

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_19_2019

Thursday, December 19, 2019 at 03:00 PM

BOARD OR COMMISSION: City Council Meeting

MEETING DATE: Thursday, December 19, 2019 at 03:00 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: Jim Ake

Opening of Meeting

Note the presence of a quorum

Announce any changes to Agenda

Approval of Minutes:

Documents: [Minutes from 12-9-19](#)

Claims:

Documents: [docket](#)

Approval of Claims

Miscellaneous Business/Special Recognition:

Old Business:

Ordinance 19-64: 2020 Updated Policies, Procedures, and Fees

Council Introduction: December 9, 2019

Adoption Consideration: December 19, 2019

Documents: [Ordinance 19-64](#)

Ordinance 19-66: Amendment to the 2020 Salary Ordinance (non-elected)

Council Introduction: December 9, 2019

Adoption Consideration: December 19, 2019

Documents: [Ordinance 19-66](#)

Ordinance 19-67: Bond Ordinance/Union Square Allocation Area

Council Introduction: December 9, 2019

Adoption Consideration: December 19, 2019

Documents: [Ordinance 19-67](#)

New Business:

2019 Write-offs

Documents: [2019 Write-offs](#)

2020 Westfield City Council Meeting Dates

Documents: [2020 Council Meeting Dates](#)

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

Westfield City Council December 9, 2019

The Westfield City Council met on December 9, 2019 at Westfield City Hall. Members present were Mark Keen, Chuck Lehman, Joe Edwards, Bob Horkay, Cindy Spoljaric and Steve Hoover. Also present were Clerk Treasurer, Cindy Gossard, Mayor Andy Cook and Brian Zaiger, legal counsel.

Mark Keen called the meeting to order at 7:00 pm.

Approval of Minutes:

Cindy Spoljaric made a motion to approve the November 25, 2019 minutes as presented. Joe Edwards 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:

Special Presentation by: Shannon Russell with the Westfield YMCA introduced Mitch Frazier to give update on Westfield YMCA.

Old Business:

**Ordinance 19-26 Legacy Oaks PUD
Council Introduction: July 8, 2019
APC Public Hearing: August 5, 2019
APC Recommendation: October 21, 2019
Adoption Consideration: December 9, 2019**

Daine Crabtree presented stating the request is for a change in zoning of approximately 58.02 acres on the NE corner of 146th Street and Oak Ridge Rd.

Jon Dobosiewicz spoke concerning the four major changes since introduction, removal of commercial area, reduction in number of lots, increased lot size, and an increase in the minimum square footage of the homes.

Cindy Spoljaric asked questions for Jon concerning Area B (potential Public Park/3 additional lots)

Bob Horkay made a motion to approve Ordinance 19-26 as presented. Steve Hoover seconded. Vote: Yes-6; No-0. Motion carries.

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Ordinance 19-61: Monon Hills PUD Amendment I

Council Introduction: November 25, 2019

APC Public Hearing: December 2, 2019

APC Recommendation: December 2, 2019

Adoption Consideration: December 9, 2019

Jonathan Dorsey presented stating this amendment would modify development standards for garage setbacks and to reestablish common area standards.

Cindy Spoljaric made a motion to approve Ordinance 19-61 as presented. Steve Hoover seconded.
Vote: Yes-6; No-0. Motion carries.

Ordinance 19-63: 2020 Elected Officials Salary

Council Introduction: November 25, 2019

Adoption Consideration: December 9, 2019

Mark Keen presented stating this would give a 2.6% salary increase to all elected officials for 2020.

Mark Keen made a motion to approve Ordinance 19-63 as presented. Joe Edwards seconded.
Vote: Yes-6 No-0. Motion carries.

New Business:

Resolution 19-132 Transfer Funds to Façade Improvement Program

Adoption Consideration: December 9, 2019

Amanda Rubadue presented this is a request to replenish the monies into the Façade Improvement Program which was started in 2011. An update on how the funds are being used was presented. 18 local projects have utilized the program with one currently under review.

Joe Edwards made the motion to approve Resolution 19-132 as presented. Cindy Spoljaric seconded.
Vote: Yes-6; No-0. Motion carries.

