enhanced 911 Fund, which was just established with the adoption of Ord 03-09 last month. As you may recall, this fund was created as a result of a change in state law, which allowed localities with the capacity to identify and locate emergency mobile or cell phone calls, to receive a portion of the fee imposed by the state on these phone users. The County recently deposited approximately \$284,576 in the fund for the portion of fees it had received for the City prior to the beginning of this year and another \$31,914 for the fees it received for this City in the first quarter of this year (totaling approximately \$316,490).

These monies may only be used for expenses related to the enhanced wireless 911 service. The police department is proposing to use about \$140,000 to reimburse the General Fund for expenditures made in the last two years for a computer aided dispatch and records management system (known as Logisys). It also is proposing to use about \$89,000 of existing funds and a significant amount of future funds to cover the costs of three Telecommunications Supervisor positions that are now paid out of the General Fund and use the General Fund to pay for four new records clerks. As noted below (under the summary for Ord 03-13), these new records clerks will be responsible for taking the non-emergency calls, which now comprise at least 60% of the dispatch load of calls.

Item Three - Ord 03-13 Amending the Civil City Salary Ordinance for 2003 (Ord 02-18) Regarding Positions in the Engineering, Parks & Recreation, ITS and Police Departments

Item Four - Ord 03-14 Amending the Salary Ordinance for the Utilities Department for 2003 (Ord 02-19)

The Employee Services department is bringing forward ordinances amending the 2003 salary schedules for the Civil City (Ord 03-13) and Utilities (Ord 03-14). The Director, Daniel Grundmann, has submitted one memo that explains the changes proposed in both pieces of legislation. The following paragraphs summarize the changes proposed in Ord 03-13 for the four departments in the Civil City and then summarize the changes proposed in Ord 03-14 for Utilities. All the proposed changes in grade were reviewed and approved by the Job Evaluation Committee.

Engineering - Raising Grade of Project Inspectors from 5 to 7

This department wishes to increase the grade for the Project Inspector from 5 to 7 based upon a revised job description which reflects more responsibility for managing as well as inspecting public works projects. The Job Evaluation Committee approved the increase in grade based upon the greater independent judgment and consequences of error associated with the new duties. There are two Project Inspectors and the fiscal impact of these changes should be less than \$3,500 for this year, which can be covered in the existing budget.

ITS - Department-Wide Review of Job Descriptions Leads to Renaming All 13 Positions, Upgrading 1 Position, Adding 1 Position, and Downgrading 2 Positions

The director has reviewed the job descriptions for the entire department and is proposing to rename all thirteen positions, upgrade one position, add one position, and downgrade two positions. For nine of the positions, he merely wishes to change the name in order to better reflect actual duties. This summary will cover the four positions that are either added, upgraded, or downgraded (and will let the reader go to the memo from Employee Services or the ordinance to view the positions that are merely renamed).

Renaming User Support and Systems Specialist as User Support Specialist and Lowering Grade from 7 to 5

The current job descriptions for this department divide staff into the Systems Group, which was to design and build the network equipment and work stations, and the User Support Group, which was to administer hardware and software once it was deployed. As the department has evolved, however, the Systems Group now is responsible for the network server and related systems, and the User Support Group is responsible for the providing and maintaining desktop computers used throughout the City. The ordinance reflects this evolution by changing the name of this User Support position and lowering the grade from 7 to 5. Please note that, according to the memo from Employee Services, the incumbent's salary would not be reduced.

Renaming GIS Coordinator as GIS Manager and Raising Grade from 7 to 10

This position is responsible for developing and administering the Geographic Information System (GIS) software and hardware, and

would be managing two full-time specialists as well as several part-time interns if this ordinance is adopted. The new title and three-grade increase reflect the complexity and importance of the system as well as additional administrative responsibilities of the position. The fiscal impact of this upgrade this year should amount to \$4,622 and will be covered from the long vacancy in the Training Manager position.

Renaming Assistant GIS Coordinator as GIS Specialist and Adding Another Employee at this Position (Grade 5)

The department wishes to add another staff to help with the GIS software and hardware, and to call this position a GIS Specialist. The \$20,000 needed for this position for the rest of this year will come from reduced reliance on temporary staff and the \$38,000 needed next year will come from reductions in temporary staff and Other Services and Charges.

Renaming User Support Specialist/Business Manager as Inventory Specialist and Office Coordinator and Lowering Grade from 5 to 2

The department submitted a revised job description that reflects the current duties of this position. The current duties no longer include user support functions (which were to occupy about 50% of the time) and do not entail the same level administrative complexity as previously envisioned. The memo from Employee Services indicates that the three-step loss in grade will not result in a reduction in the incumbent's salary.

