

**COMMON COUNCIL
Agenda Request Form**

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Common Council meets on the 1st and 3rd Monday of each month at 6:30 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	01/26/15	Meeting Date:	02/02/15
Contact Information:			
Requested by:	Clerk-Treasurer, Janet P. Alexander		
On Behalf of Organization or Individual:			
		City of Franklin	
Telephone:	317-736-3609		
Email address:	jalexander@franklin.in.gov		
Mailing Address:	70 E Monroe Street, Franklin, IN 46131		
Describe Request:			
Request to Amend Salary Ordinance 14-10 to Add New Job Title, Fleet Maintenance Technician			
List Supporting Documentation Provided:			
Budgetary Ordinance 15-04 & Job Description			
Who will present the request?			
Name:	Clerk-Treasurer, Janet Alexander	Telephone:	317-736-3609

In order for an individual and/or agency to be considered for new business on the Common Council agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.

Budgetary Ordinance No.: 15-04
A City of Franklin Indiana Repealing and Replacing Budgetary Ordinance No.: 14-10
Budgetary Ordinance Fixing and Authorizing the Payment of Certain Salaries of
Appointed Officers and Employees for Year 2015 (Civil City)

Be It Ordained By the Common Council of the City of Franklin:

Section 1

That for the year 2015, the annual salary and pay for the appointed officers and employees of the City of Franklin, Indiana, shall be fixed as follows:

Salary Schedule As Presented

By

Mayor Joseph E. McGuinness

To the Common Council of the City of Franklin, Indiana

I, the undersigned, Joseph E. McGuinness, Mayor of the City of Franklin, Indiana, as required by Indiana Code 36-4-7-3 and 36-4-7-4, hereby fix the salaries and pay schedule for appointed officers and employees of the City of Franklin, Indiana for the year 2015, and request that such salary rates be approved by the Common Council. This salary and pay schedule indicates the annual salary appropriation and maximum base bi-weekly payments for each position with the actual rate to be established by the Department Head. All amounts shown are subject to availability of funds and other income to the City of Franklin.

DEPARTMENT: Mayor

- Director of Communications (Exempt) \$42,334.48 / \$1,628.25*

DEPARTMENT: Clerk-Treasurer

- Account Coordinator \$41,122.66 / \$1,581.64 *
 - 65% General / 35% Sewer Utility
- Payroll/Personnel Coordinator \$37,220.74 / \$1,431.57 *
 - 65% General / 35% Sewer Utility
- Administrative Assistant/Records Clerk \$37,220.74 / \$1,431.57 *
 - 65% General / 35% Sewer Utility
- Claims Coordinator \$37,220.74 / \$1,431.57*
 - 65% General / 35% Sewer Utility

DEPARTMENT: City Hall

- Receptionist \$29,179.90 / \$1,122.30 *

DEPARTMENT: Fire

- Fire Chief (Exempt) \$64,549.07 / \$2,598.04 *
 - \$800yr Clothing Allowance
- Deputy Fire Chief (Exempt) \$58,880.98 / \$2,264.65 *
 - \$800yr Clothing Allowance
- Captain \$54,071.91 / \$2,079.69 **
 - 28 day overtime, \$800yr Clothing Allowance
- Lieutenant \$51,406.27 / \$1,977.16 **
 - 28 day overtime, \$800yr Clothing Allowance
- Lieutenant/Paramedic \$54,406.27 / \$2,092.55 **
 - 28 day overtime, \$800yr Clothing Allowance
- Firefighter/EMT \$48,076.28 / \$1,849.09**
 - 28 day overtime, \$800yr Clothing Allowance
- Firefighter/Paramedic \$51,076.28 / \$1,964.47 **
 - 28 day overtime, \$800yr Clothing Allowance
- Civilian Inspector \$40,705.60 / \$1,565.60 *
 - \$400yr Clothing Allowance
- Administrative Assistant/Payroll Clerk \$35,222.82 / \$1,358.57 *