Resolution 19-133: Real Property Abatement for 16466 Southpark Drive (New Pro Containers)

Adoption Consideration: December 9, 2019

Joe Edwards presented stating this abatement (10yr.) is for New Pro Containers, who have an existing company but wish to construct an additional 11,000 sq. ft. building located in the already confirmed economic revitalization area. The project value is estimated at \$780,000 and would add an additional three jobs during the term of the abatement.

Joe Edwards made the motion to approve Resolution 19-133 as presented. Cindy Spoljaric seconded.
Vote: Yes-6; No-0. Motion carries.

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Resolution 19-135: Wheeler Landing/Curb Cut
Adoption Consideration: December 9, 2019

Nick Churchill, petitioner, spoke regarding the request for two limited access curb cuts, located on the north side of State Highway 32. The project has been reviewed and is supported by INDOT.

There was Council discussion and Steve Hoover asked Jeremy Lollar for his opinion on the safety and if this would be a good solution for the area. Cindy Spoljaric voiced concerns regarding the State Road 32 overlay (limiting amount of curb cuts) and if this would cause an increase in accidents in the area.

Joe Edwards made the motion to approve Resolution 19-135 as presented. Bob Horkay seconded.
Vote: Yes-5; No-1. (C. Spoljaric) Motion carries.

Ordinance 19-64: 2020 Updated Policies, Procedures and Fees
Council Introduction: December 9, 2019
Adoption Consideration: December 19, 2019

Tammy Havard presented stating this is the annual update. Changes being language clarifications, and fees updated in accordance of the law.

Council discussion

Jeremy Lollar answered questions from Council regarding the last time fees were drastically raised and the comparison of our rates with surrounding cities.

Ordinance 19-66: Amendment to the 2020 Salary Ordinance (non-elected)
Council Introduction: December 9, 2019
Adoption Consideration: December 19, 2019

Cindy Gossard presented stating there were 2 staff salary mid & max changes that needed corrected.

This will be back before Council on December 19th

Resolution 19-136: Approving Plan Commission Order/Union Square Allocation Area
Adoption Consideration: December 9, 2019

Brian Zaiger presented stating this gives council approval on the Plan Commission's order to establish the Union Square allocation area.

Steve Hoover made the motion to approve Resolution 19-136 as presented. Chuck Lehman seconded.
Vote: Yes-6; No-0. Motion carries.

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Ordinance 19-67: Bond Ordinance/Union Square Allocation Area
Council Introduction: December 9, 2019
Adoption Consideration: December 19, 2019

Jim Crawford presented stating the commitments and terms of the bond (not to exceed 6,000,000).

There was Council discussion.

Guests:

None

Council Responses to Guest Comments:

None

City Council Comments:

Steve Hoover gave APC update

Mayor Comments:

Westfield in Lights was successful

Past weekend last big outdoor event at Grand Park for 2019

Bolt for Heart/IU Health gift of 45 (AED) devices for patrol cars

Without any further business, the meeting adjourned at 8:05 pm.

Clerk-Treasurer

President

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ORDINANCE 19-64

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
- D) Fire
- E) Personnel/Human Resources
- F) Parks/Westfield Welcome
- G) Grand Park

Section 2. All the above policies are attached hereto as Exhibits “A” through “G” 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 _____ 2019.

WESTFIELD CITY COUNCIL

<u>Voting For</u>	<u>Voting Against</u>	<u>Abstain</u>
_____ 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 19-64 was delivered to the Mayor of Westfield
on the _____ day of _____, 2019, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 19-64

this _____ day of _____,
2019.

J. Andrew Cook, Mayor

I hereby VETO ORDINANCE 19-64

this _____ day of _____,
2019.

J. Andrew Cook, Mayor

ATTEST:

Cindy Gossard, Clerk Treasurer

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

ZONING MAP CHANGE

Standard Zoning District	\$800 + \$35/acre
Planned Unit Development District	\$1,500 + \$35/acre
PUD District Ordinance Amendment	\$1,000 + \$35/acre
Modification of Commitments	\$500

SUBDIVISION

Primary Plat	\$1,000 + \$35/lot
Secondary Plat	\$500 + \$35/lot
Plat Amendment (Replat)	\$500 + \$35/lot
Condominium Review	\$55 + \$11/unit
Minor Plat/Lot Combination	\$200 + \$50/lot
Certificate of Correction	\$200 + \$50/lot
Plat Vacation	\$525