Parks and Recreation - Dropping Assistant Operations Superintendent (Grade 6) and Adding Natural Resources Manager (Grade 7)

This department wishes to eliminate the Assistant Operations Superintendent (Grade 6) in the Operations Division and replace it with a Natural Resources Manager (Grade 7). The shift in personnel towards management of the City's natural resources was recommended by the Employee Services department after a review of the department. It reflects the higher priority now given to the acquisition of green space and the need to manage and promote this expanding City asset (e.g. Leonard Springs Nature Park, Latimer Woods, Browns Woods, Clear Creek Trail, and the developing Jackson Creek Trail). The new position is one grade higher than the old one and would have a fiscal impact of about \$1,560 had the old position been filled. No additional appropriation will be necessary to implement this change.

Police - Adding Four Records Clerks (Grade 4)

This department proposes to add four Records Clerks (Grade 4) in order to take non-emergency calls which are now handled by the 911 dispatchers. The memo from Daniel Grundmann indicates that about 60% to 80% of the calls to the 911 dispatchers are of this nature and that shifting this work to the Records Clerks should improve the level of service of the 911 dispatchers as well as reduce the rate of turnover in those positions and the resulting training and overtime costs. As noted in the summary for App Ord 03-05, the Police department proposes to pay the \$64,720 needed for these positions for the rest of this year as well as future costs with the money that is now going towards three Telecommunicator positions, but won't be needed for this purpose because of the new wireless enhanced 911 revenues.

Utilities (Ord 03-14) - Raising Grade of Inventory Coordinator and Purchasing Buyer from 3 to 4

This department wishes to increase the grade of the Inventory Coordinator and Purchasing Buyer positions in the Purchasing department from grade 3 to 4 based upon revised job descriptions which more accurately reflect existing duties. The Job Evaluation Committee found that these duties required the work experience or education and independent judgment associated with the higher grade. The fiscal impact of this change in 2003 would be approximately \$1,520, which can be covered in the existing budget.

**NOTICE AND AGENDA
BLOOMINGTON COMMON COUNCIL REGULAR SESSION
7:30 P.M., WEDNESDAY, MAY 21, 2003
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. Ordinance 03-12 To Amend Title 15 of The Bloomington Municipal Code Entitled "Vehicles and Traffic" – Re: Stop and Yield Intersections, Restricted Right Turns on Red Lights, Speed Zones, and Various Parking Regulations

Committee Recommendation: None

2. Resolution 03-07 To Amend the Interlocal Cooperation Agreement between the City of Bloomington and Monroe County, Indiana in Regard to Planning and Zoning Jurisdiction (Transferring Approximately 8 Acres to the County)

Committee Recommendation: None

VII. LEGISLATION FOR FIRST READING

1. Appropriation Ordinance 03-04 To Specially Appropriate Transfers within The General Fund, Fleet Maintenance Fund and Parking Enforcement Fund (Transferring Expenditures for Clothing and Tools from Category 1 - Personal Services to Category 2 - Supplies)

2. Appropriation Ordinance 03-05 To Specially Appropriate from the Wireless enhanced 911 Non-Reverting Fund Expenditures Not Otherwise Appropriated (Appropriating Funds for Payroll Expenses and to reimburse the General Fund for Hardware and Software Expenses)

3. Ordinance 03-13 To Amend Ordinance 02-18 Which Fixed the Salaries of Appointed Officers and Employees of the City of Bloomington for the Year 2003 – Re: Civilian positions in the Engineering, Information Services, Parks and Recreation, and Police Departments

4. Ordinance 03-14 To Amend Ordinance 02-19 Which Fixed the Salaries of Appointed Officers and Employees of the Utilities Department of the City of Bloomington for the Year 2003 - Re: Two Positions in Purchasing

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
(812) 349-3409
Fax: (812) 349-3570
email: council@city.bloomington.in.us

To: Council Members
From: Council Office
Re: Calendar for the Week of
May 19 – May 25, 2003
Date: May 16, 2003

Monday, May 19, 2003

4:00 pm Council for Community Accessibility, McCloskey
5:00 pm Utilities Service Board, Service Center -1969 South Henderson
5:00 pm Jack Hopkins Social Services Funding Committee – Allocation Hearing, Council Chambers
5:30 pm Bicycle and Pedestrian Safety Commission, Hooker
7:00 pm Community and Family Resources Commission, McCloskey

