

MEMO FROM COUNCIL OFFICE:

To: Members of the Common Council

From: Stephen Lucas, Administrator/Attorney for the Common Council

Date: June 7, 2024

Re: Ordinance 2024-15 - Amending Ordinance 23-25, 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 2024 - Re: To Add a Position to the Clerk's Office and to Replace the Existing 12-Grade Pay Grade Structure for Non-Union Employees with an Expanded 14-Grade Pay Grade Structure

Synopsis

This ordinance amends Ordinance 23-25, which fixed the salaries of appointed officers, non-union, and A.F.S.C.M.E. employees for the year 2024. The amendment reflects the creation of one new position requested by City Council to the Clerk's Office, and also replaces the old 12-grade Pay Grade structure with an expanded 14-grade Pay Grade structure.

Relevant Materials

- Ordinance 2024-15
- Staff Memo
- Job Description

Summary

Ordinance 2024-15 would amend the 2024 civil city salary ordinance adopted last year, which set the salaries for all appointed officers, non-union, and A.F.S.C.M.E. employees.

The changes would include adding one new position to the Clerk's Office and expanding the current pay grade structure from 12 pay grades to 14 pay grades, with accompanying revisions to the corresponding salaries.

Background

In 2021, the city contracted with the Novak Consulting Group to conduct an organizational assessment of boards and commissions. The resulting assessment can be found online at <https://bton.in/haC39>. In 2023, this assessment was reviewed by a Special Committee on Council Processes. The Special Committee considered the recommendations from the assessment and consulted with the Mayor's Office, the Clerk's Office, and the Legal Department before issuing its own [Report on Board and Commission Reform](#), which adopted many of the recommendations of the organizational assessment, including the establishment of a position within the Clerk's Office to oversee the city's board and commission system. The Common Council accepted the Special Committee's report on December 13, 2023.

The staff memo and draft job description included in this packet describe the fiscal impact of the new position and its duties.

Ordinance 2024-15 would also replace the existing, 12-grade, non-union pay grade table with a new, 14-grade table containing revised salary ranges as follows:

CURRENT 2024 NON-UNION PAY GRADES

Grade	Minimum	Maximum
1	\$37,507.28	\$48,759.46
2	\$38,632.49	\$50,222.49
3	\$39,791.37	\$51,728.79
4	\$40,985.11	\$65,576.44
5	\$42,214.92	\$67,543.15
6	\$44,325.91	\$70,921.21
7	\$46,541.49	\$74,466.38
8	\$49,799.32	\$79,680.12
9	\$54,779.87	\$98,603.26
10	\$60,258.08	\$108,463.32
11	\$69,295.89	\$124,733.39
12	\$83,848.00	\$150,927.11

PROPOSED REVISED 2024 NON-UNION PAY GRADES

Grade	Minimum	Maximum
1	\$34,398	\$41,278
2	\$36,120	\$43,344
3	\$38,649	\$46,380
4	\$40,879	\$53,143
5	\$47,527	\$61,786
6	\$54,177	\$70,429
7	\$60,825	\$79,072
8	\$67,474	\$87,716
9	\$74,123	\$96,360
10	\$80,771	\$105,003
11	\$87,420	\$113,647
12	\$95,869	\$124,631
13	\$109,565	\$142,435
14	\$127,826	\$166,174

According to Deputy Mayor Gretchen Knapp, updating the pay grade table would be the first step of a process to review, rewrite, and regrade all job descriptions, adding in a philosophy for starting pay and tenure-based increases, possibly leading to adjustments for all city salaries. As the staff memo notes, this expanded pay grade structure was a recommendation of a [classification and compensation study](#) the city contracted for in 2023.

[Indiana Code 36-4-7-3](#) provides that the executive is authorized to fix the compensation of each appointive officer, deputy, or other employee of the city, subject to the approval of the city's legislative body. By approving this salary ordinance amendment, the Council is approving the addition of the new position and new non-union pay grade table as proposed by the executive.

Contact

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