

Westfield City Council Members

Mark Keen, President (District 1)

Steve Hoover (District 2)

Robert L. Horkay, (District 5)

Chuck Lehman, (District 4)

Joe Edwards (District 3)

Cindy L. Spoljaric (At Large)

Jim Ake Vice President (At Large)



CITY OF WESTFIELD, IN
CityCouncil_Meeting_Agenda_12_10_2018

Monday, December 10, 2018 at 07:00 PM

BOARD OR COMMISSION: City Council Meeting

MEETING DATE: Monday, December 10, 2018 at 07:00 PM

MEETING PLACE: Westfield City Hall- Assembly Room

***THE FOLLOWING AGENDA IS SUBJECT TO CHANGE AT THE DISCRETION OF
THE COUNCIL***

AGENDA

Pledge of Allegiance

Invocation by : Rev. Dr. Marlene Morrison Pedigo, from Eagle Creek Evangelical Friends Church

Opening of Meeting

Note the presence of a quorum

Announce any changes to Agenda

Approval of Minutes:

Documents: [Meeting Minutes 11-12-2018](#)

Claims:

Documents: [Docket](#)

Approval of Claims

Miscellaneous Business/Special Recognition:

Special Recognition: Mayor Cook presenting Distinguished Citizen Certificate to Becky Ragsdale.

Old Business:

New Business:

Resolution 18-115: Tax Abatement Deductions for 3rd Dimension Industrial 3D Printing

Council Introduction: December 10, 2018

Adoption Consideration: December 10, 2018

Documents: [Resolution 18-115](#) | [Location Map](#) | [Statement of Benefits](#)

Ordinance 18-45: 2019 Elected Official's Salary Ordinance

Council Introduction: December 10, 2018

Adoption Consideration: December 20, 2018

Documents: [Ordinance 18-45](#)

Ordinance 18-52: Gristmill Crossing PUD District

Council Introduction: December 10, 2018

APC Public Hearing: December 17, 2018

APC Recommendation: January 7, 2019

Adoption Consideration: January 14, 2019

Documents: [Ordinance 18-52](#) | [Location Map](#) | [Presentation Exhibits](#)

Ordinance 18-53: 181st Street PUD Amendment (Grand Junction Taproom Stage)

Council Introduction: December 10, 2018

APC Public Hearing: December 17, 2018

APC Recommendation: January 7, 2019

Adoption Consideration: January 14, 2019

Documents: [Ordinance 18-53](#) | [Location Map](#) | [Site Plan](#) | [Tap Room Stage](#)

Ordinance 18-54: Monon Crossing PUD

Council Introduction: December 10, 2018

APC Public Hearing: January 7, 2019

APC Recommendation: February 4, 2019

Adoption Consideration: February 11, 2019

Documents: [Ordinance 18-54](#) | [Concept Plan](#) | [Location Map](#)

Ordinance 18-55 Adopting Updated Policies,, Procedures, and Fee Schedules

Council Introduction: December 10, 2018

Adoption Consideration: December 20, 2019

Documents: [Ordinance 18-55](#) | [Exhibit A](#) | [Exhibit B](#) | [Exhibits C](#) | [Exhibit D](#) | [Exhibit E](#) | [Exhibit F](#) | [Exhibit G](#) | [Exhibit H](#) | [Exhibit I](#) | [Exhibit J](#)

Approval of 2019 Meeting Dates

Documents: [2019 Meeting Date Schedule](#)

Guests:

Residents who wish to address the Council on items not on the agenda may do so at this time.

Council Response to Guest Comments

City Council Comments

Mayor Comments

Adjourn

Executive Session: I.C. 5-14-1.5-6.1 (b) (2) (B): Legal Issues

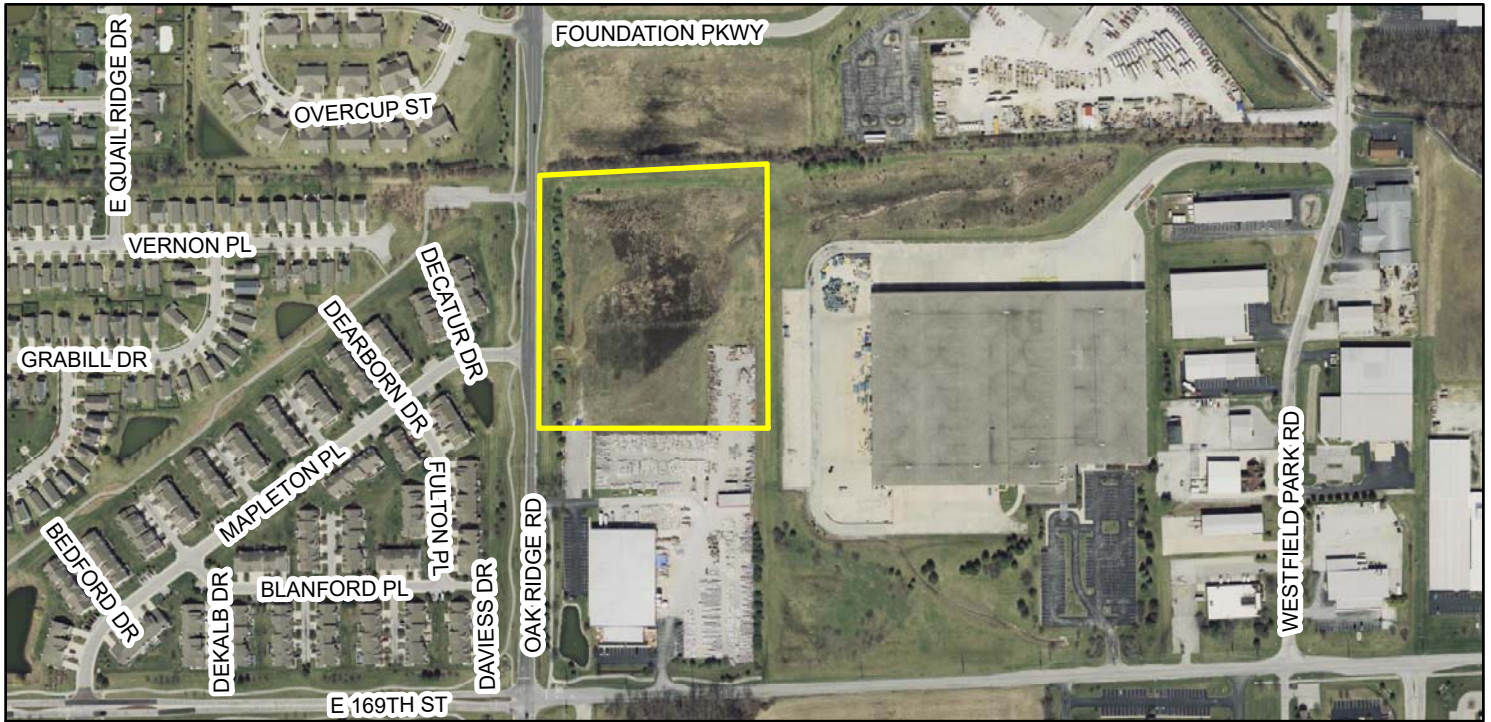
Working Meeting



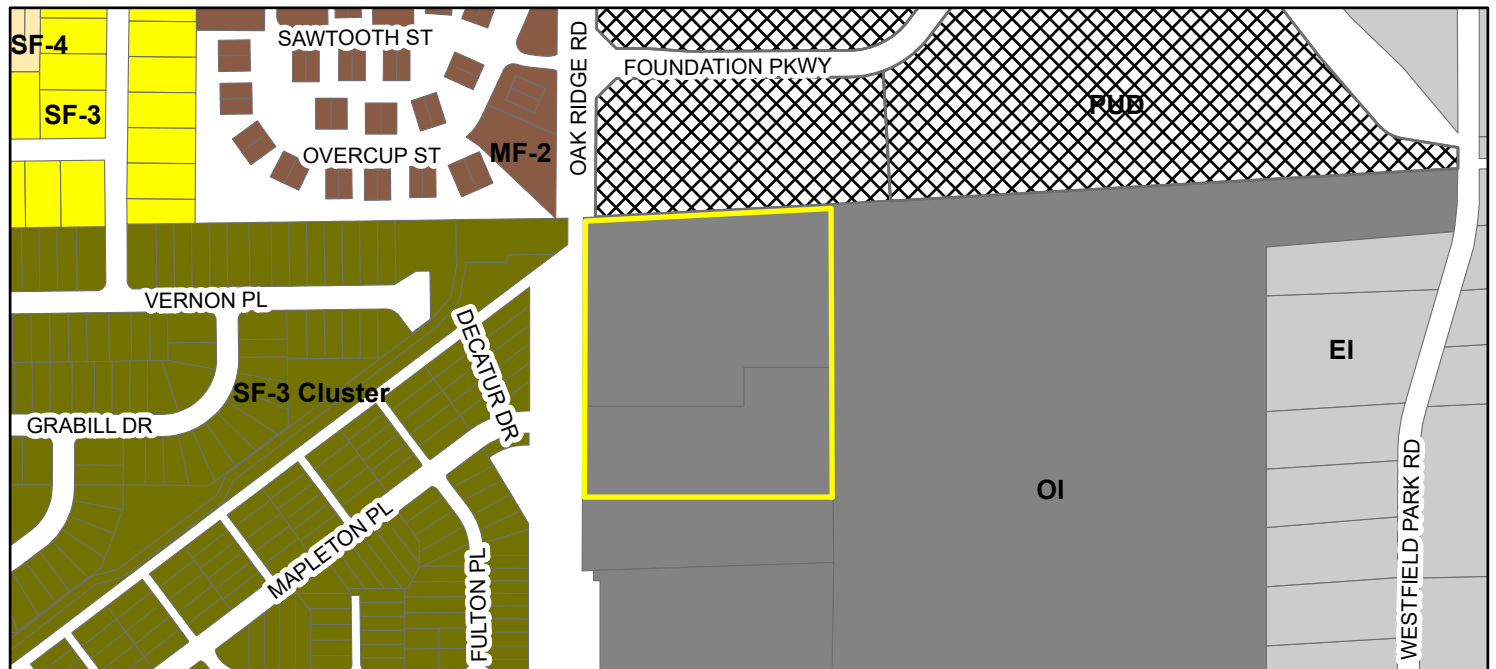
Property Location Map
3rd Dimension Industrial 3D Printing
Personal Property Tax Abatement
Resolution 18-115



Aerial Location Map



Zoning Map



Zoning - All

Zoning

- | | |
|----------------------------|--------------------------------|
| EI (Enclosed Industrial) | PUD (Planned Unit Development) |
| MF-2 (Multiple Family - 2) | SF-3 (Single Family - 3) |
| OI (Open Industrial) | SF-3 Cluster |
| | SF-4 (Single Family - 4) |



STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51764 (R4 / 11-15)

Prescribed by the Department of Local Government Finance

FORM SB-1 / PP

PRIVACY NOTICE

Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

INSTRUCTIONS

1. This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise this statement must be submitted to the designating body **BEFORE** a person installs the new manufacturing equipment and/or research and development equipment, and/or logistical distribution equipment and/or information technology equipment for which the person wishes to claim a deduction.
2. The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the installation of qualifying abatable equipment for which the person desires to claim a deduction.
3. To obtain a deduction, a person must file a certified deduction schedule with the person's personal property return on a certified deduction schedule (Form 103-ERA) with the township assessor of the township where the property is situated or with the county assessor if there is no township assessor for the township. The 103-ERA must be filed between January 1 and May 15 of the assessment year in which new manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment is installed and fully functional, unless a filing extension has been obtained. A person who obtains a filing extension must file the form between January 1 and the extended due date of that year.
4. Property owners whose Statement of Benefits was approved, must submit Form CF-1/PP annually to show compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
5. For a Form SB-1/PP that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/PP that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. (IC 6-1.1-12.1-17)

SECTION 1

TAXPAYER INFORMATION

Name of taxpayer 3rd Dimension Industrial 3D Printing Co	Name of contact person Robert Markley
Address of taxpayer (number and street, city, state, and ZIP code) 7168 Zionsville Road, Indianapolis, IN 46268	Telephone number (317) 941-7958

SECTION 2

LOCATION AND DESCRIPTION OF PROPOSED PROJECT

Name of designating body Westfield City Council	Resolution number (s)
Location of property 17001 Oak Ridge Road, Westfield, IN 46074	County Hamilton
Description of manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment. (Use additional sheets if necessary.) The types of equipment to be purchased and installed will include advanced manufacturing equipment as well as metal additive and support equipment. The equipment will be installed by EOY 2021 and job creation will continue through 12/31/2021. Please see attached description and amounts of equipment investment.	DLGF taxing district number 29-015
ESTIMATED	
START DATE COMPLETION DATE	
Manufacturing Equipment	12/01/2018 12/31/2022
R & D Equipment	12/01/2018 12/31/2022
Logist Dist Equipment	
IT Equipment	12/01/2018 12/31/2022

SECTION 3

ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT

Current number 0	Salaries 0	Number retained 0	Salaries 0	Number additional 22	Salaries \$1,277,515.20
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SECTION 4

ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT

NOTE: Pursuant to IC 6-1.1-12.1-5.1 (d) (2) the COST of the property is confidential.	MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT	
	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Current values								
Plus estimated values of proposed project								
Less values of any property being replaced								
Net estimated values upon completion of project								

SECTION 5

WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER

Estimated solid waste converted (pounds) _____	Estimated hazardous waste converted (pounds) _____
Other benefits: _____	

SECTION 6

TAXPAYER CERTIFICATION

I hereby certify that the representations in this statement are true.	
Signature of authorized representative 	Date signed (month, day, year) 11/7/18
Printed name of authorized representative Robert Markley	Title President + CEO

FOR USE OF THE DESIGNATING BODY

We have reviewed our prior actions relating to the designation of this economic revitalization area and find that the applicant meets the general standards adopted in the resolution previously approved by this body. Said resolution, passed under IC 6-1.1-12.1-2.5, provides for the following limitations as authorized under IC 6-1.1-12.1-2.

A. The designated area has been limited to a period of time not to exceed _____ calendar years * (see below). The date this designation expires is _____. *NOTE: This question addresses whether the resolution contains an expiration date for the designated area.*

B. The type of deduction that is allowed in the designated area is limited to:

1. Installation of new manufacturing equipment;
2. Installation of new research and development equipment;
3. Installation of new logistical distribution equipment.
4. Installation of new information technology equipment;

☐ Yes ☐ No
☐ Yes ☐ No
☐ Yes ☐ No
☐ Yes ☐ No

☐ Enhanced Abatement per IC 6-1.1-12.1-18
Check box if an enhanced abatement was approved for one or more of these types.

C. The amount of deduction applicable to new manufacturing equipment is limited to \$ _____ cost with an assessed value of \$ _____. *(One or both lines may be filled out to establish a limit, if desired.)*

D. The amount of deduction applicable to new research and development equipment is limited to \$ _____ cost with an assessed value of \$ _____. *(One or both lines may be filled out to establish a limit, if desired.)*

E. The amount of deduction applicable to new logistical distribution equipment is limited to \$ _____ cost with an assessed value of \$ _____. *(One or both lines may be filled out to establish a limit, if desired.)*

F. The amount of deduction applicable to new information technology equipment is limited to \$ _____ cost with an assessed value of \$ _____. *(One or both lines may be filled out to establish a limit, if desired.)*

G. Other limitations or conditions (specify) _____

H. The deduction for new manufacturing equipment and/or new research and development equipment and/or new logistical distribution equipment and/or new information technology equipment installed and first claimed eligible for deduction is allowed for:

☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 ☐ Year 6 ☐ Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10
☐ Enhanced Abatement per IC 6-1.1-12.1-18
 Number of years approved: _____
(Enter one to twenty (1-20) years; may not exceed twenty (20) years.)

I. For a Statement of Benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17? ☐ Yes ☐ No
 If yes, attach a copy of the abatement schedule to this form.
 If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

Also we have reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.

Approved by: (signature and title of authorized member of designating body)	Telephone number ()	Date signed (month, day, year)
Printed name of authorized member of designating body	Name of designating body	
Attested by: (signature and title of attester)	Printed name of attester	

* If the designating body limits the time period during which an area is an economic revitalization area, that limitation does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years that is less than the number of years designated under IC 6-1.1-12.1-17.

IC 6-1.1-12.1-17

Abatement schedules

Sec. 17. (a) A designating body may provide to a business that is established in or relocated to a revitalization area and that receives a deduction under section 4 or 4.5 of this chapter an abatement schedule based on the following factors:

- (1) The total amount of the taxpayer's investment in real and personal property.
- (2) The number of new full-time equivalent jobs created.
- (3) The average wage of the new employees compared to the state minimum wage.
- (4) The infrastructure requirements for the taxpayer's investment.

(b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. An abatement schedule may not exceed ten (10) years.

(c) An abatement schedule approved for a particular taxpayer before July 1, 2013, remains in effect until the abatement schedule expires under the terms of the resolution approving the taxpayer's statement of benefits.

3rd Dimension Industrial 3D Printing Co
SB-1 PP Attachment
11/5/2018

Investment Information

Investment Schedule:

2018 - \$2,000,000
2019 - \$2,000,000
2020 - \$3,000,000
2021 - \$3,000,000

Investment Type:

The types of equipment to be purchased and installed will include metal additive manufacturing and support equipment as well as other advanced manufacturing equipment. The breakdown between the three categories is unknown at this time.

Job Creation Information

Job Creation Schedule:

2018 – Cumulative total number of new positions 7
2019 – Cumulative total number of new positions 12
2020 – Cumulative total number of new positions 17
2021 – Cumulative total number of new positions 22

ORDINANCE NUMBER 18-45

2019 Elected Officials Salary Ordinance

AN ORDINANCE OF THE CITY OF WESTFIELD CONCERNING SALARIES, WAGES, BENEFITS, STIPENDS AND OTHER COMPENSATION FOR THE 2019 CALENDAR YEAR

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WESTFIELD:

Section 1.

The salaries, hourly wages, stipends, and other compensation for elected officials of the City of Westfield are described in this ordinance.

Section 2.

The salaries of the elected officials of the City of Westfield, Indiana for the year 2019 shall be as follows:

Mayor	\$115,950
Clerk Treasurer	\$85,515
City Council	\$16,075 each

Section 3.

Additional compensation for the year 2019 shall be as follows:

Clerk Treasurer Stipend	\$10,500
Council President	\$1,500
Council Vice-President	\$1,000

Section 4.

The employee contribution to the Publication Employee's Retirement Fund (PERF) will be paid for the Mayor and Clerk Treasurer by the City of Westfield.

Section 5.

The retirement contributions and other benefit programs offered by the City of Westfield on behalf of the Mayor and Clerk Treasurer are described on **Attachment A.**

ALL OF WHICH IS ORDAINED THIS _____ DAY OF _____ 2018.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark Keen

Mark Keen

Mark Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy J. Gossard, Clerk Treasurer

I hereby certify that ORDINANCE 18-45 was delivered to the Mayor of Westfield

on the _____ day of _____, 2018, at _____ m.

Cindy J. Gossard, Clerk Treasurer

I hereby APPROVE ORDINANCE 18-45

this _____ day of _____, 2018.

I hereby VETO ORDINANCE 18-45

this _____ day of _____, 2018.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

ATTEST:

Cindy J. Gossard, Clerk Treasurer

ATTACHMENT A
ELECTED OFFICIAL BENEFIT SUMMARIES
2019
Mayor and Clerk Treasurer

INSURANCE

HEALTH, LIFE, DENTAL, VISION, WORKERS COMPENSATION – As available for all employees

SOCIAL SECURITY/MEDICARE CONTRIBUTIONS – As provided for all employees

EMPLOYEE ASSISTANCE PROGRAM – As provided for all employees

RETIREMENT

Civilian PERF – 14.2% (2019) of the eligible employee's salary is contributed by the City for the PERF program (Public Employees Retirement Fund). Benefits for elected officials retired from PERF may differ. Please see the Clerk Treasurer's Office for more information.

1. 3% of the employee's salary is contributed on behalf of the employee (employee's contribution) and identified in a private PERF account for the employee. This money is available to the employee if they would resign from the City. Once the employee begins to draw a retirement check from PERF this fund may be used to supplement that monthly retirement or received in full at retirement.
2. 11.2% of the employee's salary is contributed for the employee (City's contribution) and is added to the general state retirement fund that supports all state employees through the PERF retirement program.

457 Plan (Supplemental Retirement Plan)

The City of Westfield offers one supplemental 457 retirement plan to all employees. Employees may contribute (pre-tax) a maximum amount authorized by law into the plan.

City Matching Contribution

To encourage employee participation in the 457 plans, the City makes a matching contribution of \$.667 for each \$1.00 contributed up to 6% of base pay for all civilian employees. This matching contribution is made in July and January of each year into a 401A account that requires vesting.

ORDINANCE NUMBER 18-53

AN ORDINANCE OF THE CITY OF WESTFIELD AND WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA CONCERNING AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE AND THE 181ST STREET PLANNED UNIT DEVELOPMENT DISTRICT ORDINANCE

This is a Planned Unit Development District Ordinance to amend the Unified Development Ordinance of the City of Westfield and Washington Township, Hamilton County, Indiana (the "Unified Development Ordinance"), enacted by the City of Westfield pursuant to its authority under the laws of the State of Indiana, Ind. Code § 36-7-4 et seq., as amended,

WHEREAS, the City of Westfield, Indiana (the "City") and the Township of Washington, both of Hamilton County, Indiana are subject to the Unified Development Ordinance;

WHEREAS, the Common Council enacted Ordinance 14-03, the 181st Street Planned Unit Development Ordinance (the "181st Street PUD") on January 27, 2014 recorded as Instrument No. 2014006955 in the Office of the Recorder of Hamilton County, Indiana amended by (i) Ordinance 16-45, enacted by the Council on November 28, 2016, and (ii) 16-50 enacted by the Council on December 12, 2016, and (iii) Ordinance 18-28 enacted by the Council on September 10, 2018;

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**Petition No. 1812-PUD-32**), requesting an amendment to the 181st Street PUD with regard to the subject real estate more particularly described in **Exhibit A** attached hereto (the "Real Estate");

WHEREAS, the Commission forwarded **Petition No. 1812-PUD-32** to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a _____ recommendation (#-#) in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code § 36-7-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on _____, 2018;

WHEREAS, the Common Council is subject to the provisions of the Indiana Code §36-7-4-1507 and Indiana Code § 36-7-4-1512 concerning any action on this request; and

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Hamilton County, Indiana, meeting in regular session, that the Unified Development Ordinance and Zoning Map are hereby amended as follows:

Section 1. Applicability of Ordinance.

- 1.1 Development of the Real Estate shall be governed by the provisions of this Ordinance and its exhibits, and (ii) the provisions of the Unified Development Ordinance (UDO), as amended and applicable to the Underlying Zoning District or a Planned Unit Development District, except as modified, revised, supplemented or expressly made inapplicable by this Ordinance.
- 1.2 All other provisions of the 181st Street PUD Ordinance shall remain in effect with the adoption of this Ordinance
- 1.3 Chapter (“Chapter”) and Article (“Article”) cross-references of this Ordinance shall hereafter refer to the section as specified and referenced in the Unified Development Ordinance.
- 1.4 All provisions and representations of the Unified Development Ordinance that conflict with the provisions of this Ordinance are hereby made inapplicable to the Real Estate and shall be superseded by the terms of this Ordinance.

Section 2. Definitions. Capitalized terms not otherwise defined in this Ordinance shall have the meanings ascribed to them in the Unified Development Ordinance. The following words and terms, not defined elsewhere in the Ordinance or its exhibits, shall have the following meaning:

- **Outdoor Event Stage:** A stage, existing outside of the Principal Building on the same Lot, on which various entertainment events and gatherings are held

Section 3. Concept Plan. The Concept Plan, attached hereto as **Exhibit B**, is hereby incorporated in accordance with Article 10.9(F)(2) Planned Unit Development Districts; PUD District Ordinance Requirements; Concept Plan. The Real Estate shall be developed in substantial compliance with the Concept Plan.

Section 4. Character Exhibit. The Character Exhibit, attached hereto as **Exhibit C** is hereby incorporated to capture the intended quality of the improvements made on the Real Estate. Site improvements shall be constructed substantially similar to those in the Character Exhibit.

Section 5. Permitted Uses. The permitted uses shall be as set forth below.

- 5.1 All uses permitted in the 181st Street PUD District shall be permitted on the Real Estate, in addition to the following:
 - Outdoor Event Stage

Section 6. **Development Standards.** The standards of Section 2.3 Development Standards and Architectural Design Requirements of the 181st Street PUD (Ord. 14-03) shall apply to the development of the District, except as otherwise modified below:

- 6.1 Front Yard Setback, 181st Street: Five (5) feet for an Outdoor Event Stage. All other Structures shall meet the requirements of the 181st Street PUD (Ord. 14-03).

- 6.2 Accessory Use and Building Standards: An Outdoor Event Stage, as depicted in Exhibit C, shall be permitted in the Established Front Yard adjacent to 181st Street.

- 6.3 State Highway 32 Overlay District: Article 5.3 of the UDO, Standards of the State Highway 32 Overlay Zone, as well as Section 2.3(A)(2) of the 181st Street PUD, State Highway 32 Overlay Zone Modifications, shall not apply to the permitted Outdoor Event Stage. Instead, Exhibit C shall control.

ALL OF WHICH IS ORDAINED/RESOLVED THIS ## DAY OF _____, 2018.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that **ORDINANCE 18-53** was delivered to the Mayor of Westfield

on the _____ day of _____, 2018, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 18-53**

this _____ day of _____, 2018.

J. Andrew Cook, Mayor

I hereby VETO **ORDINANCE 18-53**

this _____ day of _____, 2018.

J. Andrew Cook, Mayor

This document prepared by:

Daine Crabtree, Associate Planner, City of Westfield, 2728 E. 171st Street, Westfield, IN 46074

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law: Daine Crabtree

SCHEDULE OF EXHIBITS

Exhibit A	Real Estate (Legal Description)
Exhibit B	Concept Plan
Exhibit C	Character Exhibit

EXHIBIT A
REAL ESTATE

A part of the southeast quarter of Section 36, Township 19 North, Range 3 East in Hamilton County, Indiana being more particularly described as follows:

Commencing at the northeast corner of the Southwest Quarter of said section; thence North 89 degrees 53 minutes 12 seconds East along the north line of the southeast quarter of said Section 36, 114.54 feet to the Point of Beginning; thence continuing North 89 degrees 53 minutes 12 seconds East along said north line 403.73 feet to a point on the westerly right of way of line of U.S. Highway 31; the next five follow said right of way, 1) thence South 00 degrees 06 minutes 48 seconds East 16.50 feet; 2) thence South 56 degrees 22 minutes 20 seconds East 85.23 feet to a non-tangent curve to the left having a radius of 8120.00 feet and a length of 329.72 feet; 3) said curve being subtended by a chord bearing of South 16 degrees 57 minutes 32 seconds West and a chord length of 329.70 feet; 4) thence South 21 degrees 04 minutes 04 seconds West 101.93 feet; 5) thence South 14 degrees 49 minutes 00 seconds West 74.71 feet; thence South 88 degrees 40 minutes 42 seconds West 329.64 feet to a point on the easterly right of way of Sun Park Drive; thence North 00 degrees 41 minutes 36 seconds East 553.26 feet to the Point of Beginning, containing 5.12 acres more or less, subject to all highways, rights of way and easements of record.

EXHIBIT B
CONCEPT PLAN

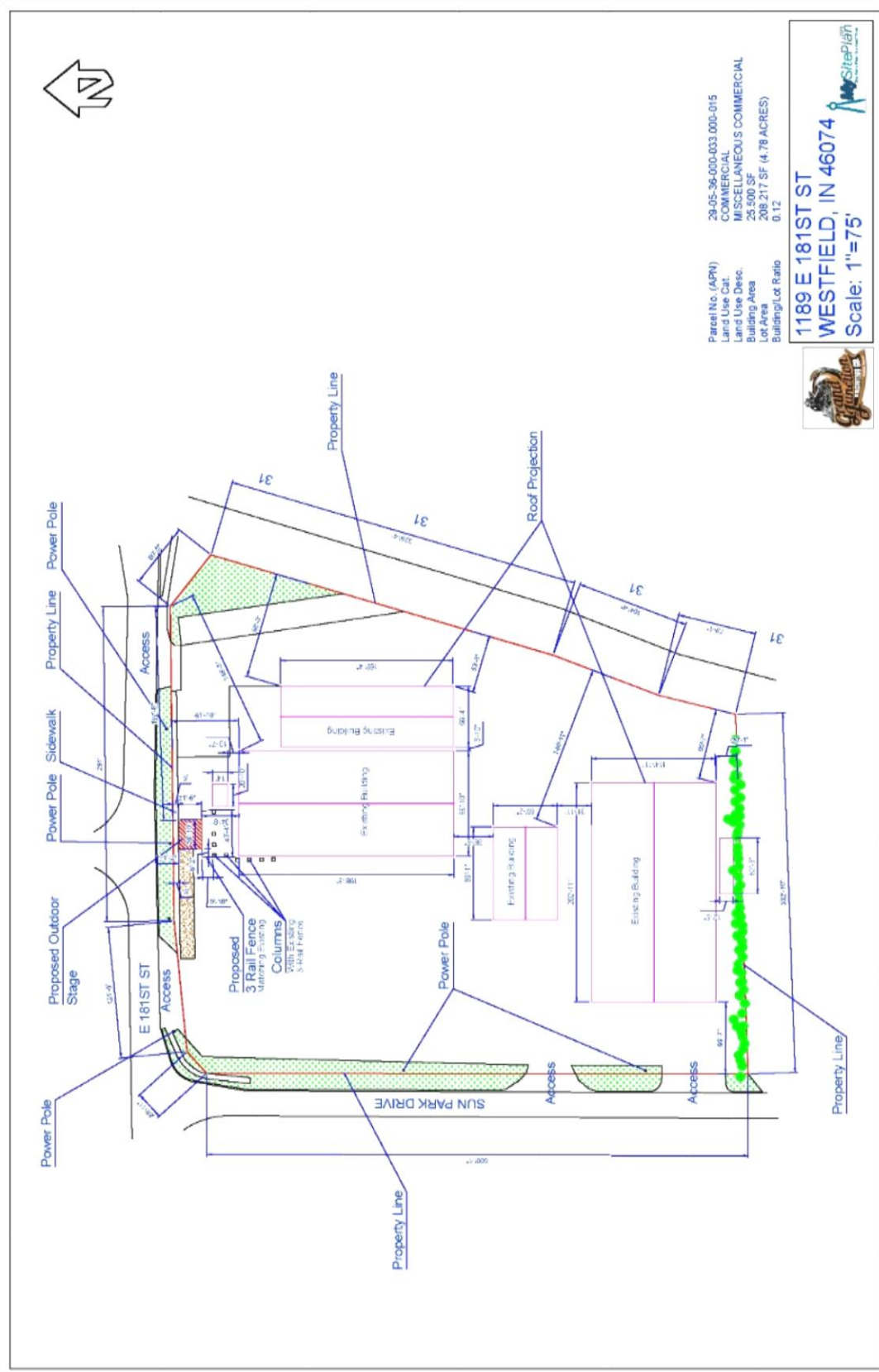
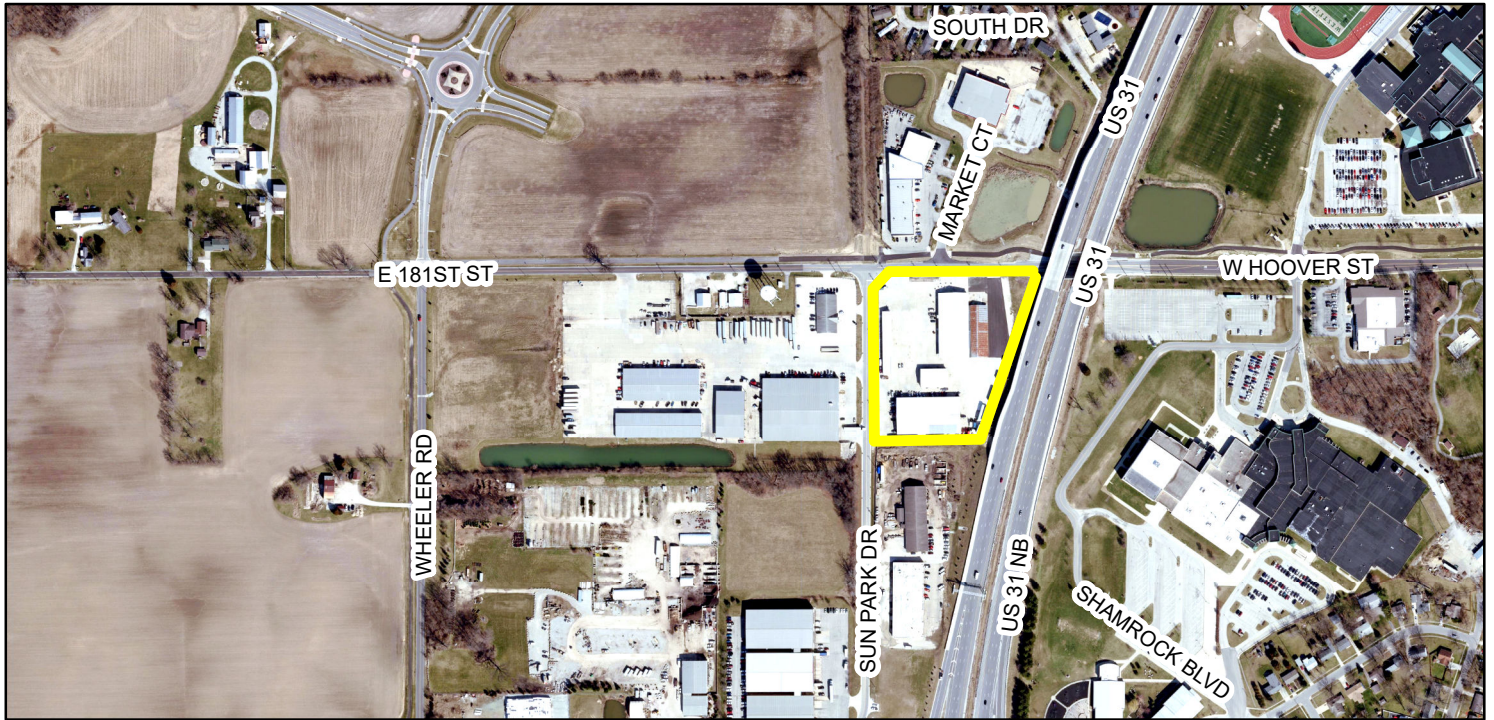


EXHIBIT C
CHARACTER EXHIBIT

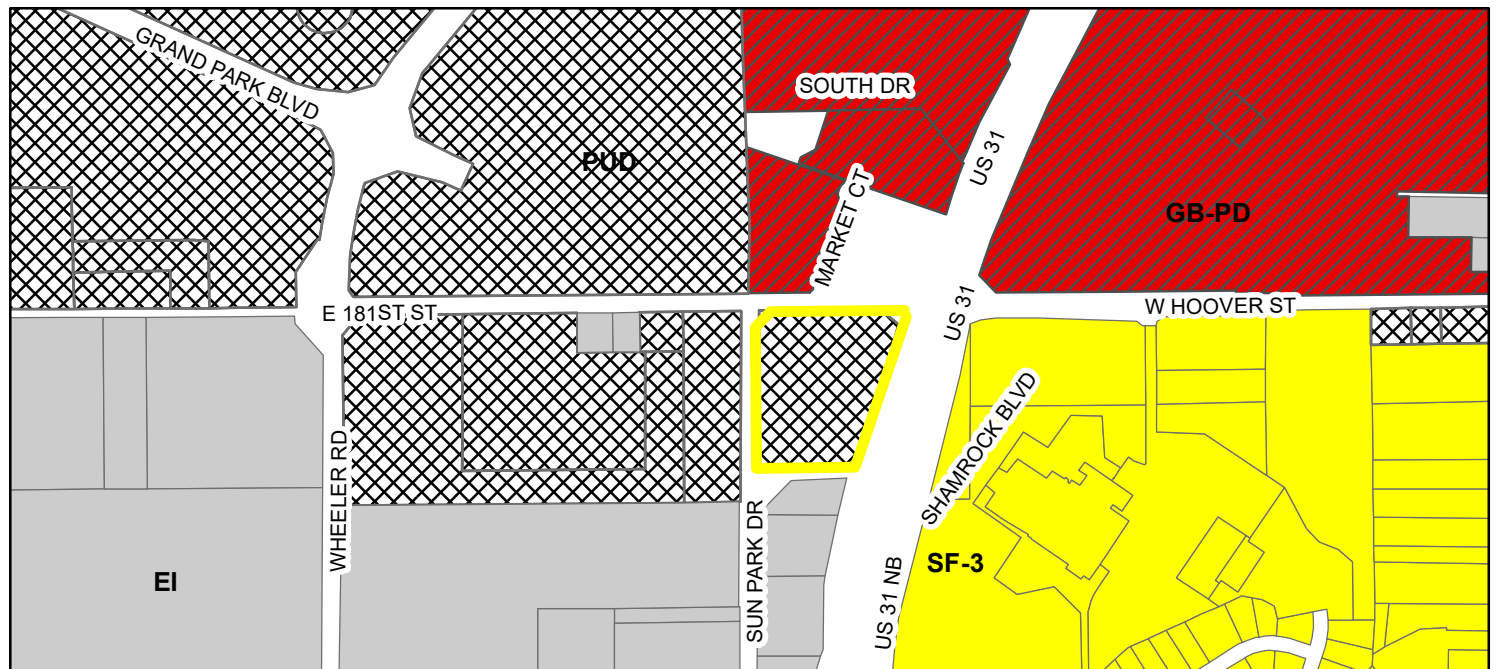


Aerial Location Map

 Site



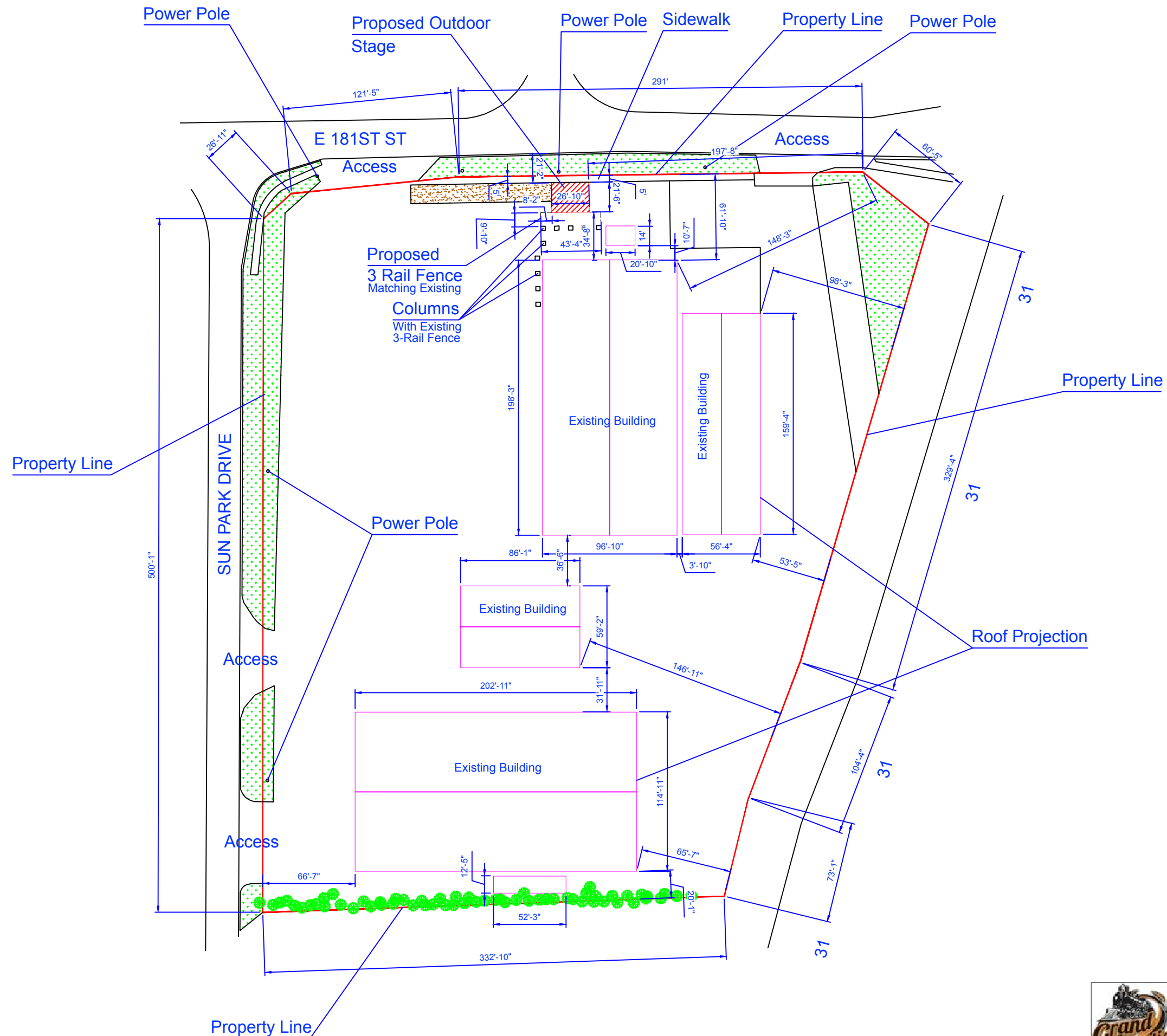
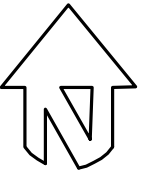
Zoning Map



Zoning - All
Zoning

-  GB-PD (General Business - Planned Development)
-  PUD (Planned Unit Development)
-  EI (Enclosed Industrial)
-  SF-3 (Single Family - 3)



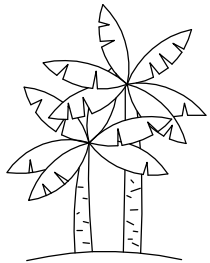


Parcel No. (APN)	29-05-36-000-033.000-015
Land Use Cat.	COMMERCIAL
Land Use Desc.	MISCELLANEOUS COMMERCIAL
Building Area	25,500 SF
Lot Area	208,217 SF (4.78 ACRES)
Building/Lot Ratio	0.12



1189 E 181ST ST
WESTFIELD, IN 46074
Scale: 1"=75'





TDW
TROPICAL DESIGN WORKS

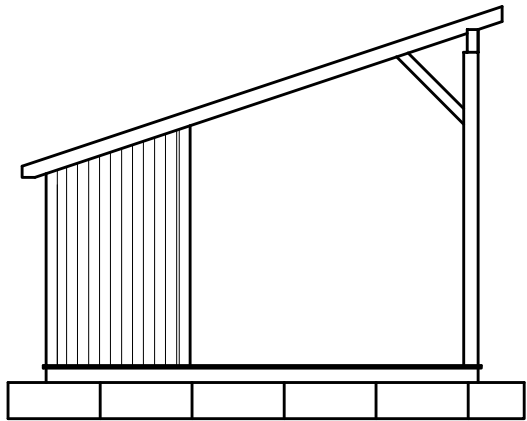
Boyd Fannin
4707 Wilbur Rd.
Martinsville, IN 46151

Grand Junction Tap Room Stage

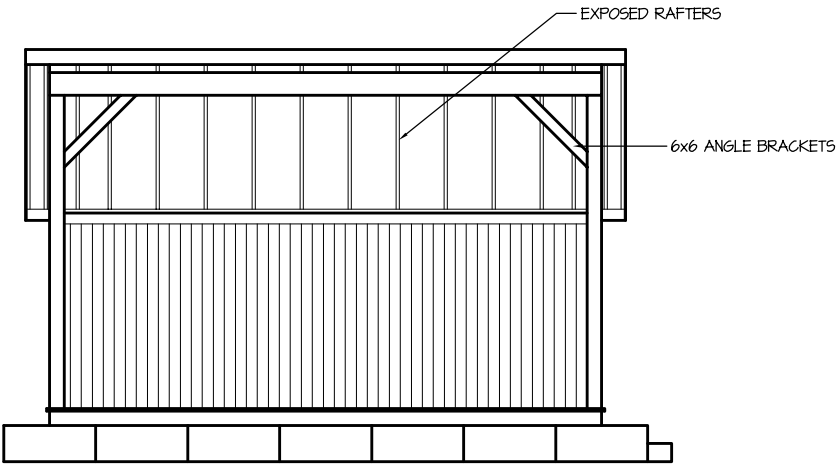
1189 E 181st St.
Westfield, IN 46074

DRAWN BY:
BEF

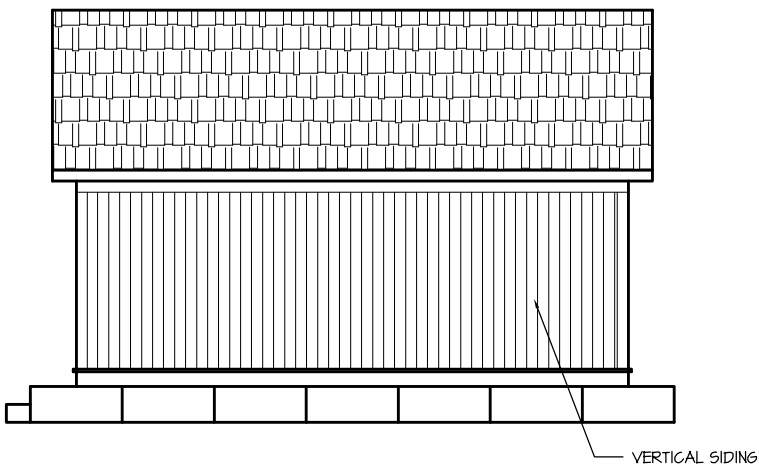
1/8" SCALE



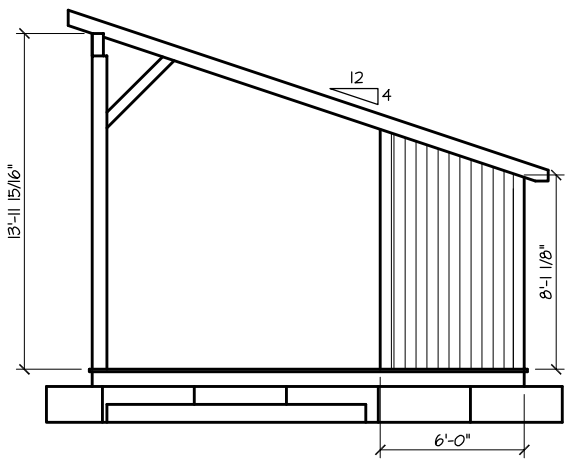
LEFT VIEW



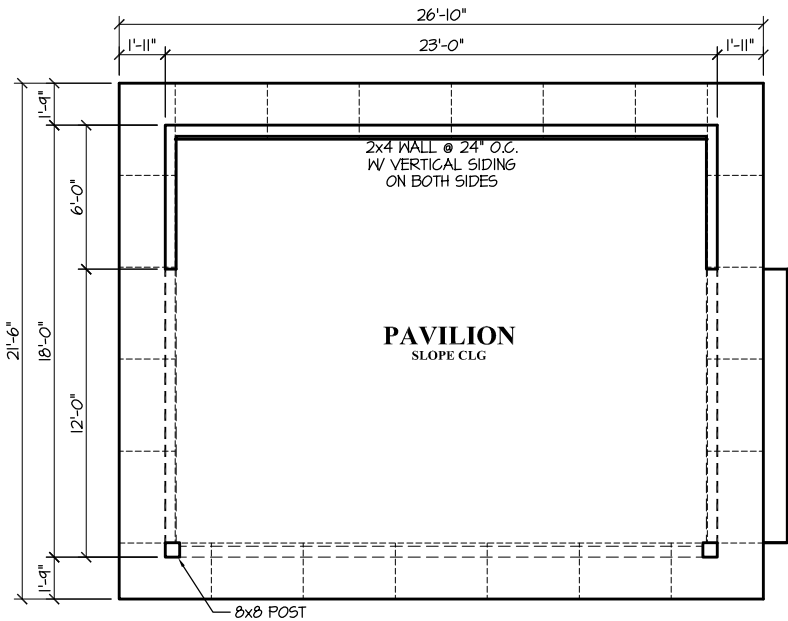
FRONT VIEW



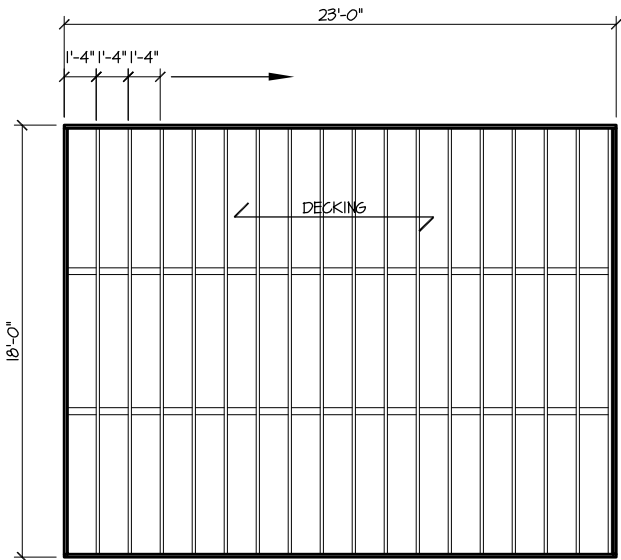
REAR VIEW



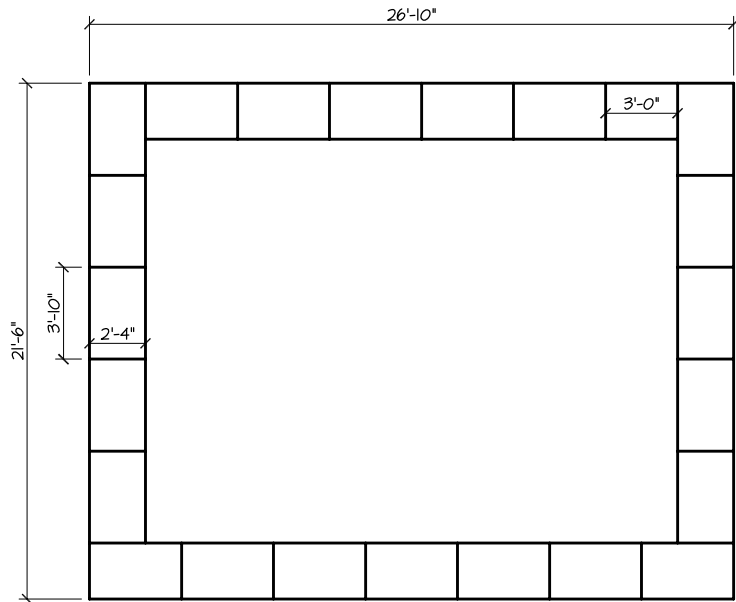
RIGHT VIEWS



FULL PLAN VIEW



2x8 DECK FRAMING
2x8 JOISTS @ 16" O.C.
W/ (2) 2x4 STIFF BACKS BELOW



BLOCK FOUNDATION
46"W x 18"T x 28"D BLOCK FOUNDATION
UNLESS OTHERWISE NOTED

**City of Westfield City Council Meetings
Meeting 2019 Schedule**

Meeting Date

Monday, January 14, 2019	
Monday, January 28, 2019	Tentative
Monday, February 11, 2019	
Monday, February 25, 2019	Tentative
Monday, March 11, 2019	
Monday, March 25, 2019	Tentative
Monday, April 8, 2019	
Monday, April 22, 2019	Tentative
Monday, May 13, 2019	
Tuesday, May 28, 2019	Tentative
Monday, June 10, 2019	
Monday, June 24, 2019	Tentative
Monday, July 8, 2019	
Monday, July 22, 2019	Tentative
Monday, August 12, 2019	
Monday, August 26, 2019	Tentative
Monday, September 9, 2019	
Monday, September 23, 2019	Tentative
Monday, October 14, 2019	
Monday, October 28, 2019	Tentative
Monday, November 11, 2019	
Monday, November 25, 2019	Tentative
Monday, December 9, 2019	

Meetings are held at Westfield City Hall at 7:00 pm

**Westfield City Hall Assembly Room
130 Penn Street
Westfield, IN 46074**

* Meetings are held the 2nd and 4th Monday of each month. 4th Monday is tentative.

ORDINANCE NUMBER 18-[REDACTED]

AN ORDINANCE OF THE CITY OF WESTFIELD AND WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA CONCERNING AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE AND THE TRAILS PLANNED UNIT DEVELOPMENT DISTRICT ORDINANCE

This is a Planned Unit Development District Ordinance (to be known as the **MONON CROSSING PUD DISTRICT**) to amend the Unified Development Ordinance of the City of Westfield and Washington Township, Hamilton County, Indiana (the "Unified Development Ordinance"), enacted by the City of Westfield pursuant to its authority under the laws of the State of Indiana, Ind. Code § 36-7-4 et seq., as amended.

WHEREAS, the City of Westfield, Indiana (the "City") and the Township of Washington, both of Hamilton County, Indiana are subject to the Unified Development Ordinance;

WHEREAS, the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") enacted Ordinance No. 15-27 (the "Original PUD Ordinance"), on November 9, 2015, as amended and replaced by Ordinance No. 16-26 (the "Trails PUD Ordinance"), as adopted by the Common Council on November 14, 2016;

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**Petition No. 1901-PUD-[REDACTED]**), requesting an amendment to the Unified Development Ordinance and to the Zoning Map with regard to the subject real estate more particularly described in **Exhibit A** attached hereto (the "Real Estate");

WHEREAS, the Commission forwarded **Petition No. 1901-PUD-[REDACTED]** to the Common Council of the City of Westfield, Hamilton County, Indiana with a _____ recommendation (____ - ____) in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code § 36-7-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on _____, 2019;

WHEREAS, the Common Council is subject to the provisions of the Indiana Code §36-7-4-1507 and Indiana Code § 36-7-4-1512 concerning any action on this request; and

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Hamilton County, Indiana, meeting in regular session, that the Unified Development Ordinance and Zoning Map are hereby amended as follows:

Section 1. Applicability of Ordinance.