OVERALL DEVELOPMENT PLAN

Residential	\$1,000 + \$35/acre
Non-Residential	\$1,000 + \$35/acre
Multi-Family	\$1,000 + \$35/acre
Institution/Non-Profit	\$1,000 + \$35/acre

DETAILED DEVELOPMENT PLAN

Non-Residential	\$800 + \$35/acre
Multi-Family	\$800 + \$35/acre
Institution/Non-Profit	\$800 + \$35/acre
Without a Building	\$250

BOARD OF ZONING APPEALS

Variance of Development Standard	\$600
Each Additional Variance	\$150
Variance of Use	\$600 + \$35/acre
Special Exception	\$600 + \$35/acre
Administrative Appeal	\$550

SIGN PERMITS

Permit Review	\$110
Per Square Foot Over 32 Square Feet	\$6

OTHER FEES

Certificate of Compliance	\$105
Administrative Determination/Zoning Letter	\$105
Floodplain Development Permit	\$105
Temporary Use/Event Permit	\$250
Greenhouse Sales Permit	\$420

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 acreage 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.

BUILDING FEES

AGRICULTURE	
Agriculture/farm buildings (major electrical, plumbing, sewage or water installations)	\$105 + \$0.10/sq. ft.
Agriculture/farm buildings w/o major electrical, plumbing, sewage or water installations	\$105 + \$0.10/sq. ft.

RESIDENTIAL	
Single-family/two-family/tri-quad dwelling	\$600 + \$0.10/sq. ft.
Multi-family dwelling	\$750 + \$0.10/sq. ft.
RESIDENTIAL ACCESSORY STRUCTURES	
(e. g., w/ foundations, pools)	\$250 + \$0.10/sq. ft.
Residential Addition	\$150 + \$0.10/sq. ft.

NON-RESIDENTIAL	
New Construction	\$600 + \$0.20/sq. ft.
Remodel/Tenant Finish	\$350 + \$0.20/sq. ft.
Commercial Addition	\$600 + \$0.20/sq. ft.

OTHER FEES	
Certificate of Occupancy	\$110/unit
Demolition Permit	\$150/structure
Building Relocation	\$150/structure
Topsoil Replacement Inspection	\$70
Temporary Building/Sales Trailer	\$350/month
Accelerated Permit Review Fee	\$1,050 + regular fees
Replacement Permit Card	\$30
Occupying Structure w/o Certificate of Occupancy	
Residential	\$2,500
Non-Residential	\$5,000
Commencing Construction w/o Required Permit(s):	
Residential	\$400
Non-Residential	\$1,250

INSPECTION FEES

REQUIRED INSPECTIONS	
Residential	
Footing	\$70
Foundation/Underslab Plumbing	\$70
Rough-in	\$70
Dry-wall	\$70
Final	\$70
Fire Marshal	n/a
Missed	\$70
Commercial	
Footing	\$100
Foundation/Underslab Plumbing	\$100
Rough-in	\$100
Dry-wall	\$100
Final	\$100
Fire Marshal	\$100
Missed	\$100
Pool Inspections	
Rough Bonding	\$70
Bonding Grid	\$70
Final	\$70

WHEN APPLICABLE OR REQUESTED

RESIDENTIAL	
Above Ceiling	\$70
Porch	\$70
Pre-final	\$70
Energy/Insulation	\$70
Trunkline	\$70
Same-day Inspection Request	n/a
Failure to Schedule Inspection	\$300
All Other Inspections	\$70
After hours or weekend inspection (not to exceed 4 hours door-to-door included inspection)	\$250
COMMERCIAL	
Above Ceiling	\$100
Porch	n/a
Pre-final	\$100
Energy/Insulation	\$100
Trunkline	n/a
Same-day Inspection Request	n/a
Failure to Schedule Inspection	\$300
All Other Inspections	\$100
After hours or weekend inspection (not to exceed 4 hours door-to-door included inspection)	\$250

RE-INSPECTION FEES

RESIDENTIAL	
First Re-inspection	\$70
Second Re-inspection	\$140
Third Re-inspection	\$280
Fourth Re-inspection	\$500
COMMERCIAL	
First Re-inspection	\$100
Second Re-inspection	\$200
Third Re-inspection	\$390
Fourth Re-inspection	\$780