Tuesday, May 20, 2003

4:00 pm Board of Public Safety, Police
5:30 pm Bloomington Human Rights Commission, Hooker
5:30 pm Public Transportation Corporation Board, Transit
5:30 pm Board of Public Works, Council Chambers
6:30 pm Animal Control Commission, Hooker

Wednesday, May 21, 2003

10:00 am Tree Commission, Lions Den Shelter at Cascades Park
2:00 pm Hearing Officer, Hooker
5:30 pm Green Acres Neighborhood Sidewalk Meeting, Council Chambers
7:00 pm Council of Neighborhood Associations, McCloskey
7:30 pm Common Council Meeting – Regular Session, Council Chambers

Thursday, May 22, 2003

8:00 am Boards that Work, Council Chambers
5:45 pm Martin Luther King, Jr. Birthday Commission, McCloskey

Friday, May 23, 2003

No Meetings Scheduled

Saturday, May 24, 2003

7:00 am Farmer's Market, City Hall Parking Lot

APPROPRIATION ORDINANCE 03-04

**TO SPECIALLY APPROPRIATE TRANSFERS WITHIN THE GENERAL FUND,
FLEET MAINTENANCE FUND AND PARKING ENFORCEMENT FUND
(Transferring Expenditures for Clothing and Tools from
Category 1 - Personal Services to Category 2 - Supplies)**

- WHEREAS, according to past practice, the City has paid all expenses related to clothing and tools from Category 1 – Personal Services, regardless of whether these fringe benefits are taxable to the employee; and,
- WHEREAS, the City desires to conform the allocation and expensing of non-taxable fringe benefit expenditures for clothing and tools to a more appropriate expenditure classification, Category 2 – Supplies; and,
- WHEREAS, the reclassification of non-taxable fringe benefits to a category other than Category 1 – Personal Services is consistent with accounting policies and procedures set forth by the State Board of Accounts;

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
1)	General Fund – Police Department	
	Line 51290 – New Officer Uniforms	(22,089.00)
	Line 52430 – Uniforms & Tools	<u>22,089.00</u>
	Total General Fund	0.00
2)	Fleet Maintenance Fund	
	Line 51290 – Tool Allowance	(3,600.00)
	Line 52430 – Uniforms & Tools	<u>3,600.00</u>
	Total Fleet Maintenance Fund	0.00
3)	Parking Enforcement Fund	
	Line 51260 – Clothing Allowance	(6,300.00)
	Line 52430 – Uniforms & Tools	<u>6,300.00</u>
	Total Parking Enforcement Fund	0.00

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 _____, 2003.

CHRIS GAAL, 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 _____, 2003.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2003.

JOHN FERNANDEZ, Mayor
City of Bloomington

SYNOPSIS

This ordinance transfers money from the Personal Services Category to the Supplies Category for clothing and tools in three separate funds: the General Fund – Police Department, Fleet Maintenance Fund and Parking Enforcement Fund.



**City of Bloomington
Office of the Controller**

Memorandum

To: Council Members
From: Susan Clark, Budget and Research Manager
Date: May 12, 2003
Re: Appropriation Ordinance 03-04

We are requesting authorization for three transfers. All are related to our desire to reclassify non-taxable fringe benefits for clothing and tools.

In the past, the City has paid all expenses related to clothing and tools from Category 1 – Personal Services, regardless of whether these fringe benefits are taxable to the employee. Recently, we researched fringe benefits in IRS publications and discussed our findings with the State Board of Accounts. We determined that allocation of non-taxable fringe benefits to Category 2 – Supplies is more consistent with accounting policies and procedures set forth by the IRS and the State Board of Accounts

General Fund – Police Department

The requested transfer is from Line 129 – New officer uniforms to Line 243 – Uniforms and Tools. The amount of the request is \$22,089.

Fleet Maintenance Fund

The requested transfer is from Line 129 – Tools to Line 243 – Uniforms and Tools. The amount of the request is \$3,600.

Parking Enforcement Fund

The requested transfer is from Line 126 – Clothing Allowance to Line 243 – Uniforms and Tools. The amount of the request is \$6,300.

Feel free to call me at 349-3416 if you have any questions or concerns.