- 1.1 The Unified Development Ordinance and Zoning Map are hereby changed to designate the Real Estate as a Planned Unit Development District to be known as the "**Monon Crossing PUD District**" (the "District"). This Ordinance shall amend and replace in its entirety the Trails PUD Ordinance, as applicable to the Real Estate.
- 1.2 Development of the Real Estate shall be governed by (i) the provisions of this Ordinance and its exhibits, and (ii) the provisions of the Unified Development Ordinance, as amended and applicable to the Underlying Zoning District or a Planned Unit Development District, except as modified, revised, supplemented or expressly made inapplicable by this Ordinance.
- 1.3 Chapter ("Chapter") and Article ("Article") cross-references of this Ordinance shall hereafter refer to the section as specified and referenced in the Unified Development Ordinance.
- 1.4 All provisions and representations of the Unified Development Ordinance that conflict with the provisions of this Ordinance are hereby made inapplicable to the Real Estate and shall be superseded by the terms of this Ordinance.

Section 2. Definitions. Capitalized terms not otherwise defined in this Ordinance shall have the meanings ascribed to them in the Unified Development Ordinance.

Section 3. Concept Plan. The Concept Plan, attached hereto as **Exhibit B**, is hereby incorporated in accordance with Article 10.9(F)(2) Planned Unit Development Districts; PUD District Ordinance Requirements; Concept Plan. The Concept Plan provides a general vision for the development of the District with two (2) possible site layouts for parking, internal drives and building locations that are permitted by this Ordinance. The final layout and site plan shall be subject to the terms and conditions of this Ordinance and may vary from the Concept Plan.

Section 4. Underlying Zoning District(s). The Underlying Zoning District of this District shall be the GB: General Business District (the "Underlying Zoning District").

Section 5. Permitted Uses. All uses permitted in the Underlying Zoning District shall be permitted.

Section 6. General Regulations. The standards of Chapter 4 Zoning Districts, as applicable to the Underlying Zoning District, shall apply to the development of the Real Estate, except as otherwise modified below.

6.1 Minimum Building Setback Lines:

- | | | |
|----|-------------------------------------|--|
| A. | <u>State Highway 32:</u> | Thirty (30) feet from right-of-way line. |
| B. | <u>175th Street:</u> | Thirty (30) feet from right-of-way line. |
| C. | <u>District West Property Line:</u> | Ten (10) feet. |
| D. | <u>District East Property Line:</u> | No minimum. |
| E. | <u>All Other:</u> | No minimum. |

Section 7. **Overlay Districts.** The standards of Article 5.3 State Highway 32 Overlay District (the “32 Overlay”) shall apply to the development of the Real Estate, except as otherwise modified below.

7.1 Article 5.3(J) Building Size Requirements: Shall apply, except as modified below.

A. Minimum Gross Floor Area: Four thousand (4,000) square feet, which shall also include the square footage of all pergolas, hardscaped outdoor seating and amenities up to one thousand (1,000) square feet.

7.2 Article 5.3(K) Architectural Design Requirements: Shall apply, except as modified below.

A. Character Exhibit. The “Character Exhibit”, attached hereto as **Exhibit C**, is hereby incorporated. Although the Character Exhibit does not represent the final design, it does hereby establish a benchmark for the quality and appearance of Buildings, and it provides examples of specific design elements that comply with this Ordinance and contribute to the intent and vision for the Real Estate.

B. Mechanical / Utility Meter Screening: The mechanical screening requirements of the UDO (Article 6.3(F)(1) Architectural Standards; Mechanical Screening and Article 6.8(H) Landscaping Standards; General Screening Standards) shall apply. In addition, wall-mounted utility meters shall also be screened from view from adjoining Rights-of-way and are encouraged to be clustered. Screening materials shall be architecturally compatible with the Principal Building(s) and may be achieved by using landscape plantings, opaque wood or vinyl fencing, Masonry Materials, or a combination of the aforementioned.

C. Article 5.3(J)(2)(b) Building Elevations: Shall be modified to require Building Facades, which are ninety (90) feet or greater in length, shall be designed with offsets (projecting or recessed) at intervals of not greater than sixty (60) feet. Buildings less than ten thousand (10,000) square feet in Gross Floor Area shall be designed with offsets at interval of not greater than fifty (50) feet. Offsets shall extend the entire vertical plane of the Building Facade and shall be a minimum depth of two (2) feet and eight (8) inches and a minimum aggregate length of twenty percent (20%) of the horizontal plane of the overall Building Facade. The offset may be met with setbacks of the Building Facade and/or with architectural elements (i.e. arcades, columns, ribs, piers, and pilasters), if such architectural elements meet the minimum offset requirements of this requirement.

Section 8. **Development Standards.** The standards of Chapter 6 Development Standards shall apply to the development of the Real Estate, except as otherwise modified below.

8.1 Article 6.1 Accessory Buildings: Shall apply; however, Article 6.1(H)(2) and Article 6.1(H)(5) Screening of Receptacles and Loading Areas shall be modified to: (i) permit enclosures to be located within the Established Front Yard of 175th Street; and (ii) if enclosures are attached to the Principal Building, as generally

illustrated on the Concept Plan, then the opaque gates may be oriented towards 175th Street.

8.2 Article 6.3 Architectural Standards: Shall not apply; rather, Section 7.2 Architectural Design Requirements of this Ordinance shall apply.

8.3 Article 6.8 Landscaping Standards: Shall apply, except as modified below.

- A. Foundation Plantings (Article 6.8(L)): Building foundation plantings shall only be required along a Building Facade oriented towards State Highway 32 (e.g., north Building Facade).
- B. External Street Frontage Landscaping Requirements (Article 6.8(M)): Shall not apply; however, The Trail Corridor Requirements of the 32 Overlay shall apply along State Highway 32.
- C. Buffer Yard Requirements (Article 6.8(N)): Shall not apply.
- D. Parking Area Landscaping (Article 6.8(O)). Shall apply, except as otherwise modified below.
 - i. Interior Parking Area Landscaping (Article 6.8(O)(1)(a)). Shall apply, however, the Minimum Area Required for the District to be set aside for Parking Area islands shall be seven percent (7%).
 - ii. Perimeter Parking Area Landscaping (Article 6.8(O)(2)). Shall apply, except as modified below.
 - a. If adjacent Lots have vehicular cross-access and/or shared parking, then the shared Lot Line shall not require Perimeter Parking Area Landscaping; rather, the combined Parking Area shall be designed as a single Parking Area and landscaped in accordance with the Interior Parking Area Landscaping (Article 6.8(O)(1)) requirements.
 - b. Perimeter Parking Area Landscaping shall not be required along the District's east property line; however, if approved by the City's Department of Public Works, then the otherwise required Perimeter Parking Area Landscaping along the District's east property line shall be installed within the adjacent right-of-way.
- E. Perimeter Drainage and Utility Easements. Landscaping within drainage and utility easements required the City's Department of Public Works around the perimeter of Lots (the "Easements") is restricted. As a result, if plantings required by this Ordinance are not permitted by the City within the Easements, then the required plantings shall be relocated and installed elsewhere on the Real Estate. If the relocation of plantings results in planting congestion or is otherwise contrary to landscaping best management practices, then the Director or Plan Commission may approve a landscape plan with fewer plantings than otherwise required.

8.4 Article 6.17 Sign Standards: Shall apply, except as modified below.

- A. Article 6.17(J) Nonresidential Center Signs: Shall apply to the District. The District shall be permitted one (1) Monument Sign (Center Only) in accordance with Article 6.17(J)(2)(a)(ii), which permits a maximum of fifteen (15) feet in Sign Height and one hundred and twenty (120) square feet of Sign Area, per face.
- B. Article 6.17(J)(3) Entrance Sign(s) (Center Only): Shall apply. Entrance Signs shall be permitted to identify tenants located within the District.

Section 9. **Infrastructure Standards.** The District's infrastructure shall comply with the Unified Development Ordinance and the City's Construction Standards (see Chapter 7 Subdivision Regulations), unless otherwise approved by the Plan Commission or Department of Public Works.

Section 10. **Design Standards.** The standards of Chapter 8 Design Standards shall apply to the development of the Real Estate.

**[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK;
SIGNATURE PAGES FOLLOW.]**

ALL OF WHICH IS ORDAINED/RESOLVED THIS ____ DAY OF _____, 2019.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that **ORDINANCE 18-[REDACTED]** was delivered to the Mayor of Westfield
on the _____ day of _____, 2019, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 18-[REDACTED]**
this _____ day of _____, 2019.

I hereby VETO **ORDINANCE 18-[REDACTED]**
this _____ day of _____, 2019.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

This document prepared by: Jesse M. Pohlman, Onpointe Land Matters, LLC
Midland Atlantic Properties, Inc.
9000 Keystone Crossing, Suite 850, Indianapolis, Indiana 46240

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law: Jesse M. Pohlman

SCHEDULE OF EXHIBITS

Exhibit A Real Estate (Legal Description)

Exhibit B Concept Plan

Exhibit C Character Exhibit

EXHIBIT A
REAL ESTATE

A PART OF THE NORTHWEST QUARTER OF SECTION 1, TOWNSHIP 18 NORTH, RANGE 3 EAST OF THE SECOND PRINCIPAL MERIDIAN IN CITY OF WESTFIELD, HAMILTON COUNTY, INDIANA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING FROM A HARRISON MONUMENT FOUND AT THE NORTHWEST CORNER OF SAID QUARTER SECTION THENCE NORTH 89 DEGREES 50 MINUTES 12 SECONDS EAST STATE PLANE BEARING ON AND ALONG THE NORTH LINE OF SAID QUARTER SECTION 598.85 FEET; THENCE SOUTH 00 DEGREES 23 MINUTES 45 SECONDS WEST 30.99 FEET TO THE SOUTH RIGHT OF WAY OF STATE ROAD 32 AND SPRUCE LANE, AS DESCRIBED IN INSTRUMENT # 2007-040771 AND THE POINT OF BEGINNING OF THIS DESCRIBED PARCEL; THENCE ON AND ALONG SAID RIGHT OF WAY LINE SOUTH 88 DEGREES 30 MINUTES 25 SECONDS EAST 117.55 FEET; THENCE SOUTH 85 DEGREES 00 MINUTES 22 SECONDS EAST ACROSS THE NORTH LINE OF SPRUCE STREET 81.79 FEET TO THE RIGHT OF WAY OF SPRUCE LANE AND STATE ROAD 32 AS DESCRIBED IN INSTRUMENT # 2007-040161; THENCE SOUTH 88 DEGREES 30 MINUTES 25 SECONDS EAST ON AND ALONG SAID RIGHT OF WAY OF SAID STATE ROAD 202.71 FEET; THENCE SOUTH 00 DEGREES 23 MINUTES 45 SECONDS WEST 362.40 FEET TO THE SOUTHEAST CORNER OF INSTRUMENT # 2006-005438; THENCE SOUTH 89 DEGREES 50 MINUTES 12 SECONDS WEST 401.75 FEET TO THE SOUTHWEST CORNER OF INSTRUMENT # 2003-110187; THENCE NORTH 00 DEGREES 23 MINUTES 45 SECONDS EAST 379.01 FEET TO THE POINT OF BEGINNING OF THIS DESCRIBED PARCEL, CONTAINING 3.42 ACRES MORE OR LESS.

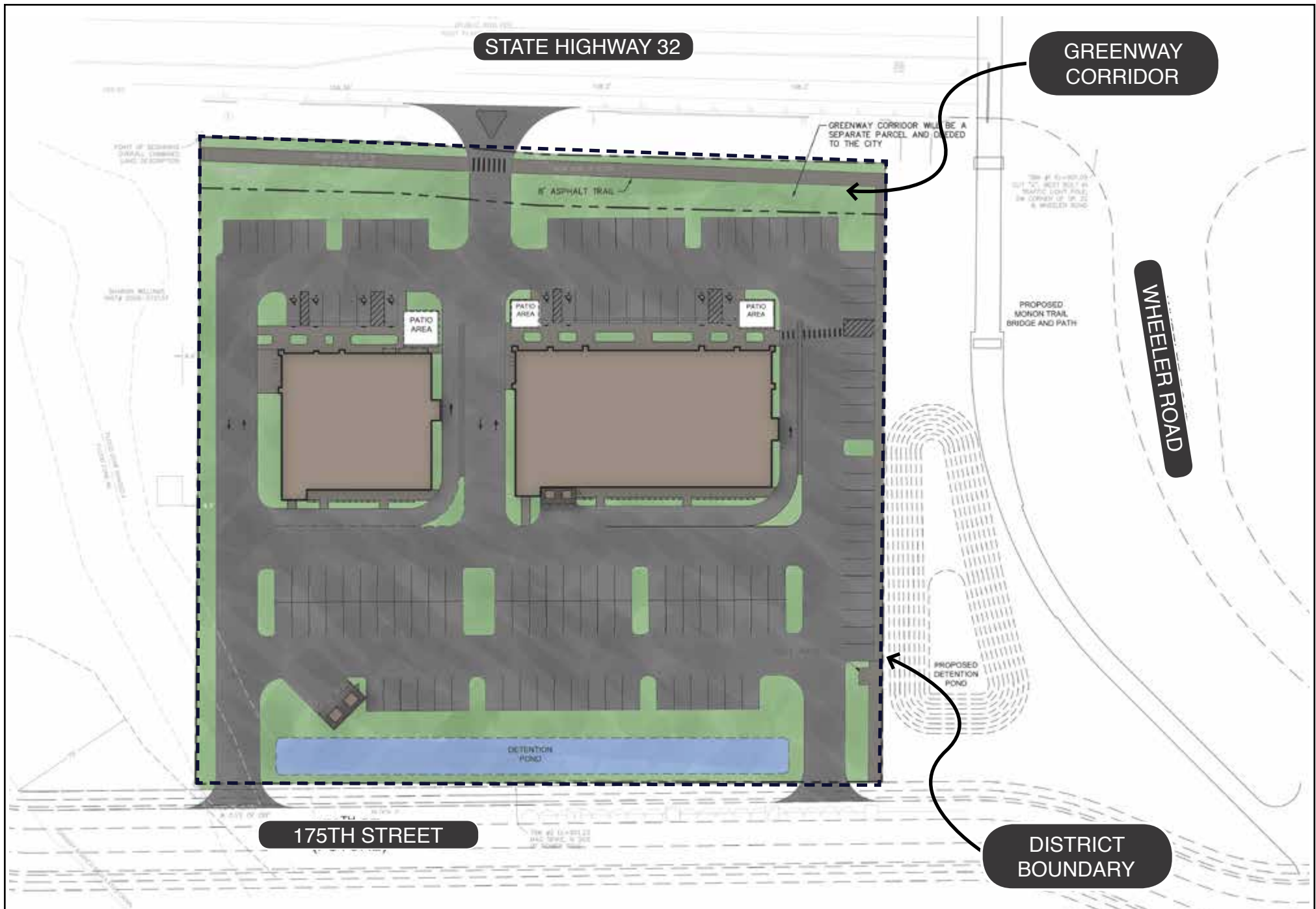


EXHIBIT B-1: CONCEPT PLAN
MONON CROSSING
PLANNED UNIT DEVELOPMENT DISTRICT

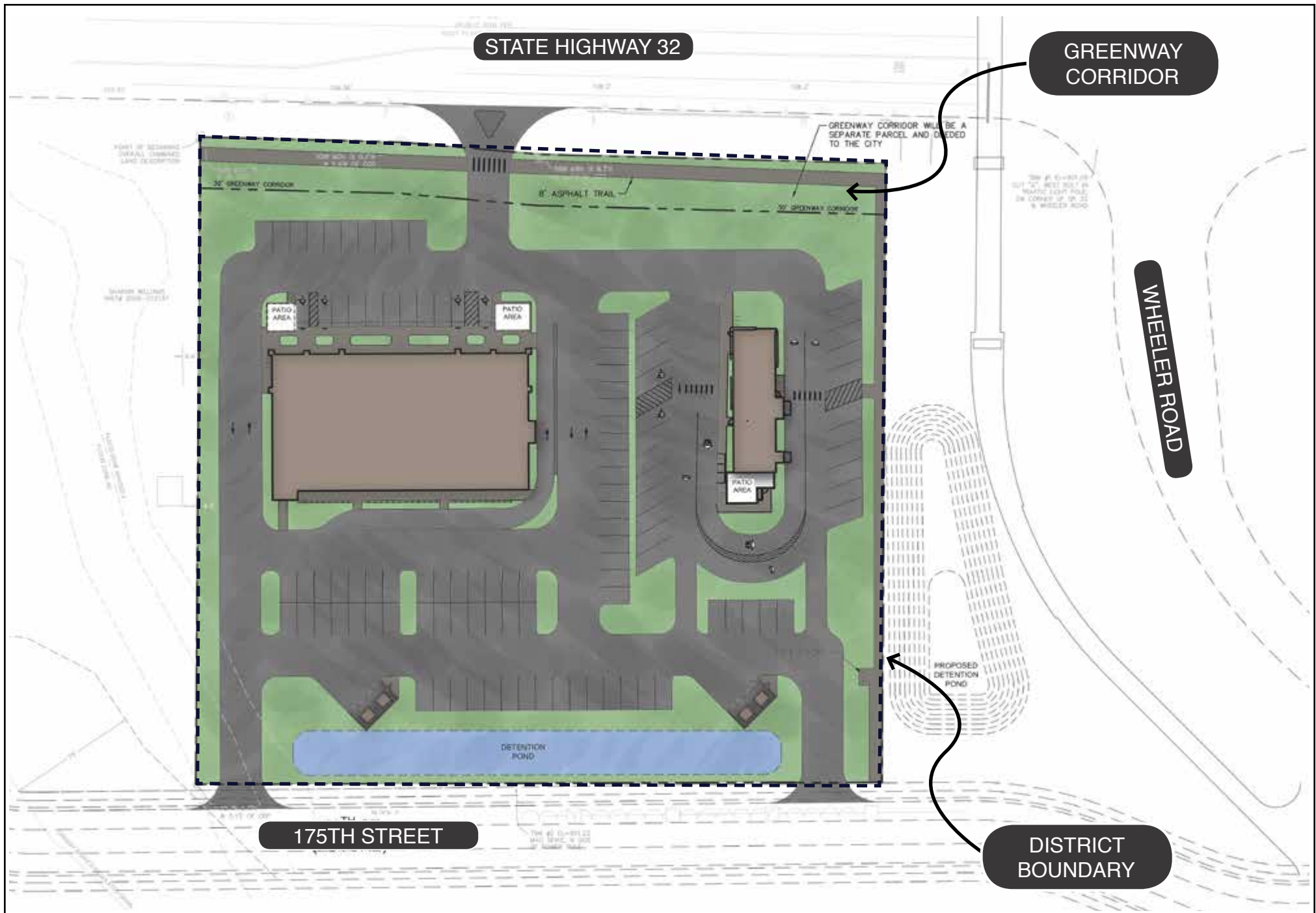


EXHIBIT B-2: CONCEPT PLAN
MONON CROSSING
 PLANNED UNIT DEVELOPMENT DISTRICT



offsets to individualize tenant storefronts and roofline modulation



articulated three-dimensional cornice



roof line modulation



facade offsets



pitched and gabled roof alternatives



outdoor seating





high quality materials

decorative lighting

outdoor seating



alternative awning designs



facade offsets

articulated three-dimensional cornice

roof line modulation



utility meter and mechanical screening

four-sided architecture

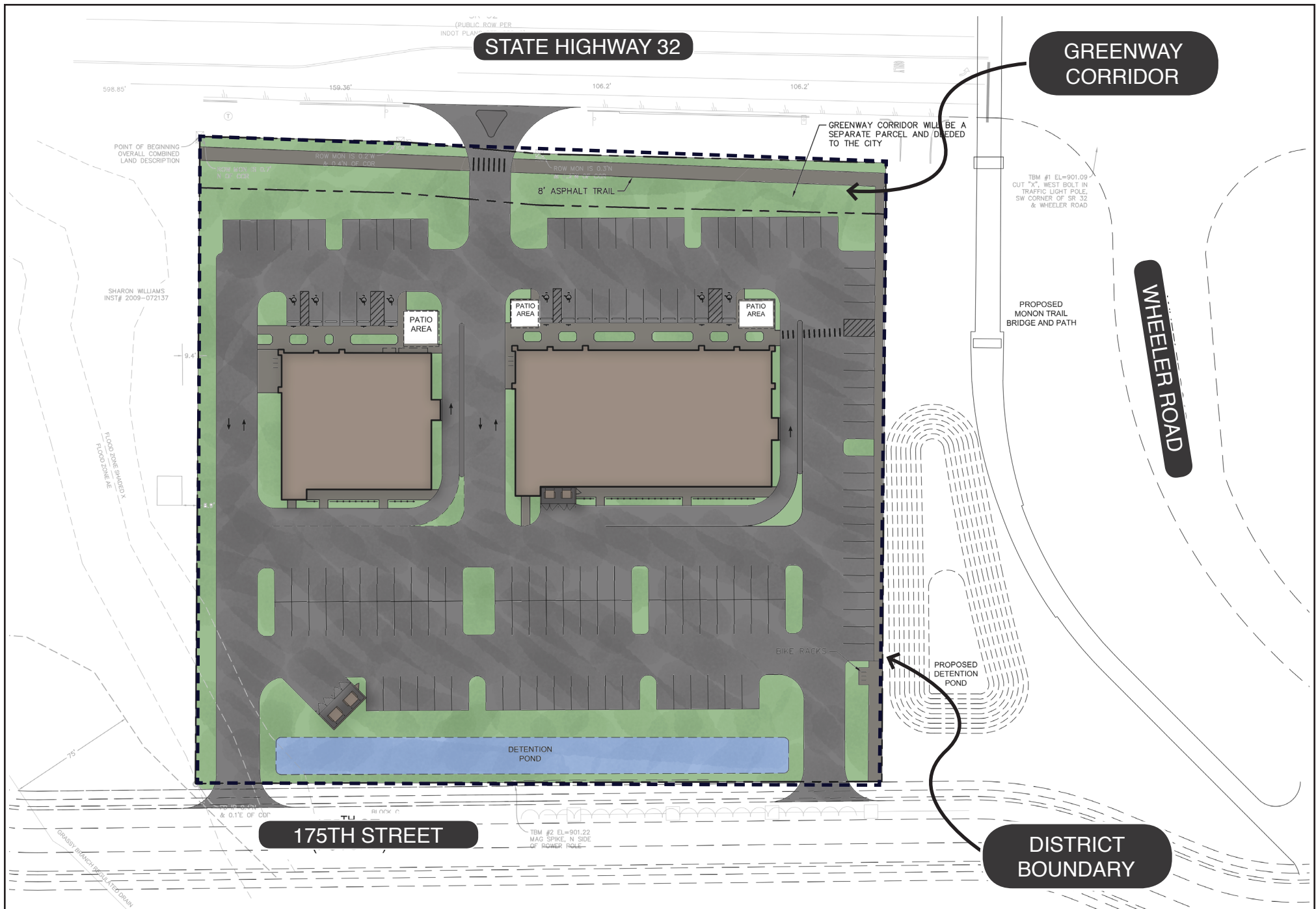


EXHIBIT B-1: CONCEPT PLAN
MONON CROSSING
 PLANNED UNIT DEVELOPMENT DISTRICT

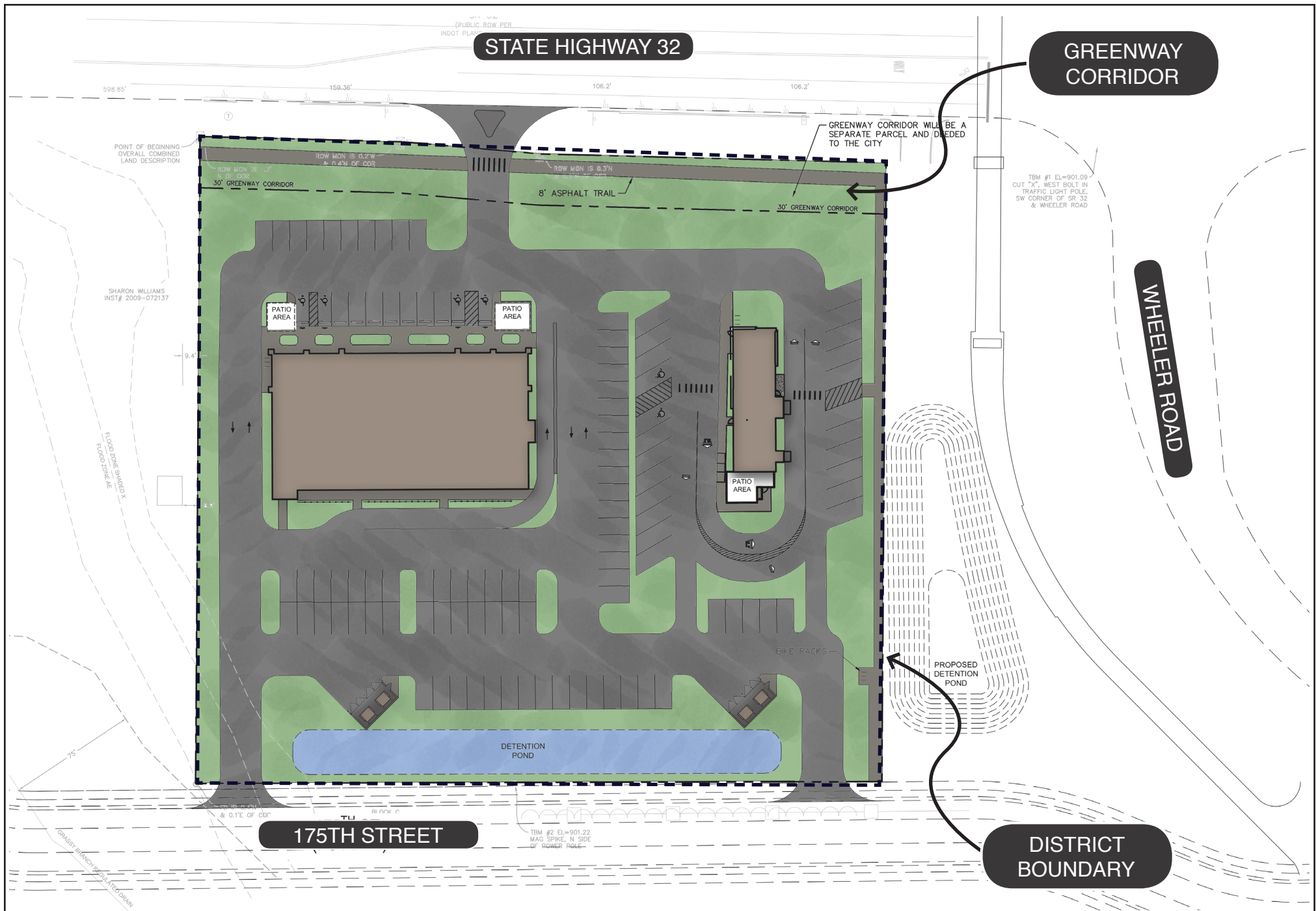


EXHIBIT B-2: CONCEPT PLAN
MONON CROSSING
 PLANNED UNIT DEVELOPMENT DISTRICT



offsets to individualize tenant storefronts and roofline modulation



articulated three-dimensional cornice



roof line modulation



facade offsets

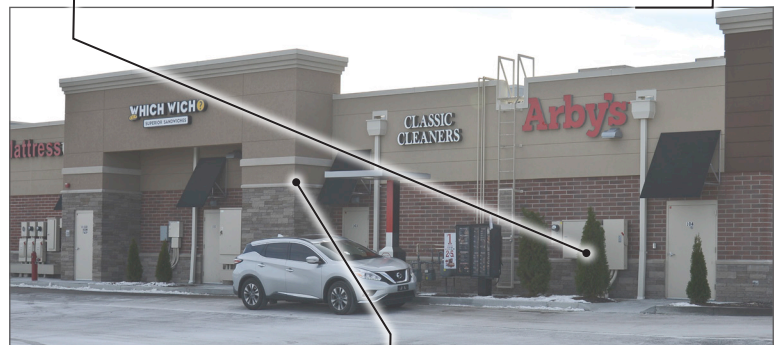
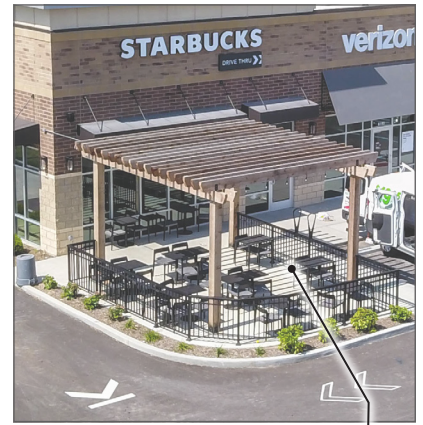


pitched and gabled roof alternatives



outdoor seating





four-sided architecture

12/5/2018 8:33:07 AM

I hereby certify that each of the above listed vouchers and invoices, or bills attached there to, are true and correct and I have audited same in accordance with IC5-11-10-1.6.

December 10, 2018

Fiscal Officer

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

CITY OF WESTFIELD

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 35 pages and except for accounts payables not allowed as shown on the Register such account payables are hereby allowed in the total amount of \$0 and pending director approval such accounts payables are hereby allowed in the total amount of \$0.

Dated this 10 day of December, 2018

_____	_____	_____
_____	_____	_____
_____	_____	_____

Signatures of Governing Board

Approved by State Board of Accounts for the City of Westfield, 2013

Purchase Invoice Register

City of Westfield

Report Date Range: 11/08/18..12/05/18

12/5/2018 8:25 AM

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WESTFIELD\kgagnon

Buy-From		Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Vendor No.	Buy-From Vendor Name								
Fund No.	Fund Name								
101	General								
Administration									
VEN000998	City of Indianapolis	APP056875	11/8/2018	101001350	ADM-SUB/DUES/MEMBERS	CIRDA membership dues	530.00	65658	11/12/2018
VEN006910	KSM Business Technology LLC	APP056878	11/8/2018	101001331	ADM-CONSULTING	Implementation BI Services	5,262.40	65678	11/12/2018
VEN001469	O W Krohn and Associates	APP056879	11/8/2018	101001331	ADM-CONSULTING	GJ project	330.00	65689	11/12/2018
VEN001469	O W Krohn and Associates	APP056879	11/8/2018	101001331	ADM-CONSULTING	Union Square Old Town proje	3,300.00	65689	11/12/2018
VEN001469	O W Krohn and Associates	APP056879	11/8/2018	101001331	ADM-CONSULTING	Wheeler Landing project	8,220.00	65689	11/12/2018
VEN001469	O W Krohn and Associates	APP056879	11/8/2018	101001331	ADM-CONSULTING	Oak Ridge Pointe projects	730.00	65689	11/12/2018
VEN006821	Archer Company	APP056880	11/8/2018	101001331	ADM-CONSULTING		10,000.00	65643	11/12/2018
VEN001537	Payroll	APP056958	11/13/2018	101001111	ADM-SALARY	sal	8,417.68	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101001120	ADM-FICA AND MEDICARE	fica	500.94	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101001120	ADM-FICA AND MEDICARE	med	117.15	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101001121	ADM-PERF	perf	949.61	500000390	11/14/2018
VEN003729	Metronet	APP056969	11/13/2018	101001343	ADM-BUILDING	City Hall alarm	59.29	65727	11/13/2018
VEN000917	Humane Society for Hamilton	APP057036	11/12/2018	101001349	ADM-SERVICES	Strays	4,160.00	500000393	11/12/2018
VEN007016	Kelly Harrington Nicholl LLC	APP057038	11/15/2018	101001331	ADM-CONSULTING	Oct services	5,000.00		
VEN007016	Kelly Harrington Nicholl LLC	APP057039	11/15/2018	101001331	ADM-CONSULTING	Chicago meeting	6,333.05		
VEN002336	Citizens Westfield	APP057051	11/16/2018	101001328	ADM-HEAT/GAS	Admin heat	233.67	65729	11/16/2018
VEN002336	Citizens Westfield	APP057053	11/16/2018	101001328	ADM-HEAT/GAS	Clinic House	50.63	65729	11/16/2018
VEN002336	Citizens Westfield	APP057053	11/16/2018	101001328	ADM-HEAT/GAS	DWA Heat	90.00	65729	11/16/2018
VEN002336	Citizens Westfield	APP057053	11/16/2018	101001342	ADM-WATER/SEWER	DWA Water	71.02	65729	11/16/2018
VEN002336	Citizens Westfield	APP057054	11/16/2018	101001342	ADM-WATER/SEWER	Old Historical Society	69.86	65729	11/16/2018
VEN002336	Citizens Westfield	APP057054	11/16/2018	101001342	ADM-WATER/SEWER	City Hall	155.99	65729	11/16/2018
VEN002336	Citizens Westfield	APP057054	11/16/2018	101001342	ADM-WATER/SEWER	Clinic House	69.86	65729	11/16/2018
VEN000589	Duke Energy	APP057129	11/21/2018	101001341	ADM-ELECTRICITY	Electric	539.61	65734	11/21/2018
VEN001537	Payroll	APP057183	11/27/2018	101001111	ADM-SALARY	sal	8,417.68	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101001120	ADM-FICA AND MEDICARE	fica	500.94	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101001120	ADM-FICA AND MEDICARE	med	117.20	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101001121	ADM-PERF	perf	949.61	500000392	11/27/2018
VEN000534	Delta Dental	APP057341	11/28/2018	101001119	ADM-HEALTH AND DENTAL	dental	112.70	65738	11/28/2018
VEN000513	DavisVision	APP057345	11/28/2018	101001119	ADM-HEALTH AND DENTAL	vision ins	25.74	65737	11/28/2018
VEN001676	Riverview Hospital	APP057346	11/28/2018	101001119	ADM-HEALTH AND DENTAL	clinic pharmacy	99.83	65739	11/28/2018
VEN000126	Anthem Blue Cross Blue Shield	APP057348	11/28/2018	101001119	ADM-HEALTH AND DENTAL	MEDICAL	2,142.89	65736	11/28/2018
VEN005845	Kinetrex Energy	APP057457	12/3/2018	101001328	ADM-HEAT/GAS	Heat	99.62		

Purchase Invoice Register

City of Westfield

Report Date Range: 11/08/18..12/05/18

12/5/2018 8:25 AM

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WESTFIELD\kgagnon

Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No.	Fund Name								
101	General								
	Administration								
VEN000595	DWA	APP057458	12/3/2018	101001349	ADM-SERVICES	4th inst	10,855.89		
VEN000263	Bose Public Affairs Group LLC	APP057459	12/3/2018	101001331	ADM-CONSULTING	Strategic Comm October serv	3,500.00		
VEN000263	Bose Public Affairs Group LLC	APP057460	12/3/2018	101001331	ADM-CONSULTING	Ec Dev October services	5,000.00		
VEN000931	Ice Miller LLP	APP057461	12/3/2018	101001331	ADM-CONSULTING	December services	5,000.00		
VEN000763	General Alarm Inc	APP057462	12/3/2018	101001343	ADM-BUILDING	Alarm at City Hall	95.85		
VEN004479	Symetra Life Insurance	APP057479	12/3/2018	101001119	ADM-HEALTH AND DENTAL	Life Ins	6.50	65747	12/4/2018
VEN002097	Westfield Chamber Of Commerce	APP057591	12/5/2018	101001347	ADM-PROMOTIONS	November luncheon	20.00		
	Subtotal for Administration						92,135.21		
	Police								
VEN000434	Comcast Cable	APP056877	11/8/2018	101002349	POLICE-SERVICES	Monthly statement	214.54	65660	11/12/2018
VEN006499	Curtis Blue Line	APP056888	11/8/2018	101002229	POLICE-UNIFORMS	Outer vest carrier	379.45	65661	11/12/2018
VEN006499	Curtis Blue Line	APP056888	11/8/2018	101002229	POLICE-UNIFORMS	Cloth Bade patches	149.50	65661	11/12/2018
VEN005007	Herrmann Veterinary Clinic	APP056889	11/8/2018	101002355	POLICE-K-9 MAINT	Wellness exam - Lucky	540.35	65670	11/12/2018
VEN000345	Cave and Company Printing	APP056890	11/8/2018	101002337	POLICE-PRINTING	Buisness cards	238.52	65655	11/12/2018
VEN001555	Pet Supplies Plus	APP056891	11/8/2018	101002355	POLICE-K-9 MAINT	Dog food	80.96	65691	11/12/2018
VEN001555	Pet Supplies Plus	APP056891	11/8/2018	101002355	POLICE-K-9 MAINT	Dog food and shampoo	98.92	65691	11/12/2018
VEN001230	Leadsonline	APP056892	11/8/2018	101002350	POLICE-SUBSCRIPTIONS/D	Service Package Renewal	2,002.00	65679	11/12/2018
VEN001856	Sun Badge Co	APP056893	11/8/2018	101002229	POLICE-UNIFORMS	Badges	370.00	65706	11/12/2018
VEN001856	Sun Badge Co	APP056893	11/8/2018	101002229	POLICE-UNIFORMS	badges	599.56	65706	11/12/2018
VEN000942	Imagery LLC	APP056896	11/8/2018	101002229	POLICE-UNIFORMS	Polo Shirts	162.05	65671	11/12/2018
VEN000747	Galls	APP056897	11/8/2018	101002229	POLICE-UNIFORMS	Tranzport hood 5/pack	42.49	65668	11/12/2018
VEN002035	US Uniform and Supply	APP056898	11/8/2018	101002229	POLICE-UNIFORMS		0.00	65715	11/12/2018
VEN002035	US Uniform and Supply	APP056898	11/8/2018	101002229	POLICE-UNIFORMS	Uniforms - Grimes	191.85	65715	11/12/2018
VEN002035	US Uniform and Supply	APP056898	11/8/2018	101002229	POLICE-UNIFORMS	Uniforms - Tribbett	119.98	65715	11/12/2018
VEN001537	Payroll	APP056958	11/13/2018	101002111	POLICE-SALARY	sal	187,590.92	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101002120	POLICE-FICA AND MEDICAR	fica	11,278.62	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101002120	POLICE-FICA AND MEDICAR	med	2,637.72	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101002121	POLICE-PERF	perf	25,918.50	500000390	11/14/2018
VEN002336	Citizens Westfield	APP056966	11/13/2018	101002342	POLICE-WATER/SEWER	Water Service Charges	87.07	65725	11/13/2018
VEN003729	Metronet	APP056968	11/13/2018	101002343	POLICE-BUILDING MAINTEN	PSB	116.33	65727	11/13/2018
VEN002336	Citizens Westfield	APP057051	11/16/2018	101002328	POLICE-HEAT/GAS	Police heat	277.38	65729	11/16/2018
VEN000589	Duke Energy	APP057129	11/21/2018	101002341	POLICE-ELECTRICITY	Electric	3,462.39	65734	11/21/2018

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Fund No.	Fund Name									
101	General									
	Police									
	VEN001537	Payroll	APP057183	11/27/2018	101002111	POLICE-SALARY	sal	154,544.65	500000392	11/27/2018
	VEN001537	Payroll	APP057183	11/27/2018	101002120	POLICE-FICA AND MEDICAR	fica	9,226.31	500000392	11/27/2018
	VEN001537	Payroll	APP057183	11/27/2018	101002120	POLICE-FICA AND MEDICAR	med	2,157.77	500000392	11/27/2018
	VEN001537	Payroll	APP057183	11/27/2018	101002121	POLICE-PERF	perf	24,063.38	500000392	11/27/2018
	VEN002353	Boldens Cleaners	APP057215	11/27/2018	101002229	POLICE-UNIFORMS	Dry Cleaning	965.70		
	VEN001942	The Uniform House Inc	APP057216	11/27/2018	101002229	POLICE-UNIFORMS	Citizens academy polos	137.15		
	VEN001942	The Uniform House Inc	APP057216	11/27/2018	101002229	POLICE-UNIFORMS	Uniform Patches	390.00		
	VEN001942	The Uniform House Inc	APP057216	11/27/2018	101002229	POLICE-UNIFORMS	Citizens academy polos	439.30		
	VEN001555	Pet Supplies Plus	APP057217	11/27/2018	101002355	POLICE-K-9 MAINT	furminator, bags on board bag	64.96		
	VEN001555	Pet Supplies Plus	APP057217	11/27/2018	101002355	POLICE-K-9 MAINT	Dog food	80.96		
	VEN001555	Pet Supplies Plus	APP057217	11/27/2018	101002355	POLICE-K-9 MAINT	Dof food	47.98		
	VEN001555	Pet Supplies Plus	APP057217	11/27/2018	101002355	POLICE-K-9 MAINT	Crate mat, furminator, gall, ba	93.90		
	VEN000848	Hamilton County SWCD	APP057218	11/27/2018	101002347	POLICE-PROMOTIONS	Donation for road coverage	500.00		
	VEN006222	SuperFleet Master Card	APP057219	11/27/2018	101002226	POLICE-VEHICLE GAS/SUPP	Vehicle Gas	487.88		
	VEN007121	Beyond This Way	APP057220	11/27/2018	101002347	POLICE-PROMOTIONS	Retirement chest x2	520.85		
	VEN000478	Crown Trophy	APP057222	11/27/2018	101002347	POLICE-PROMOTIONS	Annual Awards	1,195.00		
	VEN005581	Newton Oil Company	APP057225	11/27/2018	101002226	POLICE-VEHICLE GAS/SUPP	Unleaded	9,410.22		
	VEN001988	Travelers	APP057231	11/27/2018	101002339	POLICE-INSURANCE	Miller claim	109.20		
	VEN000849	Hamilton County Treasurer	APP057232	11/27/2018	101002336	POLICE-DISPATCH SERVICE	E911 4th quart	200,732.00		
	VEN000534	Delta Dental	APP057341	11/28/2018	101002119	POLICE-HEALTH AND DENT	dental	2,840.01	65738	11/28/2018
	VEN000513	DavisVision	APP057345	11/28/2018	101002119	POLICE-HEALTH AND DENT	vision ins	549.58	65737	11/28/2018
	VEN001676	Riverview Hospital	APP057346	11/28/2018	101002119	POLICE-HEALTH AND DENT	clinic pharmacy	2,278.56	65739	11/28/2018
	VEN000126	Anthem Blue Cross Blue Shield	APP057348	11/28/2018	101002119	POLICE-HEALTH AND DENT	MEDICAL	49,695.82	65736	11/28/2018
	VEN001361	Mid America Elevator	APP057364	11/28/2018	101002343	POLICE-BUILDING MAINTEN	elevator repair	689.38		
	VEN006356	Hamilton Crossing Animal Hosp	APP057447	12/3/2018	101002355	POLICE-K-9 MAINT	K9 boarding-Lucky / remainin	290.00		
	VEN002035	US Uniform and Supply	APP057448	12/3/2018	101002229	POLICE-UNIFORMS	Uniforms - J. Carter	349.80		
	VEN001877	T and T Sales promotions	APP057449	12/3/2018	101002229	POLICE-UNIFORMS	Civilian staff shirts	210.00		
	VEN000434	Comcast Cable	APP057450	12/3/2018	101002349	POLICE-SERVICES	Monthly Statement	224.54		
	VEN001856	Sun Badge Co	APP057452	12/3/2018	101002229	POLICE-UNIFORMS	Uniform Badges	402.00		
	VEN000569	Don Hinds Ford Inc	APP057453	12/3/2018	101002360	POLICE-VEHICLE REPAIR	Curcuit Breakers	25.20		
	VEN001942	The Uniform House Inc	APP057454	12/3/2018	101002229	POLICE-UNIFORMS	Citizens Academy Polo shirts	152.40		
	VEN000478	Crown Trophy	APP057455	12/3/2018	101002347	POLICE-PROMOTIONS	Meritorious Service Award	35.00		

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Fund No. Fund Name									
101	General								
	Police								
VEN000314	C.A.R. Clinic	APP057456	12/3/2018	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	2,048.76		
VEN005845	Kinetrex Energy	APP057457	12/3/2018	101002328	POLICE-HEAT/GAS	Heat	303.09		
VEN000083	Amanda Aiyar	APP057463	12/3/2018	101002347	POLICE-PROMOTIONS	Reimbursement for McAlister'	80.27		
VEN001993	Treasurer Of State of Indiana	APP057468	12/3/2018	101002349	POLICE-SERVICES	2019 Breath Test Instrument	650.00		
VEN004479	Symetra Life Insurance	APP057479	12/3/2018	101002119	POLICE-HEALTH AND DENT	Life Ins	182.00	65747	12/4/2018
	Subtotal for Police							702,732.72	
	Economic and Community Development								
VEN001537	Payroll	APP056958	11/13/2018	101003111	ECD-SALARY	sal	27,934.05	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101003120	ECD-FICA AND MEDICARE	fica	1,676.40	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101003120	ECD-FICA AND MEDICARE	med	392.06	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101003121	ECD-PERF	perf	3,966.63	500000390	11/14/2018
VEN001537	Payroll	APP057183	11/27/2018	101003111	ECD-SALARY	sal	29,603.54	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101003120	ECD-FICA AND MEDICARE	fica	1,656.53	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101003120	ECD-FICA AND MEDICARE	med	416.25	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101003121	ECD-PERF	perf	4,203.70	500000392	11/27/2018
VEN000534	Delta Dental	APP057341	11/28/2018	101003119	ECD-HEALTH AND DENTAL	dental	482.24	65738	11/28/2018
VEN000513	DavisVision	APP057345	11/28/2018	101003119	ECD-HEALTH AND DENTAL	vision ins	136.56	65737	11/28/2018
VEN001676	Riverview Hospital	APP057346	11/28/2018	101003119	ECD-HEALTH AND DENTAL	clinic pharmacy	440.92	65739	11/28/2018
VEN000126	Anthem Blue Cross Blue Shield	APP057348	11/28/2018	101003119	ECD-HEALTH AND DENTAL	MEDICAL	8,943.75	65736	11/28/2018
VEN004479	Symetra Life Insurance	APP057479	12/3/2018	101003119	ECD-HEALTH AND DENTAL	Life Ins	45.50	65747	12/4/2018
	Subtotal for Economic and Community Development							79,898.13	

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Fund No. Fund Name									
101	General								
	Parks								
VEN001537	Payroll	APP056958	11/13/2018	101005111	PARKS-SALARY	sal	7,751.79	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101005120	PARKS-FICA AND MEDICARE	fica	468.59	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101005120	PARKS-FICA AND MEDICARE	med	109.59	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101005121	PARKS-PERF	perf	1,100.76	500000390	11/14/2018
VEN001537	Payroll	APP057183	11/27/2018	101005111	PARKS-SALARY	sal	7,688.68	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101005120	PARKS-FICA AND MEDICARE	fica	464.68	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101005120	PARKS-FICA AND MEDICARE	med	108.69	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101005121	PARKS-PERF	perf	1,091.80	500000392	11/27/2018
VEN000534	Delta Dental	APP057341	11/28/2018	101005119	PARKS-HEALTH AND DENT	dental	112.70	65738	11/28/2018
VEN000513	DavisVision	APP057345	11/28/2018	101005119	PARKS-HEALTH AND DENT	vision ins	16.21	65737	11/28/2018
VEN001676	Riverview Hospital	APP057346	11/28/2018	101005119	PARKS-HEALTH AND DENT	clinic pharmacy	146.05	65739	11/28/2018
VEN000126	Anthem Blue Cross Blue Shield	APP057348	11/28/2018	101005119	PARKS-HEALTH AND DENT	MEDICAL	2,052.50	65736	11/28/2018
VEN004479	Symetra Life Insurance	APP057479	12/3/2018	101005119	PARKS-HEALTH AND DENT	Life Ins	9.75	65747	12/4/2018
VEN005717	Background Investigation Bureau	APP057502	12/3/2018	101005349	PARKS-SERVICES	Background cks	203.15		
Subtotal for Parks							21,324.94		

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Fund No. Fund Name									
101	General								
	Informatics								
VEN002050	Verizon Wireless	APP056876	11/8/2018	101007332	IT-CELLULAR/PAGERS/MOBI	Cell phones and air cards	13,396.01	65717	11/12/2018
VEN005134	Lifeline Data Centers	APP056881	11/8/2018	101007349	IT-SERVICES	Monthly fee	1,065.70	65680	11/12/2018
VEN001537	Payroll	APP056958	11/13/2018	101007111	IT-SALARY	sal	14,618.23	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101007120	IT-FICA AND MEDICARE	fica	867.59	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101007120	IT-FICA AND MEDICARE	med	202.91	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101007121	IT-PERF	perf	2,075.80	500000390	11/14/2018
VEN005272	SHI International	APP056973	11/13/2018	101007389	IT-SOFTWARE LICENSING	Annual Malware Protection R	8,750.00		
VEN002050	Verizon Wireless	APP057156	11/26/2018	101007332	IT-CELLULAR/PAGERS/MOBI	EMS	41.16		
VEN006331	enVista llc	APP057170	11/27/2018	101007331	IT-CONSULTING	SharePoint monitoring	920.00		
VEN005146	Konica Minolta Business	APP057171	11/27/2018	101007337	IT-PRINTING	Click charges	763.49		
VEN001537	Payroll	APP057183	11/27/2018	101007111	IT-SALARY	sal	14,618.23	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101007120	IT-FICA AND MEDICARE	fica	867.59	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101007120	IT-FICA AND MEDICARE	med	202.89	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101007121	IT-PERF	perf	2,075.80	500000392	11/27/2018
VEN000534	Delta Dental	APP057341	11/28/2018	101007119	IT-HEALTH AND DENTAL	dental	405.37	65738	11/28/2018
VEN000513	DavisVision	APP057345	11/28/2018	101007119	IT-HEALTH AND DENTAL	vision ins	62.68	65737	11/28/2018
VEN001676	Riverview Hospital	APP057346	11/28/2018	101007119	IT-HEALTH AND DENTAL	clinic pharmacy	268.07	65739	11/28/2018
VEN000126	Anthem Blue Cross Blue Shield	APP057348	11/28/2018	101007119	IT-HEALTH AND DENTAL	MEDICAL	5,742.73	65736	11/28/2018
VEN002213	Open Control Systems	APP057442	12/3/2018	101007349	IT-SERVICES	2018 Access Control Agreem	25,593.32		
VEN004479	Symetra Life Insurance	APP057479	12/3/2018	101007119	IT-HEALTH AND DENTAL	Life Ins	19.50	65747	12/4/2018
VEN003729	Metronet	APP057483	12/3/2018	101007335	IT-TELEPHONE	Land lines and long distance	2,225.31		
VEN005996	Konica Minolta Premier Fin	APP057503	12/3/2018	101007337	IT-PRINTING	Copy machine rental	1,053.89		
VEN002213	Open Control Systems	APP057506	12/4/2018	101007331	IT-CONSULTING	Media Rooms	2,657.50		
VEN006597	ATEC Inc	APP057509	12/4/2018	101007349	IT-SERVICES	Camera Maint Agreement	3,278.75		
VEN007202	TopoWorks	APP057511	12/4/2018	101007331	IT-CONSULTING	GIS services	10,000.00		
VEN004591	Virtusa Corporation	APP057517	12/4/2018	101007331	IT-CONSULTING	November services	4,027.00		
VEN005272	SHI International	APP057519	12/4/2018	101007389	IT-SOFTWARE LICENSING	Annual Netmotion VPN Rene	3,120.00		
	Subtotal for Informatics						118,919.52		

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Fund No. Fund Name									
101	General								
Clerk Treasurer									
VEN000847	Hamilton County Recorder	APP056944	11/12/2018	101008338	CT-LEGAL NOTICES	agreements	25.00	65636	11/12/2018
VEN004297	ADP-Payroll	APP056945	11/13/2018	101008331	CT-CONSULTING	Processing charges	6,406.41	500000391	11/13/2018
VEN001537	Payroll	APP056958	11/13/2018	101008111	CT-SALARY	sal	17,146.30	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101008120	CT-FICA AND MEDICARE	fica	999.87	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101008120	CT-FICA AND MEDICARE	med	233.84	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101008121	CT-PERF	perf	2,031.91	500000390	11/14/2018
VEN001537	Payroll	APP057183	11/27/2018	101008111	CT-SALARY	sal	16,224.06	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101008120	CT-FICA AND MEDICARE	fica	942.67	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101008120	CT-FICA AND MEDICARE	med	220.48	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101008121	CT-PERF	perf	1,900.91	500000392	11/27/2018
VEN000534	Delta Dental	APP057341	11/28/2018	101008119	CT-HEALTH AND DENTAL	dental	297.17	65738	11/28/2018
VEN000513	DavisVision	APP057345	11/28/2018	101008119	CT-HEALTH AND DENTAL	vision ins	69.95	65737	11/28/2018
VEN001676	Riverview Hospital	APP057346	11/28/2018	101008119	CT-HEALTH AND DENTAL	clinic pharmacy	197.81	65739	11/28/2018
VEN000126	Anthem Blue Cross Blue Shield	APP057348	11/28/2018	101008119	CT-HEALTH AND DENTAL	MEDICAL	4,232.60	65736	11/28/2018
VEN000847	Hamilton County Recorder	APP057417	11/29/2018	101008338	CT-LEGAL NOTICES	quitclaim ordin bond	225.00	65740	11/29/2018
VEN000837	Hamilton County Auditor Courthouse	APP057418	11/29/2018	101008338	CT-LEGAL NOTICES	quit claim deed	15.00	65741	11/29/2018
VEN001142	JP Morgan Chase	APP057475	11/26/2018	101965	PCARD PAYABLE		147,585.34		
VEN004479	Symetra Life Insurance	APP057479	12/3/2018	101008119	CT-HEALTH AND DENTAL	Life Ins	18.46	65747	12/4/2018
VEN001826	Staples	APP057482	12/3/2018	101008223	CT-OFFICE SUPPLIES	Supplies	207.35		
VEN001469	O W Krohn and Associates	APP057520	12/4/2018	101008331	CT-CONSULTING	Oct services	1,215.00		
VEN002097	Westfield Chamber Of Commerce	APP057522	12/4/2018	101008347	CT-PROMOTIONS	November luncheon	120.00		
Subtotal for Clerk Treasurer							200,315.13		

