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To: City Council
Re: Classification of Exhibitions and Sales Coordinator
and Senior Designer
Date: December 10, 2013

Dear Finance Board,

I am requesting that two BCA positions become a Regular Full Time position: Exhibitions and Sales Coordinator which has been a limited service position since October 26, 2010, and Senior Designer which has been limited service since August 17, 2010. We would like to bring both positions into compliance with the Personnel Policy directives.

Both positions are approved in BCA's FY 14 operating budget, so there will be no additional costs to our operating budget with this change. The effect on the general fund will be 14.77% of salaries for retirement benefits calculated as follows:

Exhibitions and Sales Coordinator- $46,924.80 \times 14.77\% = \6930.79
Senior Designer- $42949.71 \times 14.77\% = \6343.67
Total FY 14 Impact- \$13,274.46

BCA has been following the recommendations of former HR Director Kristin Lonerwright, who recommended in 2007 a staged approach to bringing BCA temporary employees into City Personnel policy compliance. These recommendations were discussed and accepted by council personnel and finance committees at the time as well as the city administration. It was also understood that BCA's organizational chart of 2006/2007 would likely change given our less than two-year experience with running a five-floor art center and the attendant programs and services. It was also noted that our strategic plan called for staged growth. As a department that raises nearly 80% of our budget, we had to build capacity to adequately fundraise for a fully programmed art center. This approach was approved by the finance and personnel committees as well as the administration at that time. We appreciate your support as we finalize our 2005 employee classification plan reviewed and approved by earlier Personnel and Finance Board committees.

Respectfully,

Doreen Kraft
Executive Director