APPROPRIATION ORDINANCE 03-05

**TO SPECIALLY APPROPRIATE FROM THE WIRELESS ENHANCED 911 NON-REVERTING FUND
EXPENDITURES NOT OTHERWISE APPROPRIATED
(Appropriating Funds for Payroll Expenses and to Reimburse the General Fund for
Hardware and Software Expenses)**

- WHEREAS, the Wireless Enhanced 911 Non-Reverting Fund was established with Ordinance 03-09; and
- WHEREAS, the permitted uses of the fund include the payment or reimbursement of personnel expenses and computer hardware and software for the Central Emergency Dispatch Center; and
- WHEREAS, the City desires to shift the costs for three existing Dispatch Center employees from the General Fund to the Wireless Enhanced 911 Non-Reverting Fund; and
- WHEREAS, the City desires to reimburse the General Fund for a portion of the costs for the computer aided dispatch system that is currently being installed at the Dispatch Center;

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
Wireless Enhanced 911 Non-Reverting Fund	
Line 51110 – Salary & Wages – Regular	65,385.00
Line 51130 – Overtime	12,000.00
Line 51210 – FICA	5,920.00
Line 51220 – PERF	5,610.00
Line 53990 – Other Services and Charges	<u>140,000.00</u>
Total	228,915.00

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 _____, 2003.

CHRIS GAAL, 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 _____, 2003.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2003.

JOHN FERNANDEZ, Mayor
City of Bloomington

SYNOPSIS

This ordinance appropriates funds from the Wireless Enhanced 911 Non-Reverting Fund for personnel expenses for three existing Dispatch Center employees. It also appropriates a reimbursement from the Wireless Enhanced 911 Non-Reverting Fund to the General Fund for a portion of the costs for the new computer aided dispatch system.



**City of Bloomington
Office of the Controller**

Memorandum

To:	Council Members
From:	Susan Clark, Budget and Research Manager
Date:	May 12, 2003
Re:	Appropriation Ordinance 03-05

Appropriation Ordinance 03-05 is a request to appropriate funds from the new Wireless Enhanced 911 Non-Reverting Fund (Fund), established with Ordinance 03-09. One portion of this appropriation will result in a shift of personnel costs for three emergency dispatch Telecommunicators from the General Fund to the Wireless Enhanced 911 Non-Reverting Fund. The appropriation to line 53990 – Other Services and Charges, is to reimburse \$140,000 to the General Fund for expenditures made in 2001 and 2002 for the new Logisys computer system at the dispatch center. This proposed transfer to the General Fund was discussed in a memorandum to the Council from Tom Guevara dated March 17, 2003.

By appropriating \$88,915 from the Fund for personnel costs, we will free up previously appropriated General Fund money for telecommunicator personnel costs. The Police Department has requested, with support from the administration, to add four critically needed new Records Clerks. The shift of telecommunicators costs to the Wireless Enhanced 911 Fund will allow the Police Department to hire these clerks without a net increase in costs to the General Fund. Future budgets for the Police Department will include estimates for the three Telecommunicators being paid from this Fund.

The City's share of the Public Safety Answering Point allocation for the central dispatch system for collections through 12/31/02, in the amount of \$284,576.39, has been deposited into the Fund. On May 7, 2003, we received \$31,914.44 for the first quarter of 2003.

Also included with this memorandum are two spreadsheets indicating Logisys Costs for the central dispatch software through 12/31/02, and an analysis of shifting the cost of three Telecommunicators from the General Fund.

Please refer to the memo from Dan Grundmann regarding the amendment to the 2003 Salary Ordinance which includes the addition of the new Records Clerks.

Feel free to call me at 349-3416 if you have any questions or concerns.

Logisys Costs					
Computer Aided Dispatch (CAD) and Records Management System					
Through 12/31/02					
Date	Description	Cost	Grant	General Fund	CAD Expenditures from GF
Sep-01	Down payment	135,000.00	132,308.00	2,692.00	2,692.00
Dec-01	8 Dispatch PC's & 16 monitors	27,696.00		27,696.00	27,696.00
Feb-02	CAD functional specs	30,000.00		30,000.00	30,000.00
	Fire RMS functional specs	7,000.00		7,000.00	
	CAD tutorial	30,000.00		30,000.00	30,000.00
	RMS functional specs	13,000.00		13,000.00	
Mar-02	RMS tutorial	13,000.00		13,000.00	
	Fire records mgmt tutorial	7,000.00		7,000.00	
Oct-02	Fire RMS	7,000.00		7,000.00	
	RMS data prep	7,000.00		7,000.00	
	CAD server/monitor	6,970.00		6,970.00	6,970.00
Nov-02	Multitech modem	510.00		510.00	255.00
	Lexmark network laser printer/CAD	6,850.00		6,850.00	6,850.00
	IBM Netfinity disk array	7,500.00		7,500.00	3,750.00
	RMS server/monitor	7,670.00		7,670.00	
Dec-02	CAD user training	22,000.00		22,000.00	22,000.00
	RMS user training	10,000.00		10,000.00	
	CAD data prep	30,000.00		30,000.00	30,000.00
	CAD installation	30,000.00		30,000.00	30,000.00
	RMS installation	13,000.00		13,000.00	
	RMS data prep	13,000.00		13,000.00	
Dec-02	Bar code scanner	2,630.00	70,231.80	3,188.20	2,659.60
	Bar code scanner	2,630.00			
	Firstcall CAD software	50,000.00			
	CAD status display software	2,000.00			
	Datatrak software	2,000.00			
	Graphical display analysis software	2,000.00			
	Project admin & mgmt services	8,500.00			
	System loading/install services	4,120.00			
	Map data services	2,340.00			
	Less 5% software discount	(2,800.00)			
TOTAL		497,616.00	202,539.80	295,076.20	192,872.60