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Fund No. Fund Name									
101	General								
	Mayor								
VEN001537	Payroll	APP056958	11/13/2018	101009111	MAYOR-SALARY	sal	4,329.69	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101009120	MAYOR- FICA AND MEDICAR	fica	263.60	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101009120	MAYOR- FICA AND MEDICAR	med	61.65	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101009121	MAYOR-PERF	perf	614.82	500000390	11/14/2018
VEN002925	Palomino Ballroom LLC	APP057037	11/15/2018	101009347	MAYOR-PROMOTIONS	Dinner Gathering	500.00	65728	11/15/2018
VEN001537	Payroll	APP057183	11/27/2018	101009111	MAYOR-SALARY	sal	4,329.69	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101009120	MAYOR- FICA AND MEDICAR	fica	263.60	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101009120	MAYOR- FICA AND MEDICAR	med	61.65	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101009121	MAYOR-PERF	perf	614.82	500000392	11/27/2018
VEN000534	Delta Dental	APP057341	11/28/2018	101009119	MAYOR-HEALTH AND DENT	dental	47.80	65738	11/28/2018
VEN000513	DavisVision	APP057345	11/28/2018	101009119	MAYOR-HEALTH AND DENT	vision ins	12.87	65737	11/28/2018
VEN001676	Riverview Hospital	APP057346	11/28/2018	101009119	MAYOR-HEALTH AND DENT	clinic pharmacy	51.76	65739	11/28/2018
VEN000126	Anthem Blue Cross Blue Shield	APP057348	11/28/2018	101009119	MAYOR-HEALTH AND DENT	MEDICAL	1,116.64	65736	11/28/2018
VEN004479	Symetra Life Insurance	APP057479	12/3/2018	101009119	MAYOR-HEALTH AND DENT	Life Ins	2.21	65747	12/4/2018
VEN002925	Palomino Ballroom LLC	APP057480	12/3/2018	101009347	MAYOR-PROMOTIONS	Room rental	2,500.00	65746	12/4/2018
	Subtotal for Mayor							14,770.80	
	City Council								
VEN002113	Westfield Playhouse	APP057098	11/20/2018	101010347	CITY COUNCIL-PROMOTION	Westfield Playhouse donation	5,000.00	65733	11/20/2018
VEN006597	ATEC Inc	APP057553	12/4/2018	101010472	CITY COUNCIL-EQUIPMENT	50% Council Video Recording	9,275.00		
VEN002097	Westfield Chamber Of Commerce	APP057592	12/5/2018	101010347	CITY COUNCIL-PROMOTION	November Luncheon	80.00		
	Subtotal for City Council							14,355.00	

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Fund No.	Fund Name									
101	General									
	Public Works									
	VEN002336	Citizens Westfield	APP056874	11/8/2018	101013342	PW-WATER/SEWER	City Services	997.26	65635	11/8/2018
	VEN002336	Citizens Westfield	APP056946	11/13/2018	101013342	PW-WATER/SEWER	PW water	976.49	65724	11/13/2018
	VEN001537	Payroll	APP056958	11/13/2018	101013111	PW-SALARY	sal	64,131.45	500000390	11/14/2018
	VEN001537	Payroll	APP056958	11/13/2018	101013120	PW-FICA AND MEDICARE	fica	3,799.67	500000390	11/14/2018
	VEN001537	Payroll	APP056958	11/13/2018	101013120	PW-FICA AND MEDICARE	med	888.62	500000390	11/14/2018
	VEN001537	Payroll	APP056958	11/13/2018	101013121	PW-PERF	perf	9,295.03	500000390	11/14/2018
	VEN002336	Citizens Westfield	APP057051	11/16/2018	101013349	PW-CONTRACTUAL SERVIC	PW heat	163.27	65729	11/16/2018
	VEN002048	Vectren	APP057059	11/16/2018	101013349	PW-CONTRACTUAL SERVIC	151st	18.57	65732	11/16/2018
	VEN000589	Duke Energy	APP057129	11/21/2018	101013341	PW-ELECTRIC	Electric	3,783.70	65734	11/21/2018
	VEN000589	Duke Energy	APP057129	11/21/2018	101013341	PW-ELECTRIC	Electric	715.84	65734	11/21/2018
	VEN001537	Payroll	APP057183	11/27/2018	101013111	PW-SALARY	sal	63,520.26	500000392	11/27/2018
	VEN001537	Payroll	APP057183	11/27/2018	101013120	PW-FICA AND MEDICARE	fica	3,761.78	500000392	11/27/2018
	VEN001537	Payroll	APP057183	11/27/2018	101013120	PW-FICA AND MEDICARE	med	879.77	500000392	11/27/2018
	VEN001537	Payroll	APP057183	11/27/2018	101013121	PW-PERF	perf	9,350.90	500000392	11/27/2018
	VEN001716	Runyon Equipment Rental	APP057228	11/27/2018	101013224	PW-OPERATING SUPPLIES	Paint Striper Line Lazer	95.00		
	VEN001361	Mid America Elevator	APP057230	11/27/2018	101013349	PW-CONTRACTUAL SERVIC	Annual contract	1,378.76		
	VEN006426	DISA Inc	APP057308	11/27/2018	101013349	PW-CONTRACTUAL SERVIC	Drug testing	51.50		
	VEN001676	Riverview Hospital	APP057312	11/27/2018	101013349	PW-CONTRACTUAL SERVIC	CDL physicals	130.00		
	VEN000534	Delta Dental	APP057341	11/28/2018	101013119	PW-HEALTH AND DENTAL	dental	1,456.67	65738	11/28/2018
	VEN000513	DavisVision	APP057345	11/28/2018	101013119	PW-HEALTH AND DENTAL	vision ins	291.59	65737	11/28/2018
	VEN000513	DavisVision	APP057345	11/28/2018	101013119	PW-HEALTH AND DENTAL	vision ins	31.34	65737	11/28/2018
	VEN001676	Riverview Hospital	APP057346	11/28/2018	101013119	PW-HEALTH AND DENTAL	clinic pharmacy	1,939.32	65739	11/28/2018
	VEN000126	Anthem Blue Cross Blue Shield	APP057348	11/28/2018	101013119	PW-HEALTH AND DENTAL	MEDICAL	28,729.55	65736	11/28/2018
	VEN007105	Marc Mitchell	APP057403	11/29/2018	101013334	PW-TRAVEL/TRAINING/SEMI	CDL Reimb	35.00	65744	11/29/2018
	VEN007063	Daniel Suttles	APP057404	11/29/2018	101013334	PW-TRAVEL/TRAINING/SEMI	CDL Reimb	35.00	65743	11/29/2018
	VEN005845	Kinetrex Energy	APP057457	12/3/2018	101013349	PW-CONTRACTUAL SERVIC	Heat	52.39		
	VEN000345	Cave and Company Printing	APP057467	12/3/2018	101013224	PW-OPERATING SUPPLIES	Business cards	50.42		
	VEN004479	Symetra Life Insurance	APP057479	12/3/2018	101013119	PW-HEALTH AND DENTAL	Life Ins	115.96	65747	12/4/2018
	VEN005403	BrightView Landscapes LLC	APP057510	12/4/2018	101013349	PW-CONTRACTUAL SERVIC	Janitorial November	11,562.76		
	VEN005403	BrightView Landscapes LLC	APP057510	12/4/2018	101013349	PW-CONTRACTUAL SERVIC	COW November	49,527.76		
	VEN005403	BrightView Landscapes LLC	APP057510	12/4/2018	101013349	PW-CONTRACTUAL SERVIC	US 31 November	11,460.00		
	Subtotal for Public Works							269,225.63		

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Fund No.	Fund Name									
101	General									
	Grand Park									
	VEN000920	Huntington National Bank	APP057011	11/14/2018	101015349	GP-SERVICES	Admin fees	400.00	65731	11/16/2018
	VEN000920	Huntington National Bank	APP057205	11/27/2018	101015349	GP-SERVICES	Bond 2016 Series	3,735.37		
	VEN000920	Huntington National Bank	APP057205	11/27/2018	101015380	GP-TAX LEASE BOND 2016	Bond 2016 Series	620,000.00		
	VEN000920	Huntington National Bank	APP057205	11/27/2018	101015381	GP-TAX LEASE BOND 2016	Bond 2016 Series	341,764.63		
	Subtotal for Grand Park							965,900.00		
	Communications									
	VEN001537	Payroll	APP056958	11/13/2018	101020111	COMM-SALARY	sal	6,454.03	500000390	11/14/2018
	VEN001537	Payroll	APP056958	11/13/2018	101020120	COMM-FICA	fica	393.07	500000390	11/14/2018
	VEN001537	Payroll	APP056958	11/13/2018	101020120	COMM-FICA	med	91.92	500000390	11/14/2018
	VEN001537	Payroll	APP056958	11/13/2018	101020121	COMM-PERF	perf	916.47	500000390	11/14/2018
	VEN001537	Payroll	APP057183	11/27/2018	101020111	COMM-SALARY	sal	6,454.03	500000392	11/27/2018
	VEN001537	Payroll	APP057183	11/27/2018	101020120	COMM-FICA	fica	393.07	500000392	11/27/2018
	VEN001537	Payroll	APP057183	11/27/2018	101020120	COMM-FICA	med	91.93	500000392	11/27/2018
	VEN001537	Payroll	APP057183	11/27/2018	101020121	COMM-PERF	perf	916.47	500000392	11/27/2018
	VEN001359	Michelle Krcmery	APP057186	11/27/2018	101020331	COMM- CONSULT	Oct services	940.00		
	VEN007064	Jon Ball Photography	APP057187	11/27/2018	101020331	COMM- CONSULT	Marketing Photos	1,750.00		
	VEN000534	Delta Dental	APP057341	11/28/2018	101020119	COMM-INSURANCE	dental	88.87	65738	11/28/2018
	VEN000513	DavisVision	APP057345	11/28/2018	101020119	COMM-INSURANCE	vision ins	18.47	65737	11/28/2018
	VEN001676	Riverview Hospital	APP057346	11/28/2018	101020119	COMM-INSURANCE	clinic pharmacy	73.02	65739	11/28/2018
	VEN000126	Anthem Blue Cross Blue Shield	APP057348	11/28/2018	101020119	COMM-INSURANCE	MEDICAL	1,557.98	65736	11/28/2018
	VEN004479	Symetra Life Insurance	APP057479	12/3/2018	101020119	COMM-INSURANCE	Life Ins	9.75	65747	12/4/2018
	VEN002097	Westfield Chamber Of Commerce	APP057590	12/5/2018	101020347	COMM-PROMOTIONS	November Luncheon	40.00		
	Subtotal for Communications							20,189.08		

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Fund No. Fund Name									
101	General								
Customer Service									
VEN001537	Payroll	APP056958	11/13/2018	101021111	CUSTOMER SERV-SALARY	sal	7,761.86	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101021120	CUSTOMER SERV- FICA/ME	fica	466.08	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101021120	CUSTOMER SERV- FICA/ME	med	109.02	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101021121	CUSTOMER SERV- PERF	perf	1,102.18	500000390	11/14/2018
VEN001537	Payroll	APP057183	11/27/2018	101021111	CUSTOMER SERV-SALARY	sal	7,761.86	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101021120	CUSTOMER SERV- FICA/ME	fica	466.08	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101021120	CUSTOMER SERV- FICA/ME	med	109.03	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101021121	CUSTOMER SERV- PERF	perf	1,102.18	500000392	11/27/2018
VEN000534	Delta Dental	APP057341	11/28/2018	101021119	CUSTOMER SERV- INSURAN	dental	160.64	65738	11/28/2018
VEN000513	DavisVision	APP057345	11/28/2018	101021119	CUSTOMER SERV- INSURAN	vision ins	36.94	65737	11/28/2018
VEN001676	Riverview Hospital	APP057346	11/28/2018	101021119	CUSTOMER SERV- INSURAN	clinic pharmacy	124.79	65739	11/28/2018
VEN000126	Anthem Blue Cross Blue Shield	APP057348	11/28/2018	101021119	CUSTOMER SERV- INSURAN	MEDICAL	2,663.98	65736	11/28/2018
VEN004479	Symetra Life Insurance	APP057479	12/3/2018	101021119	CUSTOMER SERV- INSURAN	Life Ins	9.75	65747	12/4/2018
VEN000428	CNA Surety	APP057589	12/5/2018	101021347	CUST SERV- PROMO	Surety bond	100.00		
VEN002097	Westfield Chamber Of Commerce	APP057590	12/5/2018	101021347	CUST SERV- PROMO	November Luncheon	20.00		
Subtotal for Customer Service							21,994.39		
Human Resources									
VEN001537	Payroll	APP056958	11/13/2018	101022111	HR -SALARY	sal	4,987.78	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101022120	HR-FICA & MEDICARE	fica	295.26	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101022120	HR-FICA & MEDICARE	med	69.04	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	101022121	HR PERF	perf	708.26	500000390	11/14/2018
VEN001537	Payroll	APP057183	11/27/2018	101022111	HR -SALARY	sal	4,987.78	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101022120	HR-FICA & MEDICARE	fica	295.26	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101022120	HR-FICA & MEDICARE	med	69.05	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	101022121	HR PERF	perf	708.26	500000392	11/27/2018
VEN000534	Delta Dental	APP057341	11/28/2018	101022119	HR-HEALTH & DENTAL	dental	145.31	65738	11/28/2018
VEN000513	DavisVision	APP057345	11/28/2018	101022119	HR-HEALTH & DENTAL	vision ins	25.74	65737	11/28/2018
VEN001676	Riverview Hospital	APP057346	11/28/2018	101022119	HR-HEALTH & DENTAL	clinic pharmacy	126.64	65739	11/28/2018
VEN000126	Anthem Blue Cross Blue Shield	APP057348	11/28/2018	101022119	HR-HEALTH & DENTAL	MEDICAL	2,717.16	65736	11/28/2018
VEN004479	Symetra Life Insurance	APP057479	12/3/2018	101022119	HR-HEALTH & DENTAL	Life Ins	6.50	65747	12/4/2018
Subtotal for Human Resources							15,142.04		
Subtotal for Fund 101 General							2,536,902.59		

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Fund No. Fund Name									
201	Motor Vehicle Highway (MVH)								
	Clerk Treasurer								
VEN001142	JP Morgan Chase	APP057475	11/26/2018	101965	PCARD PAYABLE		1,157.57		
	Subtotal for Clerk Treasurer							1,157.57	
	Public Works								
VEN001537	Payroll	APP056958	11/13/2018	201013111	MVH-SALARY	sal	7,316.90	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	201013120	MVH-FICA AND MEDICARE	fica	436.04	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	201013120	MVH-FICA AND MEDICARE	med	101.97	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	201013121	MVH-PERF	perf	1,039.01	500000390	11/14/2018
VEN004182	The Hoosier Co	APP057005	11/14/2018	201013472	MVH-EQUIP	TMA rental sweeping 31	1,000.00		
VEN000975	Indiana Oxygen Company	APP057009	11/14/2018	201013345	MVH-EQUIP REPAIR	Acetylene and Oxygen	136.40		
VEN000589	Duke Energy	APP057129	11/21/2018	201013341	MVH-ELECTRIC	Electric	2,371.21	65734	11/21/2018
VEN001537	Payroll	APP057183	11/27/2018	201013111	MVH-SALARY	sal	7,439.40	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	201013120	MVH-FICA AND MEDICARE	fica	443.64	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	201013120	MVH-FICA AND MEDICARE	med	103.75	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	201013121	MVH-PERF	perf	1,056.40	500000392	11/27/2018
VEN005581	Newton Oil Company	APP057225	11/27/2018	201013226	MVH-VEHICLE GAS/ SUPPLI	Unleaded	7,255.29		
VEN001887	TC Propertys	APP057229	11/27/2018	201013472	MVH-EQUIP	COW logos for dump trucks	120.00		
VEN007099	Brite Line Technologies LLC	APP057307	11/27/2018	201013378	MVH-STREET STRIPING	Street striping	933.26		
VEN000879	Heritage-crystal Clean	APP057310	11/27/2018	201013349	MVH-SERVICES	VAC services	739.50		
VEN001044	Irving Materials	APP057313	11/27/2018	201013231	MVH-SUBGRADE MATERIAL	Stone	569.03		
VEN002123	Westfield-Washington Schools	APP057314	11/27/2018	201013226	MVH-VEHICLE GAS/ SUPPLI	Diesel	1,208.82		
VEN006285	Ceres Solutions Cooperative	APP057315	11/27/2018	201013226	MVH-VEHICLE GAS/ SUPPLI	Unleaded	866.17		
VEN000534	Delta Dental	APP057341	11/28/2018	201013119	MVH-HEALTH AND DENTAL	dental	283.89	65738	11/28/2018
VEN000126	Anthem Blue Cross Blue Shield	APP057348	11/28/2018	201013119	MVH-HEALTH AND DENTAL	MEDICAL	3,158.50	65736	11/28/2018
VEN000332	Cargill	APP057466	12/3/2018	201013231	MVH-SUBGRADE MATERIAL	Deicer	7,187.81		
VEN000332	Cargill	APP057470	12/3/2018	201013231	MVH-SUBGRADE MATERIAL	Deicer	19,091.48		
VEN001384	Milestone Contractors LP	APP057474	12/3/2018	201013231	MVH-SUBGRADE MATERIAL	Surface	736.87		
VEN004479	Symetra Life Insurance	APP057479	12/3/2018	201013119	MVH-HEALTH AND DENTAL	Life Ins	13.00	65747	12/4/2018
	Subtotal for Public Works							63,608.34	
	Subtotal for Fund 201 Motor Vehicle Highway (MVH)							64,765.91	

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Fund No. Fund Name									
202	Local Road and Street (LRS)								
Clerk Treasurer									
VEN001142	JP Morgan Chase	APP057475	11/26/2018	101965	PCARD PAYABLE		10,011.11		
Subtotal for Clerk Treasurer							10,011.11		
Public Works									
VEN003284	Practical Property Group	APP057226	11/27/2018	202013474	LRS-CONSTRUCTION COST	151st and Market Center RAB	3,680.00		
VEN000480	CSI Signs	APP057406	11/28/2018	202013228	LRS-SIGNS AND POSTS	Wayfinding signs construction	111,418.44	65745	11/29/2018
VEN000010	A and F Engineering	APP057445	12/3/2018	202013349	LRS-SERVICES	On-Call Traffic Services	1,220.00		
Subtotal for Public Works							116,318.44		
Subtotal for Fund 202 Local Road and Street (LRS)							126,329.55		
Fund No. Fund Name									
203	Fire Operating								
Clerk Treasurer									
VEN001142	JP Morgan Chase	APP057475	11/26/2018	101965	PCARD PAYABLE		15,822.65		
Subtotal for Clerk Treasurer							15,822.65		
Fire									
VEN001537	Payroll	APP056958	11/13/2018	203012111	FIRE-SALARY	sal	197,221.75	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	203012120	FIRE-FICA AND MEDICARE	fica	11,696.16	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	203012120	FIRE-FICA AND MEDICARE	med	2,735.43	500000390	11/14/2018
VEN001537	Payroll	APP056958	11/13/2018	203012121	FIRE-PERF	perf	30,989.63	500000390	11/14/2018
VEN002336	Citizens Westfield	APP056966	11/13/2018	203012342	FIRE-WATER/SEWER	Stored water for station 81	87.07	65725	11/13/2018
VEN002336	Citizens Westfield	APP056970	11/13/2018	203012328	FIRE-GAS/HEAT	Sta 83 heat	122.15	65725	11/13/2018
VEN002336	Citizens Westfield	APP056971	11/13/2018	203012342	FIRE-WATER/SEWER	Sta 83	452.23	65725	11/13/2018
VEN002336	Citizens Westfield	APP057051	11/16/2018	203012328	FIRE-GAS/HEAT	Fire heat	277.39	65729	11/16/2018
VEN002048	Vectren	APP057060	11/16/2018	203012328	FIRE-GAS/HEAT	Sta 82	74.46	65732	11/16/2018
VEN000589	Duke Energy	APP057129	11/21/2018	203012341	FIRE-ELECTRIC	Electric	3,462.39	65734	11/21/2018
VEN000589	Duke Energy	APP057129	11/21/2018	203012341	FIRE-ELECTRIC	Electric	791.45	65734	11/21/2018
VEN000589	Duke Energy	APP057129	11/21/2018	203012341	FIRE-ELECTRIC	Electric	631.18	65734	11/21/2018
VEN000589	Duke Energy	APP057129	11/21/2018	203012346	FIRE-TORNADO SIREN	Electric	63.07	65734	11/21/2018
VEN001537	Payroll	APP057183	11/27/2018	203012111	FIRE-SALARY	sal	192,661.83	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	203012120	FIRE-FICA AND MEDICARE	fica	11,413.45	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	203012120	FIRE-FICA AND MEDICARE	med	2,669.20	500000392	11/27/2018
VEN001537	Payroll	APP057183	11/27/2018	203012121	FIRE-PERF	perf	31,061.40	500000392	11/27/2018

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Fund No. Fund Name									
203	Fire Operating								
Fire									
VEN005581	Newton Oil Company	APP057225	11/27/2018	203012226	FIRE-VEHICLE GAS/SUPPLIE	Unleaded	1,304.92		
VEN000849	Hamilton County Treasurer	APP057232	11/27/2018	203012336	FIRE-DISPATCH SERVICE	E911 4th quart	66,911.25		
VEN006426	DISA Inc	APP057308	11/27/2018	203012354	FIRE-MEDICAL EXAMS/TEST	Drug and Alcohol testing	79.50		
VEN000534	Delta Dental	APP057341	11/28/2018	203012119	FIRE-HEALTH AND DENTAL	dental	4,729.94	65738	11/28/2018
VEN000513	DavisVision	APP057345	11/28/2018	203012119	FIRE-HEALTH AND DENTAL	vision ins	782.91	65737	11/28/2018
VEN001676	Riverview Hospital	APP057346	11/28/2018	203012119	FIRE-HEALTH AND DENTAL	clinic pharmacy	3,496.87	65739	11/28/2018
VEN000126	Anthem Blue Cross Blue Shield	APP057348	11/28/2018	203012119	FIRE-HEALTH AND DENTAL	MEDICAL	71,576.68	65736	11/28/2018
VEN000682	Fastenal	APP057349	11/28/2018	203012360	FIRE-VEHICLE MAINT	vehicle maintenance	84.45		
VEN005980	Fire Services Inc	APP057350	11/28/2018	203012360	FIRE-VEHICLE MAINT	L81 and E82	592.00		
VEN002028	UPS	APP057353	11/28/2018	203012333	FIRE-POSTAGE	postage	19.42		
VEN001341	MES-Indiana	APP057354	11/28/2018	203012229	FIRE-UNIFORMS	10 pair of gloves	842.88		
VEN001942	The Uniform House Inc	APP057355	11/28/2018	203012229	FIRE-UNIFORMS	uniform	5.48		
VEN000200	Batteries Plus	APP057356	11/28/2018	203012224	FIRE-OPERATING SUPPLIES	batteries	184.80		
VEN006285	Ceres Solutions Cooperative	APP057357	11/28/2018	203012226	FIRE-VEHICLE GAS/SUPPLIE	fuel	2,825.79		
VEN006285	Ceres Solutions Cooperative	APP057357	11/28/2018	203012226	FIRE-VEHICLE GAS/SUPPLIE	fuel	1,225.19		
VEN006285	Ceres Solutions Cooperative	APP057357	11/28/2018	203012226	FIRE-VEHICLE GAS/SUPPLIE	fuel	814.84		
VEN002622	Fire Department Training Network	APP057358	11/28/2018	203012350	FIRE-SUBSCRIPTIONS/DUE	Shoaf's annual membership	240.00		
VEN000682	Fastenal	APP057359	11/28/2018	203012360	FIRE-VEHICLE MAINT	vehicle supply	7.08		
VEN000966	Indiana Fire Chiefs Assoc	APP057360	11/28/2018	203012350	FIRE-SUBSCRIPTIONS/DUE	membership dues	425.00		
VEN005980	Fire Services Inc	APP057361	11/28/2018	203012472	FIRE-EQUIP	hose	604.34		
VEN000682	Fastenal	APP057362	11/28/2018	203012360	FIRE-VEHICLE MAINT	vehicle supply	11.08		
VEN000682	Fastenal	APP057363	11/28/2018	203012360	FIRE-VEHICLE MAINT	vehicle supply	96.96		
VEN001361	Mid America Elevator	APP057364	11/28/2018	203012343	FIRE-BUILDING MAINTENAN	elevator repair	689.38		
VEN002148	Witmer Public Safety Group	APP057371	11/28/2018	203012229	FIRE-UNIFORMS	nomex hoods	150.78		
VEN002353	Boldens Cleaners	APP057372	11/28/2018	203012229	FIRE-UNIFORMS	dry cleaning	140.40		
VEN007181	Indiana Filter Supply LLC	APP057379	11/28/2018	203012343	FIRE-BUILDING MAINTENAN	bay filters	1,050.19		
VEN005845	Kinetrex Energy	APP057457	12/3/2018	203012328	FIRE-GAS/HEAT	Heat	303.08		
VEN005845	Kinetrex Energy	APP057457	12/3/2018	203012328	FIRE-GAS/HEAT	Heat	86.83		
VEN005845	Kinetrex Energy	APP057457	12/3/2018	203012328	FIRE-GAS/HEAT	Heat	32.41		
VEN004479	Symetra Life Insurance	APP057479	12/3/2018	203012119	FIRE-HEALTH AND DENTAL	Life Ins	234.00	65747	12/4/2018
VEN005587	Kronos Inc	APP057484	12/3/2018	203012349	FIRE-SERVICES	Telestaff	1,871.40		
VEN001504	Paddacks Wrecker Service	APP057485	12/3/2018	203012360	FIRE-VEHICLE MAINT	Tow for E80	450.00		

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Fund No. Fund Name									
203 Fire Operating									
Fire									
VEN000903	Hoosier Fire Equipment	APP057488	12/3/2018	203012472	FIRE-EQUIP	air cylinder hydrotest	216.00		
VEN000903	Hoosier Fire Equipment	APP057489	12/3/2018	203012472	FIRE-EQUIP	Cutter's Edge guide bar and c	441.17		
VEN001615	Public Safety Medical Services	APP057490	12/3/2018	203012354	FIRE-MEDICAL EXAMS/TEST	Fit for duty testing- Biljanic	88.26		
VEN002028	UPS	APP057491	12/3/2018	203012333	FIRE-POSTAGE	postage	10.32		
VEN000633	Embroidery Plus	APP057492	12/3/2018	203012229	FIRE-UNIFORMS	uniform sewing	386.50		
VEN007205	Western Fire Chiefs Association	APP057499	12/3/2018	203012347	FIRE-PROMOTIONS	lateral entry job posting	280.00		
VEN005717	Background Investigation Bureau	APP057502	12/3/2018	203012349	FIRE-SERVICES	Background cks	23.90		
Subtotal for Fire							649,726.24		
Subtotal for Fund 203 Fire Operating							665,548.89		
Fund No. Fund Name									
204 Park Impact									
Public Works									
VEN001364	Midwest Paving LLC	APP057443	12/3/2018	204013474	PW-PARK IMPACT CONSTR	Midland Trace Trail Repair an	15,239.00		
VEN006597	ATEC Inc	APP057473	12/3/2018	204013349	PARK IMPACT-SERVICES	Quaker and Simon Moon Park	2,000.00		
Subtotal for Public Works							17,239.00		
Subtotal for Fund 204 Park Impact							17,239.00		
Fund No. Fund Name									
206 Parks Programming/Events									
Parks									
VEN002205	Big Bounce Fun House Rentals	APP057010	11/14/2018	206005347	PARKS PROGRAM-PROMOT	WIL	3,043.00		
VEN000480	CSI Signs	APP057137	11/26/2018	206005347	PARKS PROGRAM-PROMOT	WIL	1,520.00	65742	11/29/2018
VEN000480	CSI Signs	APP057137	11/26/2018	206005347	PARKS PROGRAM-PROMOT	WIL Banner	65.00	65742	11/29/2018
VEN002205	Big Bounce Fun House Rentals	APP057184	11/27/2018	206005347	PARKS PROGRAM-PROMOT	soccer darts	362.00	65735	11/27/2018
VEN002613	Ermco Inc	APP057505	12/4/2018	206005347	PARKS PROGRAM-PROMOT	WIL	2,005.00		
VEN007204	Indiana Ice Studio Inc	APP057507	12/4/2018	206005347	PARKS PROGRAM-PROMOT	WIL	750.00		
VEN006284	KidZone Party Rentals	APP057512	12/4/2018	206005347	PARKS PROGRAM-PROMOT	WII	347.50		
Subtotal for Parks							8,092.50		

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Fund No. Fund Name									
206	Parks Programming/Events								
	Clerk Treasurer								
VEN001142	JP Morgan Chase	APP057475	11/26/2018	101965	PCARD PAYABLE		523.21		
	Subtotal for Clerk Treasurer						523.21		
Subtotal for Fund 206 Parks Programming/Events							8,615.71		
Fund No. Fund Name									
239	Law Enforcement								
	Police								
VEN001596	Pro Train	APP056895	11/8/2018	239002334	LAW ENFORCE-TRAVEL/TR	STOPS Instructor Recertificati	325.00	65693	11/12/2018
VEN001606	Protective Training Services	APP056899	11/8/2018	239002334	LAW ENFORCE-TRAVEL/TR	Ground Fighting Instructor Re	400.00	65694	11/12/2018
VEN001686	Robert Dine	APP056900	11/8/2018	239002334	LAW ENFORCE-TRAVEL/TR	meal Reimbursement during t	110.50	65697	11/12/2018
VEN001138	Josh Harrell	APP056901	11/8/2018	239002334	LAW ENFORCE-TRAVEL/TR	Meal Reimbursement during t	91.67	65674	11/12/2018
VEN007115	Pyramid Combatives LLC	APP057221	11/27/2018	239002334	LAW ENFORCE-TRAVEL/TR	Femail Law Enforcement Offi	300.00		
VEN001225	Law Enforcement Training Board	APP057451	12/3/2018	239002334	LAW ENFORCE-TRAVEL/TR	Instructor recertification - J. C	50.00		
	Subtotal for Police						1,277.17		
	Clerk Treasurer								
VEN001142	JP Morgan Chase	APP057475	11/26/2018	101965	PCARD PAYABLE		3,012.46		
	Subtotal for Clerk Treasurer						3,012.46		
Subtotal for Fund 239 Law Enforcement							4,289.63		
Fund No. Fund Name									
264	Road and Street Improvement (Road Impact)								
	Public Works								
VEN002019	United Consulting	APP056976	11/13/2018	264013349	ROAD IMPACT-SERVICES	Towne Road Inspection Contr	19,926.84		
VEN002709	Lochmueller Group Inc	APP057446	12/3/2018	264013349	ROAD IMPACT-SERVICES	Towne Road - Environmental	1,696.60		
VEN003987	Indiana Reclamation and Excavating	APP057504	12/4/2018	264013349	ROAD IMPACT-SERVICES	SR 32 and Oak	1,300.00		
	Subtotal for Public Works						22,923.44		
Subtotal for Fund 264 Road and Street Improvement (Road Impact)							22,923.44		

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Fund No. Fund Name									
268	Emergency Medical and Equip								
Clerk Treasurer									
VEN001142	JP Morgan Chase	APP057475	11/26/2018	101965	PCARD PAYABLE		340.75		
Subtotal for Clerk Treasurer							340.75		
Fire									
VEN004133	Reliable Pharmaceutical Returns LLC	APP057351	11/28/2018	268012349	EMS-SERVICES	narcotic return service	150.00		
VEN000065	Airgas Mid America	APP057352	11/28/2018	268012224	EMS-OPERATING SUPPLIES	oxygen	16.14		
VEN000065	Airgas Mid America	APP057352	11/28/2018	268012224	EMS-OPERATING SUPPLIES	oxygen	19.60		
VEN000065	Airgas Mid America	APP057365	11/28/2018	268012224	EMS-OPERATING SUPPLIES	cylinder rental	215.71		
VEN000065	Airgas Mid America	APP057365	11/28/2018	268012224	EMS-OPERATING SUPPLIES	cylinder rental	95.51		
VEN000065	Airgas Mid America	APP057365	11/28/2018	268012224	EMS-OPERATING SUPPLIES	cylinder rental	205.70		
VEN000065	Airgas Mid America	APP057366	11/28/2018	268012224	EMS-OPERATING SUPPLIES	oxygen	19.60		
VEN000065	Airgas Mid America	APP057366	11/28/2018	268012224	EMS-OPERATING SUPPLIES	oxygen	8.84		
VEN004043	Arrow International	APP057367	11/28/2018	268012224	EMS-OPERATING SUPPLIES	syringes	1,665.50		
VEN005584	The Accumed Group	APP057368	11/28/2018	268012349	EMS-SERVICES	EMS billing service	2,954.62		
VEN000065	Airgas Mid America	APP057370	11/28/2018	268012224	EMS-OPERATING SUPPLIES	oxygen	21.52		
VEN001050	IU Health Ball Memorial Hospital	APP057373	11/28/2018	268012224	EMS-OPERATING SUPPLIES	medications	314.64		
VEN000266	Bound Tree Medical	APP057374	11/28/2018	268012224	EMS-OPERATING SUPPLIES	King airways	110.16		
VEN000266	Bound Tree Medical	APP057375	11/28/2018	268012224	EMS-OPERATING SUPPLIES	EMS supplies	705.57		
VEN000266	Bound Tree Medical	APP057376	11/28/2018	268012224	EMS-OPERATING SUPPLIES	NACO2	5.49		
VEN000266	Bound Tree Medical	APP057377	11/28/2018	268012224	EMS-OPERATING SUPPLIES	EMS supplies	870.21		
VEN000209	Becky Rinehart	APP057378	11/28/2018	268012349	EMS-SERVICES	patient refund	279.00		
VEN001849	Stryker Sales	APP057408	11/29/2018	268012472	EMS-LEASE EQUIPMENT	Upgrade to ambulances to av	0.00		
VEN001849	Stryker Sales	APP057408	11/29/2018	268012472	EMS-LEASE EQUIPMENT		17,955.00		
VEN000065	Airgas Mid America	APP057486	12/3/2018	268012224	EMS-OPERATING SUPPLIES	Oxygen	10.76		
VEN000266	Bound Tree Medical	APP057493	12/3/2018	268012224	EMS-OPERATING SUPPLIES	MgNa	49.58		
VEN000266	Bound Tree Medical	APP057494	12/3/2018	268012224	EMS-OPERATING SUPPLIES	MgNa, NaCO2	74.37		
VEN000266	Bound Tree Medical	APP057495	12/3/2018	268012224	EMS-OPERATING SUPPLIES	MgNa	24.79		
VEN000266	Bound Tree Medical	APP057496	12/3/2018	268012224	EMS-OPERATING SUPPLIES	EMS supplies	658.33		
VEN000266	Bound Tree Medical	APP057497	12/3/2018	268012224	EMS-OPERATING SUPPLIES	NaCO2	54.24		
VEN000266	Bound Tree Medical	APP057498	12/3/2018	268012224	EMS-OPERATING SUPPLIES	Lidocaine, NaCO2	40.68		
Subtotal for Fire							26,525.56		
Subtotal for Fund 268 Emergency Medical and Equip							26,866.31		

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Fund No.	Fund Name								
269	Training Facility Center								
	Clerk Treasurer								
VEN001142	JP Morgan Chase	APP057475	11/26/2018	101965	PCARD PAYABLE		1,080.46		
	Subtotal for Clerk Treasurer						1,080.46		
	Public Safety (Police and Fire)								
VEN002191	City of Noblesville Utilities	APP056972	11/13/2018	269014342	TRAINING FAC-WATER/SEW	October sewer charge	17.81	65726	11/13/2018
VEN000434	Comcast Cable	APP057057	11/16/2018	269014350	TRAINING FAC-SUBSCRIPTI	Training Facility	290.90	65730	11/16/2018
VEN002048	Vectren	APP057058	11/16/2018	269014328	TRAINING FAC-HEAT/GAS	Training Facility	21.92	65732	11/16/2018
VEN000589	Duke Energy	APP057129	11/21/2018	269014341	TRAINING FAC-ELECTRIC	Electric	380.81	65734	11/21/2018
VEN000405	Citizens Energy Group	APP057136	11/26/2018	269014342	TRAINING FAC-WATER/SEW	Training Facility	31.11		
VEN000905	Hoosier Portable Restroom	APP057369	11/28/2018	269014349	TRAINING FAC-SERVICES	9/8/18-11/3/18	160.00		
VEN005845	Kinetrex Energy	APP057457	12/3/2018	269014328	TRAINING FAC-HEAT/GAS	Heat	9.50		
	Subtotal for Public Safety (Police and Fire)						912.05		
	Subtotal for Fund 269 Training Facility Center						1,992.51		
Fund No.	Fund Name								
301	Eastside TIF								
	RDC								
VEN001469	O W Krohn and Associates	APP056879	11/8/2018	301018349	EASTSIDE TIF SERVICES	TIF projections and neutraliza	495.00	65689	11/12/2018
	Subtotal for RDC						495.00		
	Subtotal for Fund 301 Eastside TIF						495.00		
Fund No.	Fund Name								
305	Grand Junction TIF								
	RDC								
VEN001469	O W Krohn and Associates	APP056879	11/8/2018	305018349	GRAND JUNCTION TIF-SER	TIF projections and neutraliza	380.00	65689	11/12/2018
	Subtotal for RDC						380.00		
	Subtotal for Fund 305 Grand Junction TIF						380.00		
Fund No.	Fund Name								
309	Eagletown TIF								
	RDC								
VEN001469	O W Krohn and Associates	APP056879	11/8/2018	309018349	EAGLETOWN TIF SERVICES	TIF projections and neutraliza	150.00	65689	11/12/2018
	Subtotal for RDC						150.00		
	Subtotal for Fund 309 Eagletown TIF						150.00		

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Fund No. Fund Name									
316	Main St TIF 2011B								
	RDC								
VEN001469	O W Krohn and Associates	APP056879	11/8/2018	316018349	MAINSTREET TIF SERVICE	TIF projections and neutraliza	45.00	65689	11/12/2018
	Subtotal for RDC						45.00		
Subtotal for Fund 316 Main St TIF 2011B							45.00		
Fund No. Fund Name									
317	146th St TIF								
	RDC								
VEN001469	O W Krohn and Associates	APP056879	11/8/2018	317018349	146TH ST TIF SERVICE	TIF projections and neutraliza	35.00	65689	11/12/2018
	Subtotal for RDC						35.00		
Subtotal for Fund 317 146th St TIF							35.00		
Fund No. Fund Name									
319	Spring Mill Sta TIF								
	RDC								
VEN001469	O W Krohn and Associates	APP056879	11/8/2018	319018349	SPRING MILL STA TIF SERVI	TIF projections and neutraliza	10.00	65689	11/12/2018
	Subtotal for RDC						10.00		
Subtotal for Fund 319 Spring Mill Sta TIF							10.00		
Fund No. Fund Name									
326	LIT Bonds 2018								
	Grand Park								
VEN002178	Capital One Public Funding	APP057524	12/4/2018	326015381	LIT BONDS 2018-INTEREST	rda lease rental bond 18	470,412.00		
	Subtotal for Grand Park						470,412.00		
Subtotal for Fund 326 LIT Bonds 2018							470,412.00		
Fund No. Fund Name									
346	Go Bond 2018								
	Fire								
VEN000480	CSI Signs	APP057487	12/3/2018	346012473	GO BOND 2018 FD VEHICLE	New ambulance decals	95.00		
	Subtotal for Fire						95.00		

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Fund No.	Fund Name								
346	Go Bond 2018								
	Public Works								
VEN006502	Trans Chicago Truck Group	APP057006	11/14/2018	346013473	GO BOND 2018 PW VEHICL	Dump truck with snow remova	175,015.00		
VEN004182	The Hoosier Co	APP057007	11/14/2018	346013473	GO BOND 2018 PW VEHICL	TMA for traffic safety	16,900.00		
	Subtotal for Public Works						191,915.00		
	Subtotal for Fund 346 Go Bond 2018						192,010.00		
Fund No.	Fund Name								
427	Cum. Capital Development								
	Grand Park								
VEN002178	Capital One Public Funding	APP057523	12/4/2018	427015476	CCD-GP EQUIP LEASE	turf lease	422,212.51		
	Subtotal for Grand Park						422,212.51		
	Subtotal for Fund 427 Cum. Capital Development						422,212.51		
Fund No.	Fund Name								
584	Monon 5 Bridge O 32 Grant								
	Public Works								
VEN002019	United Consulting	APP056974	11/13/2018	584013349	MONON 5 BRIDGE O 32 GRA	Monon 5 (Bridge over SR 32)	865.04		
	Subtotal for Public Works						865.04		
	Subtotal for Fund 584 Monon 5 Bridge O 32 Grant						865.04		
Fund No.	Fund Name								
595	Monon Trail Grant								
	Public Works								
VEN002019	United Consulting	APP056975	11/13/2018	595013349	MONON TRAIL GRANT 191-2	Monon 7 - Constructin Inspect	3,676.84		
	Subtotal for Public Works						3,676.84		
	Subtotal for Fund 595 Monon Trail Grant						3,676.84		
Fund No.	Fund Name								
597	MPO 186th-Springmill Grant								
	Public Works								
VEN002019	United Consulting	APP056977	11/13/2018	597013349	MPO 186TH-SPRINGMILL GR	CE Contract (Inspection) for 1	3,988.08		
	Subtotal for Public Works						3,988.08		
	Subtotal for Fund 597 MPO 186th-Springmill Grant						3,988.08		

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Fund No. Fund Name									
640	Sports Campus Operating								
	Clerk Treasurer								
VEN001142	JP Morgan Chase	APP057475	11/26/2018	101965	PCARD PAYABLE		23,167.61		
	Subtotal for Clerk Treasurer						23,167.61		
	Grand Park								
VEN007113	Crossfit Thrive Inc	APP056882	11/8/2018	640015347	SPORTS CAMPUS-PROMOTI	Grand Games 50 50 rev shar	2,624.11	2230	11/12/2018
VEN005706	Sports Indiana	APP056883	11/8/2018	640015350	SPORTS CAMPUS-DUES/SU	Active Member dues	750.00	2250	11/12/2018
VEN000051	Advanced Turf Solutions	APP056885	11/8/2018	640015349	SPORTS CAMPUS-SERVICE	Golf Marking paint	413.56	2225	11/12/2018
VEN000051	Advanced Turf Solutions	APP056885	11/8/2018	640015349	SPORTS CAMPUS-SERVICE	Golf Marking paint	40.56	2225	11/12/2018
VEN002613	Ermco Inc	APP056886	11/8/2018	640015349	SPORTS CAMPUS-SERVICE	GP Blvd light pole fix	415.06	2234	11/12/2018
VEN002613	Ermco Inc	APP056886	11/8/2018	640015349	SPORTS CAMPUS-SERVICE	GP Blvd light pole fix	368.00	2234	11/12/2018
VEN002613	Ermco Inc	APP056887	11/8/2018	640015349	SPORTS CAMPUS-SERVICE	GP Mens locker room	575.00	2234	11/12/2018
VEN003729	Metronet	APP056967	11/13/2018	640015349	SPORTS CAMPUS-SERVICE	Field internet	59.29	2256	11/13/2018
VEN003729	Metronet	APP056967	11/13/2018	640015349	SPORTS CAMPUS-SERVICE	Diam internet	59.29	2256	11/13/2018
VEN002336	Citizens Westfield	APP057052	11/16/2018	640015342	SPORTS CAMPUS-WAT SE	GP Water	131.48	2257	11/16/2018
VEN002336	Citizens Westfield	APP057052	11/16/2018	640015342	SPORTS CAMPUS-WAT SE	GP Sewer	222.04	2257	11/16/2018
VEN002336	Citizens Westfield	APP057052	11/16/2018	640015342	SPORTS CAMPUS-WAT SE	GP Sewer	422.27	2257	11/16/2018
VEN002336	Citizens Westfield	APP057052	11/16/2018	640015342	SPORTS CAMPUS-WAT SE	GP Sewer	542.64	2257	11/16/2018
VEN002336	Citizens Westfield	APP057052	11/16/2018	640015342	SPORTS CAMPUS-WAT SE	GP Water	461.80	2257	11/16/2018
VEN002336	Citizens Westfield	APP057052	11/16/2018	640015342	SPORTS CAMPUS-WAT SE	GP Water	566.56	2257	11/16/2018
VEN000589	Duke Energy	APP057128	11/21/2018	640015341	SPORTS CAMPUS-ELECTRI	Electric	4,650.30	2258	11/21/2018
VEN000589	Duke Energy	APP057128	11/21/2018	640015341	SPORTS CAMPUS-ELECTRI	Electric	3,474.84	2258	11/21/2018
VEN000589	Duke Energy	APP057128	11/21/2018	640015341	SPORTS CAMPUS-ELECTRI	Electric	4,246.84	2258	11/21/2018
VEN007119	Bag Tags Inc	APP057188	11/27/2018	640015337	SPORTS CAMPUS-PRINTIN	BIG Mens credentials	581.02		
VEN006537	Total Marketing Group LLC	APP057189	11/27/2018	640015331	SPORT CAMPUS-CONSULTI	Fan Guide 2019 rev share	1,454.00		
VEN007120	Stage Tech Inc	APP057191	11/27/2018	640015349	SPORTS CAMPUS-SERVICE	Inshape stage deck reimbursa	6,560.00		
VEN001666	Reynolds Farm Equipment	APP057194	11/27/2018	640015472	SPORTS CAMPUS-EQUIPME	Turco Blower	7,684.00		
VEN000480	CSI Signs	APP057195	11/27/2018	640015337	SPORTS CAMPUS-PRINTIN	BIG signage	304.10		
VEN003298	Musco Sports Lighting LLC	APP057196	11/27/2018	640015349	SPORTS CAMPUS-SERVICE	D2 lights lighting strike fix	1,750.00		
VEN000970	Indiana Golf Car	APP057198	11/27/2018	640015349	SPORTS CAMPUS-SERVICE	Golf cart rental	455.00		
VEN006808	USSC	APP057199	11/27/2018	640015349	SPORTS CAMPUS-SERVICE	lone Paint	1,419.10		
VEN006808	USSC	APP057200	11/27/2018	640015349	SPORTS CAMPUS-SERVICE	Yellow paint	375.90		
VEN000733	Freije Engineered Solutions Co	APP057202	11/27/2018	640015349	SPORTS CAMPUS-SERVICE	GPEC caf fix	594.45		
VEN000970	Indiana Golf Car	APP057203	11/27/2018	640015349	SPORTS CAMPUS-SERVICE	Rental	1,424.00		

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Fund No. Fund Name									
640	Sports Campus Operating								
	Grand Park								
VEN007012	Elwood Fire Equipment	APP057204	11/27/2018	640015343	SPORTS CAMPUS-BLDG MAI	Fire Inspection back flow valv	525.00		
VEN007011	Methodist Sports Medicine	APP057206	11/27/2018	640015349	SPORTS CAMPUS-SERVICE	SBD Youth Festival	3,105.00		
VEN006141	Westfield Restaurant Group LLC	APP057207	11/27/2018	640015349	SPORTS CAMPUS-SERVICE	BIG VIP Womens	1,152.00		
VEN006141	Westfield Restaurant Group LLC	APP057208	11/27/2018	640015349	SPORTS CAMPUS-SERVICE	BIG VIP	2,640.00		
VEN006898	Supply Warehouse Inc	APP057209	11/27/2018	640015349	SPORTS CAMPUS-SERVICE	Trash liners	101.12		
VEN000480	CSI Signs	APP057210	11/27/2018	640015337	SPORTS CAMPUS-PRINTIN	Lobby info sign	398.34		
VEN000905	Hoosier Portable Restroom	APP057211	11/27/2018	640015349	SPORTS CAMPUS-SERVICE	BIG port o lets	4,020.00		
VEN000480	CSI Signs	APP057212	11/27/2018	640015337	SPORTS CAMPUS-PRINTIN	Grand Games checks and sig	295.76		
VEN000480	CSI Signs	APP057212	11/27/2018	640015337	SPORTS CAMPUS-PRINTIN	Bleacher banners	650.00		
VEN002228	Indiana Sports Properties	APP057214	11/27/2018	640015349	SPORTS CAMPUS-SERVICE	GP Property Mang Sales Com	9,631.12		
VEN006597	ATEC Inc	APP057444	12/3/2018	640015451	SPORTS CAMPUS-COMPUT	Concession Stand Public Add	1,300.00		
VEN005403	BrightView Landscapes LLC	APP057528	12/4/2018	640015349	SPORTS CAMPUS-SERVICE	Grass field	83,616.28		
VEN005403	BrightView Landscapes LLC	APP057528	12/4/2018	640015349	SPORTS CAMPUS-SERVICE	Irrigation	2,902.52		
VEN000345	Cave and Company Printing	APP057530	12/4/2018	640015334	SPORT CAMPUS-TRAVEL T	Internship fliers	179.64		
VEN006808	USSC	APP057531	12/3/2018	640015349	SPORTS CAMPUS-SERVICE	Robot paint	1,419.10		
VEN006537	Total Marketing Group LLC	APP057532	12/4/2018	640015331	SPORT CAMPUS-CONSULTI	Fan Guide rev share	1,368.00		
VEN006503	Active Network LLC	APP057533	12/4/2018	640015350	SPORTS CAMPUS-DUES/SU	Yearly membership	6,900.00		
VEN001277	Macallister Machinery Co	APP057534	12/3/2018	640015349	SPORTS CAMPUS-SERVICE	BIG lift	3,316.39		
VEN001277	Macallister Machinery Co	APP057535	12/3/2018	640015472	SPORTS CAMPUS-EQUIPME	Sod cutter	69.00		
VEN002613	Ermco Inc	APP057536	12/4/2018	640015349	SPORTS CAMPUS-SERVICE	BIG power	1,137.50		
VEN006907	Pioneer Athletics	APP057537	12/4/2018	640015349	SPORTS CAMPUS-SERVICE	Chalk for SBD showcase	191.30		
VEN006907	Pioneer Athletics	APP057538	12/4/2018	640015349	SPORTS CAMPUS-SERVICE	Chalk for SBD showcase	191.30		
VEN006669	A Classic Expo Design	APP057539	12/4/2018	640015347	SPORTS CAMPUS-PROMOTI	BIG tents	1,049.50		
VEN003382	McGavic Outdoor Power	APP057540	12/4/2018	640015472	SPORTS CAMPUS-EQUIPME	Chainsaw safety equip	231.22		
VEN003382	McGavic Outdoor Power	APP057540	12/4/2018	640015472	SPORTS CAMPUS-EQUIPME	Chainsaw	319.96		
VEN006898	Supply Warehouse Inc	APP057541	12/4/2018	640015349	SPORTS CAMPUS-SERVICE	Restroom supplies	21.82		
VEN006898	Supply Warehouse Inc	APP057541	12/4/2018	640015349	SPORTS CAMPUS-SERVICE	Restroom supplies	278.92		
VEN003762	Indiana Fire Juniors	APP057542	12/4/2018	640015472	SPORTS CAMPUS-EQUIPME	IFJ trailer	400.00		
VEN001637	Ray's Trash Service	APP057543	12/4/2018	640015349	SPORTS CAMPUS-SERVICE	Trash	1,134.77		
VEN006184	National Assoc of Sports Commissions	APP057544	12/4/2018	640015350	SPORTS CAMPUS-DUES/SU	2019 Member Dues	795.00		
VEN004588	Big League Creative	APP057545	12/4/2018	640015349	SPORTS CAMPUS-SERVICE	Website redesign	3,568.00		
VEN000480	CSI Signs	APP057546	12/4/2018	640015337	SPORTS CAMPUS-PRINTIN	GP Bench banners	2,382.73		

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Fund No. Fund Name									
640	Sports Campus Operating								
Grand Park									
VEN003729	Metronet	APP057547	12/4/2018	640015349	SPORTS CAMPUS-SERVICE	F1 Terminal box repair	250.00		
VEN006329	Bulpen Tournaments	APP057548	12/4/2018	640015349	SPORTS CAMPUS-SERVICE	SBD Showcase rentals	15,700.00		
VEN000970	Indiana Golf Car	APP057549	12/4/2018	640015349	SPORTS CAMPUS-SERVICE	Rental	1,688.00		
VEN002266	Kwik Goal Ltd	APP057550	12/4/2018	640015472	SPORTS CAMPUS-EQUIPME	New soccer nets	565.03		
VEN004873	Siteone Landscape Supply	APP057551	12/4/2018	640015349	SPORTS CAMPUS-SERVICE	Insecticide grub control for co	1,400.00		
VEN005403	BrightView Landscapes LLC	APP057558	12/5/2018	640015349	SPORTS CAMPUS-SERVICE	CAI	1,265.38		
VEN005403	BrightView Landscapes LLC	APP057558	12/5/2018	640015349	SPORTS CAMPUS-SERVICE	CAM	13,586.57		
VEN005403	BrightView Landscapes LLC	APP057558	12/5/2018	640015349	SPORTS CAMPUS-SERVICE	Janitorial	8,273.11		
VEN002123	Westfield-Washington Schools	APP057585	12/5/2018	640015347	SPORTS CAMPUS-PROMOTI	November Luncheon	20.00		
VEN001277	Macallister Machinery Co	APP057586	12/5/2018	640015349	SPORTS CAMPUS-SERVICE	Dolphins lifts	772.75		
VEN001277	Macallister Machinery Co	APP057587	12/5/2018	640015349	SPORTS CAMPUS-SERVICE	Dolphins lifts	50.00		
Subtotal for Grand Park							221,487.34		
Sport Campus Indoor Event Ctr									
VEN007118	Michael McClelland	APP056884	11/8/2018	640023343	GP INDOOR-BLDG MAINT	Colts locker sticker removal	200.00	2246	11/12/2018
VEN002336	Citizens Westfield	APP057055	11/16/2018	640023342	GP INDOOR-WAT AND SEW	GP Indoor Water	583.37	2257	11/16/2018
VEN002336	Citizens Westfield	APP057055	11/16/2018	640023342	GP INDOOR-WAT AND SEW	GP Indoor Sewer	135.66	2257	11/16/2018
VEN002336	Citizens Westfield	APP057056	11/16/2018	640023328	GP INDOOR-NATURAL GAS	GP Indoor heat	1,744.29	2257	11/16/2018
VEN000589	Duke Energy	APP057128	11/21/2018	640023341	GP INDOOR-ELECTRIC	Electric	10,773.72	2258	11/21/2018
VEN003729	Metronet	APP057185	11/27/2018	640023349	GP INDOOR-SERVICES	GPEC	129.95		
VEN006907	Pioneer Athletics	APP057190	11/27/2018	640023349	GP INDOOR-SERVICES	Seasonline remover	498.90		
VEN005403	BrightView Landscapes LLC	APP057193	11/27/2018	640023349	GP INDOOR-SERVICES	Interior GPEC	2,225.00		
VEN005403	BrightView Landscapes LLC	APP057193	11/27/2018	640023349	GP INDOOR-SERVICES	Exterior GPEC	1,765.31		
VEN002036	USAutomatic Fire and Security	APP057197	11/27/2018	640023343	GP INDOOR-BLDG MAINT	Fire pump back flow valve	652.47		
VEN005845	Kinetrex Energy	APP057201	11/27/2018	640023328	GP INDOOR-NATURAL GAS	Heat GPIndoor	2,023.32		
VEN006898	Supply Warehouse Inc	APP057209	11/27/2018	640023349	GP INDOOR-SERVICES	Trash liners	278.08		
VEN002958	Indiana Soccer Asso	APP057213	11/27/2018	640023349	GP INDOOR-SERVICES	GP Indoor Agreement	17,530.00		
VEN002213	Open Control Systems	APP057529	12/4/2018	640023349	GP INDOOR-SERVICES	colts lockers access	4,585.50		
VEN001637	Ray's Trash Service	APP057543	12/4/2018	640023349	GP INDOOR-SERVICES	Trash	750.00		
VEN003729	Metronet	APP057552	12/4/2018	640023224	GP INDOOR-OPERATING SU	Internet	242.76		
Subtotal for Sport Campus Indoor Event Ctr							44,118.33		
Subtotal for Fund 640 Sports Campus Operating							288,773.28		