EROSION CONTROL

Perimeter Control Inspection (pre-construction) <i>Inspection to be completed prior to any grading</i>	\$75/hour
Monthly Erosion Control Inspection	\$75/hour
Post Weather Event Walkthrough (as required)	\$75/hour
Performance Bond Walkthrough (punchlist)	\$75/hour
Punchlist Completion Inspection	\$75/hour
Maintenance Bond Walkthrough (punchlist)	\$75/hour
Punchlist Completion Inspection (bond release)	\$75/hour

STREETS & CURBS

Subgrade Evaluation (proof roll)	\$75/hour
Curb Underdrain Installation	\$75/hour
Soil Stabilization (if applicable)	\$75/hour
Stone Base Inspection (secondary proof roll)	\$75/hour
Curb Placement	\$75/hour
Asphalt Placement Inspection (base)	\$75/hour
Asphalt Placement Inspection (binder)	\$75/hour
Asphalt Placement Inspection (tack coat & surface)	\$75/hour
Concrete Pavement Inspection (if applicable)	\$75/hour
Sidewalk & Walking Path Inspection	\$75/hour
Performance Bond Walkthrough (punchlist)	\$75/hour
Maintenance Bond Walkthrough (punchlist)	\$75/hour
Punchlist Completion Inspection (bond release)	\$75/hour

STORM SEWERS

Daily Installation Inspection (installation quality control)	\$75/hour
Performance Bond Walkthrough (punchlist)	\$75/hour
Pipe Televising Efforts	\$75/hour
Punchlist Completion Inspection	\$75/hour
Maintenance Bond Walkthrough (punchlist)	\$75/hour
Punchlist Completion Inspection (bond release)	\$75/hour

MONUMENTATION & SIGNAGE

Regulatory Signage & Inspection (prior to opening)	\$75/hour
Traffic/Road Striping Inspection (prior to opening)	\$75/hour
Subdivision Boundary Inspection (if required)	\$75/hour

MISCELLANEOUS/OTHER

Traffic Control Inspection (when activities impact right-of-way)	\$75/hour
Safety Inspection (if requested/as required)	\$75/hour
Auxiliary Lane Improvements	\$75/hour
Exterior Road Improvements	\$75/hour
Other Items as Required (per Westfield construction standards)	\$75/hour

REZONE PLAN REVIEW FEES

Plan Review Fee	\$100
Additional Fee per Sheet(s)	
1 to 20 Sheets	\$25
21 to 40 Sheets	\$50
41 to 60 Sheets	\$75
61 to 80 Sheets	\$100
Each Additional Sheet	\$1/sheet

PLANNED UNIT DEVELOPMENT (PUD) PLAN REVIEW FEES

Plan Review Fee	\$750
Additional Fee per Sheet(s)	
1 to 20 Sheets	\$50
21 to 40 Sheets	\$250
41 to 60 Sheets	\$450
61 to 80 Sheets	\$650
Each Additional Sheet	\$20/sheet

DEVELOPMENT PLAN REVIEW FEES	
Plan Review Fee	\$1050
Additional Fee per Sheet(s)	
1 to 20 Sheets	\$50
21 to 40 Sheets	\$250
41 to 60 Sheets	\$450
61 to 80 Sheets	\$650
Each Additional Sheet	\$20/sheet

Review fee includes initial review only. An additional charge of \$250 per review will be charged for the second and all subsequent reviews.

SPECIALTY PLAN REVIEW & OTHER FEES	
Primary Plat Review Fee	\$500
Secondary Plat Review Fee	\$500
Construction Sedimentation Control Plan	\$300
Plan re-review fee	\$250
Fire Service Plan Review Fee	\$265
Performance Bond Review & Application Processing	\$250
Maintenance Bond Review & Application Processing	\$250
Private to Public Street Conversion Review	\$500/request
Expedited Plan Review Fee*	\$3000 + applicable review fees

*If petitioner chooses to select the expedited plan review option this will guarantee that the initial review will be completed and returned within 7 business days. All subsequent re-reviews will be completed and returned within 3 business days. The expedited plan review option includes the initial review and one re-review, all subsequent review will be billed at a rate of \$120/hr. The Public Works department may elect to hire a consultant to preform this review in order to meet deadline requirements.