**Cost Analysis
2003**

Shifting the cost of 3 Telecommunicators from the General Fund to the new Wireless 911 Fund Beginning with the pay period ending June 8th.

Existing Positions	2003 Annual Salary	2003 Bi-Weekly Salary	2003 Payroll Periods	Est. Salaries for 2003	Est. Overtime for 2003	FICA	PERF	Total	Health Insurance	Other Personal Services	Grand Total
Telecommunications Supervisor	37,741	1,446	15	21,690	4,000	1,965	1,863	29,518	-	-	29,518
Telecommunications Supervisor	38,288	1,467	15	22,005	4,000	1,989	1,885	29,879	-	-	29,879
Telecommunications Supervisor	37,741	1,446	15	21,690	4,000	1,965	1,863	29,518	-	-	29,518
Total	113,770	4,359		65,385	12,000	5,919	5,611	88,915	-	-	88,915

The cost of adding 4 new Records Clerks to the General Fund Beginning with the pay period ending July 6th.

New Positions	2003 Annual Salary	2003 Bi-Weekly Salary	2003 Payroll Periods	Est. Salaries for 2003	Est. Overtime for 2003	FICA	PERF	Total	Health Insurance	Other Personal Services	Grand Total
Records Clerk	24,800	950	13	12,352	300	968	917	14,537	1,566	77	16,180
Records Clerk	24,800	950	13	12,352	300	968	917	14,537	1,566	77	16,180
Records Clerk	24,800	950	13	12,352	300	968	917	14,537	1,566	77	16,180
Records Clerk	24,800	950	13	12,352	300	968	917	14,537	1,566	77	16,180
Total	99,200	3,801		49,408	1,200	3,872	3,668	58,148	6,264	308	64,720

General Fund Savings 24,195

ORDINANCE 03-13

**TO AMEND ORDINANCE 02-18
WHICH FIXED THE SALARIES OF APPOINTED OFFICERS AND EMPLOYEES OF
THE CITY OF BLOOMINGTON FOR THE YEAR 2003
Re: Civilian Positions in the Engineering, Information Services, Parks and Recreation, and
Police Departments**

WHEREAS, four departments request changes in job titles, grades, or pay that require amending Ordinance 02-18, which fixed the salaries of appointed officers and employees of the City for the year 2003; and

WHEREAS, the Engineering Department has revised the job description for its two Project Inspectors and is requesting an increase in grade from 5 to 7; and

WHEREAS, the director of Information and Technology Services Department has reviewed the job descriptions in the department and wishes to rename all thirteen positions, add one position, upgrade one position, and downgrade two positions; and

WHEREAS, the Parks and Recreation Department wishes to drop the Assistant Operations Superintendent position (Grade 5) in its Operations Division and replace it with a Natural Resources Manager (Grade 7); and

WHEREAS, the Bloomington Police Department requests the addition of four Records Clerks in order to handle non-emergency calls now taken by the 911 dispatchers; and

WHEREAS, the Job Evaluation Committee has reviewed the job descriptions for positions with substantive changes in duties and has recommended new grades for seven of the positions;

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 02-18 shall be amended by deleting the following lines regarding job title, grade, and pay minimum and maximum as indicated below:

Department	Job Title	Grade	Minimum	Maximum
Engineering	Project Inspector (2)	5	\$25,835	\$40,409
Information Services	Chief Information Officer and Director	12-A	\$43,107	\$87,521
Information Services	Systems Engineering Manager	11	\$40,333	\$78,293
Information Services	Senior Data Base Systems Engineering Specialist	10	\$33,919	\$65,843
Information Services	User Support and Operations Manager	10	\$33,919	\$65,843
Information Services	Senior Systems Engineering Specialist	9	\$32,377	\$60,054
Information Services	Senior User Support/System Specialist	8	\$30,250	\$52,628
Information Services	Systems Engineering Specialist (2)	8	\$30,250	\$52,628
Information Services	GIS Coordinator	7	\$29,544	\$50,304
Information Services	User Support/Systems Specialist (3)	7	\$29,544	\$50,304

Information Services	Training Manager/User Support Specialist	6	\$28,410	\$46,354
Information Services	Assistant GIS Coordinator	5	\$25,835	\$40,409
Information Services	User Support Specialist/Business Manager	5	\$25,835	\$40,409
Parks	Operations Assistant Superintendent	6	\$28,410	\$46,354
Police	Records Clerk (9)	4	\$22,740	\$35,568

SECTION II. Section 1 of Ordinance 02-18 shall be amended by adding the following line regarding job titles, grades, and pay minimums and maximums as indicated below:

Department	Job Title	Grade	Minimum	Maximum
Engineering	Project Manager (2)	7	\$29,544	\$50,304
Information Services	Chief Information Officer	12-A	\$43,107	\$87,521
Information Services	Systems Administration and Application Development Manager	11	\$40,333	\$78,293
Information Services	Senior Database Administrator	10	\$33,919	\$65,843
Information Services	User Support and Network Operations Manager	10	\$33,919	\$65,843
Information Services	GIS Manager	10	\$33,919	\$65,843
Information Services	Senior Systems Analyst and Project Manager	9	\$32,377	\$60,054
Information Services	User Support Coordinator and Systems Analyst	8	\$30,250	\$52,628
Information Services	Application Developer	8	\$30,250	\$52,628
Information Services	Systems Administrator	8	\$30,250	\$52,628
Information Services	Training Manager	6	\$28,410	\$46,354
Information Services	User Support Specialist (3)	5	\$25,835	\$40,409
Information Services	GIS Specialist (2)	5	\$25,835	\$40,409
Information Services	Inventory Specialist and Office Coordinator	2	\$19,813	\$29,719
Parks	Natural Resources Manager	7	\$29,544	\$50,304
Police	Records Clerk (13)	4	\$22,740	\$35,568

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 _____, 2003.

CHRIS GAAL, 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 _____, 2003.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2003.

JOHN FERNANDEZ, Mayor
City of Bloomington

SYNOPSIS

This ordinance amends the City of Bloomington Salary Ordinance for the year 2003 (Ordinance 02-18) by changing the grade and title of the Engineering Project Inspector (grade 5) to Project Manager (grade 7), adding four Police Records Clerks, and adding one natural Resources Manager (grade 7) and deleting the Operations Assistant Superintendent in the Parks and Recreation Department. In the Information and Technology Services department it adds a GIS Specialist and changes the title of the existing Assistant GIS Coordinator to GIS Specialist, changes grade and title of the User Support and Systems Specialist (grade 7) to User Support Specialist (grade 5), GIS Coordinator (grade 7) to GIS Manager (grade 10), and User Support Specialist/Business Manager (grade 5) to Inventory Specialist and Office Coordinator (grade 2). The ordinance changes the titles of the two Systems Engineering Specialists to one Application Developer and one Systems Administrator. Additionally the following positions in Information Services are affected by title change only:

Old Title	New Title
Chief Information Officer and Director	Chief Information Officer
Systems Engineering Manager	Systems Administration and Application Development Manager
Senior Data Base Systems Engineering Specialist	Senior Database Administrator
User Support and Operations Manager	User Support and Network Operations Manager
Senior Systems Engineering Specialist	Senior Systems Analyst and Project Manager
Senior User Support/System Specialist	User Support Coordinator and Systems Analyst
Training Manger/User Support Specialist	Training Manager

Memorandum

To: City Council members
From: Daniel Grundmann, ES Director
CC: Dan Sherman, Council Attorney
James McNamara, Deputy Mayor
Greg Volan, CIO
Justin Wykoff, Engineering Services Manager
Mike Hostetler, Police Chief
Mick Renneisen, Parks Administrator
Julie Martindale, Utilities Purchasing Manager
Susan Clark, Controller's Office Budget and Research Manager
Date: 5/16/2003
Re: Proposed Salary Ordinance Amendments (03-13 and 03-14)

Parks and Recreation Department

Changes presented to the Job Evaluation Committee by the Parks and Recreation Department involve two positions in the Operations Division — the creation of a Natural Resources Manager position and the elimination of the Assistant Operations Superintendent.