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Fund No. Fund Name									
651	Infrastructure Improv								
Public Works									
VEN002019	United Consulting	APP056979	11/13/2018	651013474	INFRASTRUCTURE IMPRO	Monon Trail over SR 32 and T	0.00		
VEN002019	United Consulting	APP056979	11/13/2018	651013474	INFRASTRUCTURE IMPRO	Supplemental # 1 (Contingen	500.00		
Subtotal for Public Works							500.00		
Subtotal for Fund 651 Infrastructure Improv							500.00		
Fund No. Fund Name									
701	Payroll								
Clerk Treasurer									
VEN000163	Aul Retirement	APP056951	11/12/2018	701008931	PAYROLL-401A MATCHING-	Contributions and Loan pmts	23,692.28	700000538	11/13/2018
VEN000959	Indiana Dept Of Revenue	APP056956	11/13/2018	701008923	PAYROLL-STATE WITHHOL	state	16,778.76	700000541	11/14/2018
VEN000959	Indiana Dept Of Revenue	APP056956	11/13/2018	701008923	PAYROLL-STATE WITHHOL	coit	6,357.01	700000541	11/14/2018
VEN001537	Payroll	APP056957	11/13/2018	701008110	PAYROLL-NET SALARIES	net sal	403,491.51	700000542	11/14/2018
VEN000920	Huntington National Bank	APP056959	11/13/2018	701008131	PAYROLL-EMPLOYER'S FIC	fica	34,127.36	700000540	11/14/2018
VEN000920	Huntington National Bank	APP056959	11/13/2018	701008132	PAYROLL-EMPLOYER'S MED	med	7,981.40	700000540	11/14/2018
VEN000920	Huntington National Bank	APP056959	11/13/2018	701008921	PAYROLL-FEDERAL WITHH	fed	54,030.61	700000540	11/14/2018
VEN000920	Huntington National Bank	APP056959	11/13/2018	701008922	PAYROLL-EMPLOYEE FICA	med	7,981.39	700000540	11/14/2018
VEN000920	Huntington National Bank	APP056959	11/13/2018	701008922	PAYROLL-EMPLOYEE FICA	fica	34,127.36	700000540	11/14/2018
VEN004836	Nationwide Retirement Solutions	APP056999	11/14/2018	701008931	PAYROLL-401A MATCHING-	Contributions and loan pmts	1,857.13	17036	11/14/2018
VEN000948	IN Family and Social Services	APP057000	11/14/2018	701008140	PAYROLL-SUPPORT WITHH	Child Support	1,565.02	700000545	11/16/2018
VEN001583	Police and Firemens Insurance	APP057001	11/14/2018	701008930	PAYROLL-INS. DED	Police and fire Ins	11.03	17037	11/14/2018
VEN001864	Supporting Heroes	APP057002	11/14/2018	701008991	PAYROLL-MISC	Supporting Heroes	116.26	17038	11/14/2018
VEN000703	Fire Fighters Credit Union	APP057003	11/14/2018	701008141	PAYROLL-UNION DUES	Union Dues	2,066.31	17035	11/14/2018
VEN000163	Aul Retirement	APP057041	11/15/2018	701008931	PAYROLL-401A MATCHING-	Loan pay off	4,517.20	700000544	11/16/2018
VEN001550	PERF	APP057074	11/19/2018	701008133	PAYROLL-PERF	Civilian PERF	42,793.81	700000547	11/19/2018
VEN000008	77 Police and Fire Fund	APP057075	11/19/2018	701008133	PAYROLL-PERF	Non Civilian PERF	53,121.64	700000546	11/19/2018
VEN001537	Payroll	APP057177	11/27/2018	701008110	PAYROLL-NET SALARIES	net sal	372,292.16	70000550	11/27/2018
VEN002177	Indiana Members Credit Union	APP057179	11/27/2018	701008930	PAYROLL-INS. DED	refund deposits	263.06	17039	11/27/2018
VEN000959	Indiana Dept Of Revenue	APP057180	11/27/2018	701008923	PAYROLL-STATE WITHHOL	state	15,568.14	700000549	11/27/2018
VEN000959	Indiana Dept Of Revenue	APP057180	11/27/2018	701008923	PAYROLL-STATE WITHHOL	coit	5,917.87	700000549	11/27/2018
VEN000920	Huntington National Bank	APP057181	11/27/2018	701008131	PAYROLL-EMPLOYER'S FIC	fica	31,663.51	700000548	11/27/2018
VEN000920	Huntington National Bank	APP057181	11/27/2018	701008132	PAYROLL-EMPLOYER'S MED	med	7,434.03	700000548	11/27/2018
VEN000920	Huntington National Bank	APP057181	11/27/2018	701008921	PAYROLL-FEDERAL WITHH	fed	51,693.00	700000548	11/27/2018

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Fund No. Fund Name									
701	Payroll								
	Clerk Treasurer								
VEN000920	Huntington National Bank	APP057181	11/27/2018	701008922	PAYROLL-EMPLOYEE FICA	med	7,433.96	700000548	11/27/2018
VEN000920	Huntington National Bank	APP057181	11/27/2018	701008922	PAYROLL-EMPLOYEE FICA	fica	31,663.58	700000548	11/27/2018
VEN000948	IN Family and Social Services	APP057233	11/27/2018	701008140	PAYROLL-SUPPORT WITHH	child support	1,565.02	700000553	11/29/2018
VEN000163	Aul Retirement	APP057234	11/27/2018	701008931	PAYROLL-401A MATCHING-	retirement	23,879.53	700000552	11/29/2018
VEN000703	Fire Fighters Credit Union	APP057235	11/27/2018	701008141	PAYROLL-UNION DUES	union dues	2,066.31	17040	11/27/2018
VEN004836	Nationwide Retirement Solutions	APP057236	11/27/2018	701008931	PAYROLL-401A MATCHING-	retirement	1,907.13	17041	11/27/2018
VEN001864	Supporting Heroes	APP057237	11/27/2018	701008991	PAYROLL-MISC	employee contributions	116.26	17043	11/27/2018
VEN001583	Police and Firemens Insurance	APP057238	11/27/2018	701008930	PAYROLL-INS. DED	ins	11.03	17042	11/27/2018
VEN000126	Anthem Blue Cross Blue Shield	APP057337	11/28/2018	701008930	PAYROLL-INS. DED	medical	3,727.44	17046	11/28/2018
VEN000058	AFLAC	APP057338	11/28/2018	701008930	PAYROLL-INS. DED	disability	6,856.42	17044	11/28/2018
VEN005722	Aflac Premium Holding	APP057339	11/28/2018	701008930	PAYROLL-INS. DED	group disability prem	3,902.54	17045	11/28/2018
VEN002177	Indiana Members Credit Union	APP057340	11/28/2018	701008930	PAYROLL-INS. DED	bank refused direct dep hsa	263.06	17048	11/28/2018
VEN000534	Delta Dental	APP057342	11/28/2018	701008930	PAYROLL-INS. DED	dental	3,996.16	17047	11/28/2018
VEN000008	77 Police and Fire Fund	APP057419	11/29/2018	701008133	PAYROLL-PERF	non civilian perf	53,121.64	700000554	11/29/2018
VEN001550	PERF	APP057420	11/29/2018	701008133	PAYROLL-PERF	civilian perf	41,140.62	700000555	11/29/2018
VEN002177	Indiana Members Credit Union	APP057500	12/3/2018	701008930	PAYROLL-INS. DED	HSA correction	226.12	17049	12/4/2018
VEN001834	Steve Bauer	APP057521	12/4/2018	701008110	PAYROLL-NET SALARIES	Overfunded HSA	257.61	17050	12/4/2018
	Subtotal for Clerk Treasurer						1,361,582.28		
	Subtotal for Fund 701 Payroll						1,361,582.28		

Fund No. Fund Name

900 Stormwater

	Clerk Treasurer								
VEN001142	JP Morgan Chase	APP057475	11/26/2018	101965	PCARD PAYABLE		520.89		
	Subtotal for Clerk Treasurer						520.89		
	Stormwater								
VEN002336	Citizens Westfield	APP056873	11/8/2018	900016474	STORM-CONSTRUCTION C	Lagoon project	20,441.33	38661	11/8/2018
VEN001537	Payroll	APP056955	11/13/2018	900016111	STORM-SALARY	sal	16,580.81	900000148	11/14/2018
VEN001537	Payroll	APP056955	11/13/2018	900016120	STORM-FICA AND MEDICAR	fica	985.47	900000148	11/14/2018
VEN001537	Payroll	APP056955	11/13/2018	900016120	STORM-FICA AND MEDICAR	med	230.48	900000148	11/14/2018
VEN001537	Payroll	APP056955	11/13/2018	900016121	STORM-PERF	perf	1,644.24	900000148	11/14/2018
VEN000159	Cardno Inc	APP056978	11/13/2018	900016349	STORM-SERVICE	Mill Street Basin monitoring 3	1,411.70		

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Fund No. Fund Name									
900	Stormwater								
	Stormwater								
VEN000517	Daystar Directional Drilling	APP057004	11/14/2018	900016434	STORM-STORMWATER MIS	Temp Sumpline Repairs	2,007.60		
VEN000517	Daystar Directional Drilling	APP057004	11/14/2018	900016434	STORM-STORMWATER MIS	Centennial repairs	2,600.00		
VEN007117	Paula Stokes	APP057169	11/27/2018	900016370	STORMWATER-REFUND	Refund	12.48		
VEN001537	Payroll	APP057178	11/27/2018	900016111	STORM-SALARY	sal	16,297.60	900000149	11/27/2018
VEN001537	Payroll	APP057178	11/27/2018	900016120	STORM-FICA AND MEDICAR	fica	967.91	900000149	11/27/2018
VEN001537	Payroll	APP057178	11/27/2018	900016120	STORM-FICA AND MEDICAR	med	226.37	900000149	11/27/2018
VEN001537	Payroll	APP057178	11/27/2018	900016121	STORM-PERF	perf	1,604.03	900000149	11/27/2018
VEN005581	Newton Oil Company	APP057192	11/27/2018	900016226	STORM-VEHICLE GAS	Unleaded	539.05		
VEN007122	Bryanna and Scott Brown	APP057223	11/27/2018	900016370	STORMWATER-REFUND	Overpayment	349.80		
VEN007170	Mehmet Kudret and Mehmet Kerem Ese	APP057224	11/27/2018	900016370	STORMWATER-REFUND		19.94		
VEN000608	Eco-Infrastruclture Solution	APP057227	11/27/2018	900016434	STORM-STORMWATER MIS	TV storm locate	2,163.00		
VEN007123	Anthony Parisi	APP057242	11/27/2018	900016370	STORMWATER-REFUND	Overpayment	79.44		
VEN007124	Erin Heady	APP057243	11/27/2018	900016370	STORMWATER-REFUND		11.26		
VEN007124	Erin Heady	APP057243	11/27/2018	900016370	STORMWATER-REFUND	Overpayment	1.54		
VEN007125	Keith Snyder	APP057244	11/27/2018	900016370	STORMWATER-REFUND		3.39		
VEN003407	Scott Bennett	APP057245	11/27/2018	900016370	STORMWATER-REFUND		9.09		
VEN003407	Scott Bennett	APP057245	11/27/2018	900016370	STORMWATER-REFUND	Overpayment	86.90		
VEN007126	Ralph and Lucy Martinez	APP057246	11/27/2018	900016370	STORMWATER-REFUND		2.85		
VEN004040	Tim Anderson	APP057247	11/27/2018	900016370	STORMWATER-REFUND		10.37		
VEN004040	Tim Anderson	APP057247	11/27/2018	900016370	STORMWATER-REFUND		3.66		
VEN004447	D Fulp	APP057248	11/27/2018	900016370	STORMWATER-REFUND		9.09		
VEN007127	Kristina Pilkington	APP057249	11/27/2018	900016370	STORMWATER-REFUND		11.80		
VEN007128	Gary Reynolds	APP057250	11/27/2018	900016370	STORMWATER-REFUND		8.95		
VEN007129	Michele Beal	APP057251	11/27/2018	900016370	STORMWATER-REFUND		8.41		
VEN007130	John McGloin	APP057252	11/27/2018	900016370	STORMWATER-REFUND		10.99		
VEN007131	Steve Stamps	APP057253	11/27/2018	900016370	STORMWATER-REFUND		8.41		
VEN007132	Mark and Susan Brown	APP057254	11/27/2018	900016370	STORMWATER-REFUND		11.39		
VEN007133	Dennis Davidson	APP057255	11/27/2018	900016370	STORMWATER-REFUND		8.14		
VEN007134	David Martikke	APP057256	11/27/2018	900016370	STORMWATER-REFUND		12.89		
VEN007136	Clyde Wiles	APP057257	11/27/2018	900016370	STORMWATER-REFUND		3.66		
VEN007138	Donald Rowe	APP057258	11/27/2018	900016370	STORMWATER-REFUND	Overpayment	15.48		
VEN007139	Joseph Leavell	APP057259	11/27/2018	900016370	STORMWATER-REFUND		3.70		

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Fund No. Fund Name									
900	Stormwater								
	Stormwater								
VEN004634	Jeb Sloan	APP057260	11/27/2018	900016370	STORMWATER-REFUND	Overpayment	60.12		
VEN007140	Jill Mullen	APP057261	11/27/2018	900016370	STORMWATER-REFUND		13.84		
VEN007141	Erica Bond	APP057262	11/27/2018	900016370	STORMWATER-REFUND		8.27		
VEN007142	Daniel and Dennis Buckles	APP057263	11/27/2018	900016370	STORMWATER-REFUND		11.26		
VEN007143	John Haney	APP057264	11/27/2018	900016370	STORMWATER-REFUND		14.27		
VEN007144	Kyle Zahn	APP057265	11/27/2018	900016370	STORMWATER-REFUND		9.09		
VEN007145	William Fama Jr	APP057266	11/27/2018	900016370	STORMWATER-REFUND		1.36		
VEN007145	William Fama Jr	APP057266	11/27/2018	900016370	STORMWATER-REFUND	Overpayment	50.82		
VEN007146	Alexis and Joshua Lowry	APP057267	11/27/2018	900016370	STORMWATER-REFUND		10.31		
VEN007147	Leeann Meyer	APP057268	11/27/2018	900016370	STORMWATER-REFUND		8.41		
VEN007148	Mark Bell	APP057269	11/27/2018	900016370	STORMWATER-REFUND		10.58		
VEN007149	James Kolczak	APP057270	11/27/2018	900016370	STORMWATER-REFUND		8.27		
VEN007150	Ken Oxfurth	APP057271	11/27/2018	900016370	STORMWATER-REFUND		11.26		
VEN007151	Grandview Care Inc	APP057272	11/27/2018	900016370	STORMWATER-REFUND		568.09		
VEN007152	Jennifer Sandlin	APP057273	11/27/2018	900016370	STORMWATER-REFUND	Overpayment	46.58		
VEN007153	Neal Smith	APP057274	11/27/2018	900016370	STORMWATER-REFUND		4.34		
VEN007154	Gary Stebbins	APP057275	11/27/2018	900016370	STORMWATER-REFUND		8.27		
VEN007155	Scott Haffner	APP057276	11/27/2018	900016370	STORMWATER-REFUND		9.90		
VEN007156	Kayla Wares	APP057277	11/27/2018	900016370	STORMWATER-REFUND		9.63		
VEN007157	Neal Barnes	APP057278	11/27/2018	900016370	STORMWATER-REFUND		8.41		
VEN007158	Karen Strohmeier	APP057279	11/27/2018	900016370	STORMWATER-REFUND		3.66		
VEN007159	James Danforth	APP057280	11/27/2018	900016370	STORMWATER-REFUND		5.10		
VEN007160	Katie Ruthsatz	APP057281	11/27/2018	900016370	STORMWATER-REFUND		13.29		
VEN007161	Anthony Munyaka	APP057282	11/27/2018	900016370	STORMWATER-REFUND		4.21		
VEN007162	Steve Dearmond	APP057283	11/27/2018	900016370	STORMWATER-REFUND		10.99		
VEN007163	Daniel Scholl	APP057284	11/27/2018	900016370	STORMWATER-REFUND		13.97		
VEN003691	Crystal VanDyke	APP057285	11/27/2018	900016370	STORMWATER-REFUND		7.05		
VEN007164	Christine Digaetano	APP057286	11/27/2018	900016370	STORMWATER-REFUND		2.50		
VEN007165	Alissa Russell	APP057287	11/27/2018	900016370	STORMWATER-REFUND		9.63		
VEN007166	Ellen Anderson	APP057288	11/27/2018	900016370	STORMWATER-REFUND		8.41		
VEN007167	Ellen Roland	APP057289	11/27/2018	900016370	STORMWATER-REFUND		3.26		
VEN007168	Jared Thompson	APP057290	11/27/2018	900016370	STORMWATER-REFUND		9.36		

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Fund No.	Fund Name								
900	Stormwater								
	Stormwater								
VEN007169	Samantha Deramo	APP057291	11/27/2018	900016370	STORMWATER-REFUND		4.21		
VEN007171	Betty Tessmer	APP057292	11/27/2018	900016370	STORMWATER-REFUND		8.55		
VEN007172	Mingguo and Caiping Yao Hong	APP057293	11/27/2018	900016370	STORMWATER-REFUND		10.85		
VEN007173	Angela Lehman	APP057294	11/27/2018	900016370	STORMWATER-REFUND		3.26		
VEN007174	Bradley Mull	APP057295	11/27/2018	900016370	STORMWATER-REFUND		8.27		
VEN007175	William Tucker	APP057296	11/27/2018	900016370	STORMWATER-REFUND		8.41		
VEN005054	Brent and Deborah Smith	APP057297	11/27/2018	900016370	STORMWATER-REFUND		35.58		
VEN000690	Ferguson Enterprises Inc	APP057298	11/27/2018	900016370	STORMWATER-REFUND		30.00		
VEN003392	Manuel Vega	APP057299	11/27/2018	900016370	STORMWATER-REFUND		12.34		
VEN005817	Michael Allen	APP057300	11/27/2018	900016370	STORMWATER-REFUND		11.26		
VEN007176	Laura Goodmiller	APP057301	11/27/2018	900016370	STORMWATER-REFUND		9.63		
VEN007177	Deepa Aria	APP057302	11/27/2018	900016370	STORMWATER-REFUND		9.50		
VEN007178	Joshua Frees	APP057303	11/27/2018	900016370	STORMWATER-REFUND		3.39		
VEN007179	Mark Shepler	APP057304	11/27/2018	900016370	STORMWATER-REFUND		10.45		
VEN007180	AARE Holdings LLC	APP057305	11/27/2018	900016370	STORMWATER-REFUND		14.65		
VEN007135	D Williams	APP057306	11/27/2018	900016370	STORMWATER-REFUND		0.64		
VEN007098	Work Zone Cam LLC	APP057309	11/27/2018	900016451	STORM-COMPUTER EQUIP	Pond Drainage	99.00		
VEN002424	IUPPS	APP057311	11/27/2018	900016309	STORM-CONSULTING FEES	Sept tickets	1,406.95		
VEN000534	Delta Dental	APP057343	11/28/2018	900016119	STORM-HEALTHDENTAL	dental	535.35	38675	11/28/2018
VEN000513	DavisVision	APP057344	11/28/2018	900016119	STORM-HEALTHDENTAL	vision	77.22	38674	11/28/2018
VEN000126	Anthem Blue Cross Blue Shield	APP057347	11/28/2018	900016119	STORM-HEALTHDENTAL	medical	6,891.27	38673	11/28/2018
VEN003987	Indiana Reclamation and Excavating	APP057469	12/3/2018	900016434	STORM-STORMWATER MIS	Union St	1,400.50		
VEN000517	Daystar Directional Drilling	APP057471	12/3/2018	900016433	STORM-INFRASTRUCTURE	Buxton Dr	3,082.30		
VEN000517	Daystar Directional Drilling	APP057472	12/3/2018	900016433	STORM-INFRASTRUCTURE	Midland Trace Trail	1,740.00		
VEN004479	Symetra Life Insurance	APP057478	12/3/2018	900016119	STORM-HEALTHDENTAL	Life Ins	22.75	38676	12/4/2018
VEN000920	Huntington National Bank	APP057481	11/27/2018	900016380	STORM-2017 REV BOND PRI	rev bond 2017	140,000.00		
VEN000920	Huntington National Bank	APP057481	11/27/2018	900016381	STORM-2017 REV BOND INT	rev bond 2017	38,656.00		
VEN001879	T.M.T Inc	APP057516	12/4/2018	900016474	STORM-CONSTRUCTION C	Fina tree replacement for Sle	2,495.00		
VEN001879	T.M.T Inc	APP057516	12/4/2018	900016474	STORM-CONSTRUCTION C	Addl	224.25		
VEN007182	Lewis Poore	APP057562	12/5/2018	900016370	STORMWATER-REFUND		6.78		
VEN007183	Kelly Ginder	APP057563	12/5/2018	900016370	STORMWATER-REFUND		6.24		
VEN007184	Donald Rawson	APP057564	12/5/2018	900016370	STORMWATER-REFUND		23.44		

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Fund No.	Fund Name								
900	Stormwater								
	Stormwater								
VEN007184	Donald Rawson	APP057564	12/5/2018	900016370	STORMWATER-REFUND		8.27		
VEN007185	Jon Finley	APP057565	12/5/2018	900016370	STORMWATER-REFUND		7.33		
VEN007186	Kevin Burris	APP057566	12/5/2018	900016370	STORMWATER-REFUND		7.73		
VEN007187	Amber Gunn	APP057567	12/5/2018	900016370	STORMWATER-REFUND		7.60		
VEN007188	Michael St Amand	APP057569	12/5/2018	900016370	STORMWATER-REFUND		8.41		
VEN007189	Marene Heintzelman	APP057570	12/5/2018	900016370	STORMWATER-REFUND		8.14		
VEN007190	Vince Delumpa	APP057571	12/5/2018	900016370	STORMWATER-REFUND		7.19		
VEN007190	Vince Delumpa	APP057571	12/5/2018	900016370	STORMWATER-REFUND	Overpayment	108.68		
VEN007192	Shelley Jackson	APP057573	12/5/2018	900016370	STORMWATER-REFUND		6.24		
VEN007193	Gary Brake	APP057574	12/5/2018	900016370	STORMWATER-REFUND		7.46		
VEN007194	Kyle Young	APP057575	12/5/2018	900016370	STORMWATER-REFUND		15.68		
VEN007195	Jennifer Douce	APP057576	12/5/2018	900016370	STORMWATER-REFUND		7.73		
VEN007196	Angelina Wardwell	APP057577	12/5/2018	900016370	STORMWATER-REFUND		6.24		
VEN007197	Michael Lee & Shelby Lynn Rampone	APP057578	12/5/2018	900016370	STORMWATER-REFUND		6.24		
VEN007198	Kelly Ann Janssen	APP057579	12/5/2018	900016370	STORMWATER-REFUND		8.14		
VEN007199	Greg Bowman	APP057580	12/5/2018	900016370	STORMWATER-REFUND		7.05		
VEN007200	Eric Brendel	APP057581	12/5/2018	900016370	STORMWATER-REFUND		7.05		
VEN007201	Maria Lombard	APP057582	12/5/2018	900016370	STORMWATER-REFUND		6.65		
VEN007137	James and Miranda Morris	APP057584	12/5/2018	900016370	STORMWATER-REFUND		1.36		
VEN007137	James and Miranda Morris	APP057584	12/5/2018	900016370	STORMWATER-REFUND	Overpayment	50.82		
	Subtotal for Stormwater						266,509.78		
	Subtotal for Fund 900 Stormwater						267,030.67		
Fund No.	Fund Name								
950	Trash								
	Trash								
VEN001637	Ray's Trash Service	APP057076	11/19/2018	950017851	TRASH-RES QRTLTY FEE CO	Oct Quart Summary	172,396.82	38672	11/19/2018
VEN001637	Ray's Trash Service	APP057168	11/27/2018	950017349	TRASH-ADM SERVICES	Fall bulk trash event	4,906.86		
VEN007117	Paula Stokes	APP057169	11/27/2018	950017370	TRASH-REFUND	Refund	3.00		
VEN007117	Paula Stokes	APP057169	11/27/2018	950017370	TRASH-REFUND	Refund	35.34		
VEN007170	Mehmet Kudret and Mehmet Kerem Ese	APP057224	11/27/2018	950017370	TRASH-REFUND		4.79		
VEN007170	Mehmet Kudret and Mehmet Kerem Ese	APP057224	11/27/2018	950017370	TRASH-REFUND		56.48		

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Fund No.	Fund Name									
950	Trash									
	Trash									
	VEN007124	Erin Heady	APP057243	11/27/2018	950017370	TRASH-REFUND		2.71		
	VEN007124	Erin Heady	APP057243	11/27/2018	950017370	TRASH-REFUND		31.89		
	VEN007125	Keith Snyder	APP057244	11/27/2018	950017370	TRASH-REFUND		0.82		
	VEN007125	Keith Snyder	APP057244	11/27/2018	950017370	TRASH-REFUND		9.60		
	VEN003407	Scott Bennett	APP057245	11/27/2018	950017370	TRASH-REFUND		2.18		
	VEN003407	Scott Bennett	APP057245	11/27/2018	950017370	TRASH-REFUND		25.75		
	VEN007126	Ralph and Lucy Martinez	APP057246	11/27/2018	950017370	TRASH-REFUND		0.68		
	VEN007126	Ralph and Lucy Martinez	APP057246	11/27/2018	950017370	TRASH-REFUND		8.08		
	VEN004040	Tim Anderson	APP057247	11/27/2018	950017370	TRASH-REFUND		0.88		
	VEN004447	D Fulp	APP057248	11/27/2018	950017370	TRASH-REFUND		2.18		
	VEN004447	D Fulp	APP057248	11/27/2018	950017370	TRASH-REFUND		25.75		
	VEN007127	Kristina Pilkington	APP057249	11/27/2018	950017370	TRASH-REFUND		2.84		
	VEN007127	Kristina Pilkington	APP057249	11/27/2018	950017370	TRASH-REFUND		33.43		
	VEN007128	Gary Reynolds	APP057250	11/27/2018	950017370	TRASH-REFUND		2.15		
	VEN007128	Gary Reynolds	APP057250	11/27/2018	950017370	TRASH-REFUND		25.36		
	VEN007129	Michele Beal	APP057251	11/27/2018	950017370	TRASH-REFUND		2.02		
	VEN007129	Michele Beal	APP057251	11/27/2018	950017370	TRASH-REFUND		23.82		
	VEN007130	John McGloin	APP057252	11/27/2018	950017370	TRASH-REFUND		2.64		
	VEN007130	John McGloin	APP057252	11/27/2018	950017370	TRASH-REFUND		31.12		
	VEN007131	Steve Stamps	APP057253	11/27/2018	950017370	TRASH-REFUND		2.02		
	VEN007131	Steve Stamps	APP057253	11/27/2018	950017370	TRASH-REFUND		23.82		
	VEN007132	Mark and Susan Brown	APP057254	11/27/2018	950017370	TRASH-REFUND		2.74		
	VEN007132	Mark and Susan Brown	APP057254	11/27/2018	950017370	TRASH-REFUND		32.27		
	VEN007133	Dennis Davidson	APP057255	11/27/2018	950017370	TRASH-REFUND		1.96		
	VEN007133	Dennis Davidson	APP057255	11/27/2018	950017370	TRASH-REFUND		23.06		
	VEN007134	David Martikke	APP057256	11/27/2018	950017370	TRASH-REFUND		3.10		
	VEN007134	David Martikke	APP057256	11/27/2018	950017370	TRASH-REFUND		36.50		
	VEN007136	Clyde Wiles	APP057257	11/27/2018	950017370	TRASH-REFUND		0.88		
	VEN007136	Clyde Wiles	APP057257	11/27/2018	950017370	TRASH-REFUND		10.37		
	VEN007139	Joseph Leavell	APP057259	11/27/2018	950017370	TRASH-REFUND		0.88		
	VEN007139	Joseph Leavell	APP057259	11/27/2018	950017370	TRASH-REFUND		10.45		
	VEN007140	Jill Mullen	APP057261	11/27/2018	950017370	TRASH-REFUND		3.33		

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Fund No.	Fund Name								
950	Trash								
	Trash								
	VEN007140	Jill Mullen	APP057261	11/27/2018	950017370	TRASH-REFUND	39.18		
	VEN007141	Erica Bond	APP057262	11/27/2018	950017370	TRASH-REFUND	1.99		
	VEN007141	Erica Bond	APP057262	11/27/2018	950017370	TRASH-REFUND	23.44		
	VEN007142	Daniel and Dennis Buckles	APP057263	11/27/2018	950017370	TRASH-REFUND	2.71		
	VEN007142	Daniel and Dennis Buckles	APP057263	11/27/2018	950017370	TRASH-REFUND	31.89		
	VEN007143	John Haney	APP057264	11/27/2018	950017370	TRASH-REFUND	44.18		
	VEN007144	Kyle Zahn	APP057265	11/27/2018	950017370	TRASH-REFUND	2.18		
	VEN007144	Kyle Zahn	APP057265	11/27/2018	950017370	TRASH-REFUND	25.75		
	VEN007145	William Fama Jr	APP057266	11/27/2018	950017370	TRASH-REFUND	0.33		
	VEN007145	William Fama Jr	APP057266	11/27/2018	950017370	TRASH-REFUND	3.84		
	VEN007146	Alexis and Joshua Lowry	APP057267	11/27/2018	950017370	TRASH-REFUND	2.48		
	VEN007146	Alexis and Joshua Lowry	APP057267	11/27/2018	950017370	TRASH-REFUND	29.20		
	VEN007147	Leeann Meyer	APP057268	11/27/2018	950017370	TRASH-REFUND	2.02		
	VEN007147	Leeann Meyer	APP057268	11/27/2018	950017370	TRASH-REFUND	23.83		
	VEN007148	Mark Bell	APP057269	11/27/2018	950017370	TRASH-REFUND	2.54		
	VEN007148	Mark Beil	APP057269	11/27/2018	950017370	TRASH-REFUND	29.97		
	VEN007149	James Kolczak	APP057270	11/27/2018	950017370	TRASH-REFUND	1.99		
	VEN007149	James Kolczak	APP057270	11/27/2018	950017370	TRASH-REFUND	23.44		
	VEN007150	Ken Oxfurth	APP057271	11/27/2018	950017370	TRASH-REFUND	2.71		
	VEN007150	Ken Oxfurth	APP057271	11/27/2018	950017370	TRASH-REFUND	31.89		
	VEN007153	Neal Smith	APP057274	11/27/2018	950017370	TRASH-REFUND	1.04		
	VEN007153	Neal Smith	APP057274	11/27/2018	950017370	TRASH-REFUND	12.30		
	VEN007154	Gary Stebbins	APP057275	11/27/2018	950017370	TRASH-REFUND	1.99		
	VEN007154	Gary Stebbins	APP057275	11/27/2018	950017370	TRASH-REFUND	23.44		
	VEN007155	Scott Haffner	APP057276	11/27/2018	950017370	TRASH-REFUND	2.38		
	VEN007155	Scott Haffner	APP057276	11/27/2018	950017370	TRASH-REFUND	28.05		
	VEN007156	Kayla Wares	APP057277	11/27/2018	950017370	TRASH-REFUND	2.32		
	VEN007156	Kayla Wares	APP057277	11/27/2018	950017370	TRASH-REFUND	27.28		
	VEN007157	Neal Barnes	APP057278	11/27/2018	950017370	TRASH-REFUND	2.02		
	VEN007157	Neal Barnes	APP057278	11/27/2018	950017370	TRASH-REFUND	23.82		
	VEN007158	Karen Strohmeier	APP057279	11/27/2018	950017370	TRASH-REFUND	0.88		
	VEN007158	Karen Strohmeier	APP057279	11/27/2018	950017370	TRASH-REFUND	10.37		

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Fund No. Fund Name									
950 Trash									
Trash									
VEN007159	James Danforth	APP057280	11/27/2018	950017370	TRASH-REFUND		1.22		
VEN007159	James Danforth	APP057280	11/27/2018	950017370	TRASH-REFUND		14.47		
VEN007160	Katie Ruthsatz	APP057281	11/27/2018	950017370	TRASH-REFUND		3.20		
VEN007160	Katie Ruthsatz	APP057281	11/27/2018	950017370	TRASH-REFUND		37.65		
VEN007161	Anthony Munyaka	APP057282	11/27/2018	950017370	TRASH-REFUND		1.01		
VEN007161	Anthony Munyaka	APP057282	11/27/2018	950017370	TRASH-REFUND		11.91		
VEN007162	Steve Dearmond	APP057283	11/27/2018	950017370	TRASH-REFUND		2.64		
VEN007162	Steve Dearmond	APP057283	11/27/2018	950017370	TRASH-REFUND		31.12		
VEN007163	Daniel Scholl	APP057284	11/27/2018	950017370	TRASH-REFUND		3.36		
VEN007163	Daniel Scholl	APP057284	11/27/2018	950017370	TRASH-REFUND		39.57		
VEN003691	Crystal VanDyke	APP057285	11/27/2018	950017370	TRASH-REFUND		1.70		
VEN003691	Crystal VanDyke	APP057285	11/27/2018	950017370	TRASH-REFUND		19.99		
VEN007164	Christine Digaetano	APP057286	11/27/2018	950017370	TRASH-REFUND		0.60		
VEN007164	Christine Digaetano	APP057286	11/27/2018	950017370	TRASH-REFUND		7.10		
VEN007165	Alissa Russell	APP057287	11/27/2018	950017370	TRASH-REFUND		2.32		
VEN007165	Alissa Russell	APP057287	11/27/2018	950017370	TRASH-REFUND		27.28		
VEN007166	Ellen Anderson	APP057288	11/27/2018	950017370	TRASH-REFUND		2.02		
VEN007166	Ellen Anderson	APP057288	11/27/2018	950017370	TRASH-REFUND		23.83		
VEN007167	Ellen Roland	APP057289	11/27/2018	950017370	TRASH-REFUND		0.78		
VEN007167	Ellen Roland	APP057289	11/27/2018	950017370	TRASH-REFUND		9.22		
VEN007168	Jared Thompson	APP057290	11/27/2018	950017370	TRASH-REFUND		2.25		
VEN007168	Jared Thompson	APP057290	11/27/2018	950017370	TRASH-REFUND		26.51		
VEN007169	Samantha Deramo	APP057291	11/27/2018	950017370	TRASH-REFUND		1.01		
VEN007169	Samantha Deramo	APP057291	11/27/2018	950017370	TRASH-REFUND		11.92		
VEN007171	Betty Tessmer	APP057292	11/27/2018	950017370	TRASH-REFUND		2.05		
VEN007171	Betty Tessmer	APP057292	11/27/2018	950017370	TRASH-REFUND		24.21		
VEN007172	Mingguo and Caiping Yao Hong	APP057293	11/27/2018	950017370	TRASH-REFUND		2.61		
VEN007172	Mingguo and Caiping Yao Hong	APP057293	11/27/2018	950017370	TRASH-REFUND		30.74		
VEN007173	Angela Lehman	APP057294	11/27/2018	950017370	TRASH-REFUND		0.78		
VEN007173	Angela Lehman	APP057294	11/27/2018	950017370	TRASH-REFUND		9.23		
VEN007174	Bradley Mull	APP057295	11/27/2018	950017370	TRASH-REFUND		1.99		
VEN007174	Bradley Mull	APP057295	11/27/2018	950017370	TRASH-REFUND		23.44		

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Fund No. Fund Name									
950 Trash									
Trash									
VEN007175	William Tucker	APP057296	11/27/2018	950017370	TRASH-REFUND		2.02		
VEN007175	William Tucker	APP057296	11/27/2018	950017370	TRASH-REFUND		23.82		
VEN003392	Manuel Vega	APP057299	11/27/2018	950017370	TRASH-REFUND		2.97		
VEN003392	Manuel Vega	APP057299	11/27/2018	950017370	TRASH-REFUND		34.96		
VEN005817	Michael Allen	APP057300	11/27/2018	950017370	TRASH-REFUND		2.71		
VEN005817	Michael Allen	APP057300	11/27/2018	950017370	TRASH-REFUND		31.89		
VEN007176	Laura Goodmiller	APP057301	11/27/2018	950017370	TRASH-REFUND		2.32		
VEN007176	Laura Goodmiller	APP057301	11/27/2018	950017370	TRASH-REFUND		27.28		
VEN007177	Deepa Arla	APP057302	11/27/2018	950017370	TRASH-REFUND		2.28		
VEN007177	Deepa Arla	APP057302	11/27/2018	950017370	TRASH-REFUND		26.90		
VEN007178	Joshua Frees	APP057303	11/27/2018	950017370	TRASH-REFUND		0.82		
VEN007178	Joshua Frees	APP057303	11/27/2018	950017370	TRASH-REFUND		9.60		
VEN007179	Mark Shepler	APP057304	11/27/2018	950017370	TRASH-REFUND		2.51		
VEN007179	Mark Shepler	APP057304	11/27/2018	950017370	TRASH-REFUND		29.59		
VEN007180	AARE Holdings LLC	APP057305	11/27/2018	950017370	TRASH-REFUND		3.52		
VEN007180	AARE Holdings LLC	APP057305	11/27/2018	950017370	TRASH-REFUND		41.50		
VEN007135	D Williams	APP057306	11/27/2018	950017370	TRASH-REFUND		13.07		
VEN003986	Accela Inc	APP057559	12/5/2018	950017389	TRASH-SOFTWARE LICENS	Web pmts transaction fee	1,147.00		
VEN003986	Accela Inc	APP057559	12/5/2018	950017389	TRASH-SOFTWARE LICENS	Web pmts transaction fee	32.00		
VEN001637	Ray's Trash Service	APP057560	12/5/2018	950017850	TRASH-TRASH BAGS CONT	Bags	400.00		
VEN001637	Ray's Trash Service	APP057561	12/5/2018	950017851	TRASH-RES QRTLTY FEE CO	Quart Summary	13,095.86		
VEN007182	Lewis Poore	APP057562	12/5/2018	950017370	TRASH-REFUND		1.63		
VEN007182	Lewis Poore	APP057562	12/5/2018	950017370	TRASH-REFUND		19.22		
VEN007183	Kelly Ginder	APP057563	12/5/2018	950017370	TRASH-REFUND		1.50		
VEN007183	Kelly Ginder	APP057563	12/5/2018	950017370	TRASH-REFUND		17.68		
VEN007184	Donald Rawson	APP057564	12/5/2018	950017370	TRASH-REFUND		1.99		
VEN007185	Jon Finley	APP057565	12/5/2018	950017370	TRASH-REFUND		1.76		
VEN007185	Jon Finley	APP057565	12/5/2018	950017370	TRASH-REFUND		20.75		
VEN007186	Kevin Burris	APP057566	12/5/2018	950017370	TRASH-REFUND		1.86		
VEN007186	Kevin Burris	APP057566	12/5/2018	950017370	TRASH-REFUND		21.91		
VEN007187	Amber Gunn	APP057567	12/5/2018	950017370	TRASH-REFUND		1.83		
VEN007187	Amber Gunn	APP057567	12/5/2018	950017370	TRASH-REFUND		21.52		

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Fund No.	Fund Name									
950	Trash									
	Trash									
	VEN007188	Michael St Amand	APP057569	12/5/2018	950017370	TRASH-REFUND		2.02		
	VEN007188	Michael St Amand	APP057569	12/5/2018	950017370	TRASH-REFUND		23.82		
	VEN007189	Marene Heintzelman	APP057570	12/5/2018	950017370	TRASH-REFUND		1.96		
	VEN007189	Marene Heintzelman	APP057570	12/5/2018	950017370	TRASH-REFUND		23.06		
	VEN007190	Vince Delumpa	APP057571	12/5/2018	950017370	TRASH-REFUND		1.73		
	VEN007190	Vince Delumpa	APP057571	12/5/2018	950017370	TRASH-REFUND		20.37		
	VEN007191	Teresa Brauer	APP057572	12/5/2018	950017370	TRASH-REFUND		1.73		
	VEN007191	Teresa Brauer	APP057572	12/5/2018	950017370	TRASH-REFUND		20.37		
	VEN007191	Teresa Brauer	APP057572	12/5/2018	950017370	TRASH-REFUND		7.19		
	VEN007192	Shelley Jackson	APP057573	12/5/2018	950017370	TRASH-REFUND		1.50		
	VEN007192	Shelley Jackson	APP057573	12/5/2018	950017370	TRASH-REFUND		17.68		
	VEN007193	Gary Brake	APP057574	12/5/2018	950017370	TRASH-REFUND		1.79		
	VEN007193	Gary Brake	APP057574	12/5/2018	950017370	TRASH-REFUND		21.14		
	VEN007194	Kyle Young	APP057575	12/5/2018	950017370	TRASH-REFUND		0.28		
	VEN007194	Kyle Young	APP057575	12/5/2018	950017370	TRASH-REFUND		48.03		
	VEN007195	Jennifer Douce	APP057576	12/5/2018	950017370	TRASH-REFUND		1.86		
	VEN007195	Jennifer Douce	APP057576	12/5/2018	950017370	TRASH-REFUND		21.91		
	VEN007196	Angelina Wardwell	APP057577	12/5/2018	950017370	TRASH-REFUND		1.50		
	VEN007196	Angelina Wardwell	APP057577	12/5/2018	950017370	TRASH-REFUND		17.68		
	VEN007197	Michael Lee & Shelby Lynn Rampone	APP057578	12/5/2018	950017370	TRASH-REFUND		1.50		
	VEN007197	Michael Lee & Shelby Lynn Rampone	APP057578	12/5/2018	950017370	TRASH-REFUND		17.68		
	VEN007198	Kelly Ann Janssen	APP057579	12/5/2018	950017370	TRASH-REFUND		1.96		
	VEN007198	Kelly Ann Janssen	APP057579	12/5/2018	950017370	TRASH-REFUND		23.06		
	VEN007199	Greg Bowman	APP057580	12/5/2018	950017370	TRASH-REFUND		1.70		
	VEN007199	Greg Bowman	APP057580	12/5/2018	950017370	TRASH-REFUND		19.98		
	VEN007200	Eric Brendel	APP057581	12/5/2018	950017370	TRASH-REFUND		1.70		
	VEN007200	Eric Brendel	APP057581	12/5/2018	950017370	TRASH-REFUND		19.98		
	VEN007201	Maria Lombard	APP057582	12/5/2018	950017370	TRASH-REFUND		1.60		
	VEN007201	Maria Lombard	APP057582	12/5/2018	950017370	TRASH-REFUND		18.83		
	VEN007137	James and Miranda Morris	APP057584	12/5/2018	950017370	TRASH-REFUND		0.33		
	VEN007137	James and Miranda Morris	APP057584	12/5/2018	950017370	TRASH-REFUND		3.84		

12/5/2018 8:25 AM

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WESTFIELD\kgagnon

Report Date Range:

Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No. Fund Name									
950	Trash								
	Subtotal for Trash						194,019.80		
	Subtotal for Fund 950 Trash						194,019.80		
	Posted Invoices Total						6,681,659.04		
Credit Memos									
Vendor No.	Vendor Name	Cr. Memo No.	Date	GL Acct.	GL Account Name	Description	Amount		
Fund No. Fund Name									
701	Payroll								
	Clerk Treasurer								
VEN002177	Indiana Members Credit Union	ACP001568	11/27/2018	701008930	Payroll-Ins. Ded	Payroll-Ins. Ded	263.06		
VEN002177	Indiana Members Credit Union	ACP001569	11/28/2018	701008930	Payroll-Ins. Ded	Payroll-Ins. Ded	263.06		
	Subtotal for						526.12		
	Subtotal by Fund 701 Payroll						526.12		
	Credit Memo Total						526.12		

ORDINANCE NUMBER 18-[REDACTED]

AN ORDINANCE OF THE CITY OF WESTFIELD AND WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA CONCERNING AN AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE AND THE SPRINGMILL TRAILS PLANNED UNIT DEVELOPMENT DISTRICT ORDINANCE

This is an Ordinance (this "Ordinance") to amend the Unified Development Ordinance of the City of Westfield and Washington Township, Hamilton County, Indiana (the "Unified Development Ordinance"), enacted by the City of Westfield pursuant to its authority under the laws of the State of Indiana, Ind. Code § 36-7-4 et seq., as amended.

WHEREAS, the City of Westfield, Indiana (the "City") and the Township of Washington, both of Hamilton County, Indiana are subject to the Unified Development Ordinance;

WHEREAS, the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") enacted Ordinance No. 11-19 (the "Springmill Trails PUD Ordinance"), on September 12, 2011; and

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**Petition No. 1812-PUD-[REDACTED]**), requesting an amendment to the Springmill Trails PUD Ordinance with regard to the subject real estate more particularly described in **Exhibit A** attached hereto (the "Real Estate");

WHEREAS, the Commission forwarded **Petition No. 1812-PUD-[REDACTED]** to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a _____ recommendation (_____) in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code § 36-7-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on _____ 2018;

WHEREAS, the Common Council is subject to the provisions of the Indiana Code §36-7-4-1507 and Indiana Code § 36-7-4-1512 concerning any action on this request; and

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Hamilton County, Indiana, meeting in regular session, that the Unified Development Ordinance and Zoning Map are hereby amended as follows:

Section 1. Applicability of Ordinance.

- 1.1 This Ordinance, which shall be referred to as the "Gristmill Crossing: Residential District", shall amend and replace in its entirety the Springmill Trails PUD Ordinance, as applicable to the Real Estate. The Unified Development Ordinance and Zoning Map are hereby changed to designate the Real Estate as the "Gristmill Crossing: Residential District" Planned Unit Development District (the "District").
- 1.2 Development of the Real Estate shall be governed by (i) the provisions of this Ordinance and its exhibits, and (ii) the provisions of the Unified Development

Ordinance, as amended and applicable to the Underlying Zoning District or a Planned Unit Development District, except as modified, revised, supplemented or expressly made inapplicable by this Ordinance.

- 1.3 Chapter (“Chapter”) and Article (“Article”) cross-references of this Ordinance shall hereafter refer to the section as specified and referenced in the Unified Development Ordinance.
- 1.4 All provisions and representations of the Unified Development Ordinance that conflict with the provisions of this Ordinance are hereby made inapplicable to the Real Estate and shall be superseded by the terms of this Ordinance.

Section 2. **Definitions.** Capitalized terms not otherwise defined in this Ordinance shall have the meanings ascribed to them in the Unified Development Ordinance.

- 2.1 **Corner Break.** The exterior corner along the Building Façade. The exterior corners of a covered porch, the outermost corners of the Dwelling, and a projection with a minimum height of six (6) feet and a minimum projection of two (2) feet shall qualify as a Corner Break.
- 2.2 **Overhang.** The portion of the roof structure that extends beyond the exterior walls of a home offering it protection from the elements, as measured prior to the installation of Masonry Materials.
- 2.3 **Ridge Line.** The intersection of two (2) horizontal roof planes, or the angle formed by them, which form the peak of a pitched area. A hip roof shall be the equivalent of only one (1) Ridge Line.

Section 3. **Concept Plan.** The “Concept Plan”, attached hereto as **Exhibit B**, is hereby incorporated in accordance with Article 10.9(F)(2) Planned Unit Development Districts; PUD District Ordinance Requirements; Concept Plan. The District is hereby divided into two (2) subareas, as depicted on the Concept Plan and labeled as Area I and Area II (individually or collectively, “Area”). Development of each Area shall be regulated as set forth in this Ordinance.

Section 4. **Underlying Zoning District(s).** The Underlying Zoning District of this District shall be the SF5: Single-Family High-Density District (the “Underlying Zoning District”).

Section 5. **Permitted Uses.** All uses permitted in the Underlying Zoning District shall be permitted.

Section 6. **General Regulations.** The standards of Chapter 4 Zoning Districts, as applicable to the Underlying Zoning District, shall not apply to the development of the Real Estate; rather, the following shall apply.

6.1 **Maximum Number of Dwellings:**

- A. **Area I:** 94
- B. **Area II:** 86

The maximum number of Dwellings within each Area may vary by up to ten percent (10%); however, in no case may the maximum number of Dwellings on the

Real Estate exceed one hundred and eighty (180).

- 6.2 Minimum Lot Area: 5,400 square feet
- 6.3 Minimum Lot Frontage: 40 feet
- 6.4 Minimum Building Setback Lines:
 - A. Front Yard: 20 feet
 - B. Side Yard: 5 feet
 - C. Rear Yard: 15 feet
- 6.5 Minimum Lot Width: 50 feet
- 6.6 Maximum Building Height: 25 feet
- 6.7 Minimum Living Area¹:

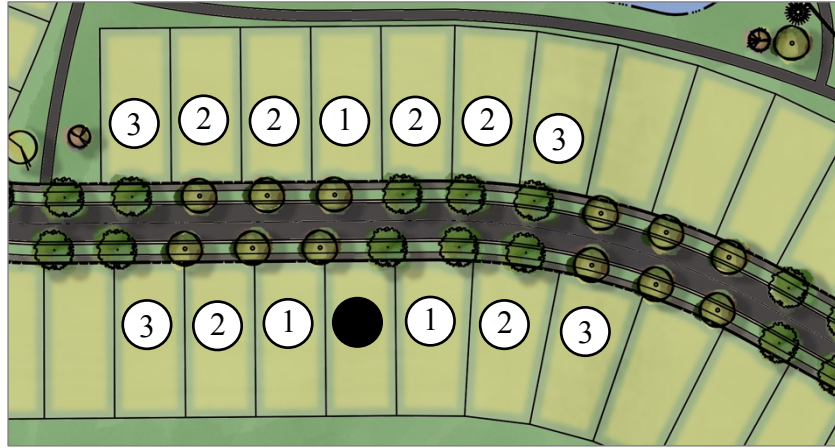
	<u>Area I</u>	<u>Area II</u>
A. <u>Single story:</u>	1,400 square feet	1,180 square feet
B. <u>Two story:</u>	1,800 square feet	1,600 square feet

Section 7. **Development Standards.** The standards of Chapter 6 Development Standards shall apply to the development of the Real Estate, except as otherwise modified below.

- 7.1 Article 6.3 Architectural Standards: Shall apply, except as modified or enhanced below.
 - A. Character Exhibit. The “Character Exhibit”, attached hereto as **Exhibit C**, is hereby incorporated as a compilation of images designed to capture the intended quality of structures to be constructed on the Real Estate within each Area. Although the Character Exhibit does not necessarily represent the final design, it does hereby establish a benchmark for the quality and appearance of Buildings permitted to be constructed and that contribute to the District’s intent and vision. The Department shall determine whether a structure is consistent with the established benchmark and complies with the standards of this Ordinance. The Department’s decision may be appealed to the Commission.
 - B. Perimeter Lot Standards: The Side and Rear Building Façade enhancement standards of Article 6.3(C)(1) Perimeter Lots shall apply to those Lots oriented towards Ditch Road, as identified on the Concept Plan.

¹ Chapter 13 of the UDO defines “Living Area” as “[t]he floor area of a Dwelling Unit above the finished grade of a building, measured from the outside dimensions of the building’s exterior walls, exclusive of Basements, open porches, breezeways, terraces, garages and exterior stairways.

- C. Streetscape Diversity. Article 6.3(C)(2) Streetscape Diversity shall not apply; rather, the following shall apply at the time of the Certificate of Occupancy to Dwellings located on adjacent Lots with a Front Lot Line abutting the same Street:



- Subject Dwelling
 - (1) Adjacent Dwelling shall not be of the same elevation or the same plan as the Subject Dwelling, and shall be a different color package.
 - (2) Dwelling may be the same plan and elevation as the Subject Dwelling, but shall be a different color package.
 - (3) Dwelling may be identical to the Subject Dwelling.
- D. Building Materials. Article 6.3(C)(3) Building Materials shall apply. In addition, the following enhancements shall apply:
- i. Area I: A minimum of fifty percent (50%) of a Front Building Façade, exclusive of windows, doors or other openings, and any area within a dormer projecting from the roof, shall have Masonry Materials as the exterior building material.
 - ii. Area II: A minimum of thirty percent (30%) of a Front Building Façade, exclusive of windows, doors or other openings, and any area within a dormer projecting from the roof, shall have Masonry Materials as the exterior building material.
 - iii. The surface area of all remaining facades shall have Masonry Materials, natural materials or vinyl siding (0.048 mil thickness or greater). The use of vinyl siding shall be prohibited within three hundred (300) feet of Ditch Road.
- E. Minimum Number of Corner Breaks: Three (3) on Front Building Façade.

- F. Minimum Number of Windows. A Dwelling shall have a minimum number of windows on each Building Façade, as set forth below.

	<u>Area I</u>	<u>Area II</u>
i. <u>Front Building Façade:</u>	Three (3)	Three (3)
ii. <u>Side Building Façade:</u>	Two (2)	One (1)
iii. <u>Rear Building Façade:</u>	Three (3)	Three (3)

A double window (a single window unit a minimum of four (4) feet in width and two (2) windows side by side) shall qualify as two (2) windows. A door on the Side Building Façade shall qualify as one (1) window.

- G. Window Treatment. All windows shall have shutters and/or other window treatment. For windows in a Building Façade consisting of a Masonry Material, the treatment shall be of a Masonry Material and applied to at least the window sill and header. For windows in a Building Façade consisting of a non-Masonry Material, then the windows shall be trimmed of natural materials and applied to the sill, header and jams. The width of the treatment shall be a minimum of one-half (1/2) the vertical reveal dimension of the base siding material.

- H. Stoop / Porch Requirement. A stoop or porch is required at the front door of all Dwellings. The minimum size shall be four (4) feet in width and four (4) feet in depth.

- I. Roof Design.

- | | | |
|------|--|---|
| i. | <u>Minimum Number of Ridge Lines:</u> | Three (3) |
| ii. | <u>Minimum Roof Pitch of Primary or Main Roof:</u> | 6:12 |
| | Elements such as porches, bays, walkways, etc. may be covered with a lower roof pitch. | |
| iii. | <u>Minimum Roof Overhangs:</u> | Eight (8) inches |
| | Elements such as porches, bays, walkways, etc. may have a lower roof overhang. | |
| iv. | <u>Roof Vents:</u> | Roof vents shall be located to the rear of the Dwelling when possible. All vents shall be positioned to be minimally visible from the Street and shall be painted to match the roofing material, black, or for those made of metal, left natural. |

- J. Garage Door Design Standards. Garage doors shall be enhanced to incorporate a variety of design elements, which may include any one (1) or combination of the following: windows, decorative hardware, decorative paneling, or other decorative treatment to vary the appearance of garage doors based on the architectural style of the dwelling. At the time of issuance of the Certificate of Occupancy, a maximum of two (2) adjacent Lots on the same side of the Street may have identical garage door design

elements.