Copy of Incident or Case Report (I.C. 5-14-3-8)	1 to 19 pages	\$0/page black & white
	20+ pages	\$2 + \$0.10/page black & white
	Color	\$0.25/page
Crash Report (I.C. 9-26-9-3)	\$5	
Police Audio/Visual Recording (I.C. 5-14-3-8) (Law Enforcement Recording) (I.C. 5-14-3-2(k))	\$10 or actual cost not to exceed \$150	
Photo CD (I.C. 5-14-3-8)	\$10	
Golf Cart Permit (Ord. 11-16)	\$25 (two-year permit)	
Secondhand Entity Registration (Ord. 14-53)	\$50	
Fingerprint Card	\$5/card	

GUN PERMITS (I.C. 35-47-2-3; I.C. 35-47-2-4)	
5-Year Hunting & Target	\$10 (\$5 refundable)*
5-Year Person Protection	\$10 (\$5 refundable)*
Lifetime Hunting & Target (new license)	\$50 (\$30 refundable)
Lifetime Hunting & Target (renewal)	\$40 (\$30 refundable)
Lifetime Personal Protection (new license)	\$50 (\$30 refundable)
Lifetime Personal Protection (renewal)	\$40 (\$30 refundable)
Retired Law Enforcement Officer	Fee Exempt
Retired Correctional Officer	Fee Exempt

*Applies to gun permit applications accepted before 7/1/2020. After 6/30/2020, gun permit applications accepted for 5-year permits have no fee.

AMBULANCE BILLING FEES

Basic Life Support- BLS	\$519
Advanced Life Support- ALS	\$631
Advanced Life Support- ALS-2	\$913
Advanced Life Support Non-Transport	\$399
Mileage	\$15/mile
Non-resident Fee	\$200 outside of Westfield, Noblesville, Sheridan, Carmel

GRAND PARK EMS BILLING RATES- SPECIAL EVENTS

BLS Trained Firefighter	\$65/hour
Ambulance (non-staffed)	\$200/day
EMS Cart	\$100/day

FIRE INSPECTION FEES FOR NEW BUSINESS

Occupancy Permit	\$104
If Final Inspection Fails	First \$104
	Second \$208
	Third \$500
Apartments	\$102 for the building + \$102/unit in each building

REPORT FEES

Basic NFIRS	\$10
EMS Reports	\$20
Report with Pictures	\$30

MISCELLANEOUS FEES

Fireworks Fee	\$1,000
False Alarm Fees (commercial) per 12 month period starting with the first false alarm	Third \$300
	Fourth \$400
	Fifth \$500
	Additional \$100 added to previous fee for subsequent false alarms

HOURLY FEE FOR FIRE & EMS APPARATUS INCLUDING HAZMAT RESPONSE	
Engines/Ladder/Decon	\$250/first hour
	\$150/hour after first hour
Battalion/Command Unit	\$100/first hour
	\$50/hour after first hour
	Spill containment supplies will be billed at our cost from our vendors per state code and may include \$200 shipping cost

Current Medicare/Medicaid guidelines for emergency transportations Fees will be effective January 1st following any changes



CITY OF

Westfield

INDIANA

PERSONNEL POLICIES, PROCEDURES AND BENEFITS MANUAL

2020



**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 18-03 Dated February 12, 2018)

(This Policy Manual updated with Ordinance 18-55 Dated December 20, 2018)

(This Policy Manual updated with Resolution 18-55 Dated December 20, 2018)

2019000382 ORDINANCE \$25.00
 01/04/2019 10:41:36A 111 PGS
 Jennifer Hayden
 HAMILTON County Recorder IN
 Recorded as Presented

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

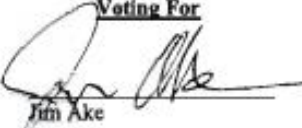
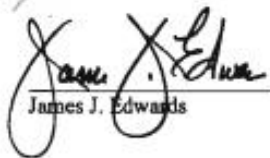
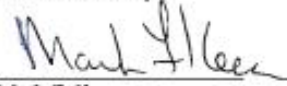
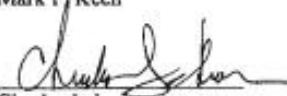
Section 2. All the above policies are attached hereto as Exhibits "A" through "J" and incorporated herein.