DEPARTMENT: Police

- Police Chief \$64,549.07 / \$2,482.66 *
 - \$800yr Clothing Allowance
- Deputy Police Chief \$58,880.98 / \$2,264.65 *
 - \$800yr Clothing Allowance
- Lieutenant \$51,406.27 / \$1,977.16 **
 - 28 day overtime, \$800yr Clothing Allowance
- Sergeant \$49,409.10 / \$1,900.35 **
 - 28 day overtime, \$800yr Clothing Allowance
- Police Officer \$48,076.28 / \$1,849.09 **
 - 28 day overtime, \$800yr Clothing Allowance
- Office Manger/Computer Assistant \$36,016.01 / \$1,385.23 *
- Administrative Secretary \$30,645.59 / \$1,178.68 *
- Public safety Officer \$32,136.00 / \$1,236.00 *
 - \$400yr Clothing Allowance
- Bookkeeper \$35,322.82 / \$1,358.57 *
- Evidence Control Officer \$38,812.46 / \$1,492.79 *
 - \$800yr Clothing Allowance
- Transcriptionist \$30,632.20 / \$1,178.16 *

DEPARTMENT: City Court

- Bailiff (Part Time Salary) \$3,261.81 / \$125.45
- Court Clerk \$39,635.43 / \$1,524.44 *
- Deputy Court Clerk \$35,542.21 / \$1,367.01 *

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DEPARTMENT: Planning & Engineering

- Engineer (Exempt) \$81,972.00 / \$3,152.77 *
 - 45% Planning / 27.5% Sewer Utility / 27.5% MS4
- Building Official \$48,138.08 / \$1,851.46 *
- Associate Planner \$40,705.60 / \$1,565.60 *
- Senior Planner \$51,636.99 / \$1,986.04 *
- Administrative Assistant \$34,278.40 / \$1,318.40 *
- Civil Technician \$46,350.00 / \$1,782.69 *
 - 72.5% Planning / 27.5% MS4
- Code Compliance Official \$34,288.70 / \$1,318.80 *
- Plan Commission Members (Appointed) \$600.00 / \$150.00 Quarterly
- Board of Zoning Appeals Members (Appointed) \$600.00 / \$150.00 Quarterly

DEPARTMENT: Community Development

- Community Development Director (Exempt) \$59,225.00 / \$2,277.88 *
- Community Development Specialist \$41,756.20 / \$1,606.01 *
- Economic Dev. Commission Members (Appointed) \$600.00 / \$150.00 Quarterly

TELECOMMUNICATIONS:

- Commission Members (Appointed) \$600.00 / \$150.00 Quarterly

DEPARTMENT: Cemetery

- Sexton \$43,183.78 / \$1,660.91 *
- Grounds Labor/Backhoe \$29,964.76 / \$1,152.49 *
- Records Clerk \$35,014.85 / \$1,346.73 *
- Parks/Cemetery Maintenance Supervisor \$39,969.15 / \$1,537.28 *
 - 50% Cemetery / 50% Parks

FIRE MERIT:

- Commission Members (Appointed) \$600.00 / \$150.00 Quarterly

POLICE MERIT:

- Commission Members (Appointed) \$600.00 / \$150.00 Quarterly

DEPARTMENT: Motor Vehicle Highway

- Street Commissioner (Exempt) \$57,853.11 / \$2,225.12 *
- Office Manager \$38,451.96 / \$1,478.92 *
- Shop Foreman \$46,383.99 / \$1,784.00 **
- Street Department Supervisor \$47,132.80 / \$1,812.80 **
- Street Crew Leader \$38,690.92 / \$1,488.11 **
- Senior Street Maintenance Worker \$35,769.84 / \$1,375.76 **
- Street Maintenance Worker \$33,642.50 / \$1,293.94 **
- Street Maintenance Laborer \$28002.00/ \$1076.98**
- Street Fleet Maintenance Mechanic \$53,560.00 / \$2,060.00 **
 - 81.33 MVH / 18.67% Sewer Utility
- **Street Fleet Maintenance Technician \$46,383.99 / \$1784.00****
- Tree & Drainage Specialist \$40,705.60 / \$1,565.60 **
 - 40% MVH / 60% MS4