7.2 Article 6.8 Landscaping Standards: Shall apply, except as modified below.

- A. Minimum Lot Landscaping Requirements (Article 6.8(K)): Shall apply to Open Space / Common Area. Shall not apply to Single-family Residential Lots; rather, each Single-family Residential Lot shall be landscaped with a minimum of one (1) shade tree and six (6) shrubs.
- B. Foundation Plantings (Article 6.8(L)): Shall not apply; rather, Minimum Lot Landscaping Requirements of this Ordinance shall apply.
- C. External Street Frontage Landscaping Requirements (Article 6.8(M)(1)): Shall not apply; rather, a landscaping area with a minimum depth of eighty (80) feet shall be required along Ditch Road. The landscaping area shall include evergreen trees planted in a double staggered row, with each row planted fifteen (15) feet on center.
- D. Buffer Yard Requirements (Article 6.8(N)): Shall not apply.

Section 8. **Infrastructure Standards.** The District's infrastructure shall comply with the Unified Development Ordinance and the City's Construction Standards (see Chapter 7 Subdivision Regulations), unless otherwise approved by the Plan Commission or Department of Public Works.

Section 9. **Design Standards.** The standards of Chapter 8 Design Standards shall apply to the development of the Real Estate, except as otherwise modified below.

- 9.1 Article 8.6 Open Space and Amenity Standards: Shall apply; however, the Minimum Open Space for the District shall be enhanced to require a minimum of twenty-one percent (21%), as generally depicted on the Concept Plan. Common Area shall have a minimum Lot Frontage of fifteen (15) feet in accordance with Article 8.6(C) Access.
- 9.2 Article 8.7 Pedestrian Network Standards: Shall apply. In addition, pedestrian paths shall be required within the District, as generally depicted on the Concept Plan. The final path location and design may be subject to easements and final engineering.

[Remainder of page intentionally left blank;
signature page follows.]

ALL OF WHICH IS ORDAINED/RESOLVED THIS _____ DAY OF _____, 2018.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that **ORDINANCE 18-[REDACTED]** was delivered to the Mayor of Westfield
on the _____ day of _____, 2018, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 18-[REDACTED]**
this _____ day of _____, 2018.

I hereby VETO **ORDINANCE 18-[REDACTED]**
this _____ day of _____, 2018.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

This document prepared by: Jesse M. Pohlman, Onpointe Land Matters, LLC
William Tres, LLC
3802 W 96th Street, Suite 210, Indianapolis, Indiana 46268

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law: Jesse M. Pohlman

SCHEDULE OF EXHIBITS

Exhibit A	Real Estate (Legal Description)
Exhibit B	Concept Plan
Exhibit C	Character Exhibit

EXHIBIT A
REAL ESTATE

THE FOLLOWING DESCRIPTION WAS PREPARED BY KAREN SUTTON, P.S. - INDIANA #LS21200013 OF WEIHE ENGINEERS, INC. AS PART OF A SURVEY PERFORMED UNDER JOB NO. W150193, DATED OCTOBER 23, 2018.

PART OF THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 33, TOWNSHIP 19 NORTH, RANGE 3 EAST IN WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA, DESCRIBED AS FOLLOWS:

COMMENCING AT THE HARRISON MONUMENT AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF SECTION 33, TOWNSHIP 19 NORTH, RANGE 3 EAST; THENCE ON THE WEST LINE OF SAID SOUTHEAST QUARTER NORTH 00 DEGREES 13 MINUTES 24 SECONDS EAST (ASSUMED BEARING) A DISTANCE OF 1400.00 FEET TO A MAG NAIL; THENCE SOUTH 89 DEGREES 46 MINUTES 36 SECONDS EAST A DISTANCE OF 21.67 FEET TO A 5/8 INCH STEEL REBAR WITH A YELLOW CAP STAMPED "MILLER SURVEYING"; THENCE NORTH 73 DEGREES 10 MINUTES 14 SECONDS EAST A DISTANCE OF 137.99 FEET TO A 5/8 INCH STEEL REBAR WITH A YELLOW CAP STAMPED "MILLER SURVEYING"; THENCE NORTH 52 DEGREES 12 MINUTES 06 SECONDS EAST A DISTANCE OF 310.95 FEET TO A 5/8 INCH STEEL REBAR WITH A YELLOW CAP STAMPED "MILLER SURVEYING"; THENCE SOUTH 88 DEGREES 34 MINUTES 42 SECONDS EAST A DISTANCE OF 283.05 FEET TO A 5/8 INCH STEEL REBAR WITH A YELLOW CAP STAMPED "MILLER SURVEYING"; THENCE NORTH 00 DEGREES 13 MINUTES 24 SECONDS EAST 203.75 FEET TO A POINT IN LITTLE EAGLE CREEK DRAIN AND THE POINT OF BEGINNING; THENCE CONTINUING NORTH 00 DEGREES 13 MINUTES 24 SECONDS EAST A DISTANCE OF 166.77 FEET TO A 5/8 INCH STEEL REBAR WITH A YELLOW CAP STAMPED "MILLER SURVEYING" ON THE NORTH LINE OF THE TRACT OF REAL ESTATE DESCRIBED IN INSTRUMENT NO 9207276; THENCE ON SAID NORTH LINE NORTH 89 DEGREES 29 MINUTES 14 SECONDS EAST A DISTANCE OF 639.81 FEET TO A 5/8 INCH STEEL REBAR WITH A YELLOW CAP STAMPED "MILLER SURVEYING" ON THE WEST LINE OF THE EAST HALF OF SAID SOUTHEAST QUARTER; THENCE NORTH 00 DEGREES 09 MINUTES 02 SECONDS EAST ALONG SAID WEST LINE A DISTANCE OF 659.22 FEET TO A 5/8" REBAR WITH CAP MARKED "MILLER SURVEYING" AT THE NORTHWEST CORNER OF THE EAST HALF OF SAID SOUTHEAST QUARTER; THENCE NORTH 89 DEGREES 29 MINUTES 14 SECONDS EAST ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER A DISTANCE OF 1320.57 FEET TO A 1/2 IN. REBAR AT THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER, ALSO BEING THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF SECTION 34, TOWNSHIP 19 NORTH, RANGE 3 EAST; THENCE NORTH 89 DEGREES 20 MINUTES 01 SECOND EAST ALONG THE NORTH LINE OF SAID SOUTHWEST QUARTER A DISTANCE OF 833.74 FEET; THENCE SOUTH 00 DEGREES 11 MINUTES 34 SECONDS WEST A DISTANCE OF 11.87 FEET TO THE P.C. OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 203.00 FEET; THENCE SOUTHWESTERLY ALONG SAID CURVE A DISTANCE OF 157.87 FEET, HAVING A CHORD THAT BEARS SOUTH 22 DEGREES 28 MINUTES 18 SECONDS WEST 153.92 FEET, TO THE P.C. OF A CURVE TO THE LEFT, HAVING A RADIUS OF 20.00 FEET; THENCE SOUTHWARDLY ALONG SAID CURVE A DISTANCE OF 25.03 FEET, HAVING A CHORD THAT BEARS SOUTH 08 DEGREES 53 MINUTES 53 SECONDS WEST 23.43 FEET; THENCE SOUTH 26 DEGREES 57 MINUTES 17 SECONDS EAST A DISTANCE OF 35.03 FEET TO THE P.C. OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 550.00 FEET; THENCE SOUTHEASTERLY ALONG SAID CURVE A DISTANCE OF 64.89 FEET, HAVING A CHORD THAT

BEARS SOUTH 23 DEGREES 34 MINUTES 29 SECONDS EAST 64.85 FEET; THENCE SOUTH 62 DEGREES 55 MINUTES 45 SECONDS EAST A DISTANCE OF 57.01 FEET TO THE NORTHWESTERN RIGHT-OF-WAY OF DITCH ROAD; THE FOLLOWING 8 CALLS ARE ALONG SAID NORTHWESTERN AND WESTERN RIGHT-OF-WAY OF DITCH ROAD; 1) THENCE SOUTH 72 DEGREES 30 MINUTES 35 SECONDS WEST A DISTANCE OF 106.12 FEET TO THE P.C. OF A CURVE TO THE LEFT, HAVING A RADIUS OF 625.00 FEET; 2) THENCE ALONG SAID CURVE A DISTANCE OF 640.01 FEET, HAVING A CHORD THAT BEARS SOUTH 43 DEGREES 10 MINUTES 25 SECONDS WEST 612.41 FEET; 3) THENCE SOUTH 13 DEGREES 50 MINUTES 16 SECONDS WEST A DISTANCE OF 383.60 FEET; 4) THENCE SOUTH 14 DEGREES 40 MINUTES 47 SECONDS WEST A DISTANCE OF 19.05 FEET; 5) THENCE SOUTH 13 DEGREES 49 MINUTES 53 SECONDS WEST A DISTANCE OF 90.18 FEET TO THE P.C. OF A CURVE TO THE LEFT, HAVING A RADIUS OF 2060.28 FEET; 6) THENCE SOUTHWARDLY ALONG SAID CURVE A DISTANCE OF 242.79 FEET, HAVING A CHORD THAT BEARS SOUTH 10 DEGREES 27 MINUTES 42 SECONDS WEST 242.65 FEET; 7) THENCE SOUTH 05 DEGREES 27 MINUTES 06 SECONDS WEST A DISTANCE OF 10.39 FEET TO THE P.C. OF A CURVE TO THE LEFT, HAVING A RADIUS OF 2060.30 FEET; 8) THENCE SOUTHWARDLY ALONG SAID CURVE A DISTANCE OF 101.87 FEET TO A POINT ON THE CENTERLINE OF LITTLE EAGLE CREEK DRAIN, HAVING A CHORD THAT BEARS SOUTH 05 DEGREES 31 MINUTES 53 SECONDS WEST 101.85 FEET; THENCE LEAVING THE RIGHT-OF-WAY OF DITCH ROAD, THE FOLLOWING 7 CALLS ALONG SAID CENTERLINE OF LITTLE EAGLE CREEK DRAIN, MORE OR LESS; 1) THENCE NORTH 45 DEGREES 49 MINUTES 03 SECONDS WEST A DISTANCE OF 154.09 FEET; 2) THENCE NORTH 47 DEGREES 06 MINUTES 06 SECONDS WEST A DISTANCE OF 358.81 FEET; 3) THENCE NORTH 64 DEGREES 48 MINUTES 08 SECONDS WEST A DISTANCE OF 55.53 FEET; 4) THENCE SOUTH 88 DEGREES 17 MINUTES 02 SECONDS WEST A DISTANCE OF 1011.64 FEET TO THE P.C. OF A CURVE TO THE RIGHT HAVING A RADIUS OF 360.00 FEET; 5) THENCE ALONG SAID CURVE A DISTANCE OF 240.90 FEET, HAVING A CHORD THAT BEARS NORTH 72 DEGREES 33 MINUTES 43 SECONDS WEST 236.43 FEET; 6) THENCE NORTH 53 DEGREES 23 MINUTES 32 SECONDS WEST A DISTANCE OF 489.16 FEET; 7) THENCE NORTH 63 DEGREES 15 MINUTES 09 SECONDS WEST A DISTANCE OF 89.80 FEET TO THE POINT OF BEGINNING, CONTAINING 58.26 ACRES (2,537,657 SQUARE FEET), MORE OR LESS.



EXHIBIT B: CONCEPT PLAN

GRISTMILL CROSSING: RESIDENTIAL DISTRICT

PLANNED UNIT DEVELOPMENT DISTRICT



AREA I



AREA II



Property Location Map

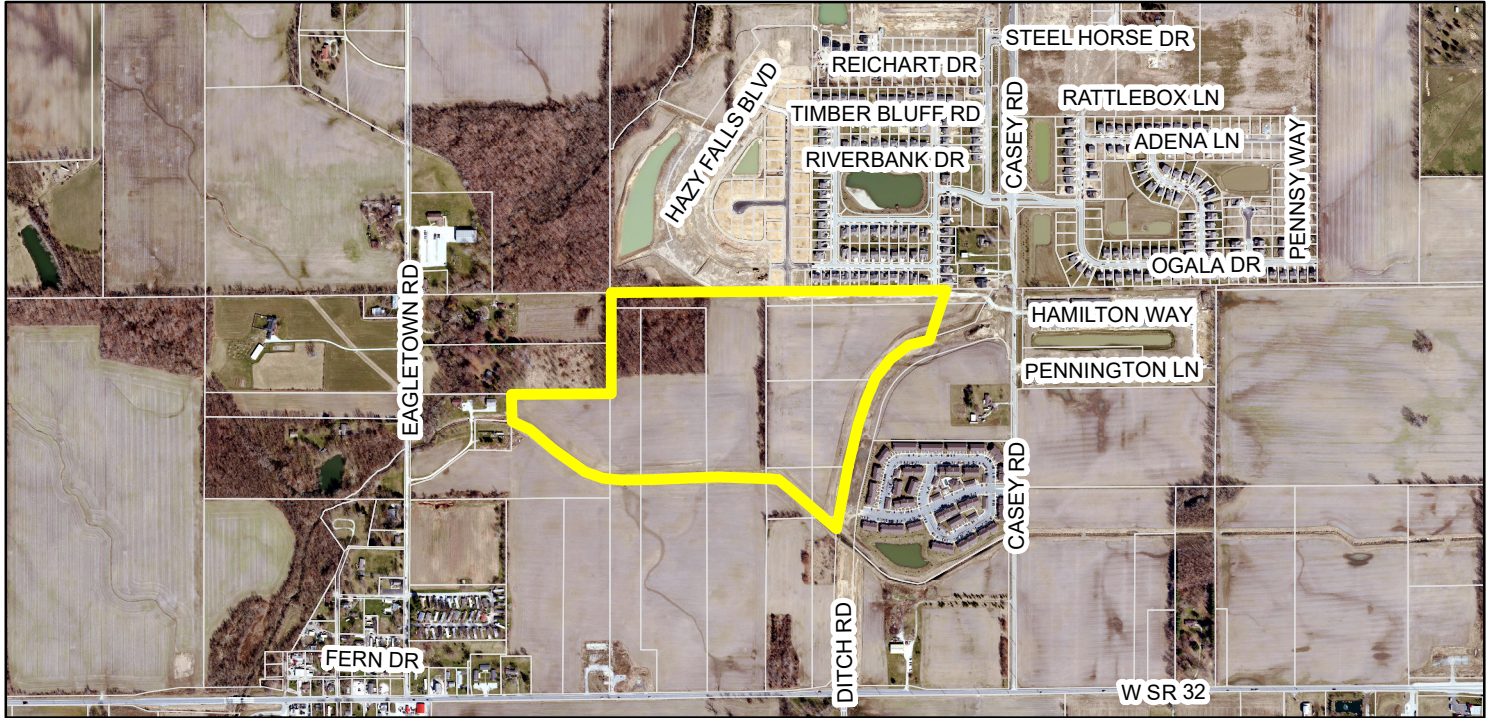
Gristwell Crossing

Planned Unit Development

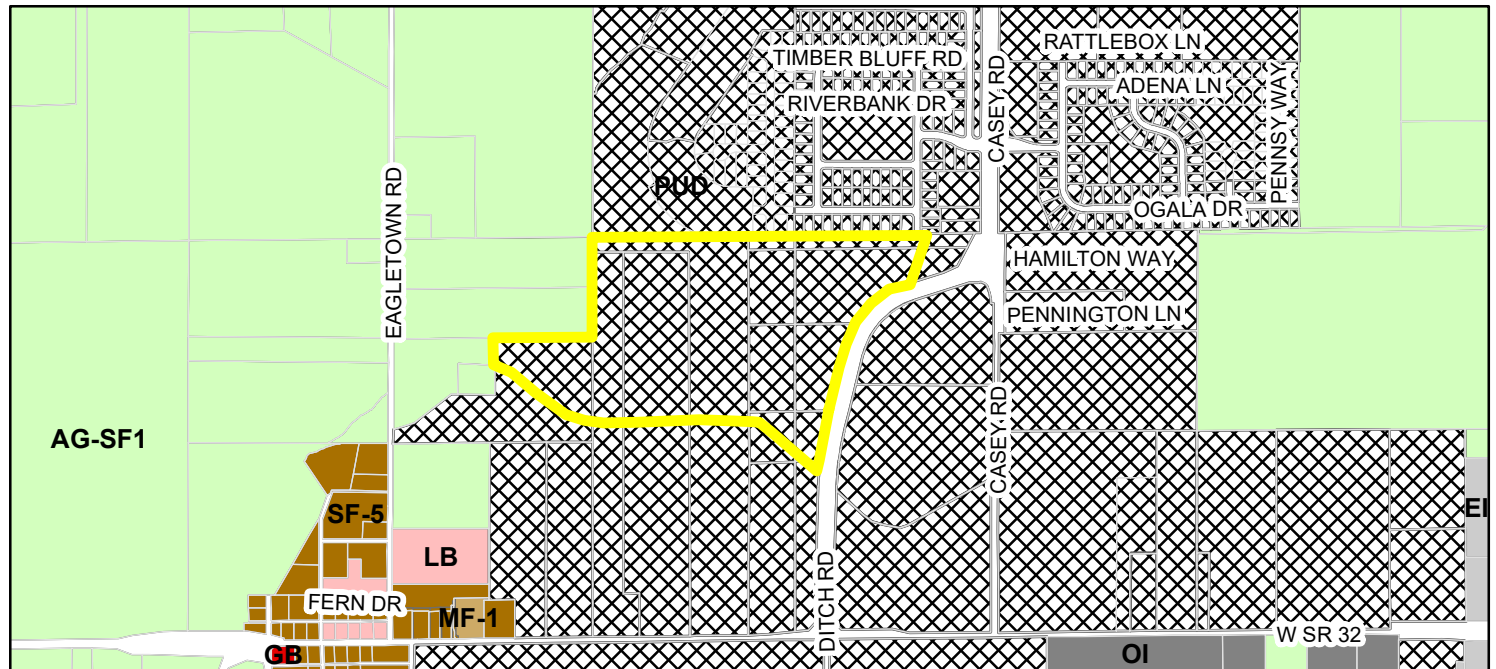
1812-PUD-30



Aerial Location Map



Zoning Map

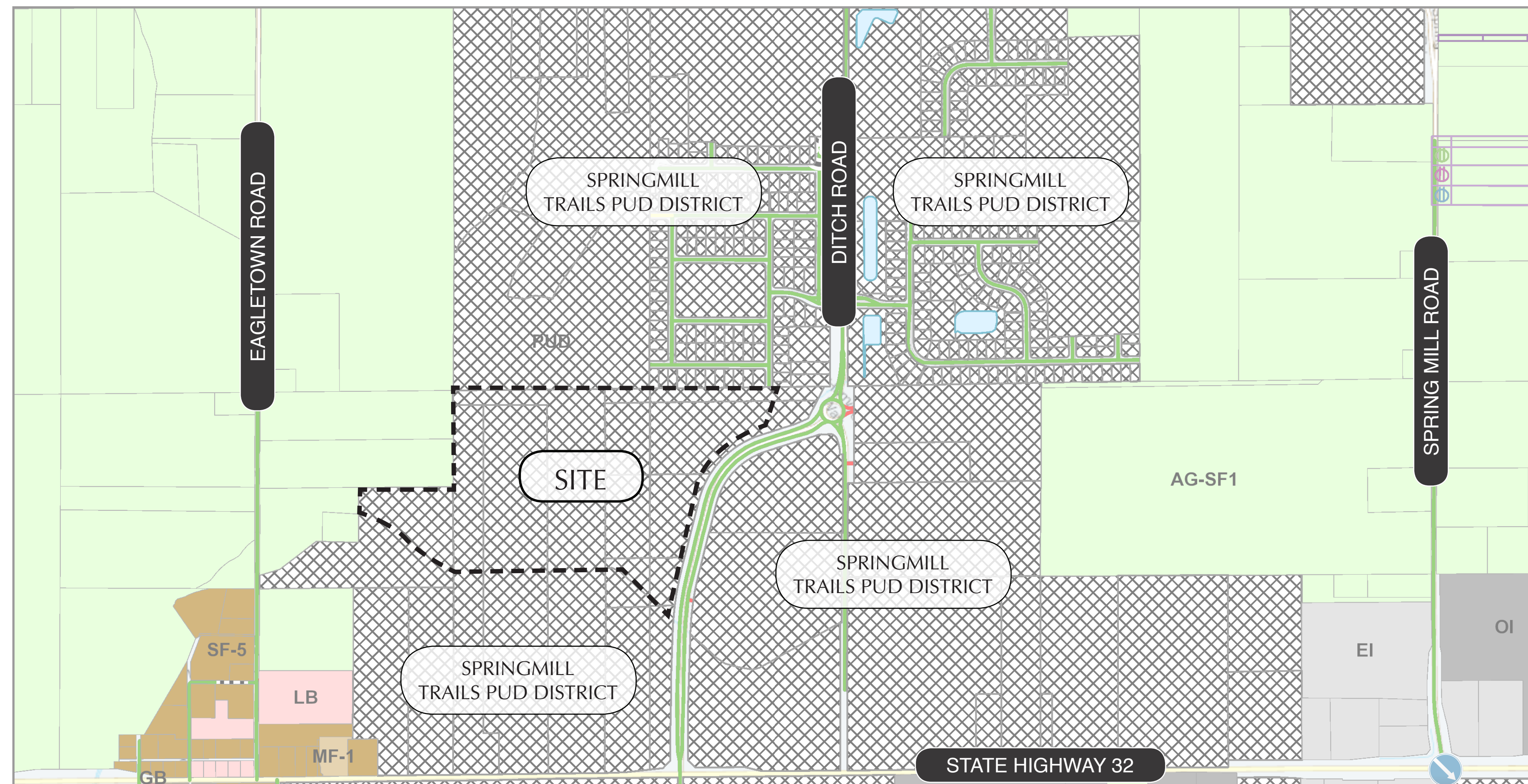


	Parcel		LB (Local Business)
Zoning - All			MF-1 (Multiple Family - 1)
Zoning			OI (Open Industrial)
	AG-SF1 (Agriculture - Single Family - 1)		PUD (Planned Unit Development)
	EI (Enclosed Industrial)		SF-5 (Single Family - 5)
	GB (General Business)		

LOCATION MAP

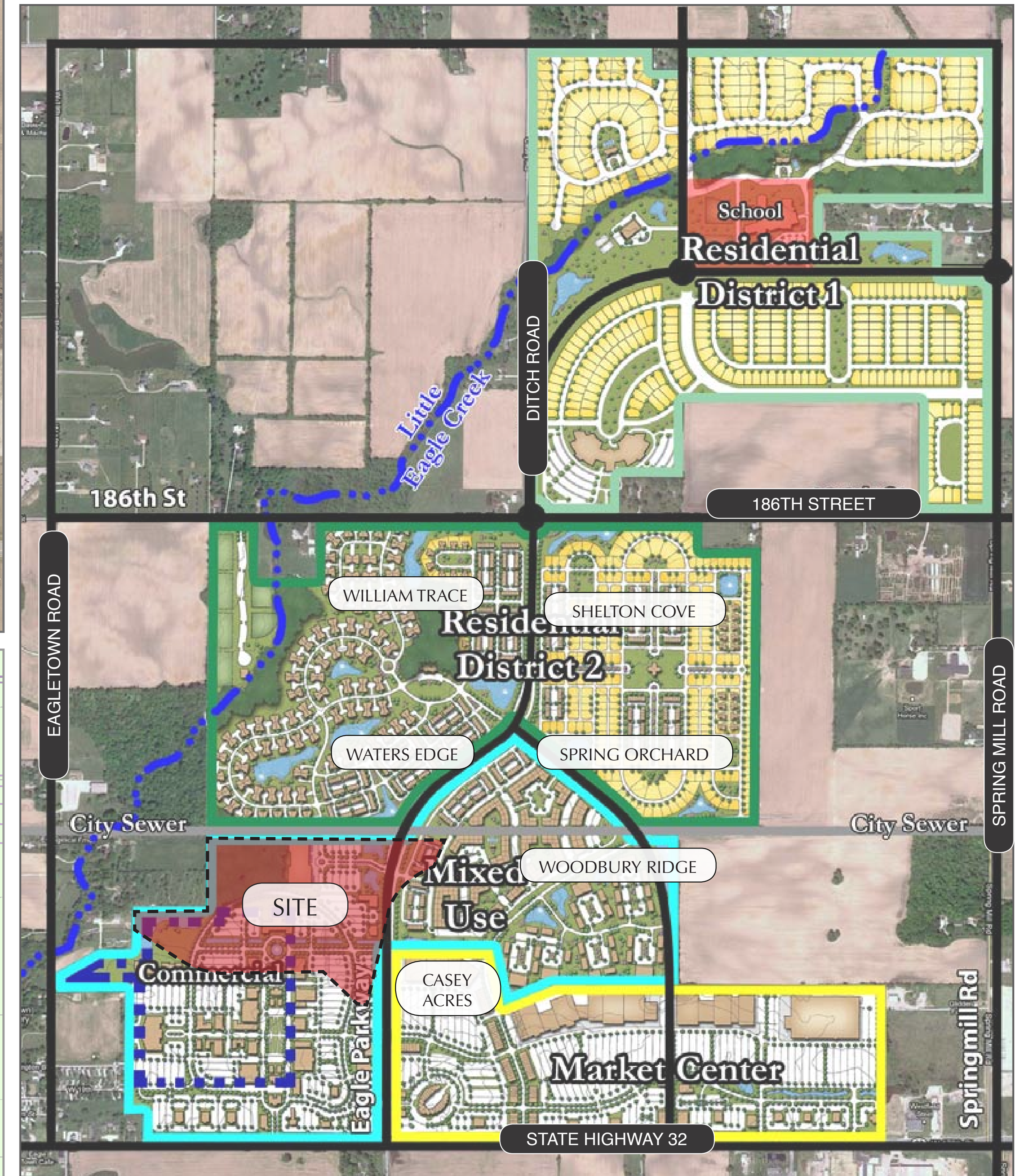


ZONING MAP



SPRINGMILL TRAILS

EXISTING PUD DISTRICT ZONING



EXISTING ZONING: THE SITE IS LOCATED WITHIN THE COMMERCIAL DISTRICT AND MIXED-USE DISTRICT OF THE SPRINGMILL TRAILS PUD, AND CURRENTLY PERMITS MULTIFAMILY, ASSISTED LIVING/NURSING HOMES, AND VARIOUS BUSINESS USES.

SPRINGMILL TRAILS PUD DISTRICT
EXHIBIT B: ZONING DISTRICT MAP

GRISTMILL CROSSING: RESIDENTIAL DISTRICT

PLANNED UNIT DEVELOPMENT DISTRICT



Exhibit F
Residential Photo Examples



(EXISTING) SPRINGMILL TRAILS PUD DISTRICT
EXHIBIT F: RESIDENTIAL PHOTO EXAMPLES

(PROPOSED) AREA I



(PROPOSED) AREA II



(PROPOSED) GRISTMILL CROSSING: RESIDENTIAL DISTRICT
ILLUSTRATIVE HOME EXAMPLES

ORDINANCE 18-55

ORDINANCE TO ADOPT UPDATED POLICIES, PROCEDURES AND FEE SCHEDULES

WHEREAS, The City of Westfield, ("City") is a duly formed municipal corporation within the State of Indiana, governed by its duly elected Mayor and Common Council ("Council"); and,

WHEREAS, the Council has the duty and authority to maintain clear, current and written policies, procedures and responsible fee schedules when the adoption of which will a benefit for the use and reference by the employees of the City; and,

NOW, THEREFORE, BE IT ORDAINED by the Westfield City Common Council meeting in session as follows:

Section 1. That the City hereby adopts the following policies, procedures and fee schedules for the City of Westfield:

- A) Community Development
- B) Public Works
- C) Police Department
- D) Fire Department
- E) Personnel/Human Resources
- F) Parks
- G) Grand Park
- H) Charge Card Fees
- I) Collection Policy
- J) Investment Policy

Section 2. All the above policies are attached hereto as Exhibits "A" through "J" and incorporated herein.

Section 3. This Ordinance shall be in full force and effect in upon its passage by the City Council, its publication in accordance with law and upon the passage of any applicable waiting period, all as provided by the laws of the State of Indiana. All ordinances or parts thereof in conflict herewith are hereby ordered amended or repealed. If any provision is later to be found invalid it shall not operate to invalidate any other provision. All acts taken pursuant to the adoption of this Ordinance are hereby ratified.

ALL OF WHICH IS ORDAINED THIS _____ DAY OF _____ 2018.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy Spoljaric

Cindy Spoljaric

Cindy Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that ORDINANCE 18-55 was delivered to the Mayor of Westfield
on the _____ day of _____, 2018, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 18-55

this _____ day of _____,
2018.

I hereby VETO ORDINANCE 18-55

this _____ day of _____,
2018.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

ATTEST:

Cindy Gossard, Clerk Treasurer

This document prepared by
Brian J. Zaiger, Esq.
KRIEG DEVAULT, LLP
(317) 238-6266

 Westfield, Indiana Community Development	Fee Schedule Effective January 1, 2019
ZONING MAP CHANGE	
STANDARD ZONING DISTRICT	800.00 + 35.00 per acre
PLANNED UNIT DEVELOPMENT DISTRICT	1500 + 35.00 per acre
PUD DISTRICT ORDINANCE AMENDMENT	1000.00 + 35.00 per acre
MODIFICATION OF COMMITMENTS	500.00
SUBDIVISION	
PRIMARY PLAT	1000.00 + 35.00 per lot
SECONDARY PLAT	500.00 + 35.00 per lot
PLAT AMENDMENT (REPLAT)	500.00 + 35.00 per lot
CONDOMINIUM REVIEW	55.00 + 11.00 per unit
MINOR PLAT/LOT COMBINATION	200.00 + 50.00 per lot
CERTIFICATE OF CORRECTION	200.00 + 50.00 per lot
PLAT VACATION	525.00
DEVELOPMENT PLAN	
RESIDENTIAL	1000.00 + 35.00 per acre
NON-RESIDENTIAL	1000.00 + 35.00 per acre
MULTI-FAMILY	1000.00 + 35.00 per acre
INSTITUTION/NON-PROFIT	1000.00 + 35.00 per acre
DETAILED DEVELOPMENT PLAN	
NON-RESIDENTIAL	800.00 + 35.00 per acre
MULTI-FAMILY	800.00 + 35.00 per acre
INSTITUTION/NON-PROFIT	800.00 + 35.00 per acre
WITHOUT VERTICAL IMPROVEMENTS	250.00
BOARD OF ZONING APPEALS	
VARIANCE OF DEVELOPMENT STANDARD	600.00
<i>EACH ADDITIONAL VARIANCE</i>	150.00
VARIANCE OF USE	600.00 + 35.00 per acre
SPECIAL EXCEPTION	600.00 + 35.00 per acre
ADMINISTRATIVE APPEAL	550.00
SIGN PERMITS	
PERMIT REVIEW	110.00
PER SQUARE FOOT OVER 32 SQUARE FEET	6.00
OTHER FEES	
CERTIFICATE OF COMPLIANCE	105.00
ADMINISTRATIVE DETERMINATION/ZONING LETTER	105.00
FLOODPLAIN DEVELOPMENT PERMIT	105.00
TEMPORARY USE/EVENT PERMIT	250.00
GREENHOUSE SALES PERMIT	420.00
ZONING ORDINANCE PENALTY / VIOLATION	
Any person who violates, disobeys, omits, neglects or refuses to comply with, or who resists the enforcement of any provision of Title 16 shall be subject to judgement of not less than \$25 nor more than \$300 for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.	
NOTES:	
(1) Fractional acreages or square feet shall be rounded up to the next whole number for purposes of calculating fees.	
(2) Application fees do not include costs associated with an applicant's public noticing requirements.	

 Westfield, Indiana Community Development		Fee Schedule Effective January 1, 2019
BUILDING FEES		
<u>AGRICULTURE</u>		
Agriculture/farm buildings (major electrical, plumbing, sewage, or water installations)		105.00 + 0.10 per sq. ft.
Agriculture/farm buildings w/o major electrical, plumbing, sewage, or water installations		105.00 + 0.10 per sq. ft.
<u>RESIDENTIAL</u>		
Single-family / Two-family /Tri-Quad dwelling		600.00 +0.10 per sq. ft.
Multi-family dwelling		750.00 + 0.10 per sq. ft.
<u>Residential Accessory Structures</u>		
(e.g., w/ foundations, pools)		250.00 + 0.10 per sq. ft.
Residential Addition		150.00 + 0.10 per sq. ft.
<u>NON-RESIDENTIAL</u>		
New Construction		600.00 + 0.20 per sq. ft.
Remodel/Tenant Finish		350.00 + 0.20 per sq. ft.
Commercial Addition		600.00 + 0.20 per sq. ft.
<u>OTHER FEES</u>		
Certificate of Occupancy		110 per unit
Demolition Permit		150.00 per structure
Building Relocation		150.00 per structure
Topsoil Replacement Inspection		70.00
Temporary Building / Sales Trailer		350.00 per month
Accelerated Permit Review Fee		1050.00 + regular fees
Replacement Permit Card		30.00
<i>Occupying Structure w/o Certificate of Occupancy:</i>		
Residential \$2,500		2500.00
Non-Residential \$ 5,000		5000.00
<i>Commencing Construction w/o Required Permit(s):</i>		
Residential		400.00
Non-Residential		1250.00
<u>INSPECTION FEES</u>		
<u>Required Inspections</u>		
<u>Residential</u>		
Footing		70.00
Foundation/Underslab Plumbing		70.00
Rough-in		70.00
Dry-wall		70.00
Final		70.00
Fire Marshal		N/A
Missed		70.00
<u>Commercial</u>		
Footing		100.00
Foundation/Underslab Plumbing		100.00
Rough-in		100.00
Dry-wall		100.00
Final		100.00
Fire Marshal		100.00
Missed		100.00

 Westfield, Indiana Community Development	Fee Schedule Effective January 1, 2019
Pool Inspections:	
Rough Bonding	70.00
Bonding Grid	70.00
Final	70.00
<u>When Applicable or Requested</u>	
<u>Residential</u>	
Above Ceiling	70.00
Porch	70.00
Pre-Final	70.00
Energy / Insulation	70.00
Trunkline	70.00
Same-day Inspection Request	N/A
Failure to Schedule Inspection	300.00
All Other Inspections	70.00
After hours or weekend inspection (not to exceed 4 hrs-door to door-included inspection)	250.00
<u>Commercial</u>	
Above Ceiling	100.00
Porch	N/A
Pre-Final	100.00
Energy / Insulation	100.00
Trunkline	N/A
Same-day Inspection Request	N/A
Failure to Schedule Inspection	300.00
All Other Inspections	100.00
After hours or weekend inspection (not to exceed 4 hrs-door to door-included inspection)	250.00
<u>Re-Inspection Fees</u>	
<u>Residential</u>	
First re-inspection	70.00
Second re-inspection	140.00
Third re-inspection	280.00
Fourth re-inspection	500.00
<u>Commercial</u>	
First re-inspection	100.00
Second re-inspection	200.00
Third re-inspection	390.00
Fourth re-inspection	780.00



Community Development
 2728 East 171st Street - Westfield, Indiana 46074
 317.804.3170
EconomicDevelopment@westfield.in.gov

Department of Public Works Required Inspections and Fees		Effective January 1, 2019
Erosion Control	Fee	
Perimeter Control Inspection (Pre-construction) <i>Inspection to be completed prior to any grading</i>	\$75.00	per hour
Monthly Erosion Control Inspection	\$75.00	per hour
Post Weather Event Walkthrough (As Required)	\$75.00	per hour
Performance Bond Walkthrough (Punchlist)	\$75.00	per hour
Punchlist Completion Inspection	\$75.00	per hour
Maintenance Bond Walkthrough (Punchlist)	\$75.00	per hour
Punchlist Completion Inspection (Bond Release)	\$75.00	per hour
Streets and Curbs		
Subgrade Evaluation (Proof Roll)	\$75.00	per hour
Curb Underdrain Installation	\$75.00	per hour
Soil Stabilization (If Applicable)	\$75.00	per hour
Stone Base Inspection (Secondary Proof Roll)	\$75.00	per hour
Curb Placement	\$75.00	per hour
Asphalt Placement Inspection (Base)	\$75.00	per hour
Asphalt Placement Inspection (Binder)	\$75.00	per hour
Asphalt Placement Inspection (Tack Coat & Surface)	\$75.00	per hour
Concrete Pavement Inspection (If Applicable)	\$75.00	per hour
Sidewalk and Walking Path Inspection	\$75.00	per hour
Performance Bond Walkthrough (Punchlist)	\$75.00	per hour
Maintenance Bond Walkthrough (Punchlist)	\$75.00	per hour
Punchlist Completion Inspection (Bond Release)	\$75.00	per hour
Storm Sewers		
Daily Installation Inspection (Installation Quality Control)	\$75.00	per hour
Performance Bond Walkthrough (Punchlist)	\$75.00	per hour
Pipe Televising Efforts	\$75.00	per hour
Punchlist Completion Inspection	\$75.00	per hour
Maintenance Bond Walkthrough (Punchlist)	\$75.00	per hour
Punchlist Completion Inspection (Bond Release)	\$75.00	per hour
Monumentation & Signage		
Regulatory Signage & Inspection (Prior to Opening)	\$75.00	per hour
Traffic/Road Striping Inspection (Prior to Opening)	\$75.00	per hour
Subdivision Boundary Inspection (If Required)	\$75.00	per hour
Miscellaneous / Other		
Traffic Control Inspection (When Activities Impact Right-of-Way)	\$75.00	per hour
Safety Inspection (If Requested / As Required)	\$75.00	per hour
Auxillary Lane Improvements	\$75.00	per hour
Exterior Road Improvements	\$75.00	per hour
Other Items As Required (Per Westfield Construction Standards)	\$75.00	per hour

Department of Public Works Plan Review Fees		Effective January 1, 2019
Rezone Plan Review Fees	Fee	
Plan Review Fee	\$100.00	
<i>Additional Fee Per Sheet(s)</i>		
1 to 20 Sheets	\$25.00	
21 to 40 Sheets	\$50.00	
41 to 60 Sheets	\$75.00	
61 to 80 Sheets	\$100.00	
Each Additional 20 Sheets	\$1.00	per sheet
Planned Unit Development (PUD) Plan Review Fees		
Plan Review Fee	\$750.00	
<i>Additional Fee Per Sheet(s)</i>		
1 to 20 Sheets	\$50.00	
21 to 40 Sheets	\$250.00	
41 to 60 Sheets	\$450.00	
61 to 80 Sheets	\$650.00	
Each Additional 20 Sheets	\$20.00	per sheet
Development Plan Review Fees		
Plan Review Fee	\$750.00	
<i>Additional Fee Per Sheet(s)</i>		
1 to 20 Sheets	\$50.00	
21 to 40 Sheets	\$250.00	
41 to 60 Sheets	\$450.00	
61 to 80 Sheets	\$650.00	
Each Additional 20 Sheets	\$20.00	per sheet
Specialty Plan Review and Other Fees		
Primary Plat, Secondary Plat Review Fee	\$300.00	
Construction Sedimentation Control Plan	\$300.00	
Fire Service Plan Review Fee	\$265.00	
Performance Bond Review and Application Processing	\$250.00	
Maintenance Bond Review and Application Processing	\$250.00	
Private to Public Street Conversion Review	\$500.00	per request



**Westfield Police Department Fee Schedule
Effective January 1, 2019**

<u>Type</u>	<u>Fee</u>
Copy of Incident or Case Report (I.C. 5-14-3-8)	0-19 pages \$0.00 per page black and white 20+ pages \$2.00 plus \$0.10 per page black and white \$0.25 per page color
Crash Report (I.C. 9-26-9-3)	\$5.00
Police Audio/Visual Recording (I.C. 5-14-3-8) (Law Enforcement Recording) (I.C. 5-14-3-2(k))	\$10.00 or actual cost not to exceed \$150
Photo CD (I.C. 5-14-3-8)	\$10.00
Golf Cart Permit (Ord. 11-16)	\$25.00 (2-year permit)
Secondhand Entity Registration (Ord. 14-53)	\$50.00
Fingerprint Card	\$5.00 per card
Gun Permits (I.C. 35-47-2-3; I.C. 35-47-2-4)	
4-year hunting and target	\$10 (\$5 refundable)
4-year person protection	\$10 (\$5 refundable)
Lifetime hunting and target (new license)	\$50 (\$30 refundable)
Lifetime hunting and target (renewal)	\$40 (\$30 refundable)
Lifetime personal protection (new license)	\$50 (\$30 refundable)
Lifetime personal protection (renewal)	\$40 (\$30 refundable)



Westfield Parks and Recreation
and Westfield Welcome
Fees

Shelter Rentals

For Westfield residents, all Park shelters rented in 4 hours increments for \$50.

For Non-Westfield residents, all Park shelters rented in 4 hours increments for \$75.

Annual Farm Land Rental- Osborne

Park \$150-\$300 per acre paid annually.

Special Event Rental Fees

Assessed per event see Special Event Policy PK01-11.

Event Fees

Event fees, including but not limited to vendor and registration fees, will not exceed \$500 depending on the operating costs and fees associated with the event.

The Westfield Welcome Director will determine the specific amounts.

Grand Park Sports Campus
2018-2019 Rental Rates

Exhibit G

Events Center							Half Field		
Facility	Season	Day	Time	Hourly Rate	Daily Rate	Half Day (2P)	Hourly Rate	Daily Rate	Half Day (2P)
Indoor Synthetic	Dec.-Feb.	WKND	8:00a - 9:00p	\$ 525.00	\$ 7,125.00	\$ 3,975.00	\$ 275.00	\$ 3,750.00	\$ 2,000.00
			9:00p - 8:00a	\$ 300.00			\$ 175.00		
		WKDAY	5:00p - 9:00p	\$ 525.00	\$ 5,100.00	\$ 3,300.00	\$ 275.00	\$ 2,750.00	\$ 1,500.00
			9:00p - 5:00p	\$ 300.00			\$ 175.00		
	Mar./Nov.	WKND	8:00a - 9:00p	\$ 300.00	\$ 4,150.00	\$ 2,350.00	\$ 150.00	\$ 2,250.00	\$ 1,250.00
			9:00p - 8:00a	\$ 250.00			\$ 125.00		
		WKDAY	5:00p - 9:00p	\$ 300.00	\$ 3,700.00	\$ 2,200.00	\$ 150.00	\$ 2,000.00	\$ 1,250.00
			9:00p - 5:00p	\$ 250.00			\$ 125.00		
	Apr.-Oct.	ANY	ANY	\$ 250.00	\$ 3,500.00	\$ 2,000.00	\$ 125.00	\$ 1,750.00	\$ 1,000.00
Executive Board Room	ANY	ANY	ANY	\$ 35.00	\$ 250.00	\$ 125.00			
Meeting Room	ANY	ANY	ANY	\$ 25.00	\$ 150.00	\$ 75.00			
Locker Room	ANY	ANY	ANY	\$ 50.00	\$ 150.00	\$ 75.00			
Field Sports							Half Field		
Outdoor Synthetic	ANY	ANY	ANY	\$ 135.00	\$ 1,620.00	\$ 810.00	\$ 70.00	\$ 850.00	\$ 450.00
Outdoor Grass	ANY	ANY	ANY	\$ 85.00	\$ 850.00	\$ 425.00	\$ 50.00	\$ 500.00	\$ 300.00
Concession Stand	ANY	ANY	ANY	\$ 25.00	\$ 150.00	\$ 75.00			

Grand Park Event Items and Service Fees Pricing

Item Description	Price
25' Extension Cord	\$5
Gatorade Cooler 10 Gallon	\$0
Gatorade Cooler 5 Gallon	\$0
Gatorade Cups 100	\$0
30" Power Strip	\$1
4' Folding Table, per day	\$5
6' Plastic Beholding Table, per day	\$5
8' Plastic Folding Table, per day	\$5
Air Frame Insert (CSI)	\$25
Air Frame Rental	\$25
Air Frame SU & TD	\$15
Avant	\$200
Black Folding Chair, per day	\$2.50
Matt Black Folding Chair, per day	\$2.50
Black Rolling Chair, per day	\$5
Bose Stereo System w/ 1 Mic	\$150
Classroom Folding Table, per day	\$7.75
Easel	\$1
Event Radio, per day	\$5
Golf Cart, per day	\$45
GP Podium	\$100

Item Description	Price
Hand Truck	\$5
Labor, per hour	\$50
Matrax Aluminum Tools	\$10
Matrax Edge Blocks	\$4.50
Matrax Female Ramps	\$2.50
Matrax Male Ramps	\$2.50
Matrax Steel Tools	\$10
Matrax Straps	\$2
Microphone	\$25
Pallet Jack	\$5
Projector and Screen	\$200
Rolling Folding Table	\$10
SAFETY Cage	\$50
Stage Deck 4'x8'	\$50
Stanchions	\$10
Trash Can	\$0
Video Monitor w/ Apple TV	\$150
Wagon	\$5
IT Support by City Staff/hr	\$80
IT Support by Contracted Staff/hr	\$125

Information Technology Fees

Information technology fees, including but not limited to Wi-Fi, hard lines, special connections, and additional services will be dependent on the operating costs and fees associated with the technology and/or service. The Grand Park Director, with recommendations by the Informatics Director, will determine the specific amounts.

Programming Fees

Individual programming fees will not exceed \$1,000 and will be dependent on the operating costs and fees associated with the program. The Grand Park Director will determine the specific amounts.

WESTFIELD COLLECTION POLICY

In the course of providing services certain fees, costs, fines, rents and other sums become due to the City of Westfield from citizens, vendors, tenants and other entities that are not promptly paid and require more formal collection procedures. Although this process requires no specific authorization the Council does hereby specifically state that the City Attorney or their assigns pursuant to the duties outlined in I.C.36-4-9-12 shall undertake any and all legal means in the collection of funds owed to the City of Westfield. These means shall include but not be limited to demands for payment, filing of legal actions in any court of competent jurisdiction, placement of liens, and any other necessary action.

Any and all costs of collection including but not limited to court costs and attorney fees necessary in the collection of sums due shall be included in the amount owed to the City of Westfield.



CITY OF

Westfield

INDIANA

PERSONNEL POLICIES,
PROCEDURES AND BENEFITS
MANUAL

2019



**PERSONNEL POLICIES,
PROCEDURES AND BENEFITS
MANUAL**

CITY OF WESTFIELD

PERSONNEL POLICIES, PROCEDURES, AND BENEFITS MANUAL

(This Policy Manual Established with Ordinance 95-1 Dated January 14, 1995)

(This Policy Manual updated with Resolution 96-4 Dated February 12, 1996)

(This Policy Manual updated with Resolution 97-3 Dated February 10, 1997)

(This Policy Manual updated with Resolution 98-3 Dated February 9, 1998)

(This Policy Manual updated with Resolution 99-4 Dated March 8, 1999)

(This Policy Manual updated with Resolution 99-12 Dated December 13, 1999)

(This Policy Manual updated with Resolution 00-10 Dated December 11, 2000)

(This Policy Manual updated with Resolution 07-20 Dated November 12, 2007)

(This Policy Manual updated with Resolution 07-24 Dated December 17, 2007)

(This Policy Manual updated with Resolution 09-01 Dated March 9, 2009)

(This Policy Manual updated with Resolution 09-17 Dated December 28, 2009)

(This Policy Manual updated with Resolution 10-16 Dated December 27, 2010)

(This Policy Manual updated with Resolution 11-23 Dated November 14, 2011)

(This Policy Manual updated with Resolution 12-118 Dated December 10, 2012)

(This Policy Manual updated with Resolution 13-117 Dated December 9, 2013)

(This Policy Manual updated with Resolution 14-132 Dated December 8, 2014)

(This Policy Manual updated with Resolution 16-104 Dated March 14, 2016)

(This Policy Manual updated with Resolution 17-102 Dated February 13, 2017)

(This Policy Manual updated with Resolution Dated)

(This Policy Manual updated with Resolution Dated)

RESOLUTION 17-102

**RESOLUTION TO ADOPT AMENDED
PERSONNEL POLICIES, PROCEDURES AND BENEFITS MANUAL**

WHEREAS, The City of Westfield, ("City") is a duly formed municipal corporation within the State of Indiana, governed by its duly elected Mayor and Common Council ("Council"); and,

WHEREAS, the Council has the duty and authority to maintain clear, current and written Personnel Policies, Procedures and Benefits Manuals for the use and reference by the employees of the City; and,

WHEREAS, said manual must be adapted and modified to remain current and useful to all City employees.

NOW, THEREFORE, BE IT RESOLVED by the Westfield City Common Council meeting in session as follows:

- Section 1.** That the City hereby adopts the changes to the City of Westfield Personnel Policy, Procedure and Benefits Manual as outlined by Exhibit "A" , attached hereto and incorporated by reference herein.
- Section 2.** All current employees of the City shall receive and acknowledge in writing the receipt of the City of Westfield Personnel Policies, Procedures, and Benefits Manual in the form attached hereto, and each person who becomes an employee of the City hereafter shall also receive a copy of such manual (or any amended version thereof that is approved hereafter by the Council) and acknowledge such receipt in writing.
- Section 3.** This Resolution shall be in full force and effect immediately, all acts necessary in the creation of this manual and amendments thereof are hereby ratified.

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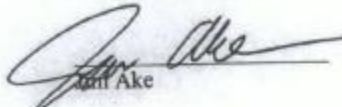
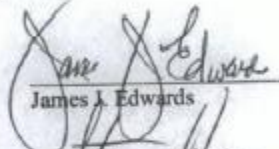
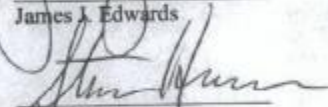
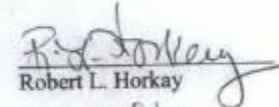
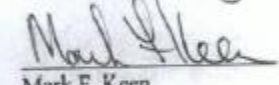
ALL OF WHICH IS RESOLVED THIS 13 DAY OF Feb 2017.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

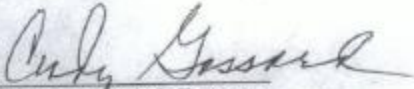
Abstain

 Jim Ake	_____ Jim Ake	_____ Jim Ake
 James J. Edwards	_____ James J. Edwards	_____ James J. Edwards
 Steven Hoover	_____ Steven Hoover	_____ Steven Hoover
 Robert L. Horkay	_____ Robert L. Horkay	_____ Robert L. Horkay
 Mark F. Keen	_____ Mark F. Keen	_____ Mark F. Keen
 Charles Lehman	_____ Charles Lehman	_____ Charles Lehman
 Cindy Spoljaric	_____ Cindy Spoljaric	_____ Cindy Spoljaric

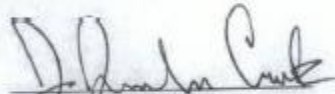
ATTEST:


Cindy Gossard, Clerk Treasurer

I hereby certify that RESOLUTION 17-XX was delivered to the Mayor of Westfield
on the 14 day of Feb, 2017, at 10:45 am.


Cindy Gossard, Clerk-Treasurer

I hereby APPROVE RESOLUTION 17-XX
this _____ day of _____,
2016.


J. Andrew Cook, Mayor

I hereby VETO RESOLUTION 17-XX
this _____ day of _____,
2017.

J. Andrew Cook, Mayor

ATTEST:


Cindy Gossard, Clerk Treasurer

This document prepared by
Brian J. Zaiger, Esq.
KRIEG DEVAULT, LLP
(317) 238-6266

Resolution 17-XX

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1.00 STATEMENT OF PURPOSE

1.01 Mission Statement

It is the mission of the City of Westfield (also referred to as “the City”) to provide community services in a professional and efficient manner to its citizens. The employees of the City will implement the wishes and desires of the community as expressed through their elected representatives, the City Council.

1.02 Personnel Philosophy

The personnel policies of the City of Westfield, including pay policies and benefit programs, reflect the City’s philosophy that the City shall be a fair and just employer. The purpose of both direct and indirect compensation programs is the recognition of the value that the City places upon its individual employees. The City employees are integral and valuable assets crucial to the completion of the vision of the City.

Seeing that the City’s personnel policies and programs are effectively carried out is one of the major responsibilities of your supervisors. The Chief Administrative Officer assists your direct supervisors in meeting this responsibility.

1.03 General Policy & Procedures Considerations

It is the policy of the City of Westfield to set forth a listing of policies and procedures in order that all City employees and applicants have reasonable assurance that all policies and procedures shall be pursued in a uniform, consistent, and equitable manner. The City Council of Westfield approves these policies and procedures. The policies and procedures described in this manual may in some instances be superseded by more specific policies and procedures within the various departments within the City. However, any instances that are superseded must be brought to the attention of the Chief Administrative Officer of the City for approval prior to implementation.

It shall be the responsibility of the Chief Administrative Officer to interpret these policies and procedures, and to ensure that they are administered in a consistent and impartial manner.

Personnel policies and procedures are subject to modification and revision to meet the changing needs of both management and the work force as new conditions arise during the continuing growth and complexity associated with the City’s future.

Additions, modifications, and deletions to this manual must be **approved** by a resolution of the City Council and issued by the Chief Administrative Officer.

This is an employment policy guideline and should not be considered a contract of employment. This manual is not a contract, express or implied, guaranteeing employment for any specific duration or limiting the reasons or procedures for termination or modification of the employment relationship. Unless otherwise agreed to in a collective bargaining agreement, a written contract, or by law, the employment of each employee is terminable at will by either the employee or the City at any time, for any reason, with or without cause or notice. Any agreement concerning an employee’s employment with the City shall not be enforceable unless it is in a formal written agreement and signed by the employee and the Chief Administrative Officer of the City or

the Mayor of the City. The City reserves the right and full discretion to modify this manual and the policies contained within it at any time, with or without notice.

1.04 Public Safety Departments Policy & Procedures Considerations

The policies and procedures described in this manual may in some instances be superseded by more specific policies and procedures defined for the Public Safety Departments. Fire and police professional employees working in these areas should consult with their Fire Chief or Police Chief regarding any differences in policy content or procedures. Additionally, the Chief Administrative Officer of the City must be made aware of instances that supersede this policy manual prior to implementation and for approval.