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.

Ordinance 18-55

ALL OF WHICH IS ORDAINED THIS 20 DAY OF Dec 2018.

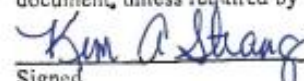
WESTFIELD CITY COUNCIL

<u>Voting For</u>	<u>Voting Against</u>	<u>Abstain</u>
 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




Cindy Gossard, Clerk Treasurer

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


Signed

Ordinance 18-55

I hereby certify that ORDINANCE 18-55 was delivered to the Mayor of Westfield
on the 21 day of Dec, 2018, at 10:00 A m.


Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 18-55
this 21 day of Dec,
2018.


J. Andrew Cook, Mayor

I hereby VETO ORDINANCE 18-55
this ____ day of _____,
2018.

J. Andrew Cook, Mayor

ATTEST:


Cindy Gossard, Clerk Treasurer

This document prepared by
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Ordinance 18-55

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1.00 STATEMENT OF PURPOSE

1.01 Mission Statement and Strategic Habits

Enhancing **Quality of Life** through exceptional **Service, Integrity & Commitment**. The core values of the City of Westfield are: Team Commitment, Safety, Service Excellence, Fiscal Efficiency and Innovation.

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, color, religion, sex, national origin, age, disability, genetic information, protected veteran status, 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, protected veteran status, 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, protected veteran status, or any other category protected under federal, state or local law.

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, disability or protected veteran status; 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 and Alcohol 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 and alcohol free workplace program that balances our respect for individuals with the need to maintain a drug and alcohol 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 and as otherwise required or permitted by law**. 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 testing for those who hold a safety-sensitive position and as otherwise required or permitted by law.
- **POST-ACCIDENT TESTING:** The City conducts post-accident drug and alcohol testing as further described in this policy.

The following actions may 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.

1) 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.

POST-ACCIDENT TESTING:

- 1) An employee who is driving during working hours, or at any time in a City vehicle or on City business, must immediately notify the police AND direct supervisor or on-duty supervisor AND Human Resources Manager. If supervisors cannot be reached, the department head must be notified.
- 2) An employee must submit to a post-accident test as soon as possible (within two hours) after an accident that involves the death of a human being.
- 3) An employee must submit to a post-accident test as soon as possible (within two hours) after an accident whenever: (i) the employee receives a citation for a moving violation involving the accident; (ii) a person is injured and the injuries require immediate medical attention to the person away from the accident scene; (iii) one or more motor vehicles involved in the accident incur disabling damage and must be transported away from the accident scene by a tow truck or another vehicle; or (iv) substantial property damage greater than \$100,000 occurs.
- 4) An employee who is not driving, but whose actions are believed to have contributed to the accident, may also be tested.
- 5) It is possible that an employee will be directed to submit to a drug and/or alcohol test at the scene of the accident by a law enforcement officer. When a test is conducted by a law enforcement officer, the employee is not required to take another drug and/or alcohol test at the City's testing site.

6) Whenever an employee is involved in an accident as described in paragraphs 2 and 3 and is not tested for drugs and alcohol by a law enforcement officer, the supervisor will make arrangements for drug and/or alcohol tests in compliance with this policy. The employee is not required to delay necessary medical treatment in order to be tested, but should request a drug and alcohol test at the City's expense as a part of any medical treatment.

7) An employee who is required to take post-accident drug and alcohol tests will, at the City's discretion, be assigned to an available non-safety-sensitive position in the employee's department. If no position is available, or if the City so chooses, the employee will be placed on administrative leave with pay while awaiting the test results. If the test results are positive, the employee will not be paid for the period of the leave.

8) An employee who refuses or fails to submit to a post-accident drug or alcohol test as required, who unnecessarily delays reporting to the test site following an accident, whose test results are positive, or who intentionally obstructs the testing process will be subject to disciplinary action as outlined in section 11 of our policy manual.

9) The results of post-accident drug and alcohol tests will not be provided to law enforcement agencies for criminal action.

