

To: President and Members of the Munster Town Council

From: Wendy Mis, Clerk-Treasurer
Dustin Anderson, Town Manager

Copy to: Patricia Abbott, Controller Town Manager

Date: April 05, 2021

Re: Ordinance 1822: First Amendment to 2021 Salary Ordinance

Salaried Overtime

The District 1 law enforcement organization has been called to assist the DHS, state of Indiana and FEMA at the mass inoculation site in Northwest Indiana. The Town of Munster supports the efforts of District 1 and our officers who are giving of their time during a national health emergence by supporting the underserved in our region.

This action requires an amendment to the salary ordinance. The Town policy and practice, in accordance with guidelines from the FLSA, does not pay overtime to exempt employees. The state of Indiana will be reimbursing the related payroll expenses and through this ordinance, the Council will allow for a one-time overtime payment to exempt sworn police officers.

Position Control

The Town Manager's Office has traditionally been staffed with no less than four full-time employees. At times there have been up to six.

Currently, the Town Manager's Office is staffed by two administrative employees and the Town Manager.

There has not been an Assistant Town Manager since the prior incumbent resigned in September of 2014. The role of Assistant Town Manager was eliminated in 2016 and in its place the position of Human Resource Director was created. The Human Resource Director position was staffed from January 2017 to February 2019.

Since February 2019, staffing has been at its current level. With the number of significant projects and initiatives coming down the pipeline in Town, there is concern that this office does not have the capacity to adequately handle the volume of work.

Ordinance 1822 proposes eliminating the position of Human Resource Director in Grade 17 of the current classification matrix and replacing that position with the Assistant Town Manager position in the same Grade 17. The salary range for employees in this grade is \$2,758.68 – \$3,939.38 bi-weekly, or \$71,726 - \$102,424 annually.

Salary Distribution

In a review of expenses and staff deployment, it was noted by our Parks and Recreation Director that the current distributions of salary for the Town's Maintainer IV at Centennial Park and the Superintendent of Park Maintenance do not accurately reflect the current demand of their time.

Presently, both positions have their wages paid completely out of the Park Fund (Fund 204). A more accurate distribution of their current wages may be to allocate 5% of the Superintendent's wages and 25% of the Maintainer IV's wages to the Solid Waste Fund (Fund 623). This is due to the amount of time that these individuals dedicate to the operation and maintenance of the methane generator.

The proposed change will not increase or decrease their current wages. If the Council approves the suggested distribution, there will be sufficient funds available in Fund 623. This will allow Fund 204 to have a little more flexibility, which is necessary due to the significant loss of revenue last year and the continued impact of the property tax caps on property tax-dependent funds like Fund 204.

Park Attendant

Staff recommends amending Exhibit C of the 2021 Salary Ordinance as a function of adopting Ordinance 1822: First Amendment to the 2021 Salary Ordinance.

Exhibit C lists the titles and salary ranges for Munster Park and Recreation part-time employees.

The Town received many complaints about Centennial Park during the 2020 season. These complaints ranged from concerns about excessive litter to other quality of life items like unscheduled rentals, excessive noise, and various other ordinance violations.

Typically, there not been a staff presence on-site at our busiest park during its busiest time of use. The Town is currently considering creating the seasonal part-time position of Centennial Park Attendant. This individual would act as a maintainer, an extra set of eyes, and generally be a visible presence in the park from the late afternoon until it closes at dusk each evening.

Amending Exhibit C of the 2021 Salary Ordinance will allow the Park Board to monitor the situation as it evolves at Centennial Park and staff this position as necessary in the future.

RECOMMENDED ACTION:

By motion and roll call vote, adopt Ordinance 1822 on second reading.