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2.00 RECRUITMENT, SELECTION & HIRING

2.01 Statement of Policy

It shall be the policy of the City of Westfield to recruit and select qualified persons for the positions in the City's service. Recruitment, selection, and placement shall be conducted to ensure fair hiring practices, provide equal employment opportunity, and to prohibit discrimination because of race, religion, sex, national origin, age, disability, genetic information, or any other protected basis, as provided by law.

Except where otherwise prohibited by contract or collective bargaining agreement, supervision reserves the right to change job responsibilities, transfer job positions, or assign additional job duties at any time. This includes working on special projects and/or assignments to other work divisions as necessary.

2.02 Equal Employment Opportunity (EEO) Statement

The City of Westfield is committed to maintaining an environment free of discrimination and inappropriate conduct. The City expects its employees to strictly observe the following policies in the workplace itself and in other work-related settings such as business trips and business-related social events. Failure to do so will result in disciplinary action, up to and including termination of employment.

1. Discrimination

The City of Westfield is an equal opportunity employer. The City believes in the dignity and the worth of every individual. The City will not discriminate against or favor any employee or applicant, or make any decision or take any action, because of race, color, religion, sex, national origin, age, disability, or any other protected category, as provided by law. The City also prohibits any discrimination or demeaning language, characterization or conduct by its employees that may harass, intimidate, insult, or ridicule another person because of his/her race, color, religion, national origin, sex, age, disability, or any other protected category.

While it is impossible to list all types of such harassment, they include:

- verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or group for any of these reasons,
- epithets, slurs, or negative stereotyping related to any of these reasons,
- threatening, intimidating, or hostile verbal or physical acts toward an individual or group that relate to any of these reasons, or
- written or graphic material that denigrates or shows hostility or aversion toward any individual or group for any of these reasons.

2. Sexual Harassment Policy

The City prohibits sexual harassment of its employees by other employees or non-employees who conduct business with the City. We hold our managers and supervisors responsible for maintaining work environments free from any form of sexual harassment. The City further believes that prevention is the best method of eliminating sexual harassment. Therefore, the City charges managers and supervisors with the responsibility of taking all steps necessary to prevent

sexual harassment from occurring. This would include, but not be limited to, affirmatively raising the subject when necessary, expressing strong disapproval of sexual harassment, and informing employees of their rights under this policy. Violations of this policy may be cause for disciplinary action, up to and including termination. While it is impossible to list all types of sexual harassment, they include unwelcome or unwanted:

- sexual advances, sexual flirtations, and requests for sexual favors,
- verbal, visual, or physical conduct of a sexual nature,
- offensive sexual remarks, innuendoes or jokes,
- unwelcome leering, whistling, or obscene gestures,
- display of sexually suggestive objects or pictures,
- sexually degrading words used to describe an individual,
- sexually suggestive or offensive dress,
- when (1) submission to such conduct is explicitly or implicitly a condition of employment, or (2) submission to or rejection of such conduct is used as the basis for employment decisions, or (3) such conduct unreasonably interferes with an individual's job performance, or (4) such conduct creates an unwelcome, intimidating, hostile, abusive, or offensive working environment.

The prohibition on sexual harassment applies to persons of the same or opposite sex, as required by applicable federal, state, or local law.

3. Harassment

The City is committed to providing a workplace free of inappropriate treatment of any employee because of race, color, sex, religion, age, national origin, ancestry, disability or any other category protected under federal, state or local law. To be unlawful, conduct must be so severe and pervasive that it unreasonably interferes with an employee's ability to work.

The City is committed to protecting employees from inappropriate conduct whether from other employees or non-employees such as vendors, suppliers or members of the public. Examples of inappropriate conduct may include, among other things:

- Slurs, stereotyping, threatening, intimidating or hostile acts that relate to race, color, sex, age, religion, national origin, ancestry or disability; and
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, sex, age, religion, national origin, ancestry or disability.

4. Complaint Process

The City supports and encourages reporting of all incidents of discrimination or sexual harassment, regardless of who the offender may be. If you experience unlawful discrimination or harassment, or observe such conduct, you should promptly report the matter to your immediate supervisor. If, however, you believe that it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it to your Department Head, a member of the Human Resources Department, the City's Chief Administrative Officer, or to the City Council President (in case the report is about the Chief Administrative Officer).

Your complaint will be treated as confidential to the maximum extent possible and will be investigated promptly and thoroughly. The City strongly disapproves of discrimination or

harassment and will take appropriate corrective action to end such conduct, including but not limited to discharge of any person who engages in such conduct.

5. No-Retaliation Policy

It is against City policy to retaliate against any employee for filing a complaint, reporting, cooperating in the investigation, or offering evidence of a violation of this policy. Any person who takes such retaliatory action shall be subject to disciplinary action, up to and including termination.

However, an individual's personal and professional life may be seriously damaged by a false complaint of unlawful discrimination or harassment. Therefore, if after thoroughly investigating any complaint of harassment or discrimination, the City determines that an employee has knowingly provided false, exaggerated or embellished information regarding the complaint, disciplinary action may be taken against that individual.

2.03 Americans with Disabilities Act (ADA)

The City of Westfield, pursuant to and in accordance with the Americans with Disabilities Act (ADA) specifically Title I of the "ADA", shall not discriminate against a qualified individual with a disability because of the disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment, (42 U.S.C. Sec. 12113, as amended from time to time.) Additionally, no qualified individual with a disability may, on the basis of disability, be subjected to discrimination in employment under any service, program or activity conducted by the City (56 Fed. Reg. 35719, as amended from time to time).

No qualified applicant or employee shall be refused employment or discriminated against because of such person's need for a reasonable accommodation for a known physical or mental disability as required under the ADA unless such accommodation causes undue hardship, as defined by law, to the City of Westfield.

The City further stresses that any applicant may request any needed accommodation to participate in the application process, e.g. accommodation for a test, job interview or job demonstration.

During the application process, applicants may be subjected to various tests which are job-related and consistent with business necessity and not intended to discriminate against applicants. Therefore, if an applicant is in need of an accommodation to perform such tests, then this should be brought to the attention of the City.

The City of Westfield, pursuant to and in accordance with Title VI of the ADA, also provides reasonable accommodations to assist members of the public in attending any public meeting of the City. Such individuals are to contact the City of Westfield Communication Department at (317) 814-3004 or the City Clerk Office at 317-804-3026 at least one week before the meeting.

2.04 Open-Door Policy

It is the City's policy to encourage employees to communicate with their supervisors concerning work-related problems. If an employee has a work-related problem, the employee should bring it to the attention of his/her Department Head, another member of the City's

management, or the Human Resources Department. The City will take the appropriate steps, if any, to investigate and resolve the problem.

2.05 Responsibility for Recruitment

Recruitment of candidates for specific departmental openings will be the responsibility of the Department Head of that function. Responsibility for the recruitment hiring of department heads and the Chief Administrative Officer is the sole responsibility of the Mayor.

2.06 Qualification and Selection

The City of Westfield may screen applicants for a position using some or all of the following criteria except where said criteria cannot be shown to be job related.

- Prior job related work experience
- Aptitude for the job
- Knowledge, education, skills, and abilities
- Physical requirements for the job
- Work history
- Special qualifications, licenses, or certifications required for the job
- Personal and work related references

In the development of selection criteria, the Department Head and Chief Administrative Officer may confer with other consultants or other skilled personnel familiar with minimum requirements for specific positions.

2.07 Drug Free Workplace

The City of Westfield is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

The City of Westfield will enforce any federal or state laws ensuring that all City employees are not impaired by a controlled substance while performing their duties. Therefore, the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance is prohibited:

- 1) At any City site or property owned by the City of Westfield;
- 2) At any assigned workplace, at any time; and
- 3) While on duty or in the performance of duties of the City of Westfield, whether they be on-site or off-site.
- 4) Violation of this prohibition will be grounds for swift and immediate action up to and/or including immediate termination.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of the medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to notify his or her supervisor and use appropriate personnel procedures (e.g., call in sick, or use other leave) to avoid unsafe workplace practices. The illegal

or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken.

The City may conduct drug and/or alcohol testing under any of the following circumstances:

- **PRE-EMPLOYMENT:** The City will conduct pre-employment drug testing for those employees that will hold a safety-sensitive position or operate heavy equipment. An employment offer will be withdrawn if an applicant fails the drug test.
- **REASONABLE SUSPICION:** The City may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including but not limited to, the following circumstances: evidence of drugs or alcohol, unusual conduct that suggests impairment or influence of drugs or alcohol, negative performance patterns or excessive and unexplained absenteeism or tardiness.
- **RANDOM DRUG TESTING:** The City conducts random drug tests of employees for compliance with its drug-free workplace policy. The selection will result in an equal probability that any employee from a group of employees will be tested.

POST-ACCIDENT TESTING: Any employee involved in an on-the-job accident or injury, under circumstances that suggest possible use or influence of drugs or alcohol, will be required to have a post-accident testing. All vehicle accidents will require testing. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Testing for the presence of alcohol normally will be conducted by analysis of breath and testing for the presence of illegal drugs normally will be conducted by the analysis of urine. The City reserves the right to utilize blood testing when appropriate.

All information received by the City of Westfield through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with the law.

The following actions will be taken by the City if an employee has a confirmed positive test:

- 1) Discipline up to and including termination
- 2) Treatment
- 3) Referral to EAP (Employee Assistance Program)

Drug Testing Procedures:

Any drug test given to an employee will be in accordance with the following procedures:

- The employee will be tested immediately before, during or after a work period.
- The City shall pay costs associated with the test.

- The City will provide transportation for the employee if the test is conducted at a location other than the workplace.
- The time an employee is engaged in a testing procedure shall be considered work time for purposes of compensation and benefits.
- Any test shall be conducted with regard to privacy of the individual and in a manner reasonably calculated to prevent substitution or interference with the collection of a reliable sample.

Any sample will be labeled in a manner that reasonably prevents the possibility of mistaken identification. Refusal to submit to a drug test will result in termination of employment.

US Department of Transportation (US DOT)

In 1988 the US Department of Transportation prescribed regulations that require employers to implement comprehensive alcohol and drug testing programs for safety sensitive employees in the road industries. In 1991, the federal government implemented new regulations extending such programs to individuals who drive trucks. As a requirement to operate certain equipment for the City of Westfield, the City requires certain employees to possess a CDL driver's license. The City of Westfield must implement the alcohol and drug testing requirements set forth by the US Department of Transportation and the State of Indiana. Failure to comply with any facets of the program will be grounds for immediate termination.

Drug Screening

To ensure a safe environment for its employees and for the public, the Westfield Town Council passed Resolution 96-1. This resolution provides compliance with the rules of the US Department of Transportation.

Drug screening will be a mandatory part of the initial physical required for employment and random drug tests for certain employees will be a part of the continued requirement for employment with the City of Westfield. Refusal to participate in this program will be grounds for immediate termination.

2.08 Employing Relatives/Romantic Relationships

The City of Westfield recognizes that relatives may desire to pursue similar careers. The City must be sensitive, however, to the potential for favoritism, or the appearance of favoritism, in employment decisions and to the necessity of maintaining professional work relationships. The City does not discourage employment of relatives nor does it actively encourage it. It is in the City's best interest to hire the most capable persons available that meet the job requirements for current openings.

Effective July 1, 2012, relatives (spouse, parent, step-parent, child, step-child, sibling, step-sibling, half-sibling, uncle, aunt, niece, nephew, daughter-in-law, son-in-law,) may not be employed in situations where one member is in a position of direct line supervision or direct line reporting to the other. An employee shall not be hired, promoted or transferred to a position that violates this policy. Employees of the City are also prohibited from engaging in romantic and/or physical relationships with direct line supervisors or subordinates. This policy applies to all full-time, part-time or temporary employees, including elected officials.

“Direct line of supervision” means an elected officer or employee who is in a position to affect the terms and conditions of another individual’s employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluation. The term does not include the responsibilities of the Mayor, City Council or Clerk-Treasurer to make decisions regarding salary ordinances, budgets, or personnel policies of the City.

Employees, with family relationships that would otherwise be in violation of this policy as of July 1, 2012, will be exempted from this policy unless there is a break in the employment.

Employees hired, transferred or promoted, who in later years have relatives elected that are in the direct line of supervision, will have no promotion possibilities unless the promotion is within the merit ranks for the police and fire departments.

For further information regarding this policy see IC 36-1-20.2 as adopted by the City of Westfield as Resolution No. 12-106.

2.09 Security and Background Information

As part of the application and hiring process, an applicant may be required to undergo an investigation including employment records, medical records, and/or educational records, as permitted by law. Applicants must aid the City of Westfield in obtaining any of the above information as requested. All information will be kept confidential.

Notwithstanding the above, certain investigative areas, including but not limited to reference checks, credit checks, and criminal history may be addressed prior to a conditional job offer to the applicant if the position applied for presents a showing of job-relatedness with such areas. Furthermore, periodically, employee driving records and criminal records could be investigated and checked for employment and insurability as permitted by law,

2.10 Orientation

It is the policy of The City to ensure all new employees are adequately educated on City operations and personnel policies. On his/her first day of employment, or by appointment during the first three days of employment, the new employee shall report to Human Resources to fill out all appropriate new hire forms, and review all personnel policies and procedures.

2.11 Employment Anniversary Date

The first day of employment is your **employment anniversary date**. For example, an employee that starts employment on January 3 will celebrate his or her employment anniversary date each year thereafter on January 3. For most employees this date will normally be the day the employee begins his/her training probationary status with the City, as further described in Section 2.090. This date is used to compute your eligibility for vacation and other benefits related to continuous time employed by the City. Years of employment calculation will begin January 1st the year after employment date. Example: employment date June 1, 2013, as of January 1, 2014, you will be credited with 1 year of employment for benefit purposes. In other words, the first partial year of employment is not calculated as the first year of employment.

2.12 Adjusted Date of Employment

Except as otherwise provided by law, if any employee voluntarily leaves the employment of the City and is later re-employed, a new “**adjusted**” **date of employment** will be calculated to include the prior employment period if the prior work period was at least one year of continuous service. This adjusted date of employment will be used to determine eligible benefits that are dependent upon time of service with the City. Additional longevity will not be paid or adjusted until the first of the following year.

2.13 Employment Status

There are six categories of employment status:

Probationary Full-Time Employee - Every employee during the first 6 months or 12 months of employment is placed on training probationary status. Firefighters and police officers have a 12-month training probationary period. All other employees have a 6-month training probationary period. The training probationary period may be extended by the Department Head depending on performance during this period. Discharge and/or transfer may take place at any time during the probationary period, just as it can after the probationary period.

Full-Time Employee (those working at least 30 hours per week) - Any employee who is regularly scheduled 30 or more hours a week and has successfully completed his or her probationary training period of employment. An employee working 30 to 37 hours will accrue pro-rated time off based on hours worked. For an example: an employee working 30 hours in a 40 hour per week department will be eligible for 75% of the paid time off benefits (rounded to the nearest full day). For scheduling, if the fixed holiday is the employee’s regular scheduled work day, the employee takes the holiday off with pay (not to exceed the pro-rated amount). The remaining fixed holidays that don’t fall on the employee’s normal scheduled work day will be utilized as floating holiday(s). When the fixed holiday(s) fall(s) on the employee’s regular scheduled work day(s) exceed(s) the pro-rated amount, the employee will be required to take the day off without pay.

Part-Time Employee – Part-time employees are able to work no more than 25 or less hours per week and less than 1000 hours per calendar year and has successfully completed his or her probationary training period of employment. Part-Time Employees have no benefits other than eligible to participate in 457. Part-time employees do not get 457 matching funds. **Temporary Employee** - Any employee hired for a limited period of time, usually for a specific task or project. This employee may work as few or as many hours per week as needed. These employees may be secured through a temporary employment agency and paid directly by that agency. Temporary employees have no benefits.

Intern Employees – Employees who are generally not paid and employed for educational learning opportunities only. Interns are only hired for a period not to exceed six months over an annual period.

Seasonal Employees – Employees who are customarily only expected to work for a particular season (e.g, summer, fall, winter or spring). Seasonal employees are only only hired for a period not to exceed six months over an annual period.

2.14 Re-employment

Re-employment (hiring) of an employee who has previously resigned or has been terminated will be determined on an individual case basis depending on the employee's work record, and circumstances of his/her leaving. Any person seeking re-employment must apply and be processed as any other applicant. No preferential treatment or consideration will be given to those applying for re-employment solely on the basis of the applicant having been previously employed by the City.

Once an employee leaves the employment of the City and is subsequently re-hired, the City-provided benefits will begin as defined in this manual. Prior service and benefits relating to time of service will be "bridged" as described in **Section 2.085** of this manual. After the specific probationary period has been met a new date of employment will be calculated. Sick time eligibility will begin anew and any unused sick time (from the prior employment period) will not be carried forward. Employees in this category should contact the Human Resources Manager for details concerning their specific situation.

2.15 Employee Personnel Files

An Employee Personnel File is maintained for each employee of the City of Westfield. These personnel files contain confidential documents and are managed and maintained by Human Resources staff. All original documents must be sent to the Human Resources Manager to be maintained in the "original employee personnel file". Typical documents in a personnel file include the employment application, documented disciplinary action history, a resume, employee handbook and at-will employer sign off sheets, current personal information, and job references. A separate employee medical file is also maintained. The contents of the medical file are not available to anyone except Human Resources designated staff and the employee whose records are retained in the file. At the City of Westfield, medical files receive the highest degree of safe storage and confidentiality. An employee may view his or her personnel file by contacting the Human Resources Manager during normal business hours. A Human Resources staff person will be present while an employee reviews his or her file. No employee may alter or remove any document in his or her personnel file.

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3.00 TRAINING AND CAREER DEVELOPMENT

3.01 Responsibilities

The functions and services offered by the City of Westfield and its employees are best performed by a work force that is properly recruited, selected, and trained on a continuing basis to provide outstanding service to the citizens of our community.

The City encourages its employees to participate in courses, seminars, and programs which offer training and continuing education and are approved by the Department Head and/or Chief Administrative Officer. Your supervisors have an immediate, direct, and continuing responsibility for the development of personnel within their area.

As an employee, you share with your supervisors the responsibility for your continued growth. You build a foundation for your own growth by doing your job to the best of your ability, by improving your present skills and abilities, and by developing new skills through your own self initiatives.

3.02 Disciplinary Probation

A **disciplinary probation** employment period may be recommended lasting from 3-6 months at the discretion of the immediate supervisor. A disciplinary probation period is a time period that allows the employee to address specific deficiencies that have been identified by a supervisor that are impacting the opportunity for continued employment with the City. This personnel action can come at any time during an employee's employment with the City.

This disciplinary probation is the natural progression of progressive discipline that normally would first have utilized verbal and written warnings addressing the specific work performance that needs to be improved.

During the disciplinary probation period, management will provide written feedback to the employee regarding his/her performance at least once during each month of the probationary period. If in the judgment of the City the specific performance is not being corrected adequately, dismissal may occur immediately.

Dismissal for action not specifically being addressed with the disciplinary probation can also take place during this time in accordance with action dictating immediate dismissal as defined elsewhere in this policy manual.

3.03 Attending Seminars, Conferences, and Meetings

Occasionally employees will be asked to attend seminars, conferences, and other job-related meetings that provide continuing education that would enhance that employees' performance. On other occasions, an employee may request of his/her department the approval to attend a job-related seminar. The City requires prior approval for all attendance at any training/educational seminars, conferences, or workshops.

Employees will be entitled only to regular straight time pay (for 8 hours or 7 1/2 hours whichever is the normal work shift) while attending approved seminar, conference or workshop during the normal workday. If evening or weekend participation is required for training, such training may be paid as dictated by applicable law.

There may be specific departmental policies regarding this issue. Confer with your department head to learn of specific departmental rules.

3.04 Travel and Expense Reimbursement

It is the intent of the City of Westfield to reimburse all reasonable out-of-pocket expenses incurred by employees during training, conference, and meeting activities approved by the City through the department head approval process.

Employees will use a purchasing card authorized by their supervisor if possible. If the vendor does not accept purchasing cards, the employee must pay for the expense and then complete an expense reimbursement form with 5 working days upon return for each activity. The reimbursement form must be submitted to the Depart Head for an approval signature before forwarding to the Clerk-Treasurer for processing and payment.

Cash advances for employees that are traveling to conventions, seminars or training, are available with a 10 day notice to the Clerk-Treasurer's office. Department Head approval is required and the/any unused funds must be returned to the Clerk Treasurer's office within 5 working days of return from said activity. Receipts of expense must be produced to validate reimbursement or payment of unused advances.

Purchasing card use will be administered by the Clerk Treasurer's Office. Purchasing card policies must be followed. No expenses will be paid without proper documentation. This is an effort to control fines and inappropriate expenses for auditing purposes. All expenses not handled through this process will be documented and approved through the claim process.

For further information or questions please contact the Clerk-Treasurer's office.

3.05 Seminar/Meeting/Conference Reimbursement

Conferences, Seminars, or Meetings Attended Within 50 miles of Westfield

If the training/educational event is within 50 miles (one way) of Westfield, it is expected that the employee will drive to and from the event the same day. On these occasions the noon meal will not be reimbursable; however, mileage reimbursement may be authorized. Special exceptions to this 50-mile rule can be approved by the Department Head and Chief Administrative Officer based upon individual circumstances.

Department heads may approve group meals for employees attending city sponsored events that benefit and improve the quality of service of those employees.

Conferences, Seminars, or Meetings Attended Beyond 50 miles of Westfield

For the training/educational event beyond 50 miles (one way) from Westfield, approval may be given for overnight stays. During these situations meal allowances will only be allowed for those meals that are not a part of the conference or training. If overnight status is authorized, meals will be reimbursed up to \$50 per day in state, \$60 out of state, inclusive of tip, with accompanying itemized receipts.

Mileage reimbursement for use of personal vehicles used to attend conferences or training sessions will be at the rate allowed for tax purposes by the Federal Government.

Exceptions to any of these reimbursement or travel rules shall be approved by the Department Head **and** Chief Administrative Officer depending on unusual or extraordinary circumstances that may be present during the activity, conference, or meeting.

3.06 University & Technical Schools Educational Programs

The Department Head may consider for approval, on a case-by-case basis, requests for tuition assistance for specific university or technical school classes and preparatory courses that are directly work related. The City will typically only pay an amount up to the amount established by law above which such is considered taxable wages. The employee will use a Purchase Card (if vender accepts) to pay for course(s). Upon completion of the course the employee must provide their supervisor and the Clerk's office with proof of earning a minimum grade of C. The employee will be responsible for the costs if the minimum grade is not earned or the employee withdraws from the class.

3.07 Performance Appraisals

It is the philosophy of the City that your job performance should be discussed with you at regular intervals to provide feedback to continually aid in work improvement. The City's performance appraisal process will review the work contribution of all regular status employees at least once each year.

Probationary employees will receive an appraisal after the completion of their prescribed probationary period. At that review the supervisor may release you from probation, continue the probationary status for a specified time, or terminate the employment relationship.

These appraisal discussions are centered on you, the quality of your work, and your working relationships. Such discussions enable you and your supervisor to talk about how you are progressing toward your personal, departmental, and City goals and assess your performance against your approved job description. Performance Appraisals are confidential discussions between the employee and his/her supervisor.

Formal written reviews normally will be accomplished annually with mid-year follow-up discussions as necessary to ensure that improvement plans are being accomplished as mutually planned by employees and their supervisors.

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4.00 PERSONAL BENEFITS

4.01 Eligibility

Eligibility for employee benefits is depicted on the following table depending upon the employment status.

<u>Benefit Program</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Temporary</u>	<u>Seasonal</u>	<u>Interns</u>
Matching FICA and Medicare	Yes	Yes	Yes	Yes	No
Health, Dental, Vision	Yes	No	No	No	No
Accident and Life Ins.	Yes	No	No	No	No
125 Plan	Yes	No	No	No	No
Regular Vacation	Yes **	No	No	No	No
Personal Hours	Yes **	No	No	No	No
Fixed Holiday	Yes **	No	No	No	No
Floating Holidays	Yes **	No	No	No	No
Illness in the Family	Yes **	No	No	No	No
Sick Leave	Yes **	No	No	No	No
Longevity	Yes	No	No	No	No
Employee Assistance (EAP)	Yes	No	No	No	No
<u>Retirement Programs</u>					
PERF	Yes	No	No	No	No
457 Plan	Yes	Yes*	No	No	No
401(a) Plan	Yes	No	No	No	No

* Part-time employees may participate in the 457 Plan but do not receive matching funds

** Based on Actual Hours Worked.

4.02 Health, Dental, Vision, Accident, and Life Insurance

The City Council of the City of Westfield shall establish annually the policy and contribution level for payment of the City's share of the cost of employee health, dental, vision, and life insurance. This insurance is offered to all full-time employees defined as any employee who is regularly scheduled 30 or more hours a week and has successfully completed the mandated required period of employment. City Council members are offered the same medical, dental and vision insurance but are required to pay both the employee and employer total costs of the coverage and may only elect these benefits during their term as Council members.

Additional coverage for dependents, spouse, and the entire family for health, dental, and vision coverage is available at the employee's option and expense. A detail of the cost of this additional coverage is available from the City's Human Resources Manager. The City Council shall establish annually the amount or percentage the City will contribute toward this additional coverage for family members.

The Employee Assistance Program is available at no cost to full-time employees and family members residing within the employee's household. Coverage is limited to six sessions per covered issue. Employees should consult with the Human Resources Manager for additional information.

Medical, dental, and vision insurance is available to retired employees (and if elected, their participating spouse and/or dependents) of the City only under the following conditions:

- The retiree pays 100% of the premium.
- Civilian employee retirees must have a combination of years of service with the City and age that equals at least 70 years.

Examples: (50 years of age + 20 years of service, 60 years of age + 10 years of service, 55 years of age + 15 years of service, etc.)

- Employees must have a combination of years of service as described above or be disabled to be eligible for PERF disability if the employee has not reached age 65.
- Civilian employees must have completed a minimum of five (5) continuous years of coverage under the City's medical, dental or vision insurance plan immediately prior to retiring.

4.03 Effective Date of Insurance Coverage

Various benefit programs have different effective dates for new employees. Please contact the City's Human Resources Manager to learn of the specifics of each benefit coverage.

4.04 Insurance Portability (COBRA)

Upon termination of employment from the City of Westfield and other specified "qualifying events", employees and their participating spouse and/or dependents may be eligible to continue their group health (health is defined by medical or dental or vision) coverage for a specified period of time at a premium rate somewhat higher than the group rate the City currently receives. This program is called COBRA. If COBRA is elected, former participants pay premiums directly to the COBRA administrator. Former participants need to complete an election form to secure this extended insurance coverage. The City's Human Resources Manager has this information, and you will receive written notice of your COBRA rights and election options if you experience a loss of health insurance coverage due to a COBRA qualifying event.

4.05 Health Insurance Portability and Accountability (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) has four major administrative requirements for private and government sponsored health plans: portability, nondiscrimination, fraud and abuse, and administration simplification.

The City of Westfield protects the privacy and confidentiality of protected health information (PHI) whenever it is used by City representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

PHI refers to individually identifiable health information received by the City's group health plan and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

Any questions or issues regarding PHI should be presented to the Human Resources Manager for resolution. Additionally, the Fire Department has designated an employee in charge of records related to ambulance services.

Annually or as necessary, the City performs enrollment, changes in enrollment and payroll deduction, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence and employees will not disclose PHI from these processes for employment-related actions, except as provided by administrative procedures.

- Disclosures that do not qualify as PHI – protected disclosures include: disclosure of PHI to the individual to whom the PHI belongs, requests by providers for treatment and/or payment, disclosures requested to be made to authorized parties by the individual PHI holder, disclosures to government agencies for reporting or enforcement purposes, disclosure to worker's compensation providers and those authorized by the worker's compensation providers.
- Information regarding whether an individual is covered by a plan for claims processing purposes may be disclosed.
- Information external to the health plan is not considered PHI if the information is being furnished for claims processing purposes involving worker's compensation and/or medical information received to verify ADA or FMLA status.

4.06 Elective Additional Insurance

Additional insurance coverage is available from AFLAC through payroll deductions for those employees choosing to supplement their medical coverage for themselves or their families. Please see the City's Human Resources Manager who will arrange for an appointment with the AFLAC agent. AFLAC is the only additional elective insurance that is available through payroll deduction.

4.07 125 Plan

The City participates in a Section 125 Plan that allows for pre-tax deductions for medical insurance premiums that provide your family with medical coverage. Elective additional insurance can also be provided through pre-tax deduction by participating in this plan. There is no cost to the employee **but annual election of this plan needs to be made**. Annual employee discussions in November/December will provide you with this opportunity. The City's Human Resources Manager can explain the 125 Plan requirements and can activate your participation.

4.08 Vacation Overview

Because the City recognizes the importance of vacation time in providing the opportunity for rest, recreation and personal activities, the City grants annual paid vacation days to full-time regular employees as follows:

PROFESSIONAL POLICE AND FIRE PERSONNEL VACATION POLICY

Accrual of Vacation. During the initial partial calendar year of employment, full-time Professional Police and Fire Personnel with the following hire dates shall be eligible for the following number of vacation days to be used during their **first full calendar year of employment** beginning January 1st. This eligibility occurs after the completion of the first 90 days of employment.

Hire Date	8-Hour Personnel Vacation Eligibility (in Hours)	12- Hour Personnel Vacation Eligibility (in Hours)	24-Hour Personnel Days of Vacation Eligibility
January 1 - August 15	80	80	5
August 16 – September 15	64	64	4
September 16 – October 15	48	48	3
October 16 - November 15	32	32	2
November 16 – December 15	16	16	1
December 16 – December 31	8	8	0

For an example: John Doe is hired May 10th and is an 8-hour per day employee. He will accrue vacation in his first **partial** year of employment to be taken after January 1st of the following year. He would be eligible for 10 vacation days to be taken between January 1st and December 31st of his first full year of employment.

Following the initial partial and first full calendar years (see 2.11 for further explanation) of employment, full-time regular employees shall be eligible for the following number of annual vacation days, during each of the following calendar years of employment:

Calendar Year of Employment*	8-Hour Personnel Vacation Eligibility (in Hours)	12-Hour Personnel Vacation Eligibility (in Hours)	24-Hour Personnel Days of Vacation Eligibility
2 nd through 3 rd	80	80	6
4 th through 7 th	120	120	9
8 th through 14 th	160	160	12
15 th through 21 st	200	200	15
22 nd and beyond	240	240	18

* Excludes the initial partial calendar year of employment and the first full calendar year. The City reserves the right, in its sole discretion, to credit new employees with years of employment for the purpose of calculating the number of days of vacation to which they are entitled.

Non-exempt full-time regular employees shall receive pay for their regularly scheduled number of hours per workday for each vacation day that is taken. Vacation pay shall be paid at the non-exempt employee's regular straight time hourly wage rate as of the date the vacation is taken. Exempt salaried employees shall receive their regular salary without loss of pay for vacation days taken. Vacation pay shall not be paid in advance.

Vacation Carryover. Unused vacation days at the end of the calendar year in which they are available for use may not be carried over into the next calendar year, and no payments will be made in lieu of taking vacation.

Termination of Employment. Upon termination of an employee's employment for any reason (voluntary or involuntary), the City will pay out any earned and unused vacation time.

Vacation Scheduling. Every effort should be made to provide your supervisor a minimum of three days' notice for any request for single days of vacation. At least two weeks' notice should be given to your supervisor for vacation requests of one week or longer. All requests for vacation are subject to your supervisor's approval. Some departments may require more notice because of the need to schedule employees to fulfill shift requirements. **Professional Police personnel may take vacation hours in one-hour increments.**

ADMINISTRATION AND PUBLIC WORKS PERSONNEL VACATION POLICY

Accrual of Vacation. During the initial partial calendar year of employment, full-time regular employees with the following hire dates shall be eligible to earn the following number of vacation days to be used during their first full calendar year of employment. This eligibility occurs after the completion of the first 90 days of employment.

Hire Date	Days Vacation
January 1 - August 15	10
August 16 – September 15	8
September 16 – October 15	6
October 16 - November 15	4
November 16 – December 15	2
December 16 – December 31	1

Following the initial partial and the first full calendar years of employment, full-time regular employees shall be eligible to earn the following number of annual vacation days during each of the following calendar years of employment:

Calendar Years of Employment*	Days Vacation
2 nd through 3 rd	10
4 th through 7 th	15
8 th through 14 th	20
15 th through 21 st	25
22 nd and beyond	30

* Excludes the initial partial calendar and first full calendar year of employment. The City reserves the right, in its sole discretion, to credit new employees with years of relevant employment for the purpose of calculating the number of days of vacation to which they are entitled.

All vacation, including stipend and carryover days, may be taken in ½ or full day increments.

Non-exempt full-time regular employees shall receive pay for their regularly scheduled number of hours per workday for each vacation day that is taken. Vacation pay shall be paid at the non-exempt employee's regular straight time hourly wage rate as of the date the vacation is taken. Exempt salaried employees shall receive their regular salary without loss of pay for vacation days taken. Vacation pay shall not be paid in advance.

Vacation Carryover. An employee may carry over five days of earned and unused vacation at the end of each calendar year but the accumulation from year to year may not exceed 5 days.

Any other remaining earned and unused vacation days at the end of a calendar year will be lost and not paid out. In other words, no payments will be made in lieu of taking vacation, except, as described below, for payment of vacation days at the time of termination.

Termination of Employment. Upon termination of an employee's employment for any reason (voluntary or involuntary), the employee shall be entitled to vacation pay for any vacation time which is earned but unused at the time of termination. Payment for such vacation time shall be made by the City on or by the employee's next regular payday following termination.

Vacation Scheduling. Every effort should be made to provide your supervisor a minimum of three days' notice for any request for single days of vacation. At least two weeks' notice should be given to your supervisor for vacation requests of one week or longer. All requests for vacation are subject to your supervisor's approval. Some departments may require more notice because of the need to schedule employees to fulfill shift requirements.

4.09 Personal Hours Overview

Each **full-time regular employee** shall be eligible for paid time off for personal hours as indicated in the following charts. Personal hours are intended to cover time off from work to allow the employee to resolve personal or family legal, medical, or other **personal** situations or problems that cannot be accomplished during the normal days off.

These hours need to be pre-approved by your supervisor after describing your personal situational need. It is expected that these eligible hours will be taken in full-hour increments. You must receive your supervisor's approval, and approval will depend upon the needs of the City and availability of other personnel to perform the necessary work of your Department. There is no carryover of personal hours from year to year.

Unused Personal Hours are not paid upon termination of employment, or at the end of any calendar year.

4.10 Personal Hours Administrative and Public Works Personnel General Guidelines

Annual Personal Hours Eligibility (Employees are eligible for 3 equivalent days of personal hours)

7 ½ Hour Day Employees	23 Hours per year
8 Hour Day Employees	24 Hours per year

New employees hired before July 1st of each year **will be** eligible for ½ of the annual numbers depicted above to be used during the remainder of that calendar year. This eligibility occurs **after** the completion of the first 90 days of employment.

New employees hired July 1st or after of each year **will not** be eligible for any personal hours for the remainder of that calendar year.

The Personal Hours benefit becomes available for each eligible employee effective January 1st of each New Year, subject to completion of the first 90 days of employment.

4.11 Personal Hours Professional Police and Fire Personnel First Year & Every Year Thereafter Hours Eligible

Personal Hours eligibility During First Year of Employment after 90 days

Month Of Employment	Police & Fire (8 & 12 Hour Personnel) Hours Eligibility	Fire (24 Hour Personnel) Hours Eligibility
Jan – Apr	24	24
May – Jun	16	18
Jul – Aug	8	12
After Sep 1	None	None

After the first year of employment the Professional Police Officer is eligible for forty (40) personal hours beginning January 1st of each calendar year. After the first year of employment the 24 hour fire personnel are eligible for 24 hours of personal hours beginning January 1st of each calendar year.

4.12 Fixed & Floating Holidays

A fixed holiday schedule will be approved by the City Council each year and communicated to the employees during December. These fixed holidays will be observed and paid for all full-time and probationary employees as further defined below:

2019 Holiday Schedule for Civilian Employees

New Year's Day Celebrated	Tuesday	January 1, 2019
Martin Luther King Jr. Day	Monday	January 21, 2019
Presidents' Day	Monday	February 18, 2019
Memorial Day	Monday	May 27, 2019
Independence Day Observed	Thursday	July 4, 2019
Labor Day	Monday	September 2, 2019
Thanksgiving Day	Thursday	November 28, 2019
Day after Thanksgiving	Friday	November 29, 2019
Christmas Eve Holiday	Tuesday	December 24, 2019
Christmas Holiday	Wednesday	December 25, 2019
New Year's Eve	Tuesday	December 31, 2019
Two Floating Holidays		

*Civilian Employees hired on or before June 30 will be eligible for one-half (1/2) the Floating Holidays in the year they are hired. Civilian employees hired July 1, or later will not be eligible for any Floating Holidays in the year hired.

To be eligible to receive holiday pay, an employee must work the last scheduled workday before and the next scheduled work day after the holiday unless the Department Head has approved an absence as is provided in the benefits programs provided by the City, or as otherwise provided by law. In the case of family illness a doctor's excuse will be required since these events would be unscheduled.

1. **Fixed and Floating Holidays during Training Probation**
Employees are eligible for **all fixed holidays** (excluding Professional Police and 24-hour Fire Personnel) during their training probation. Employees are eligible for **floating holidays** after the completion of their training probation. Professional Police (8-hour and 12-hour) and 24-hour Fire Personnel are eligible to take floating holidays during their training probation period after 90 days of employment.
2. **Fixed and Floating Holidays during Disciplinary Probation**
Employees are eligible for **all fixed and floating holidays, including vacation and sick time**, during their disciplinary probationary period.
3. Any employee terminated during either of these probationary periods is not required to "pay back" those fixed or floating holidays they have already used.
4. **Professional Police Officer Fixed and Floating Holidays.**
Because of different shift requirements, sworn professional police personnel will be eligible for eight (8) hours (not 12 hours) each fixed and floating holiday approved by the City Council (for example, if the City Council approved 13 total holidays, then sworn professional police personnel will receive 104 hours). These hours may be used at the employee's choosing and may be used in one-hour increments. Civilian office personnel working Monday through Friday will observe the fixed holiday schedule as approved by City Council. During the first partial year of employment, sworn Professional Police officers are eligible for the remaining fixed holidays occurring after their employment date to be taken as floating holidays. These hours may be used after 90 days of employment, at the employee's choosing and may be used in one-hour increments.

Probationary Professional Police officers attending the Indiana Law Enforcement Academy Basic course will observe the fixed holiday schedule approved by the City Council. If the Indiana Law Enforcement Academy basic course is in session during a fixed holiday, the probationary officer will bank fixed holiday hours. Any banked fixed holiday hours will be taken as floating holidays. These hours may be used at the employee's choosing and may be used in one-hour increments.

Professional Police officers assigned to a temporary or light-duty office assignment will observe the fixed holiday schedule approved by the City Council. If the Professional Police officer has utilized all available holiday hours, other benefit time may be utilized, or the hours shall be taken as unpaid. At the conclusion of this temporary or light-duty assignment, non-office Professional Police officers will revert back to the floating holiday policy. Under no circumstances will an employee be permitted to take more holiday hours than approved by the City Council.

5. **Professional Fire Personnel Fixed and Floating Holidays.**
Because of different shift requirements, the professional fire and EMS personnel will be eligible for four (4) floating holidays approved by the City Council except those days will be at the employee's choosing and must be taken in full day increments. During the first partial year of employment, these days will be pro-rated as follows:

**Professional Fire Personnel Floating Holiday
During First Year of Employment after 90 days**

<u>Month</u>	<u>(24 Hour Personnel)</u>
Jan. – Mar.	3
Apr. – Jun.	2
July – Sept.	1
After Oct. 1	0

6. If a regular or probationary full-time employee (non-public safety) works on a fixed holiday that is approved by the City Council, the employee will receive pay at 1.5 times his or her regular rate of pay for the time worked in addition to the straight time pay for the holiday. There is no special holiday pay for professional fire and police personnel.
7. Floating Holidays are not paid upon termination from employment.

4.13 Floating Holidays

If floating holidays have been granted by the Westfield City Council the following rules apply.

- The floating holiday needs to be planned in advance with your supervisor's approval as any normal "vacation" might be planned.
- Floating holidays are not eligible to be carried forward to the next year, and no pay will be provided for unused floating holiday at the end of a calendar year or upon termination of employment, for any reason.
- Floating holidays must be taken in no less than ½ day increments. This does not apply to Professional Police Personnel.
- Disciplinary probationary employees are eligible to schedule floating holidays.
- Training probationary employees are eligible to schedule floating holidays after the Training Probationary Period. Professional Police and Fire employees are eligible during their Training Probationary Period after 90 days of employment.
- New civilian employees hired before July 1st of each year will be eligible for ½ of the annual number of floating holidays to be used during the remainder of that calendar year. This eligibility occurs after the completion of the first 90 days of employment.
- New civilian employees hired July 1st or after of each year will not be eligible for any floating holidays during the remainder of that calendar year.

4.14 Perfect Attendance Day

Employees are awarded one (1) paid day off from work during the twelve month period following a perfect attendance calendar year. Perfect Attendance is defined as having taken no Sick Leave, Family Illness Leave or Industrial Injury Leave during the calendar year. If an employee takes Compensation Time or Flex Time in place of Sick Leave, such employee

remains eligible for perfect Attendance. This is not a paid benefit at the time of termination of employment, nor can it be carried over from year to year. A paid day is defined as the employee's normally scheduled work hours in one day (7.5, 8, 12, or 24 hour).

4.15 Employee Assistance Program

City of Westfield has a confidential voluntary Employee Assistance Program (EAP) available to employees and anyone living within their household. It is the responsibility of the employee to seek assistance from EAP when needed. Six (6) sessions per issue will be provided free of charge. Please contact Human Resources for any further information regarding this program.

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5.00 COMPENSATION AND PAYROLL

5.01 Compensation Programs

It is the desire of the City of Westfield that its salary and benefit programs will attract and retain people well qualified to achieve high standards of performance in their work. We encourage new employees to build their careers with the City. In keeping with this desire, compensation and benefit programs are reviewed annually and work performance is reviewed to encourage continued growth in your personal contributions toward the goal of providing service to the citizens of our community.

Every job with the City is reviewed and given a salary range for a starting salary. Salary ranges are reviewed annually with other similar positions within other communities throughout the State of Indiana and changes are made when appropriate. This is accomplished annually with the City Council approving a salary ordinance. Salary increases are approved by the City Council and generally are administered annually in January of each year.

In addition to the compensation and benefits programs, the City of Westfield pays longevity pay pursuant to the current year's salary ordinance. Longevity is paid on a per pay basis beginning January of each year and is calculated based on the Employment Anniversary Date, Policy 2.080. Employees become eligible for longevity pay after the first full calendar year of employment. Based upon years of service, years 1-10 is \$200 per year and years 11-25 is \$250 per year. For example, an employee hired on February 1, 2010, first becomes eligible for longevity pay on January 1, 2012. Similarly, an employee hired December 15, 2010, also first becomes eligible for longevity pay on January 1, 2012. The longevity benefit is not applicable to the Mayor, Deputy Mayor and the Clerk-Treasurer.

5.02 Pay Periods & Notice of Deposit Delivery

Pay periods will be for a period of two weeks. The Clerk-Treasurer's office issues an annual schedule of pay dates.

Any error in your pay should be reported immediately to the Clerk-Treasurer so it can be corrected. Any request for payroll adjustment must be submitted in writing to the Clerk-Treasurer. Should an employee wish to designate a family member or other person to have access to their payroll information, such designation must be in writing to the Clerk-Treasurer.

5.03 Attendance Cards / Forms / Time Keeping System

You are responsible for reporting your own time and it should be submitted to your supervisor at the end of the two-week period. The supervisor will approve and forward to the Clerk-Treasurer's office for processing.

Employees are covered by the Fair Labor Standards Act, and are responsible for submitting hours worked each pay period into the payroll system of the City's choosing. Your pay is computed from this information.

To ensure maximum accuracy this should be completed daily. Your approval in the system and the approval of your supervisor certify the accuracy of all time information.

5.04 Fair Labor Standards Act

The Fair Labor Standards Act is a federal law that, in part, establishes minimum wage and overtime pay requirements for certain categories of work. Individuals who are not exempted from these requirements are referred to as “non-exempt” employees. Employees who are exempted from (not covered by) these requirements are classified as “exempt” employees. Your status is explained at the time of your employment.

5.05 Overtime Pay / Compensatory Time

It shall be the policy of the City Council to comply with all state and federal laws and regulations regarding compensation of minimum wage and overtime for all employees covered by the provisions of the Fair Labor Standards Act effective April 1986 and as amended.

For some employees, time worked in excess of the regular shift may be compensated with compensatory time off. Compensatory time off rather than paid overtime may be granted on a case-by-case basis at the discretion of an employee’s immediate supervisor. It is recognized that the individual Department Heads must work within the specific workplace needs of their departments, and must have the ultimate decision making responsibility in offering the compensatory time option.

General Guidelines

1. Overtime and compensatory time off shall be earned at the rate of 1.5 hours for each hour worked in excess of the established work period described below.
2. Time worked required for continuation of any given assignment beyond the normal workday shall be accumulated to the nearest quarter hour of service performed.
3. All overtime and compensatory time must be pre-authorized by the applicable Department Head. Employees who work unauthorized time without approval may be subject to disciplinary action.
4. Holidays (fixed and floating), Personal Days, Vacation, industrial injury accidents, and absence for jury and witness duty are considered time worked in fulfilling the requirements for overtime or compensation time eligibility. Sick leave is not included for calculating overtime or compensation time except for 24 hour fire personnel.

Public Works Department Personnel

For those personnel regularly scheduled for 40 hours per week

Hourly employees regularly scheduled to work 40 hours per week will receive pay at the rate of time and one-half for hours worked in excess of 40 hours per week. For pay purposes the workweek begins on Sunday and ends on Saturday.

Overtime pay calculation is based upon your regular hourly rate times 1.5.

Administrative Office Personnel

For those personnel regularly scheduled for 37.5 hours per week

Hourly employees regularly scheduled to work 37.5 hours per week will receive pay at the rate of time and one-half for hours worked in excess of 40 hours per week. For pay purposes the workweek begins on Sunday and ends on Saturday. This would mean that the first 2.5 hours worked beyond the standard 37.5 hour work week would be at straight time for these employees.

Overtime pay calculation is based upon your regular hourly rate for the workweek times 1.5

Public Safety Personnel (Police and Fire)

For public safety personnel (fire and police), please discuss the rules associated with overtime with your department head.

For 24-hour fire personnel, overtime is paid during the 28-day pay period when work exceeds 212 hours.

For professional police, overtime is paid during the 14-day pay period when work exceeds 85½ hours.

5.06 Non-Exempt Employees: Compensatory Time Off

(A) Definitions

- (1) Civilian Employee shall refer to all City of Westfield employees not employed as Professional Police Employees or Professional Fire Employees.
- (2) Professional Police Employee shall refer to professional police personnel.
- (3) Professional Fire Employee shall refer to professional fire personnel.

(B) Non-Exempt Civilian Employees: Standard Workweek and Overtime

- (1) The standard workweek for full-time Non-Exempt Civilian Employees is either 37½ or 40 hours.
- (2) Any hours worked in excess of the Non-Exempt Civilian Employee's regularly scheduled hours per workweek must have the prior approval of the employee's department head or the department head's designee. Any hours worked by a Non-Exempt Civilian Employee in excess of his or her regularly scheduled hours for the workweek must fall within the department's budgetary limitations, except in the case of an emergency.
- (3) Non-Exempt Civilian Employees are required to report all hours worked on a personal time sheet that is signed by the employee's department head or the department head's designee. Failure to accurately report hours worked shall result in employee discipline.

- (4) Non-Exempt Civilian Employees shall be entitled to compensation at their regular hourly rate for each hour (of portion of an hour) worked in excess of 37½, but less than or equal to 40 hours in any workweek.
- (5) If Non-Exempt Civilian Employees are required to perform work for more than 40 hours in a workweek, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (C) for any hour (or portion of an hour) worked in excess of 40.

(C) Non-Exempt Civilian Employees: Compensatory Time Off

- (1) As used within this subsection (C), “department head” shall refer to the department head for the applicable Non-Exempt Civilian Employee or the department head’s designee.
- (2) When a Non-Exempt Civilian Employee works more than 40 hours in a workweek, the department head, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the department head must have an understanding with the Non-Exempt Civilian Employee that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Civilian Employee’s performance of the overtime work.
- (3) Where compensatory time off is substituted for overtime pay, the Non-Exempt Civilian Employee shall be entitled to compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 40 in a workweek.
- (4) Where a Non-Exempt Civilian Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Civilian Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Civilian Employee’s compensatory time off balance is reduced below 40 hours.
- (5) Where a Non-Exempt Civilian Employee has accrued a balance of 40 hours of compensatory time off, the employee will be paid overtime for any hours worked in excess of 40 in a workweek until such accrued balance is reduced below 40 hours.
- (6) Non-Exempt Civilian Employees must submit requests to use earned compensatory time off to their department head. Department heads shall allow Non-Exempt Civilian Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the department head’s discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.

- (7) Under no circumstances may a Non-Exempt Civilian Employee take compensatory time off until the employee has earned compensatory time off.
- (8) Employees cannot demand the payout of accrued but unused comp time during employment. In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

(D) **Non-Exempt Professional Police Employees: Standard Work Period and Overtime**

- (1) The standard work period for full-time Non-Exempt Professional Police Employees is 14 days.
- (2) Any hours worked in excess of 85½ hours per work period must have the prior approval of the Police Chief, or the Police Chief's designee. Any hours worked by a Non-Exempt Professional Police Employee in excess of 85½ must fall within the department's budgetary limitations, except in the case of an emergency.
- (3) Non-Exempt Professional Police Employees are required to report all hours worked on a personal time sheet that is signed by the Police Chief or the Police Chief's designee. Failure to accurately report employee hours worked shall result in employee discipline.
- (4) If Non-Exempt Professional Police Employees are required to perform work for more than 85½ hours in a work period, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (E) for any hour (or portion of an hour) worked in excess of 85½.

(E) **Non-Exempt Professional Police Employees: Compensatory Time Off**

- (1) As used within this subsection (E), "Police Chief" shall refer to the Police Chief for the City or the Police Chief's designee.
- (2) When a Non-Exempt Professional Police Employee works more than 85½ hours in a given work period, the Police Chief, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the Police Chief must have an understanding with the Non-Exempt Professional Police Employees, or their representative, that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Professional Police Employee's performance of the overtime work.
- (3) Where compensatory time off is substituted for overtime pay, the Non-Exempt Professional Police Employee shall be entitled to compensatory time

- (4) off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 85½ in a work period.
- (5) When a Non-Exempt Professional Police Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Professional Police Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Professional Police Employee's compensatory time off balance is reduced below 40 hours.
- (6) When a Non-Exempt Professional Police Employee has accrued a balance of 40 hours of compensatory time off, the employee will be paid overtime for any hours worked in excess of 85½ in a work period until such accrued balance is reduced below 40 hours.
- (7) Non-Exempt Professional Police Employees must submit requests to use earned compensatory time off to the Police Chief or his/her designee. The Police Chief or designee shall allow Non-Exempt Professional Police Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the Police Chief's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.
- (8) Under no circumstances may a Non-Exempt Professional Police Employee take compensatory time off until the employee has earned compensatory time off.
- (9) Employees cannot demand the payout of accrued but unused comp time during employment. In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

(F) **Non-Exempt Professional Fire Employees: Standard Work Period and Overtime**

- (1) The standard work period for full-time Non-Exempt Professional Fire Employees is 28 days.
 - Any hours worked in excess of 212 hours per work period must have the prior approval of the Fire Chief, or the Fire Chief's designee. Any hours worked by a Non-Exempt Professional Fire Employee in excess of 212 must fall within the department's budgetary limitations, except in the case of an emergency.
 - Non-Exempt Professional Fire Employees are required to report all hours worked on a personal time sheet that is signed by the Fire Chief or the Fire Chief's designee. Failure to accurately report employee hours worked shall result in employee discipline.

- If Non-Exempt Professional Fire Employees are required to perform work for more than 212 hours in a work period, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (G) for any hour (or portion of an hour) worked in excess of 212.

(G) **Non-Exempt Professional Fire Employees: Compensatory Time Off**

- (1) As used within this subsection (G), “Fire Chief” shall refer to the Fire Chief for the City or the Fire Chief’s designee.
- (2) When a Non-Exempt Professional Fire Employee works more than 212 hours in a given work period, the Fire Chief, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the Fire Chief must have an understanding with the Non-Exempt Professional Fire Employees, or their representative, that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Professional Fire Employee’s performance of the overtime work.
- (3) When compensatory time off is substituted for overtime pay, the Non-Exempt Professional Fire Employee shall be entitled to earn compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 212 in a work period.
- (4) When a Non-Exempt Professional Fire Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Professional Fire Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Professional Fire Employee’s compensatory time off balance is reduced below 40 hours.
- (5) When a Non-Exempt Professional Fire Employee has accrued a balance of 40 hours of compensatory time off, the employee must be paid overtime for any hours worked in excess of 212 in a work period.
- (6) Non-Exempt Professional Fire Employees must submit requests to use earned compensatory time off to the Fire Chief. The Fire Chief shall allow Non-Exempt Fire Department Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the Fire Chief’s discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.
- (7) Under no circumstances may a Non-Exempt Professional Fire Employee take compensatory time off until the employee has earned compensatory time off.
- (8) Employees cannot demand the payout of accrued but unused comp time during employment. In the City’s discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar

- (9) year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

5.07 Exempt Employees: Flex Time Off

(A) Exempt Employees: Standard Workweek

- (1) Exempt Employees are required to work the numbers of hours necessary to complete their assigned tasks in any given workweek.
- (2) Exempt Employees are not entitled to overtime pay.
- (3) Exempt Employees, however, shall be entitled to earn “Flex Time Off” as set forth in subsection (B).

(B) Exempt Employees: Flex Time Off

- (1) As used within this subsection (B), “department head” shall refer to the applicable department head for the department in which the Exempt Employee is employed. In the case of the Chief Administrative Officer and/or Deputy Mayor, “department head” shall mean the President of the City Council and/or Mayor.
- (2) When an Exempt Employee works more than 40 hours in a given workweek, the department head, at his or her discretion, may grant the Exempt Employee flex time off.
- (3) When flex time off is granted, the Exempt Employee shall earn flex time off at the rate of 1 hour of flex time off for each hour worked in excess of 40 in a workweek. An Exempt Employee must account for 8 hours per day and working more or less should be accounted for by earning or taking flex time or other benefit days.
- (4) When an Exempt Employee earns flex time off, the employee shall be allowed to accrue a flex time off balance up to 40 hours. Once an Exempt Employee has accrued a balance of 40 hours of flex time off, the employee shall not accrue any additional flex time off until the Exempt Employee’s flex time off balance is reduced below 40 hours.
- (5) Exempt Employees must submit requests to use accrued flex time off to their department heads. The department heads shall allow Exempt Employees to use accrued flex time off within a reasonable period of time after the employee has made such a request, subject to the department head’s discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.
- (6) Under no circumstances shall an Exempt Employee be permitted to take flex time off until the employee has earned flex time off. .