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DEPARTMENT: Park & Recreation

- Superintendent (Exempt) \$72,358.00 / \$2,783.00 *
 - Parks 77.5% / 22.5% from the Athletic & Recreation Fund
- Assistant Superintendent (Exempt) \$52,561.93 / \$2,021.61 *
- Business Services Director \$41,261.80 / \$1,586.99 *
- Recreation Director \$41,087.73 / \$1,580.30 *
- Park Maintenance Supervisor \$39,969.15 / \$1,537.28 *
- Building Services Supervisor \$33,967.34 / \$1,306.44 *
- Active Adults Program Director \$27,528.81 / \$1,058.80 *
- Park Operations Director \$47,650.89 / \$1,832.73 *
- Aquatic Center Director \$34,661.00 / \$1,333.12 *
- Park/Grounds Maintenance \$29,676.36 / \$1,141.40 *
- Administrative Services Coordinator \$34,661.56 / \$1,333.14 *
 - 100% Athletic and Recreation Fund
- Marketing Coordinator \$34,661.56 / \$1,333.14 *
 - 100% Athletic and Recreation Fund
- Assistant Aquatic Center Manager (Part Time Salary) \$5,850.00
- Park Board Members \$600.00 / \$150.00 Quarterly

FIRE & POLICE PENSION:

- Fire Pension Secretary \$2,000.00 / \$76.92
- Police Pension Secretary \$2,000.00 / \$76.92

* 37.5 hour work week

** 40 hour work week

Section 2

The payroll week shall be the calendar week beginning Saturday and ending Friday. The payroll period shall consist of two (2) consecutive weeks / fourteen (14) days.

Section 3

The hourly rate for non-exempt full-time civilian employees is to be calculated by dividing the annual salary appropriation by the number of hours regularly scheduled to work within the calendar year for such employees.

Section 4

- (a) Benefit time and special leave compensation for civilian employees is pursuant to the Civilian Employee Manual adopted by the Common Council and administered by the Board of Public Works and Safety.
- (b) Benefit time and special leave for merit police officers is pursuant to the Franklin Police Department Rules and Regulations Manual as approved by the Common Council and administered by Board of Public Works and Safety.
- (c) Benefit time and special leave available to merit firefighters is pursuant to the Franklin Fire Department Rules and Regulations Manual as approved by the Common Council and administered by Board of Public Works and Safety.
- (d) Longevity pay is pursuant to Ordinance No. 08-07.
- (e) Clothing allowances is paid to designated employees pursuant to Ordinance No. 11-09:

Section 5

The above-stated benefits are for reference and illustration only, and their inclusion in this ordinance does not modify the specific benefit provided by other ordinances.

Section 6

This Ordinance shall be in full force and effect from and after its passage and signing by the Mayor.

Introduced and Filed on the ___ day of _____, 2015.

DULY PASSED on this ___ day of _____, 2015 by the Common Council of the City of Franklin, Johnson County, Indiana, having been passed by a vote _____ in Favor and _____ Opposed.

City of Franklin, Indiana, By its Common Council:

Voting Affirmative:

Voting Opposed:

Steven Barnett, President

Steven Barnett, President

Kenneth W. Austin

Kenneth W. Austin

Joseph P. Abban

Joseph P. Abban

Joseph R. Ault

Joseph R. Ault

Stephen D. Hougland

Stephen D. Hougland

Richard L. Wertz

Richard L. Wertz

Attest:

Janet P. Alexander, Clerk-Treasurer

Presented by me to the Mayor of the City of Franklin for his approval or veto pursuant to Indiana Code § 36-4-6-15, 16, this ____ day of _____, 2015 at _____ o'clock a.m. / p.m.