The proposed position was drafted after the completion of an organizational development review. This review was performed with assistance from ES Manager of Training and Organization Development Jean Joque. It revealed that an existing vacant position in the Operations Division, Assistant Operations Superintendent, would better serve the department's growing responsibilities in the natural resources management area. The natural resources area has recently expanded management responsibilities due to the acquisition of Leonard Springs Nature Park, management responsibilities of Latimer Woods and Browns Woods, the Clear Creek Trail and future plans for Jackson Creek Trail. In addition, our most recent Community Needs and Interest Survey indicated strong support for the continued acquisition of passive, active and natural areas and for additional outdoor recreation and environmental education opportunities. The Natural Resources Manager will provide oversight and management related duties in order to meet the increased responsibilities associated with the natural resources area.

The Job Evaluation Committee reviewed the job description and the result is a recommended Grade 7, which is consistent with other manager positions in the department.

While the estimated fiscal impact for that position for 2003 is \$1,558, Parks and Recreation will actually realize a savings in line 111 due to the elimination of the Assistant Operations Superintendent. No additional appropriation is required.

Engineering

Engineering submitted revisions to the job description for the existing Project Inspector positions (Grade 5). The revised description reflects increased responsibilities wherein the incumbents actually manage Public Works projects in addition to inspecting work.

The Job Evaluation Committee reviewed the revised job description based on the seven criteria used. Consequently, the position moved to Grade 7. The changes affected the independent judgement and consequence of errors associated with those duties. Engineering requests approval of the change in grade.

The estimated fiscal impact for that position for 2003 is less than \$3,500. No additional appropriation is required.

Utilities Purchasing

The Utilities Purchasing department submitted revisions to the job description for the existing Inventory Coordinator and Purchasing Buyer positions (both in Grade 3). The job descriptions more accurately reflect the existing tasks performed by the employees who currently hold these positions. These positions, with the delegation of additional duties and responsibilities, require significantly more independent judgment, minimum knowledge equivalent to an Associates Degree in Accounting or Business, and 3-5 years experience in purchasing or accounting.

The Job Evaluation Committee reviewed the revised job descriptions based on the seven criteria used. Consequently, both of the positions moved to Grade 4. The criteria most affected by the changes in the position include experience and knowledge required and the independent judgment and consequence of errors associated with those duties. Purchasing requests approval of the change in grade.

The estimated fiscal impact for the positions including PERF and FICA for 2003 is \$1,520. No additional appropriation is required.

Information Services

User Support Specialist (currently User Support and Systems Specialist):

The new job description removes the responsibility to administer and support the servers and other equipment in the City's network environment. When the job descriptions were originally written, the thought was that the Systems group would design and build this equipment, but once deployed it would be administered by the User Support group. This is not now the case. The Systems group administers the servers and other systems in City's network. (Note that we intend to change the title of one of the members of the Systems group to "Systems Administrator.") The new job description reflects what the User Specialists actually do, which is configure, deploy, and support the desktop computers used throughout the City. The result of the Job Evaluation Committee's review is a move from Grade 7 to Grade 5. The incumbents' salaries will not be reduced as a result of the grade change.

GIS Manager (currently GIS Coordinator):

The Geographic Information System is one of the most significant and complex applications used in the City. It is one of two enterprise-wide applications (the other being Oracle Financials). An increasing number of departments rely on GIS data (e.g. the new police dispatch

software). The GIS Manager is not only responsible for maintaining the GIS data, but also does systems administration on the GIS servers (in conjunction with the Systems group), maintains the GIS software, and develops the GIS application so that information can be accessed by users in other departments and by the public over the Web. In other words, the GIS Manager uses a complex software application and is a technical administrator and developer for that application. There is also a significant management component to the position. Assuming passing of this legislation, the GIS Manager will now manage two full time specialists and several part time interns, and must coordinate activities with the Utilities GIS staff and act as a liaison with the County's GIS staff. The result of the Job Evaluation Committee's review is a move from Grade 7 to Grade 10.

The estimated fiscal impact for that position for 2003 including PERF and FICA is \$4,622. No additional appropriation is required as the salary will be covered by a five month vacancy in the Training Manger position.