- (7) Accrued flex time off hours will be carried forward from calendar year to calendar year.
- (8) No payments shall be made for accrued flex time off, and no payment shall be made in lieu of taking accrued flex time off. Under no circumstances will accrued but unused flex time off be paid out upon separation from employment.

5.08 Emergency Call-In Pay

Regular employees who are paid on an hourly basis (non-exempt) may qualify for emergency call-in pay under certain circumstances. If you are notified away from work that “emergency” call-in work is necessary, you will receive overtime pay for whatever amount of work time is involved with a minimum of three hours at the overtime rate, even though the job may be completed in less time. For such an emergency call-in, time spent in travel to and/or from work will be considered time worked.

For the Police and Fire Department, off-duty manpower called in for emergencies will also be paid overtime for whatever amount of work-time is involved, including travel time, with a minimum of 3 hours paid at the overtime rate, even though such work may be completed in less time.

Non-exempt professional police employees required to attend a work-related court hearing outside of their scheduled weekly work hours will be paid overtime for whatever amount of work time is involved, with a minimum of three hours paid at the overtime rate, even though such work may be completed in less time.

For the Public Works and Informatics Departments, this policy is superseded by the On-Call Policy implemented within the department.

5.09 Worker’s Compensation Insurance

If an employee is injured on the job as a result of an accident or if an employee develops an occupational disease, the City provides, through worker’s compensation insurance, payment of weekly income in accordance with worker’s compensation and occupational disease laws. Outside employment is prohibited while on worker’s compensation leave.

The employee has the responsibility of reporting any accident or injury, which occurs while working, to their immediate supervisor. Failure to report an injury while on duty, that day, or at the end of that shift may result in a denial of benefits and/or disciplinary action.

Management will work with the City’s Human Resources Manager to complete the required documents to comply with the law and meet submission deadlines.

It is critical that worker’s compensation reports be completed on time.

5.10 Payroll Deductions

Several deductions are made from your pay including federal income tax, state income tax, social security tax, Medicare tax, and county income tax. An employee, by written request to the Human Resources Manager, may have a portion of their wages or salary withheld for additional approved purposes, such as:

Purchase of group health, dental and vision for family members
Purchase of supplemental insurance coverage
One America deferred tax investment program
Fire Personnel PERF retirement plan
Union Dues

Social Security Tax - Medicare Tax

You pay for one-half of your social security and Medicare tax commonly known as FICA. The City of Westfield pays the other half for you. The social security tax and Medicare tax you pay is withheld from your paycheck. This tax is a percentage of salary (up to a certain annual maximum earnings figure; and the percentage applied to your salary is also subject to change). There are four kinds of government benefits covered by this tax; disability benefits, retirement benefits, Medicare, and survivor benefits.

5.11 Garnishments

We expect that each employee will be responsible for his or her own financial obligations; however, there are times the City will be required by law to withhold funds from your paycheck because of a court order. By law we reserve the right to charge the maximum administrative fee to the employee for each transaction.

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6.00 UNEMPLOYMENT COMPENSATION

6.01 Eligibility and Description

Eligible City employees are covered by the unemployment compensation program administered by the Indiana Department of Workforce Development (IDWD). Generally this compensation is available to those who are terminated from City employment through no fault of their own (layoffs or manpower cut-backs) and are actively seeking employment elsewhere. Eligibility is determined by the IDWD on a case-by-case basis. An application must be made by the worker before benefits can be considered by the IDWD.

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7.00 LEAVES OF ABSENCE

7.01 Medical Leave (Sick Leave)

Sick leave (provided after completion of 90 days of employment) is defined as absence from work with pay by any full-time regular employee as a result of any physical injury or illness, psychological condition or disability that incapacitates the **employee** to a degree that performance of the employee's job assignment is impaired. Outside employment is prohibited for any medical leave of absence. Sick leave may also be used for absences related to professional medical diagnosis and treatment but does not include routine appointments. However, sick leave shall not be considered a benefit of employment with the City and upon separation from employment for any reason, voluntary or involuntary; the City shall not pay such employee for any unused and/or accumulated sick leave. Pay for sick time will be based upon your normally scheduled workday (7 ½, 8, 12, or 24 hours) and can be taken in half-hour increments.

Employees (other than firefighters) will be permitted to substitute available paid time (e.g. vacation, compensatory time, personal time, or floating holidays) for sick days.

Employees on Full-Time Probationary Training Employment Status

Paid absence because of injury or illness (not related to work) during the first 90 days of all probationary training employment periods is not covered and time off from work would be **without** pay.

Sick Pay During Probation

Department	Probation Months	Eligibility for Sick Hours During First 90 Days of Employment	After 90 Days of Employment
Fire Admin.	6	0	8 Hours for each remaining full month left in the year
Police Admin. Police	6	0	
Utility/Admin.	12	0	
	6	0	
24-Hour Fire	12	0	8 Hours for each remaining full month left in the year

Regular Full-Time Employees

If a regular full-time employee is absent because of illness or injury, he or she will, with Department Head approval, receive full pay as follows.

Beginning each January 1, all regular full-time employees will be eligible to receive ninety-six (96) paid Sick Hours (or pro-rated hours based on hours worked if any employee works 30 to 37 hours) to be used during the calendar year.

7.00 LEAVES OF ABSENCE

Carry Over Sick Hours

Unused Sick Hours for 7-1/2, 8 and 12-hour shift personnel as of December 31 of each year may be accumulated to a maximum of 320 hours and carried forward to be used in the next calendar

year. 8 and 7-1/2-hour shift personnel accumulate no more than 320 Sick Hours in one year including the New Year's sick pay eligibility.

Unused Sick Hours for 24-hour shift fire personnel as of December 31 of each year may be accumulated to a maximum of 480 hours and carried forward to be used in the next calendar year. 24-hour shift fire personnel accumulate no more than 480 Sick Hours in one year including the New Year's sick pay eligibility.

Other Sick Leave Administrative Issues

Unless another time period is permitted by law, if illness or injury prevents an employee from reporting for work, he/she must contact his/her immediate supervisor of their absence prior to time he/she is to begin the workday.

When on sick leave, employees must be at home, at a medical facility, or be able to explain their whereabouts when requested. Failure to provide formal documentation as to one of the three requirements will result in severe disciplinary action that may include termination. No employee on sick leave will be permitted to perform any off-duty employment.

A minor illness or injury to an employee may cause a temporary sick leave of up to three (3) days to be granted by the supervisor. No certified medical form is required, but the City of Westfield reserves the right to obtain such a document at any time. Employees off due to illness four (4) days or longer will require medical documentation supporting the need for the absence. 24 Hour Firefighter employees off due to illness for two (2) consecutive assigned workdays will require medical documentation to support the need for the absences. In addition, the City of Westfield may request further medical review of the employee by a City-designated physician *at the City's expense*. All illnesses or injuries requiring medical documentation will require a fitness evaluation and medical documentation release for duty prior to coming back to work. In order to be paid for sick leave, an employee must be sick as defined above (any physical injury or illness, psychological condition or disability that incapacitates the employee to a degree that performance of the employee's job assignment is impaired). Therefore, in some circumstances a physician's opinion may be required in order to draw a sick leave benefit.

Absenteeism and Abuse of sick leave

The following shall be grounds for discipline up to and including termination:

- a. Use of sick leave for reasons other than illness or injury, except as expressly permitted in this manual.
- b. Pattern of sick leave abuse. This includes recurring use of sick hours on Fridays or Monday, before or after holidays, or before or after scheduled time off such as vacations, birthdays, personal days, or compensatory days off. This also includes repeated use of sick leave hours at times which the employee reasonably should know to be important to the department because of workload, deadlines, or other causes rendering absences particularly troublesome to the

department. Any combination of the above may constitute a pattern of abuse of sick leave and will be dealt with severely through normal disciplinary measures provided for in this manual.

Sick Hour Bank

In an effort to create an opportunity for a benefit to those employees who may have a major medical issue, the City of Westfield has created a Sick Hour Bank. The Sick Hour Bank shall be administered as follows:

Eligibility:

To be eligible to enroll in the Sick Hour Bank the employee first must have available the maximum allowable number of hours that may be accumulated pursuant to Section 7.010 "Carry over Sick Hours" of this policy and procedure manual.

Enrollment:

1. Employees may elect to participate in the Sick Hour Bank by completing an Enrollment Form and contributing the required number of accumulated Sick Hours to the Sick Hour Bank during the City's Sick Hour Bank open enrollment period.
2. The open Enrollment Period shall begin on December 1st and close on December 31st.
3. To enroll in the Sick Hour Bank the employee must donate ninety-six (96) of his or her accumulated Sick Hours to the bank.
4. Any employee who fails to complete the Enrollment Form by December 31st and/or contribute the required number of accumulated sick hours during the open enrollment period shall be ineligible to submit claims against the Sick Hour Bank during the following calendar year.

Continued Participation in the Sick Bank:

1. To remain actively enrolled in the Sick Hour Bank, the employee must donate forty-eight (48) Sick Hours during the enrollment period each subsequent year to remain qualified to submit claims against the Sick Hour Bank the following calendar year.
2. Any employee who fails contribute the required number of accumulated Sick Hours during the Open Enrollment period shall be ineligible to submit claims against the Sick Hour Bank during the following calendar year.

Administration:

1. An employee must be a member of the Sick Hour Bank for at least sixty (60) days prior to applying for benefits from the Sick Hour Bank.
2. The maximum benefit that any individual employee may claim against the Sick Hour Bank in a given calendar year is *the lesser of* one thousand four hundred and forty (1,440) hours or the balance of Sick Hours contributed by all City employees that remain in the Sick Hour Bank.
3. Any employee petitioning to utilize the Sick Hour Bank must have utilized all of his or her paid time off benefits (Sick Hours, Personal Hours, Vacation Days, etc.) before being able to utilize the Sick Hour Bank.

4. Any employee who desires to make a claim against the Sick Hour Bank must submit his or her request on the City's Sick Hour Bank Request Form accompanied by appropriate documentation from the employee's medical provider explaining the employee's need for and the expected length of the employee's leave.
5. Claims against the Sick Hour Bank may only be made for the employee's own major medical issue. The Sick Hour Bank does not cover extended leave to care for a family member with a major medical issue.
6. An employee may not make a claim against the Sick Hour Bank during any time period during which he or she is receiving Worker's Compensation wage replacement benefits.
7. All claims against the Sick Hour Bank must be approved by the Chief Administrative Officer and/or City Council.
8. Any employee who makes an approved claim against the Sick Hour Bank in a given calendar year will be relieved of the forty-eight (48) sick hour donation requirement for that year.
9. Any Sick Hours donated to the Sick Bank are non-redeemable except for a qualified claim. Hours contributed to the Sick Hour Bank will not be paid out upon termination.

7.02 National Guard, Reserve Duty and Task Force Leave

The City of Westfield recognizes the importance of military service to our country and our state. The City will fully comply with all provisions set forth in federal and state law governing military leave. Pursuant to these laws, regular full-time and part-time employees are eligible for unpaid military leave. Such leave and the re-employment rights of an employee upon return from such leave shall be determined in accordance with applicable federal and state law and regulations.

Your supervisor may request a copy of any orders to substantiate a requested leave. Such leave shall not be charged against the employee's sick or vacation allowance. (IC 10-2-4-3)

In addition to the unpaid leave provided above, any employee of the City who serves in any reserve or active branch of the military or National Guard shall be granted 120 hours of paid military leave in any calendar year. For these 120 hours, the City will compensate the employee for the difference between his or her salary and/or hourly wages paid by the City and the salary paid by the military, if any. This means that if military pay is less than civilian pay, the City will make up the difference for 120 hours of the employee's military leave. If your military pay is in excess of your civilian pay, no payment from the City will be made. In no case will any employee receive full pay from both the military and the City for the same work period. Furthermore, the City will continue to pay both sides of the '77 or Civilian PERF for the employee and will continue to give credit for longevity. The City will cover the expense for medical, dental, vision for the employee's dependents if the dependents were enrolled at the time of deployment. No contributions will be made to any 457 or 401a supplemental retirement plans during deployment.

Pay beyond 120 hours of active duty each calendar year will not be compensated by the City. Unused leave will not carry over into the following year. Nothing contained in this Section 7.020 shall be implemented in violation of the Fair Labor Standards Act or other applicable law. Where a conflict exists, applicable law shall apply instead of this policy.

During a Task Force Leave, Non-Exempt and Exempt employees will receive pay for each hour worked and from portal to portal. Hours worked greater than forty (40) hours in the applicable payroll week, provided that the employee was required to work the additional hours during and as a result of a declared Task Force Leave will be paid at the employee's overtime rate.

7.03 Family Military Leave

In compliance with the Indiana Military Family Leave Act (Indiana Code 22-2-13), the City will allow employees 10 days of unpaid leave when a family member is called to active duty in the United States Armed Forces, the Indiana Army National Guard, or the Indiana Air National Guard. The family member must be scheduled for at least 89 days of active military duty in order for the employee to qualify for family military leave. With the City's prior approval, an employee may use his/her earned, unused paid time off, including vacation or personal time, floating holidays, comp time, and flex time, for all or a portion of his/her family military leave. If you believe that you may qualify for family military leave or have questions about taking a family military leave, please contact the Human Resources Manager.

7.04 Bereavement Leave

A paid bereavement leave is authorized per death in the family as specifically described below:

This benefit applies to the death of an employee's spouse, child, step-child, mother, father, step-father, step-mother, step-brother, step-sister, step-grandchild (only when any step-relationship is within current marriage), mother-in-law, father-in-law, grandparents (employee's and spouse's), grandchildren, brother, sister, sister-in-law, brother-in-law, half-brother, half-sister, son-in-law, daughter-in-law, aunt, uncle, or spouse of any of these listed and a person living in the same household with the employee.

Those employees assigned to 7.5 or 8-hour shifts may be granted three (3) days of Bereavement Leave. Those assigned to 12-hour shifts may be granted two (2) days of Bereavement Leave. Those assigned to 24-hour shifts may be granted one (1) day of Bereavement Leave (i.e., one 24-hour period). This benefit is for full-time employees only.

In special circumstances, usually because of travel distances, an extension of absence with pay may be granted on a case-by-case basis and approved by the Department Head **and** Chief Administrative Officer.

Any other absence in connection with funerals of other relatives or friends may be excused **without pay** if personal hours are not available. This decision to allow this absence is at the discretion of the Department Heads.

For purposes of this provision a day equals the number of hours the employee would regularly have been scheduled to work on the day taken off.

7.05 Illness in the Family Leave

If serious illness, as defined by the FMLA Act of 1993 (see Section 7.09) occurs in your immediate family (mother, father, wife, husband, child, within current marriage stepchild) and your presence is required, pay may be received for a brief absence if approved by your Department Head. A maximum of 3 days for 8 and 7 1/2-hour shift personnel; 2 days for 12-hour shift personnel; and 1 day for 24-hour shift personnel may be granted for each occurrence. No employee shall be able to utilize more than two occurrences within a calendar year. The amount of paid time off depends greatly upon individual circumstances and should be reviewed with and approved by your Department Head upon receipt of a doctor's notification of the situation. This benefit is available for full-time employees only. Outside employment is prohibited during this leave.

7.06 Civic Leave (Jury Duty, Witness Duty)

Any employee who is summoned to serve on a petit or grand jury or to appear as a witness for the Federal, State or City Government shall immediately inform his or her Department Head or immediate supervisor. This employee shall be excused from work for the days on which he/she serves.

An employee's pay during this service period may be reduced by the amount received from the Court. The employee will present proof of service (subpoena) and of the amount of payment received thereof from the clerk of the court or coroner. Payment by the court to the employee for traveling expenses may be retained by the employee.

If an employee is released from jury duty by the court any time prior to noon, he/she shall report to work as soon as possible but at least within (2) hours of being released by the court.

Part-time employees will not receive compensation for their time away from work for civic leave but will be given excused time off.

7.07 Other Leaves

Full-time employees may also receive leaves of absence for other purposes subject to the approval of the Chief Administrative Officer and City Council. These leaves may be paid or unpaid and will be considered on a case-by-case basis.

7.08 Maternity Leave

An employee who is unable to work because of pregnancy, child delivery, or other pregnancy-related causes, shall be treated for purposes of medical leave, vacation leave, leaves of absence, and other benefits, as any other employee with a medical condition. No maternity leave shall be for a period longer than 90 calendar days including the use of earned sick leave and vacation time available.

The City of Westfield will make every reasonable effort to provide employees who are nursing mothers a private place to express breast milk, as well as an appropriate place to store the expressed milk and shall:

1. Provide reasonable paid break time to an employee who needs to express breast milk for her infant child. The break time must, if possible, run concurrently with any break time already provided to the employee.
2. Make reasonable efforts to provide a private space, other than a toilet stall, in close proximity to the work area, for nursing mothers to express milk; and;
3. Make reasonable efforts to provide a refrigerator or other cold storage space for expressed breast milk or allow the employee to provide her own portable cold storage device for keeping milk that has been expressed until the end of the employee's work day.

It is the responsibility of the employee to request from Human Resources or her direct supervision a workplace accommodation.

7.09 Family and Medical Leave Act of 1993

The City of Westfield complies with all applicable federal and state laws, including the Family and Medical Leave Act (FMLA) of 1993, as amended. Under the FMLA, eligible employees are entitled to certain rights and have certain obligations, with respect to unpaid leave for certain family and medical reasons.

An eligible employee under FMLA is an employee who has been employed by the City of Westfield for at least 12 months and who has worked at least 1,250 hours within the last 12 months. All public sector employees who meet the above requirements are deemed an eligible employee.

An eligible employee may take FMLA leave for up to 12 weeks per leave year, calculated on a rolling 12 month period measured backward from the date any leave is used, for any of the following four reasons:

- 1) To care for a newborn child or a child newly placed in the employee's custody through adoption or foster care, for a period of up to one year after such birth or placement. Also includes "in Loco Parentis", an individual who has day-to-day responsibility to care for and financially support a child who is under eighteen (18) years of age or who is older than eighteen (18) years of age and incapable of self-care because of a physical or mental disability;
- 2) To care for the employee's spouse, child, or parent who has a serious health condition;
- 3) Because of the employee's own serious health condition, if that condition renders the employee unable to perform his or her job functions; or
- 4) Due to any non-medical 'qualifying exigency' arising out of the active duty status (or notice of an impending call or order to activity duty) of your spouse, son, daughter or parent in the Armed Forces in support of a contingency operation ("qualifying exigency military leave").

If you are the spouse, son, daughter, parent, or next of kin of a "covered service member", then you may be entitled to take up to 26 workweeks of service member family leave in a 12-month period to care for the service member. This 26-workweek leave entitlement shall be reduced by any leave taken during the 12-month period for one of the reasons enumerated above. For example, if you took 8 weeks of leave due to your own serious health condition, you would be entitled to up to 18 weeks of service member family leave.

The term "covered service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The term also includes veterans who are undergoing medical treatment, recuperation, or therapy for a serious injury or illness that occurred during the five years preceding the date of treatment.

The term "serious injury or illness" means "an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating."

Spouses employed by the City are jointly entitled to a combined total of up to 26 workweeks of service member family leave.

A serious health condition is defined as any injury, illness, impairment, or physical or mental condition that requires either in-patient care in a medical facility (i.e. overnight hospitalization) or continuing treatment by a health-care provider. Continuing treatment is defined as:

- (a) a period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition with the requisite instances of subsequent treatment;
- (b) any period of incapacity due to pregnancy or for prenatal care;
- (c) any period of incapacity due to a chronic serious health condition;
- (d) any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
- (e) any period of absence to receive multiple treatments for certain conditions (e.g. chemotherapy, dialysis); or
- (f) other qualifying absences attributable to incapacity. Common colds, flu, earaches, etc. are not considered serious health conditions.

Routine physical, eye or dental examinations are not considered within the scope of continuing treatment and voluntary cosmetic treatments are not generally considered serious health conditions unless inpatient care is required.

An eligible employee generally must give the Department Head at least 30 days notice of his or her intent to take leave under FMLA. If the employee is unable to give such notice, then the employee must notify the Department Head as quickly as possible. The Department Head will forward the notification immediately to Human Resources for processing and filing. If a notification cannot be obtained from the employee, the Department Head must give notice to Human Resources that an employee is off and Human Resources will determine if the leave applies. When requesting qualifying exigency medical leave or service member family leave, you must provide the City with as much notice as is reasonable and practicable.

In cases of leave to be taken to care for a seriously ill family member or due to an employee's own serious health condition, the employee must provide the Department Head with certification signed by the health care provider including the following information:

- 1) The date on which the serious health condition commenced;
- 2) The probable duration of the condition;
- 3) Medical facts supporting the need for leave;
- 4) If the employee is the patient, information sufficient to establish that the employee cannot perform the essential functions of the job as well as the nature of any other work restrictions, and the likely duration of such inability;

- 5) If applicable, a statement that the employee is needed to care for his or her spouse, child, or parent and an estimated duration of such need; and
- 6) If applicable, a statement regarding the medical necessity of intermittent or reduced hours schedule leave.

A certification form will be provided to the employee by the City. An eligible employee on FMLA leave must submit to the Department Head and to the Chief Administrative Officer's office a medical release indicating that the employee is able to return to work and perform the duties identified in the employee's job description. Without such a release the City of Westfield cannot restore the employee to an active status.

The City of Westfield requires that the employees take any available paid leave (e.g. vacation, sick, personal) for which they are eligible while on FMLA leave. Employees shall only be eligible to use their accumulated sick leave while on FMLA leave if the FMLA leave is taken for the employee's own serious health condition. Otherwise, leave is without pay.

The FMLA provides up to either 12 or 26 weeks of job protected leave. Upon return, the employee will be restored to the position he or she held prior to taking FMLA leave or to an equivalent position with respect to pay, position and responsibility.

During FMLA leave the City of Westfield is required to maintain the group health benefits for the employee while on leave. Any employee cost for such insurance is still the responsibility of the employee while on leave. The employee is expected to make arrangements with the Department Head and with the Clerk-Treasurer's office for payment of the employee's obligation. Outside employment is prohibited for any medical leave of absence regardless of whether it is for employee's own medical condition, to care for a family member or while on any FMLA leave.

7.10 Vacation Leave (Unpaid)

All regular full-time employees may request an additional ten (10) days of vacation each calendar year **without pay** (12-hour personnel may request 7 days and 24 hour employees may request 6 days) after eligible leave is used. Eligible leave is defined as earned vacation both carried over from the prior year plus the current year's vacation plus floating holiday and personal time. It is not a requirement to take this unpaid vacation leave in weekly increments.

The Department Heads of each department **have the sole authority** to grant this additional vacation **without pay** based upon work schedules and requirements in their areas. These days are **not** eligible to be carried forward to the next year if not used and are **not guaranteed** to be granted when requested.

Additional leave time may be granted to the extent required by the Americans with Disabilities Act and/or other applicable law.

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8.00 RETIREMENT

8.01 Summary

All regular full-time employees, including the Clerk-Treasurer and the Mayor of the City of Westfield, are allowed to participate in a retirement program, funded at least in part by contributions from the City. Eligibility begins on the first day of employment with the City. Part-time employees are only allowed to participate in the 457 Retirement Plan described in 8.015 below and the City will not make any contributions to that plan. Elected officials may have different retirement options with PERF and should contact PERF prior to their retirement.

8.02 Public Employees Retirement Fund (PERF)

Most full-time employees (other than certain firefighters and police officers described in Section 8.020.2), the Clerk-Treasurer, and the Mayor of the City of Westfield are required to join the Public Employees Retirement Fund (PERF) maintained by the State of Indiana. This plan is designed as an employer **and** employee contributory plan. The City of Westfield currently contributes the employee **and** employer portion to this retirement plan for all eligible employees. Eligible employees are enrolled as of the first day of their employment with the City. Civilian PERF is based on gross wages and calculated at 14.2% total.

Paramedics are considered civilian employees when it pertains to PERF. The City contributes 14.2% of the paramedic's base pay into the Civilian PERF account and an additional 13% of their base pay into the 457 account. Paramedics do not have to contribute to the 457.

PERF pays benefits to employees upon retirement or in certain cases, their serious illness or injury, or to their survivor upon the employee's death.

In many municipalities, the employee shares in this retirement cost; however, the City of Westfield has included the employee portion of this cost as an additional benefit to the eligible employees employed by the City. Therefore, there is **no payroll deduction** for this state retirement program. Employee contributions (made for the eligible employee by the City) are eligible to be refunded to the employee by PERF upon termination of employment if the employee so chooses and applies to PERF for a refund of these funds.

Full particulars regarding PERF are contained in a PERF Member Handbook available online at www.in.gov/inprs/perfmbforms.htm. Additional questions should be directed to the Clerk Treasurer's office.

8.03 Deferred Compensation (Supplemental Retirement Option)

457 Retirement Plan

The program is entirely voluntary and public employees (full and part-time) may contribute a portion of their salary **before federal taxes**, if they desire, to a retirement account. The purpose of this tax-deferred program is to help you build your own additional financial security through payroll deductions being contributed to an investment program.

8.00 RETIREMENT

The City's Human Resources Manager can explain the plan requirements. Changes in payroll deductions should be directed to the Clerk Treasurer's office. Contact our representative from One America to make an appointment with you to explain this program in more detail.

8.04 City of Westfield Matching Investment Plan (a 401(a) Plan)

This matching program is intended to supplement retirement investment initiatives by all full-time employees. Part-time employees are not eligible for this matching program. The purpose of this matching program is to strongly encourage personal financial saving to secure employees' future retirement. There is no City contribution to the 401(a) if the City makes a contribution to the 457 for certain employees.

The City matches \$0.667 in a 401(a) account for each \$1.00 invested in the 457 Retirement Plan up to 6% of the employee's annual **base** salary. The City's up to 4% matching portion is invested in a 401(a) account and is subject to the vesting schedule below based on your years of service with the City. The City's Human Resources Manager is available to explain other eligibility requirements. Changes in payroll deductions should be directed to the Clerk Treasurer's office.

401(a) Account Vesting Schedule:

Year 1 Vesting	0%
Year 2 Vesting	0%
Year 3 Vesting	20%
Year 4 Vesting	40%
Year 5 Vesting	60%
Year 6 Vesting	80%
Year 7 Vesting	100%

See **example** below of how this program works. This example uses an employee with an annual **base** salary of \$25,000 and a 457 Retirement Plan Contribution of 6%.

	<u>457 Retirement Plan</u> <u>6% of Annual Base Salary</u>	<u>401(a) Retirement Plan</u> <u>City Match</u> <u>(\$.667 for each \$1.00</u> <u>invested in your 457</u> <u>Retirement Plan)</u>
Annual Base Salary		
\$25,000	\$1,500	\$1,000

If you invest \$1,500 into the 457 Retirement Plan, the City will match that contribution at the rate of \$.667 for each \$1.00 or \$1,000. If you contribute less than 6% into the 457 Retirement Plan, the City will match \$.667 for each \$1.00 you contribute. For example, if your contribution is \$800 then the City will contribute \$533 into your account under the 401(a) Retirement Plan.

8.05 City Contribution to 457 Plan for Certain Police Officers

This policy applies to all police officers who elected to remain in the Civilian PERF Fund as described in Section 8.02 when they were allowed a choice on January 1, 2008. To supplement retirement for this category of police officers who are not participating in the 1977 Police and Firefighters Fund, the City contributes 13% of the police officer's base pay into the 457 plan described above and 14.2% of the police officer's **gross** pay into the civilian PERF, subject to maximums imposed by federal law. Therefore, there is no payroll deduction for those officers participating in this retirement program. This contribution is made in July and January of each year. Furthermore, there is no matching of funds into the 401(a) if the City contributes funds in the 457 plan. For additional information with respect to this program, contact the Clerk Treasurer's office.

8.06 1977 Police and Firefighters Fund

The 1977 Police and Firefighters Fund ('77 Fund) maintained by the State of Indiana is available to all professional firefighters of the City's Fire Department and to all professional police officers hired on or after January 1, 2008 who are 36 years of age or less on their dates of employment. The '77 Fund was also made available to those professional police officers who enrolled in the Fund effective as of January 1, 2008. Eligible employees are enrolled as of the first day of their employment with the City.

The '77 Fund is designed as an employer **and** employee contributory plan. Each of the eligible participants has a payroll deduction of 6% of a 1st Class Patrolman or Sr. Firefighter's base salary plus 20 years of longevity pay placed into the '77 Fund. The City of Westfield contributes an additional 17.5% of the 1st Class Patrolman or Sr. Firefighter's base salary plus 20 years of longevity pay into the '77 Fund.

The '77 Fund pays benefits to police officers and firefighters upon retirement or in certain cases, their serious illness or injury, or to their survivor upon the police officer's or firefighter's death.

In order to receive retirement benefits, members of the '77 Fund must have completed at least 20 years of creditable service and attained age 52 for an unreduced benefit or age 50 for a reduced early retirement benefit. If a member of the '77 Fund ends employment for any reason other than your death or disability before completing 20 years of creditable service, the member's employee contributions are eligible to be refunded to the member.

Additional information regarding the '77 Fund is available contained in the Police and Firefighters Member Handbook provided on-line at www.in.gov/inprs/policeandfirefighters.htm. Additional questions should be directed to the Clerk Treasurer's office.

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9.00 PERSONAL HEALTH AND WELFARE

9.01 On-The-Job Injury

Non-public safety employees who suffer an on-the-job injury will receive their normal rate of pay for up to five (5) days of their normally scheduled work period provided a physician certifies that the employee is unable to work. Public safety employees who suffer an on-the-job injury, and who are certified by a physician as being unable to work, will receive their normal rate of pay for up to three months (unless otherwise extended at the discretion of the City) until they begin receiving their disability payments from PERF. However, no employee may receive both their normal rate of pay and workers compensation or PERF disability benefits for the same time period. Therefore, if the employee is paid his/her normal rate of pay and subsequently receives workers comp or PERF benefits for the same time period, he/she must reimburse the City the amount the City paid. If Worker's Compensation pays the employee for these first days off, the employee will reimburse the City. This period shall not be charged against the employee's medical leave account. Employees who are injured or become ill on the job should report the injury or illness immediately to their supervisors.

1. The employee should, at the earliest convenient time, file a report of the incident with the supervisor. The report must include all relevant information about the incident.
2. The supervisor is responsible for ensuring the employee receives proper care as well as for ensuring completion of the incident report.
3. Worker's Compensation Insurance Forms must be completed by the involved employee or, if necessary, by the supervisor within twenty-four (24) hours of the injury. A person assigned by the supervisor will help the employee in the completion of the appropriate medical insurance and/or Worker's Compensation Forms. All of these forms should be routed to the City's Human Resources Manager for processing.

9.02 On-The-Job Safety

The City of Westfield's employees over the years have given the City an enviable safety record. By following safety rules and instructions that have been developed based on working experience, you will help to continue to make our City a safe place to work. Your supervisor will give you any specific safety instructions based upon your specific work assignments. A serious violation of the safety rules or instructions given to you by your supervisor may result in disciplinary action, including dismissal.

The responsibility for this important part of your working life - your own safety and the safety of others - is shared by your supervisor and by you. In the last analysis, it is individual action that results in a safe or an unsafe environment.

All employees must report to their supervisor any working conditions that they believe to be potentially unsafe or harmful. Failure of the supervisor to address the situation or to convey the matter to the Chief Administrative Officer could result in disciplinary action, including dismissal, of the supervisor.

10.00 OPEN DOOR POLICY

9.03 Tobacco Usage

All City owned or operated facilities, including but not limited to, buildings and surrounding grounds, vehicles owned, leased or operated by the City of Westfield, parks, trails, parking lots as well as any City sponsored event wherever located within the City limits, shall be subject to the provision of Ordinance No. 09-09; Prohibiting Smoking in Public Places. The purpose of this Ordinance is to protect the public health and welfare by prohibiting smoking in public places and places of employment and to recognize that the need to breathe smoke-free air shall have priority over the desire to smoke.

Smoking shall be prohibited in all public places within the City of Westfield, including any outdoor area within reasonable distance of a regulated area so as to insure tobacco smoke does not enter into designated smoke free areas. In no event shall a distance less than twenty (20) feet be deemed reasonable.

A tobacco premium differential for medical insurance will be assessed to employees and/or spouses that use tobacco products unless an approved tobacco cessation program is completed. Tobacco usage is defined as the use of any tobacco product or a non-FDA approved nicotine replacement product, including cigarettes, cigars, chewing tobacco, snuff, pipe tobacco, e-cigarettes, and any other form of tobacco, (religious purposes excused). All employees will be required to complete an Affidavit of Tobacco Use on an annual basis. Tobacco usage falsification of information may violate ethic codes set forth by the City of Westfield and may be subject to disciplinary actions.

For further information, please see Ordinance No. 09-09 of the City of Westfield, Indiana and amendments as applicable.

9.04 Security

In an effort to provide an environment that is safe and secure for the employees of the City, as well as residents, a security system has been installed at all City building locations. This system will require the use of a City issued security number to enter during certain periods of the day and in certain areas. Other security codes will be assigned as appropriate. Please see your Department Head or designated representative to receive your individual code. External doors will be unlocked to exit the building in the event of an emergency during business hours.

Human Resources will be responsible for issuing identification cards for new employees with the exception of the police and fire departments. Department Heads, or their designee, must notify Human Resources of any new hires, terminations or missing identification cards. If an employee loses his/her identification card, a new card will be issued at the employee's expense. Employees will not be responsible for the cost of replacing damaged or defective cards due to normal wear and tear. All visitors must utilize the main entrance to city buildings, sign in and receive a visitor's badge.

10.00 OPEN DOOR POLICY

10.01 Philosophy and Process

Satisfactory working relationships depend on communication and understanding among people. Good relationships are easier to achieve when people feel that their problems and opinions can be discussed in a direct, open manner.

An open atmosphere is desirable in all areas of the City. If you have a problem or situation concerning any aspect of your employment, you are encouraged to discuss the problem or situation clearly and openly with your supervisor. It is important to understand the value of working through the “chain of command” in working your issues through upper level supervisors. In most cases, such discussion will lead to a prompt resolution of the problem or situation.

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11.00 DISCIPLINE AND DISCHARGE

11.01 Philosophy

Since circumstances vary in each case involving possible disciplinary action, each situation is handled on an individual basis. Management will work with the employee in attempting to correct the situation. The Chief Administrative Officer may be brought into the dialogue to work with Department Heads to ensure consistent application of disciplinary measures and to, where appropriate, ensure that progressive discipline was followed.

The nature of the disciplinary action taken will depend on the nature of the problem and the circumstances involved and will be consistent across all departmental lines.

11.02 Grounds for Disciplinary Action

Employees who engage in one or any combination of the following infractions may be subject to disciplinary action by their supervisor.

1. Poor job performance
2. Disobedience of orders
3. Conduct that disregards the public good
4. Repeated tardiness and/or unexcused absence
5. Inappropriate dress
6. Failure to abide by policy of working unauthorized overtime
7. Violation of Westfield Policy(ies)

The foregoing list of inappropriate conduct is illustrative and not exhaustive. Any employee who engages in inappropriate conduct shall be subject to disciplinary action, up to and including termination. Furthermore, employees have an affirmative duty to notify the city of any arrest or conviction.

11.03 Tardiness / Unexcused Absence

Tardiness for non-supervisory personnel is defined as late arrivals past the stated starting time for the work day and unexcused absence for all personnel shall be defined as failure to personally notify authorized management when said employee is unable to report for work. Two (2) late arrivals or two (2) unexcused absences in a 90-day period shall result in a written notice from the Department Head that will be placed in the personnel record. Two (2) written notices in any six (6)-month period may result in termination of employment.

An employee who fails to show up for work for three (3) days in a row and does not call in to report will be considered to have voluntarily resigned their position.

11.04 Extent of Authority

A Supervisor, Department Head, and/or Chief Administrative Officer may discipline an employee who commits any of the above infractions and may impose any one or more of the following disciplinary actions, depending on the circumstances

1. Verbal Warning
2. Written Reprimands
3. Suspension from work with or without pay
4. Discharge

All disciplinary actions involving suspension, demotions or terminations must be reviewed and approved to ensure compliance with relevant policies, procedures and laws. All personnel actions must be documented in the official employee personnel file located in the Human Resources office.

11.05 Progressive Discipline

Misconduct or unsatisfactory performance by an employee will typically be handled through a progressive disciplinary system. A progressive system of discipline is designed to allow both the City of Westfield and its employees to address unacceptable work performance or misbehavior through communication and consistent action.

1. Verbal warnings are typically the first layer of discipline issued, but may not be the only means of discipline applied, depending upon the severity of the situation as determined by the Supervisor, Department Head, and/or Chief Administrative Officer. Verbal warning will be in writing and forwarded to the Human Resources office to be filed in the official employee personnel file.

2. Should the offense continue past the occasion upon which the verbal warning was given, the result will then be a written reprimand. Written reprimands will be placed in the employee's official personnel file in the Human Resources office.

3. An additional offense, including but not limited to a repetition of the first offense or incident, within twelve (12) months of the first offense or incident, will result in a written warning and may result in a one (1) to three (3) day suspension with or without pay or a new defined disciplinary probationary period may be established.

4. A third offense or incident, including but not limited to the repetition of previous offense or incidents, within twelve (12) months of the second offense or incident, will result in immediate discharge.

5. If the twelve month disciplinary period lapses without the employee moving to the third offense or incident, the employee is deemed to have complied with the progressive discipline for that twelve month period and the progressive discipline starts over with a verbal warning upon the next offense or incident. Any restrictions or conditions put upon the employee by the supervisor during the twelve month disciplinary period should be revisited by the supervisor at the end of the twelve months. Only in egregious circumstances should the conditions be continued beyond the twelve month disciplinary period. The City reserves the right in its discretion to bypass any of the above steps and utilize a higher level of discipline, including immediate termination, for any given occurrence. The severity of discipline will depend upon the severity of the occurrence, as well as the employee's work history.

11.06 Offenses That May Result in Immediate Discharge

The offenses listed below are examples of conduct for which the employee **may** be discharged immediately. This listing is not intended to be all-inclusive but rather to be illustrative in nature.

1. Reporting to work under the influence of alcohol or other drugs not prescribed by a physician
2. Drinking and/or possession of alcoholic beverages or using and/or possessing drugs not prescribed by a physician while on the job
3. Fighting while on the job
4. Threatening employees or other citizens while on the job
5. Theft while on the job
6. Theft from the City of Westfield, which shall include unauthorized use of City property or equipment
7. Intentional or grossly negligent destruction or damaging of City property
8. Representing oneself as a City of Westfield employee in order to aid in committing or attempting to commit a felony or misdemeanor
9. Flagrant insubordination regarding supervisor's directions
10. Possession of dangerous weapons in the workplace or in any City vehicle, except when an employee is specifically authorized to by the City.
11. Immoral or indecent conduct or use of abusive language while on the job
12. Falsification of City records or any records kept by the City of Westfield
13. Any attempt to commit fraud through insurance, payroll, or other administrative documents

14. Conviction of a felony, domestic violence or child abuse
15. Unauthorized disclosure of any confidential City information
16. Refusal of drug testing without good reason
17. Violation of the City's Workplace Violence Policy
18. Violation of the City's discrimination or harassment policies
19. Engaging in or permitting unethical or illegal conduct
20. Failure to maintain a valid Indiana Driver's license

In addition, the Police Department and Fire Department periodically issue General Orders for their respective departments. As General Orders relate to public safety and employee conduct, they may also be grounds for disciplinary action, even though they may not be included in the above list. Not all General Orders are related to conduct but may also be grounds for disciplinary action or termination.

11.07 Workplace Violence Policy

The City of Westfield is concerned about increased violence in society, which has also filtered into many workplaces throughout the United States. As a result, the City has developed the following policy to prevent incidents of violence from occurring at the City.

1. The City prohibits any acts or threats of violence by any employee on or off City premises at any time. Any employee or former employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures will be subject to disciplinary action, up to and including termination.
2. The City prohibits any acts or threats of violence against any of its employees, or visitors at any time while they are on City premises or engaging in business with or on behalf of the City on or off of City premises. The City will take appropriate action when dealing with employees, former employees, and visitors who engage in such behavior. Such action may include notifying the police or other law enforcement personnel in prosecuting violators of this policy to the maximum extent of the law.
3. Employees, former employees, and visitors (excluding Professional Police Officers) are strictly prohibited from bringing firearms or other weapons into the workplace or in any City vehicle.
4. Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the City, in its sole discretion, deems offensive or inappropriate will be subject to disciplinary action, up to and including discharge.
5. In furtherance of this policy, employees have a "duty to warn" their supervisors, Department Heads, security personnel, or Human Resources of any suspicious workplace activity, situations or incidents that they observe or that they are aware of that involve other employees, former employees, or visitors that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, and threatening of offensive comments or remarks.

Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The City will not condone any form of retaliation against any employee for making a report under this policy.

If you are a victim of threats or acts of workplace violence, witness or hear of threats or acts of workplace violence or if you believe such violence could soon occur, notify your supervisor, Department Head, Human Resources Manager or Deputy Mayor immediately. Making a report in good faith will not reflect negatively on any employee with respect to the terms and conditions of their employment. **In an emergency, employees should dial 9-1-1 immediately.**

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12.00 OTHER RULES AND REGULATIONS

12.01 Purpose

The purpose of these stated rules and regulations is to help to maintain a high level of conduct on the part of the employees of the City of Westfield. In no way do these directives try to dictate personal manners or lifestyles, but they do seek to promote the effective skills and services that characterize the City's employees. The rules and regulations are to be used as guidelines and should not be seen as applying only to the general ideas listed here; City employees should also incorporate their own view of positive work habits.

12.02 Performance on the Job

Every City employee shall devote his or her full-time and attention to the task at hand while on the job. Supervisors must be able to oversee subordinates at all times and take immediate action if indifferent or improper behavior is seen.

12.03 Conduct in the Work Place

All employees should conduct themselves on the job in a manner appropriate to the workplace. The normal standards of courtesy and consideration for others should be observed in all contacts with City associates as well as with other people who may have business to transact with our City. In particular, all employees must be sensitive to the concerns and values of others.

12.04 Contracting Conflicts of Interest

The City may enter into a contract or renew a contract for the procurement of goods or services or a contract for public works with an individual who is a relative (spouse, parent, step-parent, child, step-child, sibling, half-sibling, step-sibling, aunt, uncle, niece, nephew, daughter-in-law or son-in-law) of an elected official (Mayor, member of the City-Council or Clerk-Treasurer); or a business entity that is wholly or partially owned by a relative of an elected official; only if the requirements below are satisfied and the elected official does not violate IC 35-44-1-3.

The City may enter into a contract or renew a contract with an individual or business entity described above if:

- (1) the elected official files with the City a full disclosure, which must:
 - a. be in writing;
 - b. describe the contract or purchase to be made by the City;
 - c. describe the relationship that the elected official has to the individual or business entity that contracts or purchases;
 - d. be affirmed under penalty of perjury;
 - e. be submitted to the City Council and be accepted by the City Council in a public meeting prior to final action on the contract or purchase; and
 - f. be filed, not later than 15 days after final action on the contract or purchase, with:
 - i. State Board of Accounts; and
 - ii. The Clerk of the Hamilton County Circuit Court
 - g. makes a certified statement that the contract amount or purchase price was the lowest amount or price bid or offered; or

(2) the City satisfies any other requirements under IC 5-22 or IC 36-1-12.

An elected official must also comply with the disclosure provisions of IC 35-44-1-3, if applicable.

These provisions do not affect the initial term of a contract in existence at the time the term of office of the elected official of the unit begins.

12.05 Theft

Employees shall not take articles of any kind, regardless of value, from any work site, emergency scene, or property that is public or private with the intent of depriving the legal owner. Violation of this regulation will result in immediate discipline.

12.06 Bribery

Employees shall reject any attempt by an individual, group, or organization to bribe or compensate for services rendered while on the job. Any such attempts must be reported to the Chief Administrative Officer and City Council.

12.07 Notice of Absence or Delay

Employees who realize that they will be unavoidably late or absent from work must notify their immediate supervisor at the earliest possible time, and as otherwise provided in this handbook. Persistent lateness or absenteeism will not be tolerated.

12.08 Uniforms

Employees required to wear uniforms shall keep, maintain, and wear the uniform as specified by their supervisor. After voluntary or involuntary separation from the employment of the City, the employee must return all uniforms.

12.09 Dress Code

As in any business or job, you are expected to report to work in a clean and neat manner at all times. We request that you dress appropriately for the job you are performing with safety in mind.

Uniformed employees will be expected to care for the uniforms and comply with procedures for uniform pick-up and cleaning.

Non-uniformed employees are expected to wear casual business attire that is suitable to represent the City in interactions with City residents, other employees and all visitors that seek our services. The City's objective in establishing a business casual dress code is to allow employees to work comfortably in the workplace yet still project a professional image. Business casual attire does not include the following and is not allowed: revealing shirts (tank tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops, or tops with bare shoulders), short skirts (a skirt or a split in a skirt more than 2" above the top of the knee, including mini-skirts, "skorts", or skirts that ride halfway up the thigh), sun dresses, beach dresses or spaghetti-strap dresses, shorts, jeans, and flip flops. Because not all casual clothing is suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing

that reveals too much cleavage, back, stomach or underwear is not appropriate for a place of business, even in a business casual setting. Any need for clarification should be directed to Human Resources.

Certain days may be declared dress down days. On these days, jeans and other more casual clothing are allowed but must still fall within the above guidelines regarding length, a revealing nature and type.

The above dress code is the minimum standard that should be followed. Department Heads may exercise their right to elevate a dress code specific to their department.

12.10 Commitment to Quality

Employees will strive to obtain all skills and knowledge necessary to perform their jobs in an outstanding manner and effectively represent the City of Westfield in all interactions. Indifference, insubordination, and improper conduct will not be tolerated.

12.11 Political Involvement

An employee may not perform any election or political campaign related function during the assigned work hours. An employee also may not perform election or political campaign related functions or acts if the said employee is wearing his/her uniform of the City of Westfield. This does not pertain to the act of voting.

12.12 Personnel Information Changes

Employees who change their address, telephone number, marital or dependent status must report the new information to their supervisor and the City's Human Resources Manager within five (5) calendar days of the change. It is important to provide this new information because it may affect your pay and receipt of other City communications.

Changes in your W-4 federal personal exemption form should be made on forms available in the City's Human Resources Manager's office. If your personal family situation changes you may want to change this form.

Changes in your selection of medical coverage, dental coverage, and beneficiaries for life insurance purposes should be communicated directly to the City's Human Resources Manager.

12.13 Records Disclosure Policy

It shall be the responsibility of the Human Resources area to maintain and store the official employment records of current and former employees of the City of Westfield. Human Resources may disclose for verification of employment the following information that is subject to public disclosure either by a written request, in person, or via telephone:

1. Hire date of employee and/or termination date
2. Position title
3. Department for which he/she is or was employed

4. Length of employment

All requests for salary information must be presented in writing to the Clerk-Treasurer's office for completion.

Questions concerning the nature of certain records as to whether or not those records are to be classified as public information shall be reviewed on a per request basis. The final decision will be made at the discretion of the City and legal counsel.

12.14 Conflict of Interest

An employee who knowingly or intentionally has a monetary interest in or derives a profit from a contract or purchase connected with an action by the City has a conflict of interest subject to disclosure. An employee has a monetary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the employee or a dependent of the employee.

If an employee has a conflict of interest he/she shall immediately disclose his or her conflict of interest on the prescribed form in the Clerk-Treasurer's office.

12.15 Business / Work Hours

The City Hall office hours are 8:00am to 4:30pm Monday through Friday. Employees in departments working outside of the City Hall (City Services, fire, and police) will have different work shifts and schedules that are determined by the department head of those departments.

12.16 Lunch Time

All employees receive a 1-hour lunch break. This **lunch period is unpaid** and will be scheduled by your immediate supervisor or determined within your work group based upon work activity. Employees are not authorized to perform any work during their lunch breaks unless they have received prior authorization from their supervisors. Police and fire personnel should specifically check with their department head to verify lunch arrangements that may be unique to their work groups.

12.17 Resignation

If an employee should decide to leave the City's employment it is desirable that as much advance notice as possible be given to the City. At least a 2 week notice is required for a termination in good standing. Even though the 2 week notice is suggested, the City may request the employee terminate immediately for internal reasons. Resignations should be documented in writing by the employee and forwarded to Human Resources to be filed in the official employee file.

An employee who resigns must return all City property, including uniforms, keys, and any other items or materials that are the property of the City and have been entrusted to the employee during their employment. Exit interviews will be required and must be scheduled with the City's Human Resources Manager prior to the employee's last day of service to ensure that insurance enrollment and other important changes due to the employee's separation are made in a timely manner.

12.18 Gambling

Gambling on City property is prohibited and shall result in investigation by management and the Chief Administrative Officer and may, depending on the seriousness of the offense, result in immediate dismissal.

12.19 Ethics

All City personnel shall adhere to the highest of ethical standards. Any employee associated with the expenditure of public funds shall be held to the highest degree of public trust. No employee shall engage in or permit any illegal or improper purchasing practice. Further, any employee having knowledge of any questionable practices shall immediately report this knowledge to the Chief of Staff. Your report will be treated as confidential to the maximum extent possible and will be investigated promptly and thoroughly. Engaging in or permitting unethical or illegal conduct constitutes grounds for disciplinary action, including possible termination of employment, and/or criminal prosecution.

The City requires that all employees adhere to the following principles and standards:

1. Give first consideration to the objectives and policies of the City
2. Strive to obtain the maximum value for each dollar of expenditure
3. Grant all competitive suppliers equal consideration insofar as state and federal statute
4. Demand honesty in sales representation whether verbal or written
5. Give prompt and courteous reception to all who have legitimate business with the City including suppliers and customers
6. Foster fair, ethical and legal practices

12.20 Technology Resources Policy

12.20.1 Summary

The City provides computing resources to its employees and affiliates. Computing resources are defined as any and all technological resources and services procured or maintained through City funds or City paid employees: work stations, desktops, laptops, file servers, hardware, software, televisions, cellular phones, internal and external communication networks (e.g. internet, bulletin boards, commercial online services, and electronic mail systems) which are accessed directly or indirectly using City-owned and operated resources.

12.20.2 Purpose and Scope

This policy sets forth the City's policy regarding the use, access, and disclosure of computing resources. This policy applies to all employees, contractors, consultants, temporaries, and affiliates.

Computing Resources are a privilege, not a right. Therefore, any and all City provided computing resource-related rights may be revoked for violations of unacceptable behavior including, but not limited to:

- unsolicited and unauthorized mass electronic mail (a.k.a. spam)
- offensive language
- obscene materials
- harassment or discrimination
- direct or indirect threats
- pornographic or gaming materials
- use of unauthorized device(s)
- infringement on others' privacy
- unauthorized access to other's electronic mail or other network resources
- interference with others' work
- copyright infringement
- any illegal activity; or
- other unauthorized use of electronic mail or network resources provided by the City

Please refer to the Policies and Procedures Manual sections 11.040 and 11.050 for disciplinary actions when this policy is violated.

12.20.3 Statement of Policy

A. Privacy, Confidentiality and Public Records Considerations

The City will make reasonable efforts to maintain the integrity and effective operation of its computing resources, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. The City can assure neither the privacy nor confidentiality of messages that may be created, transmitted, received, or stored.

In addition, Indiana law provides that communications of City personnel that are sent or received may be considered public records and are subject to public inspection. See Indiana Code 5-14-3-2.

Official City Issued E-mail Address

1. To ensure that all correspondence is delivered, all City employees will be assigned an official e-mail address. It is of the expectation that this address, and no other electronic mail address, will be used for all official City electronic mail correspondence. Any employee not utilizing their provided electronic mail address may not receive some or all communication.
2. Users should utilize proper e-mail etiquette including signing e-mail messages with the appropriate identification information, avoiding the use of ALL CAPS (often referred to as e-mail 'shouting'), and refraining from confrontational e-mail messages. Employees are prohibited from sending messages with inappropriate content, such as discriminatory, harassing or otherwise offensive materials. Employees are prohibited from sending e-mail correspondence destined to ALL EMPLOYEES unless previously approved by the Departments' direct Supervisor or Director.

B. Permissible Uses

1. Authorized Users

- a. Users and other persons who have received special permissions under the appropriate City authority (Mayor, Deputy Mayor, Director, and/or Informatics) are authorized users of the City's computing resources.

2. Purpose of Use

- a. The use of any City resources must be related to the identification of one's job responsibilities. Incidental and occasional personal use may occur when such use does not generate a direct cost for the City. Any such incidental and occasional use for personal purposes is subject to the provisions of this policy.

C. Prohibited Uses

1. Prohibited Purposes

- a. Personal use that creates a cost for the City.
- b. Personal monetary gain or for commercial purposes that are not directly related to one's job responsibilities.
- c. Using the work of others in violation of copyright laws
- d. Capturing and viewing other's electronic records except as required in order for authorized employees to diagnose and correct technical issues or abide by legal records requests
- e. Harassment or intimidation of others in any manner including:
 - i. Creation or distribution of any offensive or disruptive messages, offensive comments about race, gender, color, age, sexual orientation, pornography, religious or political beliefs and/or practices, national origin or disability
- f. Violation of Federal, State, or local laws, and regulations
- g. "Spoofing," i.e., constructing an electronic message so it appears to be from someone else without prior proper authorization
- h. Use of an encryption device to restrict or inhibit access
- i. Attempting unauthorized access to City computing resources without prior proper authorization including: breaching of any security measures, intercepting electronic transmissions and transferring or storing electronic transmissions outside of approved methods of transfer and storage.

Any employee that receives prohibited messages has the responsibility to contact their department head and should not attempt to resolve the issue on their own, or forward any of the contents.

D. City Employee's Access and Disclosure

1. Users must keep their personal username(s) and password(s) confidential.

2. General Provisions

- a. The City reserves the right to access and disclose the contents of all users' electronic records without consent if there is a legitimate business need. All communications sent or received utilizing any City owned resources may be made available for review.
- b. Electronic records are subject to the provisions of Federal Statute I.C. § 5-14-3

3. Monitoring of Computing Resources

- a. The City may exercise the right to monitor any and all computing resources to the extent permitted by law, without notice to or further consent by employees.