Janet P. Alexander, Clerk-Treasurer

This ordinance having been passed by the legislative body and presented to me [Approved by me and duly adopted, pursuant to Indiana Code § 36-4-6-16(a) (1)] [Vetoed, pursuant to Indiana Code § 36-4-6-16(a)(2)], this _____ day of _____, 2015, at _____ o'clock a.m./ p.m.

Joseph E. McGuinness, Mayor

Attest:

Janet P. Alexander, Clerk-Treasurer

City of Franklin

Street Department

Title: *Fleet Maintenance Technician (Non-Exempt)*

Job Objectives:

Individual performs regularly scheduled preventive maintenance and scheduled/unscheduled repairs on department equipment and vehicles to keep them operationally ready for intended use by street crew members. Individual shall maintain a data base of preventive maintenance and scheduled/unscheduled repairs costs on all department equipment and vehicles that will enable critical analysis of projected life cycle of same.

Primary Job Functions:

- Individual is responsible for establishing a regularly scheduled preventive maintenance program for all department equipment and vehicles.
- Individual is responsible for performing scheduled/unscheduled mechanical repairs on all department equipment and vehicles on an as required basis.
- Individual is responsible for maintaining an electronic data base of all regularly scheduled preventive maintenance and scheduled/unscheduled repairs.
- Individual is responsible for maintaining a sufficient inventory of maintenance items such as parts, oil & lubricants (POL) that enable expeditious repairs.

Secondary Job Functions:

- Individual is responsible for working with department crews providing support to city programs.
- Individual is responsible for ordering and tracking of supplies for the garage operation.
- Individual performs other related duties as assigned related to the overall operation of the Fleet Maintenance Department.

Equipment Knowledge:

- Individual must have the ability to use a variety of hand tools common to the trade in an equipment/vehicle maintenance operation to complete work as required.
- Individual must have the ability to operate machines used in equipment/vehicle maintenance repair facility as such but not limited to a drill press, hand drill, grinder, saws, battery charger and air tools.
- Individual must have the ability to operate all department equipment/vehicles to enable proper diagnosis and make correct repairs.
- Individual must have the ability to operate all necessary office equipment used in an equipment/vehicle maintenance operation such as but not limited to a computer based tracking system for equipment/vehicles maintenance and repairs both scheduled/unscheduled, a POL inventory and City radio communications system.

Critical Skills/Expertise:

- Individual must have thorough knowledge of and the ability to properly diagnosis and repair diesel/gasoline engines in the fleet.
- Individual must have a specialized knowledge of electronics to properly diagnosis and repair such systems in vehicles/equipment in the fleet.
- Individual must have knowledge of closed and open loop hydraulic systems to properly diagnosis and repair various systems on the equipment/vehicles in the fleet.
- Individual must have the ability to complete all work responsibilities in a safe manner using/following established safety procedures for an equipment/vehicle maintenance operation.
- Individual must have the ability to follow instructions/diagrams in equipment/vehicle manuals in electronic & print formats.
- Individual must have the ability and knowledge to ensure that all equipment/vehicles are in compliance with all Federal & State DOT requirements.

Educational Requirements:

- Individual must have a high school diploma or equivalent, plus related work experience.
- Individual must possess a valid driver's license.

- Individual must be able to obtain a CDL with Class B, with air brake endorsement.

Reporting Responsibility:

- Individual reports directly to the Fleet Maintenance Director.

Physical Requirements:

- Individual is expected to work in a position which has been identified as heavy work, which may require the incumbent to lift objects heavier than 40 pounds for extended periods.

Job Location:

- Individual's primary work location is inside the Department's facility with protection from weather conditions, but with varying noise levels and temperature changes. The individual may also be required to work outside which may expose her/him to loud noises, vibrations and extreme weather conditions.

Safety Equipment:

- The individual is required to wear all appropriate safety equipment required of task being performed such as but not limited to hard hat, safety glasses and steel toed safety boots.