GIS Specialist (currently Assistant GIS Coordinator):

We are requesting the addition of one GIS specialist position to accommodate the growing need for support of the GIS application and servers. The annualized salary including PERF and FICA is \$38, 650 (approximately \$20,000 for 2003 depending upon hire date). Fiscal impact of the salary for the remainder of 2003 will be covered by reducing the use of temporary IT staff and transferring the requisite money from line 112 to line 111. For 2004, the position will be funded by a reduction in line 112 (Salary and Wages — Temporary), line 394 (Temporary Contractual Employment), along with smaller anticipated reductions in other category three lines.

Inventory Specialist and Office Coordinator (currently User Support Specialist/Business Manager):

The old description assumed that the incumbent would spend 50% of her/his time providing user support functions and 50% of her/his time providing office administration functions. The new description eliminates the user support functions and clarifies the complexity of the administrative functions. The incumbent is responsible for the purchasing, receiving, and tracking of hardware and software purchases made by all City departments. The result of the Job Evaluation Committee's review is a move from Grade 5 to Grade 2. The incumbent's salary will not be reduced as a result of the grade change.

Job Title Changes

Additionally, we are requesting changes in *title only* to the following positions in the IT department.

Old Title

New Title

Chief Information Officer and Director
Systems Engineering Manager

Chief Information Officer
Systems Administration and Application
Development Manager

Senior Data Base Systems Engineering Specialist
Senior Systems Engineering Specialist

Senior Database Administrator
Senior Systems Analyst and Project
Manager

Systems Engineering Specialist
Systems Engineering Specialist

Application Developer
Systems Administrator

Training Manager/Systems Support Specialist
User Support and Operations Manager

Senior User Support/System Specialist

Training Manager
User Support and Network Operations
Manager
User Support Coordinator and Systems
Analyst

Police

With Council approval, we would like to add four Police Records Clerks to the BPD administrative staff. The intent for the additional staffing is to accommodate the movement of duties currently incorporated in the Telecommunicator (911 Dispatcher) position. In the existing process, non-emergency calls make up between 60% and 80% of all calls handled by Telecommunicators. By moving the responsibility of answering these calls to the Records Division, we anticipate a reduction in work/stress load on Telecommunicators. We believe this will increase service levels, reduce turnover, and reduce costs associated with training and overtime expenditures due to position vacancy. In order to successfully implement this process improvement, four additional Records Clerks are required — two on the first shift and one on each of the other two shifts.

The additional expense of the four Records Clerk positions will be covered by using General Fund money previously budgeted for Telecommunicators. That money for Telecommunicators will be replaced by Wireless 911 money from the State. We anticipate that the revenue from Wireless 911 will exceed the additional expense of four Records Clerks.

Please feel free to contact me with any questions regarding this proposed ordinance.

ORDINANCE 03-14

**TO AMEND ORDINANCE 02-19
WHICH FIXED THE SALARIES OF APPOINTED OFFICERS AND EMPLOYEES OF
THE UTILITIES DEPARTMENT OF THE CITY OF BLOOMINGTON
FOR THE YEAR 2003
Re: Two Positions in Purchasing**

WHEREAS, the Utilities Department has changed the essential duties and job description for two positions in Purchasing; and

WHEREAS, the Job Evaluation Committee has evaluated the affected job descriptions and assigned a new Job Grade;

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 02-19 shall be amended by deleting the following lines regarding job title, number of positions, grade, and pay minimum and maximum as indicated below:

Division	Job Title	Grade	Minimum	Maximum
Purchasing	Purchasing Buyer	3	\$21,594	\$32,390
Purchasing	Inventory Coordinator	3	\$21,594	\$32,390

SECTION II. Section 1 of Ordinance 02-19 shall be amended by adding the following lines regarding job title, number of positions, grade, and pay minimum and maximum as indicated below:

Division	Job Title	Grade	Minimum	Maximum
Purchasing	Purchasing Buyer	4	\$22,740	\$35,568
Purchasing	Inventory Coordinator	4	\$22,740	\$35,568

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 III. 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 _____, 2003.

CHRIS GAAL, 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 _____, 2003.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2003.

JOHN FERNANDEZ, Mayor
City of Bloomington

SYNOPSIS

This ordinance amends the Utilities Salary Ordinance for the year 2003 (Ordinance 02-19) at the request of the Utilities Department to reflect a recommended change in job grade from 3 to 4 for the Purchasing Buyer and Inventory Coordinator positions.

Ord 03-14
**Amending the Salary Schedule for the
Utilities Department for the Year 2003**

Background Materials

**Please See the Memo Accompanying
Ord 03-13 for an Explanation of the
Proposals in this Ordinance**