4. Inspection and Disclosure

The City will inspect and disclose the contents of computing resources when action is necessary in the follow conditions:

- i. in the course of an investigation conducted by City officials; or
- ii. to protect health and safety; or
- iii. to prevent the interference of any of the City's missions, objectives, or goals; or
- iv. to acquire information for the completion of one's responsibilities (only in the condition where he or she has the authority to authorize such action) and that is not more readily available by some other means

Electronic records must be available for inspection and copying by the public agency unless an exception to disclosure, based on the content of the message, applies.

Exemptions to disclosure are set forth in I.C. § 5-14-3-4 Sections 4(a) and 4(b).

5. Special Procedures to Approve Access to, Disclosure of, or Use of Computing Resources

- a. Any individual seeking to obtain, use, or disclose information who does not have prior consent of the user and/or who does not directly supervise the user, must first obtain written permission from the user's department director. Only after the appropriate written permissions will Informatics grant access to the appropriate folders and/or files associated with the request.

E. Retention and Archiving of Electronic Mail

Electronic mail messages using City-owned equipment or software may be public record and subject to inspection and discovery. All electronic mail will be destroyed on or after its first (1st) anniversary unless stored within the Informatics' provided folder within each user's Outlook application, or as otherwise required by law.

Note, mail messages that have been previously segregated and/or stored as evidence (functions, policies, decisions, procedures, operations, or other activities of the City) or because of the value of official City Data, then such messages must be

retained, archived, and destroyed in compliance with the *Cities and Towns Above 5,000 Population General Retention Schedule (CTGRS) Indiana Commission On Public Records – County Records Management*. Printing or storage of messages must comply with records management codes enforced by the State, Local, County, or Federal Governmental Agencies. It is the responsibility of each Department to know their respective records retention laws set forth by the CTGRS and abide by such policies.

All archiving activities or saving of e-mail messages outside of Outlook, Outlook Web Access, or a City provided e-mail enabled telephone device may be destroyed upon recognition.

The City reserves the right to place an official litigation hold or otherwise maintain electronic mail records beyond the 1st anniversary if such records are officially or perceived to be associated with an active investigation. Such requests for records may only originate from City Administration or from any official legal entity as defined by Federal, State, or local statute.

F. Disciplinary Action

Disciplinary action will be taken against individuals found to have engaged in prohibited use of the City's electronic mail or other network. The City reserves the right to skip sections of disciplinary action pending the severity of the offensive usage up to and including a direct referral to City judicial authorities or law enforcement officers.

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CITY OF WESTFIELD, INDIANA PERFORMANCE MANAGEMENT GUIDELINES FOR FULL-TIME CIVILIAN EMPLOYEES

INTRODUCTION

1. Purpose and Scope

The Performance Management Guidelines set forth the policies and procedures necessary to establish and administer the City of Westfield performance management process for full-time civilian employees. This document *does not* apply to sworn police officers or firefighters, or to part-time, seasonal and temporary employees.

2. Goals

The City's ability to provide quality services to residents and visitors is closely tied to the performance of its employees. To measure and manage performance in order to assist in achieving optimal outcomes, the City implemented a written performance management system in 2015.

The goals of performance management under this system are to:

- Create an ongoing dialogue between supervisors and employees regarding the City's expectations and the employee's progress in meeting those expectations;
- Document performance based on assigned job duties and established performance goals;
- Create a consistent and permanent record of an employee's performance;
- Identify opportunities for continuing training and education to enhance the skills required by the employee's position, or necessary for advancement;
- Establish measurable performance goals for the upcoming year;
- Identify obstacles that prevent the employee from performing at optimum levels;
- Develop plans to improve performance that does not meet expectations;

- Enable management to make informed decisions regarding an employee's job assignments and/or continued employment with the City; and
- Establish eligibility for annual salary increases.

3. Roles and Responsibilities

The Human Resources Manager will oversee the performance management process, develop or amend policies and procedures as needed, ensure supervisors are properly trained to evaluate employees and establish annual deadlines.

The Department of Human Resources will collect and maintain all performance evaluations and analyze data on a supervisory, department and City-wide level.

Department Directors will ensure performance evaluation are completed in a timely manner for their departments. All performance evaluations must be reviewed and signed by the Department Director before being submitted to Human Resources.

Supervisors with direct and/or indirect oversight will evaluate subordinate employees. **This is the most critical element of the process.** In order to protect the integrity of the entire process, supervisors are required to be trained in the performance management process. Their work will be reviewed by the Department Director and by the Director of Human Resources.

Employees will be required to complete a self-assessment form and to engage with their supervisor during the performance evaluation interview. Employees are not asked or expected to evaluate their supervisors, although relevant comments made in the course of the performance management process may be used in their supervisor's own performance evaluation.

THE MANAGEMENT PROCESS

4. Performance Management Schedule

The performance management process has two components to be completed annually: an employee self-assessment and a supervisor evaluation. A Performance Improvement Plan will also be required in some cases. The 2019 schedule is outlined below.

- a) Supervisor provides employee with self-assessment form no earlier than September 3, 2019, and no later than October 17, 2019, and sets date and time for performance evaluation meeting (employee must have at least five (5) calendar days to complete self- assessment form).
- b) Employee completes self-assessment form and returns to supervisor no less than two (2) calendar days before performance evaluation interview.
- c) Supervisor completes written performance evaluation form, excluding achievements and goals.
- d) Supervisor(s) meets individually with employee to review employee's self-

assessment and to discuss supervisor's performance evaluation, no later than October 24, 2019. Achievements and goals are discussed and added at this meeting. Employee signs completed form and receives copy.

- e) Performance evaluation form is submitted to Department Director for review and signature. Original signed form and employee self-assessment are sent to Human Resources no later than October 31, 2019. Department keeps a copy.
- f) Employee has ten (10) calendar days following the performance evaluation interview to append no more than one (1) page of written comments to the evaluation, with original to Human Resources and copy to Department Director.
- g) Second evaluation interview and Performance Improvement Plan, when required, are completed and submitted to Department Director for review and signature no later than November 27, 2019. Original is retained by department with a copy to employee and Human Resources.
- h) Three-month re-evaluation based on Performance Improvement Plan is completed and submitted to Department Director for review and signature no later than February 28, 2019. Original signed form is sent to Human Resources no later than March 7, 2019. Department and employee each get a copy.

5. Employee Self-Assessment

Employees are expected to honestly assess their strengths and weaknesses and to develop work-related goals for the following year. Employees may also identify desired training and/or career development to help enhance skills for their positions or to prepare them for advancement. Training opportunities are provided at the sole discretion of the department.

6. Supervisor's Performance Evaluation

The performance evaluation consists of the following sections:

- Personal/Work Attributes
- Areas for Development
- Achievements and Goals (to be completed jointly by supervisor and employee)
- Other Comments (supervisor and/or employee)
- Acknowledgements (supervisor, employee and director)

Supervisors will evaluate their subordinate employees' work performance for the entire 12-month period preceding the interview. Since the initial performance evaluation will take place in 2019, supervisors may go back further than 12 months to establish a pattern of behavior.

The performance evaluation will be based on a standard set of expectations. Although job responsibilities vary from position to position, success in any position depends on a common set of attributes which includes adhering to the City's Goals of Employee Engagement, Enhanced Infrastructure, Safe City, Fiscal Responsibility and Excellence in Customer Relations.

7. Performance Ratings

The evaluation structure for personal/work attributes utilizes a 4-tier rating system:

- Meets Expectations
- Exceeds Expectations
- Needs Improvement
- Unacceptable

“Meets Expectations” is a positive rating. This indicates the employee is meeting all job requirements in the area being evaluated, performs consistently and dependably in this regard, and achieves fully satisfactory results. It is expected that most employees will be given this rating level.

To receive an “Exceeds Expectations” rating, the employee must significantly and consistently perform at levels above expectations. An employee in this category will regularly exceed job requirements in the area being evaluated—not just once in a while—and achieve correspondingly superior results. This rating will be given sparingly.

For underperforming employees, two ratings are available. “Needs Improvement” is for the employee whose performance is somewhat deficient in the area being evaluated. This employee needs to make some improvements to meet minimum job requirements. An employee who receives three (3) or more “Needs Improvement” ratings will be required to develop a Performance Improvement Plan with his supervisor and will be re-evaluated within 3 months.

The “Unacceptable” rating will be used for an employee whose performance is unsatisfactory in the area being evaluated, and from whom substantial and immediate improvement is necessary. An employee receiving one (1) or more “Unacceptable” ratings will be required to develop a Performance Improvement Plan with his supervisor and will be re-evaluated within 3 months.

Every rating on the performance evaluation except “Meets Expectations” must be supported with a concise but descriptive narrative. Performance ratings should be based primarily on the supervisor’s direct observation or knowledge of the employee’s work, although they may also incorporate verifiable comments from other members of the evaluation team, coworkers or customers when available and/or appropriate.

8. Evaluation Interview

Upon completion of the written performance evaluation (and any management approvals required by the department), the supervisor will meet with the employee to review and discuss the employee’s self-assessment and the supervisor’s written performance evaluation. This meeting serves as an opportunity for a candid discussion between the supervisor and the employee, with a focus on how the employee can achieve maximum productivity.

Two (2) copies of the written performance evaluation should be brought to the evaluation meeting: one to be forwarded to Human Resources for the employee's personnel file and one to be given to the employee for his personal records. Both copies should be signed by the employee and the supervisor performing the evaluation. The City's copy should also be signed by the Department Director before being sent to Human Resources.

9. Employee Comments and Acknowledgement

The employee will initial the bottom of each page of the performance evaluation to indicate the supervisor has discussed it with him. The employee will also be given the opportunity to respond in writing to his performance evaluation. Brief comments may be added at the time of the performance evaluation interview. Additional feedback, not to exceed one (1) typewritten or handwritten page, may be submitted within ten (10) days after the interview. These comments will be filed with the original performance evaluation form. After 10 days, no further comments will be accepted.

The employee will be expected to sign the performance evaluation, whether or not he agrees with the supervisor's evaluation. The employee's signature is merely an acknowledgement that the employee had an opportunity to provide input prior to the performance evaluation interview, discuss the performance evaluation with his supervisor and provide verbal and written feedback regarding the content of the performance evaluation. An employee's refusal to sign the performance evaluation form may lead to disciplinary action.

BEYOND THE PERFORMANCE EVALUATION

10. Follow-Up

Any employee who receives one or more "Unacceptable" ratings or three or more "Needs Improvement" ratings must meet again with his supervisor to develop a Performance Improvement Plan. The Performance Improvement Plan will outline the performance deficiencies, expectations and steps required for improvement.

Another performance evaluation meeting will be scheduled three (3) months out. If the employee has not made adequate progress, further action will be determined on a case-by-case basis. At minimum, the employee will be scheduled for another 3-month evaluation. For the most serious shortcomings (e.g., the employee has shown little or no improvement, the shortcomings are seriously disruptive to the operations of the department, the employee is resistant to changing his behavior), employment may be terminated.

In addition to the Performance Improvement Plan, the evaluation team may elect to pursue other disciplinary or remediation procedures.

Although performance evaluations will not be specifically tied to the level of pay increases, underperforming employees, as measured by the performance evaluation process, may be denied a cost-of-living adjustment (COLA).

11. Ongoing Feedback

The performance evaluation is a valuable mechanism to give an employee feedback on his work performance, but it should not be the only source of communication used by a supervisor. Supervisors should provide their employees open and honest feedback on a continual basis, and be receptive to comments from the employee. It is important to address issues in the appropriate manner when they occur as opposed to waiting for a scheduled performance evaluation and presenting a laundry list of issues. If the lines of communication are truly open between a supervisor and employee, there will be no real surprises at the time of the performance evaluation.

PERFORMANCE MANAGEMENT CYCLE



Appendix III

City of Westfield, Indiana 2019 Employee Self-Assessment

Employee Name _____ Department: _____

You are scheduled for a performance evaluation interview with your supervisor (and/or another member of your department's management team) on or about _____.

In preparation for your interview, please respond to the following questions to the best of your ability. Return the completed form to your supervisor no later than _____. **Attach additional pages if you need more space to respond to any question below.**

1. From the following list, please consider the personal attributes you bring to the job. Put an "S" beside the three (3) attributes you consider your greatest strengths. Put a "W" beside the three (3) attributes you think you are weakest. A description of these attributes is attached for your reference. Do not consider the "Leadership" attribute unless you are a supervisor.

Job Knowledge	Problem Solving	Accountability
Productivity	Adaptability	Time Management
Quality of Work	Attitude	Training/Development
Teamwork	Attendance	Analytical Thinking
Communication	Compliance	Decision Making
Customer Service	Leadership	Fiscal Management
Initiative	Professionalism	Innovation

2. Do you feel that you are currently in the position that best suits your skills and talents?
3. What do you consider your major job accomplishments over the past year?
4. What would you like to achieve in your job over the next year?
5. Do you have the resources (equipment, time, training, instruction, teamwork, etc.) you need to do your job? If not, please describe the additional resources you need.
6. Do you think your job could be modified in any way to make you more efficient or effective?
7. Where do you want to be next year? 5 years from now? Other?

Employee Signature

Date

Description of Attributes

Your supervisor will be rating you on each of these attributes, selecting from the following categories:
Meets Expectations, Exceeds Expectations, Needs Improvement, Unacceptable

JOB KNOWLEDGE	You understand job requirements and seek to obtain knowledge, skills and abilities. You know when your skills are adequate for a task and when to ask for help.
PRODUCTIVITY	You make good use of time and produce results consistent with your efforts. You are able to prioritize tasks, respond to requests in a timely manner and meet deadlines.
QUALITY OF WORK	Your work is accurate, thorough and neat, and meets department and governmental standards. You set high standards for yourself and act quickly to identify and correct errors.
TEAMWORK	You cooperate and work well with others to complete projects and achieve goals. You maintain positive relationships with coworkers and respect their contributions to team efforts.
COMMUNICATION	You communicate well with others, both verbally and in writing, as needed. You are a good listener, able to ask questions and/or provide explanations to ensure understanding.
CUSTOMER SERVICE	You provide superior service to internal and external customers. You represent the City and/or your department in a courteous, positive and professional manner.
INITIATIVE	You are self-motivated to remain active without constant oversight. You can be relied upon to follow through with a plan of action in order to complete tasks and meet goals.
PROBLEM SOLVING	You recognize problems that arise in the course of your work activities and develop effective solutions. You apply logic and innovation to workplace situations.
ADAPTABILITY	You respond to shifting requirements, goals and priorities without undue stress or disruption. You can work effectively in a variety of environments and with a variety of people.
ATTITUDE	You display a willingness to do whatever needs to be done on job assignments. You take personal pride in your performance and make a positive contribution to workplace morale.
ATTENDANCE	You report to work as scheduled, with minimal tardiness and unplanned absences. You are fully attentive while at work and seek to avoid unnecessary distractions.
COMPLIANCE	You comply with City policies and procedures, and with written and oral instructions from your supervisors. You show respect for management and department decisions.
LEADERSHIP	You identify and assume all responsibilities associated with supervision. You effectively mentor and motivate subordinates to achieve maximum morale and productivity.

CITY OF WESTFIELD, INDIANA 2019 PERFORMANCE EVALUATION



Employee Name: _____

Department: _____

Job Title: _____

Date: _____

Please check one: Regular Annual Evaluation ☐ Other ☐ _____

Supervisor(s) conducting performance evaluation interview: _____

Attach additional pages if more space is needed for any portion of this performance evaluation.

PERSONAL/WORK ATTRIBUTES

JOB KNOWLEDGE	<i>Expectations: Employee understands practical/technical job requirements and seeks to acquire and update relevant knowledge, skills and abilities. Employee knows when skills are adequate for tasks and when to ask for assistance.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
PRODUCTIVITY	<i>Expectations: Employee makes good use of time and produces results consistent with individual and/or group efforts. Employee prioritizes assignments, responds to requests in a timely manner and meets deadlines.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
QUALITY OF WORK	<i>Expectations: Employee's work is accurate, thorough and neat, and consistently meets department standards and/or government requirements. Employee sets high personal standards and acts quickly to identify and correct errors.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
TEAMWORK	<i>Expectations: Employee works cooperatively with others to complete projects and achieve goals. Employee fosters positive relationships with colleagues and demonstrates respect for their contributions.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
COMMUNICATION	<i>Expectations: Employee communicates effectively with others, verbally and/or in writing as necessary, to complete assigned tasks. Employee listens carefully and provides explanations or asks questions when necessary to ensure understanding.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			

PERSONAL/WORK ATTRIBUTES (continued)

CUSTOMER SERVICE	<i>Expectations: Employee is attentive to the needs of internal and external customers and seeks to provide superior service. Employee represents the City and/or Department in a courteous, positive and professional manner.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
INITIATIVE	<i>Expectations: Employee is self-motivated to remain active and productive without constant oversight. Employee is able to follow through with a plan of action to complete tasks or reach goals.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
PROBLEM SOLVING	<i>Expectations: Employee recognizes problems that arise in the course of performing work activities and develops effective solutions. Employee applies logic and innovation to work situations.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
ADAPTABILITY	<i>Expectations: Employee is an agent for positive change, responding to shifting requirements, goals and priorities without undue stress or disruption. Employee works effectively in a variety of environments and with a variety of people.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
ATTITUDE	<i>Expectations: Employee approaches people and job assignments with respect and a willingness to do whatever needs to be done. Employee takes personal pride in a job well done and makes a positive contribution to workplace morale.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			

PERSONAL/WORK ATTRIBUTES (continued)

ATTENDANCE	<i>Expectations: Employee reports to work as scheduled and minimizes tardiness and unplanned time off. Employee is fully attentive when on the job, and seeks to avoid unnecessary distractions.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
COMPLIANCE	<i>Expectations: Employee complies with City policies and procedures and with written and oral instructions provided by supervisory staff. Employee shows respect for management and department decisions.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
LEADERSHIP (supervisors only)	<i>Expectations: Employee identifies with and assumes the tasks and responsibilities associated with supervision. Employee is effective at mentoring and motivating subordinates to achieve maximum morale and productivity.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			

CITY GOALS

EMPLOYEE ENGAGEMENT	<i>Expectations: Employee takes an active role City activities or in assisting in the development and planning of our processes.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
ENHANCED INFRASTRUCTURE	<i>Expectations: Employee actively pursues the preservation of our City infrastructure and looks for ways to improve items or processes that will assist in the long term preservation of City infrastructure.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
SAFE CITY	<i>Expectations: Employee is aware of City safety protocols and helps to promote a safe live, work and play environment.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
FISCAL RESPONSIBILITY	<i>Expectations: Employee recognizes opportunities of waste and does all within his/her power to provide solutions that stimulate and foster a culture of fiscal responsibility.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
EXCELLENCE IN CUSTOMER RELATIONS	<i>Expectations: Employee is aware of the need for maintaining good relations with residents, visitors, business owners and others. Employee promotes the City of Westfield.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			

AREAS FOR DEVELOPMENT

Specific areas for improvement:

Recommendations for training or professional development:

ACHIEVEMENTS AND GOALS

Notable achievements in past 12 months:

List two goals for next 12 months (goals should be specific, measureable and achievable):

OTHER COMMENTS

Additional supervisor comments (optional):

Employee feedback (optional):

ACKNOWLEDGEMENTS

Supervisor Acknowledgement: I attest that I have discussed the contents of this performance evaluation with the employee, and addressed the employee's strengths, weaknesses, achievements and goals.

Next evaluation recommended: Annual ☐ Three Months for Performance Improvement Plan ☐

Supervisor Signature

Date

Employee Acknowledgement:

I attest that I have had an opportunity to:

- 1) Provide input regarding my performance prior to my performance evaluation, a copy of which is attached;
- 2) Discuss the contents of this performance evaluation with an immediate supervisor and/or member of my department's management staff; and
- 3) Provide verbal and written feedback regarding the content of the performance evaluation. (Employee may attach additional written response within 10 calendar days after the evaluation interview, not to exceed 1 page in length, which will be filed with the performance evaluation form.)

Signature does not necessarily indicate agreement with the contents of the performance evaluation, but acknowledges receipt of the performance evaluation.

Employee Signature

Date

Management Acknowledgement:

I attest that I have reviewed and approved this performance evaluation and all attachments thereto.

Department Director Signature

Date

Manager of Human Resources Signature

Appendix V

Annual Manager Feedback Form (COMPLETE IN PHASE II)

To be completed by employees: Please mark the answer that most closely reflects your response, and enter comments to provide more understanding:

- a. I receive frequent, on-going, timely feedback about my performance:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- b. I have the necessary tools and resources to perform my job :

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- c. I have the necessary information to perform my job accurately:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- d. I am given opportunities to grow and learn new skills:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- e. I understand how what I do on a daily basis contributes toward the goals and objectives of my department and the City/Town:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- f. Conflicts and differences of opinion are resolved respectfully in our department:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

Employee Signature: _____ Department: _____

Manager/Supervisor Signature: _____ Date: _____

ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT

READ CAREFULLY

I acknowledge and agree that:

1. I have received a copy or have access to an electronic version of the City of Westfield's Personnel Policies, Procedures, and Benefits Manual ("the Manual").
2. I will familiarize myself with the provisions of the Manual and read its provisions carefully.
3. Unless otherwise provided for in a collective bargaining agreement, a written employment contract signed by me and the Chief Administrative Officer or Mayor of the City, or by law, I understand that my employment relationship with the City is terminable at will by either party without notice or cause, notwithstanding any other oral or written statements by either party prior to, at, or following the date of employment.

Employee Signature

Employee Name (Printed)

Date of Signature

CHARGE CARD FEES

The City of Westfield will collect the following handling fees associated with the use of charge cards as payment:

- a. The fee for stormwater and trash utility bills will be \$2 per payment if a charge card is used.
- b. The fee for all other transactions will be 3% of the payment if a charge card is used.
- c. Fees for certain programming transactions may be waived by the Grand Park Director and will be dependent on technology associated with operating the program.

Westfield City Council November 12, 2018

The Westfield City Council met on Monday November 12, 2018 at the Westfield City Hall. Members present were Jim Ake, Joe Edwards, Chuck Lehman, Bob Horkay, Steve Hoover and Cindy Spoljaric. Also present were Mayor Andy Cook, Clerk Treasurer Cindy Gossard and City Attorney Brian Zaiger.

Mayor Cook called the meeting to order at 7:00 p.m.

Approval of Minutes:

Steve Hoover made a motion to approve the October 22, 2018 minutes as presented.
Joe Edwards seconded. Vote: Yes-6; No-0. Motion carries.

Bob Horkay made a motion to approve the October 29, 2018 minutes as presented.
Steve Hoover seconded. Vote: Yes-6; No-0. Motion carries

Claims:

Joe Edwards made a motion to approve the claims as presented. Bob Horkay seconded.
Vote: Yes-6; No-0. Motion carries.

Miscellaneous Business/Special Presentations:

None

Old Business:

Ordinance 18-17: Lindley Run PUD
Council Introduction- September 10, 2018
APC Public Hearing: October 1, 2018
APC Recommendation: November 5, 2018
Adoption Consideration- November 12, 2018

Daine Crabtree presented stating this is a zoning change request involving 106.5 acres on the NE corner of 191st St and Grassy Branch. The zoning change would allow for 130 single-family homes and approx. 300 attached (for sale) duplexes and townhomes.

Jon Dobosiewicz, representing petitioner, spoke detailing the updated concept plan, landscaping, and set-backs. He stated neighbor's concerns were addressed and the updated amenities were discussed.

Steve Hoover made a motion to approve Ordinance 18-17 as presented. Chuck Lehman seconded.
Vote: Yes-6; No-0. Motion carries

Ordinance 18-37: City of Westfield Transferring Funds
Council Introduction: September 24, 2018
Adoption Consideration: November 12, 2018

Clerk Treasurer Cindy Gossard presented this item stating this transfers the cash balance in EMS fund 268 to Fire fund 203. Fund 268 will be eliminated and starting in 2019 revenue and expenses for EMS and Fire will both go through 203. This change was reflected in the budget that was adopted by Council on October 22, 2018.

Bob Horkay made a motion to approve Ordinance 18-37 as presented. Joe Edwards seconded.
Vote: Yes-6; No-0. Motion carries.

Ordinance 18-40: Grand Junction Plaza PUD
Council Introduction: September 10, 2018
APC Public Hearing: October 1, 2018
APC Recommendation: November 5, 2018
Adoption Consideration: November 12, 2018

Matt Skelton presented this item stating the 12.52 acres is located on the SW corner of Union Street and Jersey Street. The proposed PUD establishes the regulatory framework to allow the Real Estate to be platted and developed in accordance with the vision of the Westfield-Washington Township Comprehensive Plan's Grand Junction Addendum.

Joe Edwards made a motion to approve Ordinance 18-40 as presented. Bob Horkay seconded.
Vote: Yes-6; No-0. Motion carries

Resolution 18-113: Fiscal Plan for Annexation Ordinance 18-41 (Northpoint, Phase1)
Adoption Consideration: November 12, 2018

Matt Skelton presented Resolutions 18-113, and 18-114 and Ordinances 18-41 and 18-47 together. The Resolutions being the fiscal plans for the Ordinances.

Bob Horkay made a motion to approve Resolution 18-113 as presented. Joe Edwards seconded.
Vote: Yes-7; No-0. Motion carries.

Ordinance 18-41: 100% Voluntary Annexation (Northpoint, Phase 1)
Council Introduction: October 8, 2018
Public Hearing: October 8, 2018
Adoption Consideration: November 12, 2018

Matt Skelton presented Resolutions 18-113, and 18-114 along with Ordinance 18-41 and 18-47. Ordinance 18-41 would annex 32 acres on the SE corner of Grassy Branch Rd and State Highway 38 to the City.

Steve Hoover made a motion to approve Ordinance 18-41 as presented. Bob Horkay seconded.
Vote: Yes-6; No-0. Motion carries.

Resolution 18-114: Fiscal Plan for Annexation Ordinance 18-47

Adoption Consideration: November 12, 2018

Matt Skelton presented Resolutions 18-113, and 18-114 and Ordinances 18-41 and 18-47 together. The Resolutions being the fiscal plans for the Ordinances.

Cindy Spoljaric made a motion to approve Resolution 18-114 as presented. Steve Hoover seconded.
Vote: Yes-6; No-0. Motion carries.

Ordinance 18-47: 100% Voluntary Annexation (Northpoint, Phase 2)

Council Introduction: October 8, 2018

Public Hearing: October 8, 2018

Adoption Consideration: November 12, 2018

Matt Skelton presented Resolutions 18-113, and 18-114 along with Ordinance 18-41 and 18-47. Ordinance 18-47 would annex 82 acres on the NW corner of Grassy Branch Rd and 196th Street to the City.

Bob Horkay made a motion to approve Ordinance 18-47 as presented. Cindy Spoljaric seconded.
Vote: Yes-6; No-0. Motion carries.

Ordinance 18-50: Amending Ordinance 11-16 (Operations of Golf Carts within the City)

Council Introduction: October 22, 2018

Adoption Consideration: November 12, 2018

Johnathon Nail presented this item stating the changes are in section 8 and golf carts **will be allowed** on perimeter trails and designated named trails. Golf carts **will not** be permitted on any sidewalks, Non- designated named trails or Westfield City Park without prior written permission from the Westfield Parks Director.

Steve Hoover made a motion to approve Ordinance 18-50 as presented. Bob Horkay seconded.
Vote: Yes-5; No-1 (C. Lehman). Motion carries.

New Business:

Ordinance 18-51: Chatham Hills PUD Amendment V

Council Introduction- November 12, 2018

APC Public Hearing: December 3, 2018

APC Recommendation: December 17, 2018

Adoption Consideration- January 14, 2019

Pam Howard presented stating this would incorporate an additional 68 acres located on the NE corner of 199th and Horton Rd. to the Chatham Hill PUD. Acreage would be incorporated into District 1/residential area and same standards would apply.

Move on to APC

Guests:

None

Council Responses to Guest Comments:

None

CITY COUNCIL COMMENTS:

Steve Hoover gave APC update

Jim Ake recognized and thanked the Veterans that have served and are currently serving our country.

MAYOR COMMENTS:

Great voting turnout

Grand Park hosting Big Ten Soccer Tournament past 2 weekends. Thanked staff for a job well done.

Tuesday November 13 ground breaking for the Monon Bridge over 32.

Mayor & Todd Burtron had dinner with Japanese Council General in Chicago.

Without any further business, the meeting adjourned at 7:50 pm

Clerk-Treasurer

President



Westfield Fire Department Fees - Effective January 1, 2019

Ambulance Billing Fees	
Basic Life Support-BLS	\$519
Advanced Life Support-ALS	\$616
Advanced Life Support 2-ALS2	\$892
Advanced Life Support-Non-Transport	\$353
Mileage	\$15 per loaded mile
Non-Resident Fee	\$200 - Outside of Westfield, Noblesville, Sheridan, Carmel

Special Events EMS Billing Rates	
BLS Trained Firefighter	\$65 per hour
Ambulance (non-staffed)	\$200 per day
EMS Cart	\$100 per day

Fire Inspection Fees for New Business	
Occupancy Permit	\$102
If Final Inspection fails	1st-\$102, 2nd-\$204, 3rd-\$400 / Addl \$100 added to previous fee for subsequent failed inspections
Apartments	\$102 for the building plus \$102 per unit in each building

Report Fees	
Basic NFIRS	\$10.00
EMS Reports	\$20.00
Report with pictures	\$30.00

Miscellaneous Fees	
Fireworks Inspection Fee	\$50 per site display inspection
False Alarm Fees (Commercial) per 12 month period starting with the first false alarm	3rd-\$300 / 4th-\$400 / 5th-\$500 / Addl \$100 added to previous fee for subsequent false alarms

Hourly Fee for Fire & EMS Apparatus	
Engines / Ladder / Decon	\$250.00 / First Hour
	\$150.00 / per hour after first hour
Battalion / Command Unit	\$100.00 / First Hour
	\$50.00 / per hour after first hour

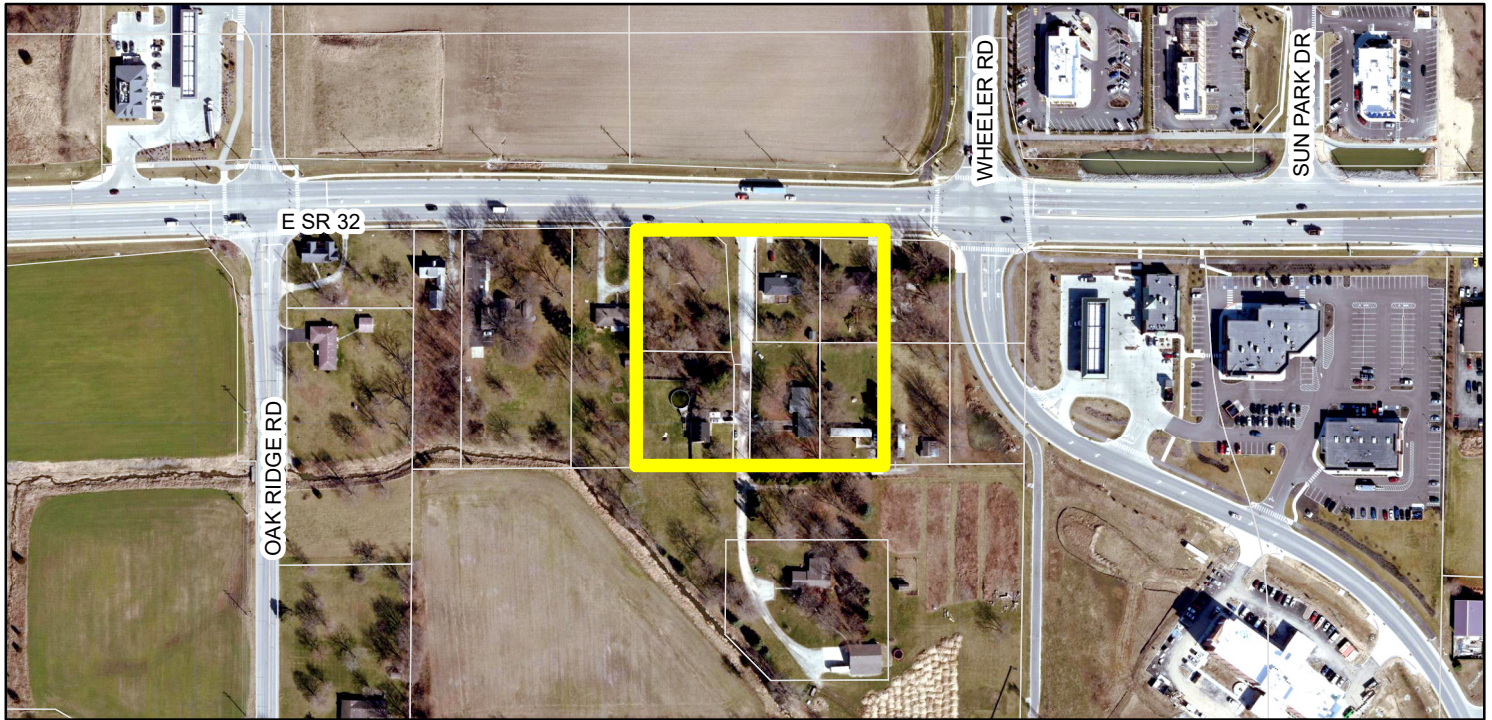
Current Medicare/Medicaid guidelines for emergency transportations fees will be effective January 1st following any changes.



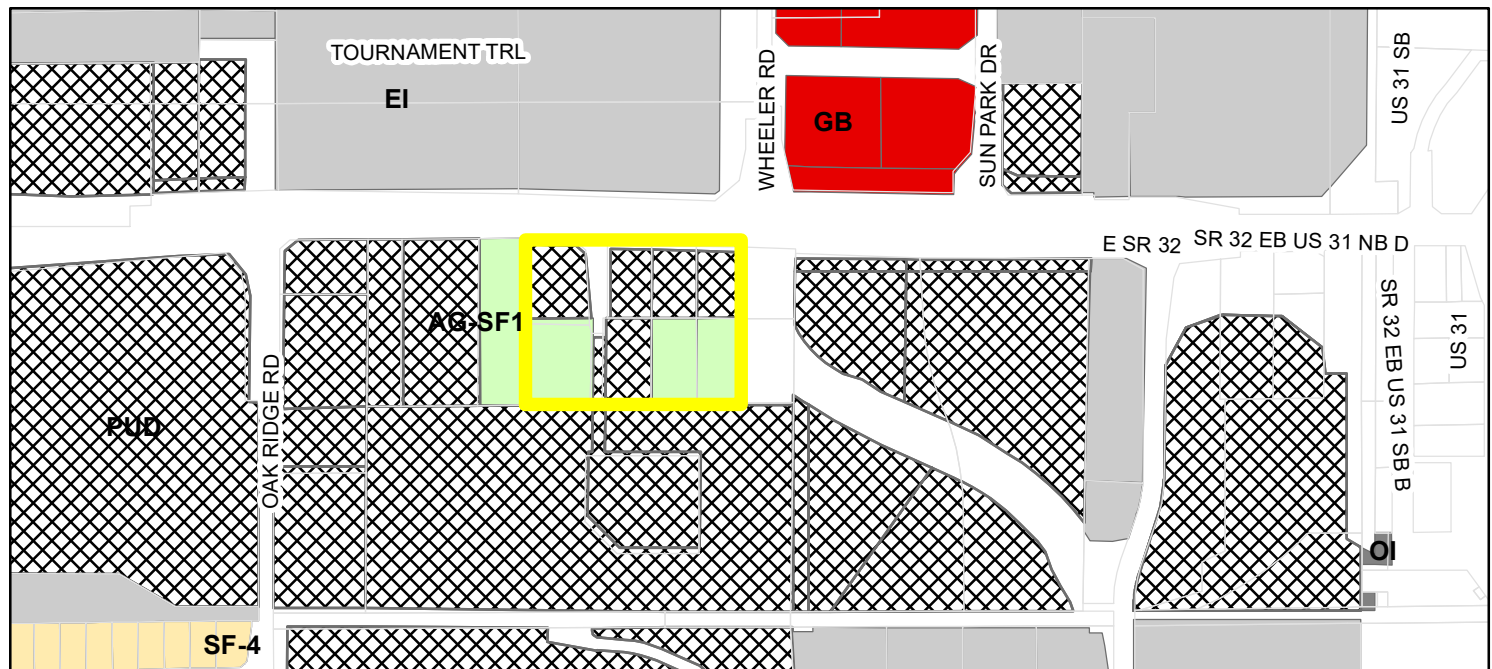
Property Location Map
Monon Crossing PUD District
Planned Unit Development
1901-PUD-01



Aerial Location Map



Zoning Map



- | | |
|--|--------------------------------|
| Parcel | GB (General Business) |
| Zoning - All | OI (Open Industrial) |
| Zoning | PUD (Planned Unit Development) |
| AG-SF1 (Agriculture - Single Family - 1) | SF-4 (Single Family - 4) |
| EI (Enclosed Industrial) | |

RESOLUTION NUMBER 18-115

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF WESTFIELD, INDIANA REGARDING CERTAIN TAX ABATEMENT DEDUCTIONS FOR 3rd DIMENSION INDUSTRIAL 3D PRINTING

WHEREAS, pursuant to Indiana Code 6-1.1-12.1-1, *et. seq.* (the “Act”), the City of Westfield, Indiana (the “City”) by and through its Common Council acting in its capacity as the fiscal body of the City and acting as the designating body identified in the Act (the “Council”) has the right and opportunity to abate the payment of real property taxes for real estate located within an area declared by the Council to be an Economic Revitalization Area and to also abate the payment of personal property taxes within the Economic Revitalization Area;

WHEREAS, pursuant to the Act, the Council may find that a particular area within the jurisdiction of the City is an Economic Revitalization Area and may by adoption of a resolution declare such area to be an Economic Revitalization Area which resolution must be confirmed, modified, or rescinded;

WHEREAS, the Council adopted its Resolution Number 08-15 (the “Declaratory Resolution”) on June 9, 2008 pursuant to the Act declaring the area whose boundaries are located within the corporate boundaries of the City more particularly described in Exhibit A attached hereto and made a part hereof which is also shown on the map attached hereto as Exhibit B (the “Area”) and made a part hereof as an Economic Revitalization Area in which property owners making application to the City pursuant to the Act subsequently approved by this Council pursuant to the Act may receive real property tax abatement and/or personal property tax abatement pursuant to the applicable procedures of the Act;

WHEREAS, the Council, after following all applicable procedures of the Act, took final action adopting Resolution Number 08-22 (the “Confirmatory Resolution”) on June 23, 2008 confirming the Declaratory Resolution, thereby establishing an Economic Revitalization Area.

WHEREAS, 3rd Dimension Industrial 3D Printing (the “Applicant”) has filed with this Council a Statement of Benefits, Personal Property (Form SB-1/PP) (“Form SB-1”) attached hereto as Exhibit C which describes the proposed project (the “Project”) to be installed by the Applicant, in order to receive personal property tax abatement for the Project;

WHEREAS, the Project includes the installation of new manufacturing machinery and equipment for 3D printing in the Applicant’s facility which will be utilized by the Applicant in its operations located in the Area;

WHEREAS, this Council has reviewed the Form SB-1;

WHEREAS, the improvement of the Area will be of public utility and will be to the benefit and welfare of the citizens and taxpayers of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF
THE CITY OF WESTFIELD, INDIANA AS FOLLOWS:**

SECTION I. The proposed Project will be located in the Area which has been confirmed as an economic revitalization area pursuant to the Act.

SECTION II. Based upon the information in the Form SB-1, this Council makes the following findings:

- (1) The estimate of Ten Million Dollars (\$10,000,000) as the assessed value of the Project is reasonable.
- (2) The estimate of hiring twenty-two (22) new individuals who will be employed through term of the abatement period can be reasonably expected to result from the proposed Project.
- (3) The estimate of One Million, Two Hundred Seventy-Seven Thousand, and Five Hundred Fifteen Dollars (\$1,277,515) for the aggregate annual salaries without benefits of those individuals who will be employed can be reasonably expected to result from the proposed Project.
- (4) The other benefits about which information has been presented to this Council are benefits that can be reasonably expected to result from the proposed Project.
- (5) The totality of benefits is sufficient to justify the granting of a five (5) year personal property tax abatement to the Applicant.

SECTION III. The Form SB-1 submitted by the Applicant is approved.

SECTION IV. Personal property tax deductions for the Project are hereby approved. The period for personal property tax deductions under the Act (IC 6-1.1-12.1-4 Version b (d) (5)) for the Project shall be five (5) years, utilizing the follow schedule:

- Year 1 – 100%
- Year 2 – 80%
- Year 3 – 60%
- Year 4 – 40%
- Year 5 – 20%

SECTION V. Pursuant to the Act, the Council shall cause to be filed a certified copy of this Resolution with the Hamilton County Auditor.

SECTION VI. This Resolution shall be in full force and effect immediately upon its adoption.

THE REMAINDER OF THIS PAGE IS BLANK INTENTIONALLY

**ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF
WESTFIELD, HAMILTON COUNTY, INDIANA THIS 10th DAY OF DECEMBER,
2018.**

**WESTFIELD CITY COUNCIL
HAMILTON COUNTY, INDIANA**

<u>Voting For</u>	<u>Voting Against</u>	<u>Abstain</u>
_____ Jim Ake	_____ Jim Ake	_____ Jim Ake
_____ Chuck Lehman	_____ Chuck Lehman	_____ Chuck Lehman
_____ Steven Hoover	_____ Steven Hoover	_____ Steven Hoover
_____ Robert L. Horkay	_____ Robert L. Horkay	_____ Robert L. Horkay
_____ Joe Edwards	_____ Joe Edwards	_____ Joe Edwards
_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric
_____ Dr. Mark Keen	_____ Dr. Mark Keen	_____ Dr. Mark Keen

ATTEST:

Cindy Gossard, Clerk-Treasurer

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law: Amanda Rubadue

I hereby certify that RESOLUTION 18-115 was delivered to the Mayor of Westfield on the ____ day of _____, 2018, at _____m.

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE Resolution 18-115
This ____ day of _____, 2018

I hereby VETO Resolution 18-115
This ____ day of _____, 2018

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

Prepared By:
Amanda Rubadue, Economic Development Director
Mayor's Office
City of Westfield, Indiana

EXHIBIT A

Legal Description of
Area

Commonly Known as 1122 East 169th Street,
Westfield, Indiana

Surveyed Land Description — New Overall Parcel

A part of the Northwest Quarter of the Southwest Quarter of Section 1, Township 18 North, Range 3 East, in Washington Township, Hamilton County, Indiana, more particularly described as follows: Beginning at the northwest corner of said Southwest Quarter; thence North 86 degrees 46 minutes 04 seconds East (basis of bearing assumed as South 00 degrees 12 minutes 06 seconds West along the west line of said Quarter Section) along the north line of said quarter a distance of 574.65 feet; thence South 00 degrees 07 minutes 12 seconds East a distance of 665.51 feet; thence North 89 degrees 47 minutes 54 seconds West perpendicular to said west line a distance of 577.36 feet to said line; thence North 00 degrees 12 minutes 06 seconds East along said line a distance of 631.08 feet to the Point of Beginning, containing 8.565 acres, more or less.

EXHIBIT B



EXHIBIT C
Statement of Benefits Form



**STATEMENT OF BENEFITS
PERSONAL PROPERTY**

State Form 51764 (R4 / 11-15)

Prescribed by the Department of Local Government Finance

FORM SB-1 / PP

PRIVACY NOTICE

Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

INSTRUCTIONS

1. This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise this statement must be submitted to the designating body **BEFORE** a person installs the new manufacturing equipment and/or research and development equipment, and/or logistical distribution equipment and/or information technology equipment for which the person wishes to claim a deduction.
2. The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the installation of qualifying abatable equipment for which the person desires to claim a deduction.
3. To obtain a deduction, a person must file a certified deduction schedule with the person's personal property return on a certified deduction schedule (Form 103-ERA) with the township assessor of the township where the property is situated or with the county assessor if there is no township assessor for the township. The 103-ERA must be filed between January 1 and May 15 of the assessment year in which new manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment is installed and fully functional, unless a filing extension has been obtained. A person who obtains a filing extension must file the form between January 1 and the extended due date of that year.
4. Property owners whose Statement of Benefits was approved, must submit Form CF-1/PP annually to show compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
5. For a Form SB-1/PP that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/PP that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. (IC 6-1.1-12.1-17)

SECTION 1 TAXPAYER INFORMATION									
Name of taxpayer 3rd Dimension Industrial 3D Printing Co				Name of contact person Robert Markley					
Address of taxpayer (number and street, city, state, and ZIP code) 7168 Zionsville Road, Indianapolis, IN 46268				Telephone number (317) 941-7958					
SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT									
Name of designating body Westfield City Council				Resolution number (s)					
Location of property 17001 Oak Ridge Road, Westfield, IN 46074				County Hamilton		DLGF taxing district number 29-015			
Description of manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment. (Use additional sheets if necessary.) The types of equipment to be purchased and installed will include advanced manufacturing equipment as well as metal additive and support equipment. The equipment will be installed by EOY 2021 and job creation will continue through 12/31/2021. Please see attached description and amounts of equipment investment.				ESTIMATED					
						START DATE	COMPLETION DATE		
				Manufacturing Equipment	12/01/2018	12/31/2022			
				R & D Equipment	12/01/2018	12/31/2022			
				Logist Dist Equipment					
				IT Equipment	12/01/2018	12/31/2022			
SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT									
Current number 0	Salaries 0	Number retained 0	Salaries 0	Number additional 22	Salaries \$1,277,515.20				
SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT									
NOTE: Pursuant to IC 6-1.1-12.1-5.1 (d) (2) the COST of the property is confidential.		MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT	
		COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Current values									
Plus estimated values of proposed project									
Less values of any property being replaced									
Net estimated values upon completion of project									
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER									
Estimated solid waste converted (pounds)				Estimated hazardous waste converted (pounds)					
Other benefits:									
SECTION 6 TAXPAYER CERTIFICATION									
I hereby certify that the representations in this statement are true.									
Signature of authorized representative 						Date signed (month, day, year) 11/7/16			
Printed name of authorized representative Robert Markley				Title President/CEO					

FOR USE OF THE DESIGNATING BODY

We have reviewed our prior actions relating to the designation of this economic revitalization area and find that the applicant meets the general standards adopted in the resolution previously approved by this body. Said resolution, passed under IC 6-1.1-12.1-2.5, provides for the following limitations as authorized under IC 6-1.1-12.1-2.

A. The designated area has been limited to a period of time not to exceed _____ calendar years * (see below). The date this designation expires is _____. *NOTE: This question addresses whether the resolution contains an expiration date for the designated area.*

B. The type of deduction that is allowed in the designated area is limited to:

- | | | |
|--|--|---|
| 1. Installation of new manufacturing equipment; | ☐ Yes ☐ No | ☐ Enhanced Abatement per IC 6-1.1-12.1-18
Check box if an enhanced abatement was approved for one or more of these types. |
| 2. Installation of new research and development equipment; | ☐ Yes ☐ No | |
| 3. Installation of new logistical distribution equipment. | ☐ Yes ☐ No | |
| 4. Installation of new information technology equipment; | ☐ Yes ☐ No | |

C. The amount of deduction applicable to new manufacturing equipment is limited to \$ _____ cost with an assessed value of \$ _____. (One or both lines may be filled out to establish a limit, if desired.)

D. The amount of deduction applicable to new research and development equipment is limited to \$ _____ cost with an assessed value of \$ _____. (One or both lines may be filled out to establish a limit, if desired.)

E. The amount of deduction applicable to new logistical distribution equipment is limited to \$ _____ cost with an assessed value of \$ _____. (One or both lines may be filled out to establish a limit, if desired.)

F. The amount of deduction applicable to new information technology equipment is limited to \$ _____ cost with an assessed value of \$ _____. (One or both lines may be filled out to establish a limit, if desired.)

G. Other limitations or conditions (specify) _____

H. The deduction for new manufacturing equipment and/or new research and development equipment and/or new logistical distribution equipment and/or new information technology equipment installed and first claimed eligible for deduction is allowed for:

- | | | | | | |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|
| ☐ Year 1 | ☐ Year 2 | ☐ Year 3 | ☐ Year 4 | ☐ Year 5 | ☐ Enhanced Abatement per IC 6-1.1-12.1-18
Number of years approved: _____
(Enter one to twenty (1-20) years; may not exceed twenty (20) years.) |
| ☐ Year 6 | ☐ Year 7 | ☐ Year 8 | ☐ Year 9 | ☐ Year 10 | |

I. For a Statement of Benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17? ☐ Yes ☐ No
If yes, attach a copy of the abatement schedule to this form.
If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

Also we have reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.

Approved by: (signature and title of authorized member of designating body)	Telephone number ()	Date signed (month, day, year)
Printed name of authorized member of designating body	Name of designating body	
Attested by: (signature and title of attester)	Printed name of attester	

* If the designating body limits the time period during which an area is an economic revitalization area, that limitation does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years that is less than the number of years designated under IC 6-1.1-12.1-17.

IC 6-1.1-12.1-17

Abatement schedules

Sec. 17. (a) A designating body may provide to a business that is established in or relocated to a revitalization area and that receives a deduction under section 4 or 4.5 of this chapter an abatement schedule based on the following factors:

- (1) The total amount of the taxpayer's investment in real and personal property.
- (2) The number of new full-time equivalent jobs created.
- (3) The average wage of the new employees compared to the state minimum wage.
- (4) The infrastructure requirements for the taxpayer's investment.

(b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. An abatement schedule may not exceed ten (10) years.

(c) An abatement schedule approved for a particular taxpayer before July 1, 2013, remains in effect until the abatement schedule expires under the terms of the resolution approving the taxpayer's statement of benefits.

3rd Dimension Industrial 3D Printing Co
SB-1 PP Attachment
11/5/2018

Investment Information

Investment Schedule:

2018 - \$2,000,000
2019 - \$2,000,000
2020 - \$3,000,000
2021 - \$3,000,000

Investment Type:

The types of equipment to be purchased and installed will include metal additive manufacturing and support equipment as well as other advanced manufacturing equipment. The breakdown between the three categories is unknown at this time.

Job Creation Information

Job Creation Schedule:

2018 – Cumulative total number of new positions 7
2019 – Cumulative total number of new positions 12
2020 – Cumulative total number of new positions 17
2021 – Cumulative total number of new positions 22

INVESTMENT POLICY is hereby stated as follows:

A. Purpose. The purpose of this policy is to provide investment objectives and guidelines for the management of public funds, to safeguard funds on behalf of the City, to assure the availability of funds when needed, to encourage investments that earn a competitive rate of return, and, at all times, invest according to and consistent with state law, Ind. Code § 5-13-9 *et seq.*, as amended.

B. Investing Officer. The City's Clerk-Treasurer is the City's Investing Officer and is hereby authorized to invest city funds, with recommendations by the Director of Enterprise Development, in authorized funds or any fund that state statutes, as amended, may deem or consider an authorized fund prior to expiration of this Investment Policy.

C. Minimum Rating. Authorized funds in which the City's Investing Officer invests city funds shall have attained at least the minimum rating required by state statutes, as amended.

D. State Statutes. All investments made by the City's Investing Officer shall be made in accordance with Ind. Code § 5-13 *et seq.*

E. Maturity Date. The City's Investing Officer is hereby authorized to make investments up to two (2) years in maturity.

F. Longer-Term Investments. The City's Investing Officer shall limit total longer-term investments outstanding to not more than 25% of the City's total portfolio, including balances in the City's transaction accounts. However, an investment is authorized and remains legal even if a subsequent decrease in the City's total portfolio of public funds invested, including balances in transaction accounts, causes the percentage of longer term investments outstanding to exceed 25% of the City's total portfolio.

G. Term of Policy. This Investment Policy is and shall be in effect upon adoption and publication as required by Ind. Code §5-13-9-5.7 and shall expire on January 1, 2023 ("Expiration Date"). The power to make investments under this Investment Policy terminates on the Expiration Date.

Investments made in accordance with this Investment Policy that are outstanding on or after the Expiration Date remain valid investments, and nothing herein shall be construed to render such investments improper or unlawful.

H. Approval of Investment Officer. All investments made pursuant to this Investment Policy must be approved by the Investing Officer.

I. Internal Control/External Review. Director of Enterprise Development is responsible for establishing and maintaining policies and procedures to insure that City assets are protected from loss, theft, or misuse. Such policies and procedures shall be discussed with the Clerk Treasurer and approved by the City Council. The City Director of Enterprise Development shall review all proposed investments with the Mayor or his designee before investing to maintain dual control, legal/ethical compliance, and to ensure both parties are in agreement with the proposed investment.

J. Investment Advisor. The Investing Officer is hereby authorized to contract with a federally regulated Investment Advisor or other institutional money manager to make investments under this Investment Policy:-

K. Certificates of Deposit (CD's). Certificates of deposits, transaction accounts, and other interest bearing deposit accounts may be used for investment of City funds pursuant to Ind. Code § 5-13-9-5. All CD investments shall be insured by the FDIC. However, for institutions rated Prime-1, there is no limitation of total investment per institution. Total investment with a non-rated institution is limited to the lessor of 10% of the institution's capital and ninety days maximum maturity. In accordance with state law, this subchapter will expire two (2) years from the date this ordinance is adopted.

L. Diversification of Investments. The City's investment portfolio shall be diversified by institution, investment instruments and maturity schedule to the extent practical and prudent. Maturities shall be time diversified over a schedule determined by known liability to achieve target duration or weighted average maturity for the portfolio based on the recommendation of the City Director of Enterprise Development.

M. Ethics and Conflicts of Interest. The Investment Officer and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or which could impair their ability to make impartial decisions. The Investment Officer and employees involved in the investment process shall complete a Conflict of Interest form provided by the City Attorney affirming that the Investment Officer or employee does not have a pecuniary interest in the City's investments.

N. Reporting. The Director of Enterprise Development shall maintain an inventory of all obligations and securities and shall provide quarterly investments reports to the Clerk Treasurer and City Council detailing the following information: types of investments, depository institutions, principal balances, maturity dates, rates of return, purchases, and sales.

The Director of Enterprise Development shall make an annual written report to the City Council and the Clerk Treasurer summarizing the City's investments during the previous calendar year. The report must contain the name of each financial institution, government agency or instrumentality, or other person with whom the City invested money during the previous calendar year (Ind. Code § 5-13-7). The City Council shall review the report and review the City's overall investment policy.

The City's Clerk-Treasurer or his or her designee will review the investment policy at least annually with the Director of Enterprise Development and direct such changes to safeguard funds on behalf of the City, to assure the availability of funds when needed, and to provide a competitive investment return.