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 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					
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

*** Continue longevity Police and Fire Department Employees

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 Post-Employment Health Plan

All Fire department employees, professional and civilian are included in Post-Employment Health Plan (PEHP) which is a tax-free investment plan to provide funding for individual healthcare after separation from one's employer. The city contributes 2% of the pension base to all employees at the Fire Department. It's calculated by figuring 2% of the pension base at the beginning of the year and dividing it in half, those halves are distributed.

4.04 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.

4.05 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.

4.06 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.

4.07 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.

4.08 125 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.

4.09 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
2nd 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.

4.10 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.

4.11 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.

4.12 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.

4.13 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:

2020 Holiday Schedule for Civilian Employees

New Year's Day Celebrated	Wednesday	January 1, 2020
Martin Luther King Jr. Day	Monday	January 20, 2020
Presidents' Day	Monday	February 17, 2020
Memorial Day	Monday	May 25, 2020
Independence Day Observed	Friday	July 3, 2020

Labor Day	Monday	September 7, 2020
Thanksgiving Day	Thursday	November 26, 2020
Day after Thanksgiving	Friday	November 27, 2020
Christmas Eve Holiday	Thursday	December 24, 2020
Christmas Holiday	Friday	December 25, 2020
New Year's Eve	Thursday	December 31, 2020
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 personal 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.

4.14 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.

4.15 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).

4.16 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 for police and fire department employees 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.

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 an employee is off work due to a work place illness or injury covered by Worker’s Compensation Insurance.

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.

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 active 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.

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.

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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Appendix I

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 2020 schedule is outlined below.

- a) Supervisor provides employee with self-assessment form no earlier than September 3, 2020, and no later than October 17, 2020, 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, 2020. 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, 2020. 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, 2020. 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, 2020. Original signed form is sent to Human Resources no later than March 7, 2020. 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 2020, 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.

Appendix II

PERFORMANCE MANAGEMENT CYCLE



Appendix III

City of Westfield, Indiana 2020 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.

Appendix IV

CITY OF WESTFIELD, INDIANA 2020 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, measurable 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

SHELTER RENTALS

For Westfield residents, all Park shelters rented in 4 hour increments	\$50
--	------

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

ANNUAL FARM LAND RENTAL- OSBORNE PARK

\$150 to \$300/acre paid annually

SPECIAL EVENT RENTAL FEES

Accessed 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 each depending on the operating costs and processing fees associated with the event. The Westfield Welcome Director will determine the specific amounts.

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/day	\$5
6' Plastic Beholding Table/day	\$5
8' Plastic Folding Table/ day	\$5
Air Frame Insert (CSI)	\$25
Air Frame Rental	\$25
Air Frame SU & TD	\$15
Avant	\$200
Black Folding Chair/day	\$2.50
Matte Black Folding Chair/day	\$2.50
Black Rolling Chair/day	\$5
Bose Stereo System w/ one microphone	\$150
Classroom Folding Table/day	\$7.75
Easel	\$1
Event Radio/day	\$5
Golf Cart/day	\$45
GP Podium	\$100
Hand Truck	\$5
Labor/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.

ORDINANCE 19-66

AMENDMENT TO THE 2019 SALARY ORDINANCE

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, it is the duty and the responsibility of the Council to maintain the fiscal integrity of the finances of the City and establish salaries for all City employees, and

WHEREAS, sometimes becomes necessary to amend ordinances to accomplish this goal of the City.

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

Section 1. That on or about October 28, 2019 the City adopted Ordinance 19-53 establishing City salaries for the 2020 year.

Section 2. That the Council now finds that certain amendments should be made to the Class 10 pay schedule as follows:

	Annual Base	Annual	Annual	Paid	Status-
Grade	Minimum	Salary	Salary	Hours	Exempt or
		Midpoint	Maximum		Non-
10	\$59,065	\$70,878	\$80,596	1950	NE
10	\$59,065	\$70,878	\$80,596	1950	NE

Section 3. That Ordinance 19-53 shall be amended to reflect these changes.

Section 4. This Ordinance shall be in full force and effect in accordance with Indiana law, upon the passage of any applicable waiting periods, all as provided by the laws of the State of Indiana. All ordinances or parts thereof that are in conflict herewith are hereby ordered repealed. All acts undertaken to develop this Ordinance are hereby ratified.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

ALL OF WHICH IS ORDAINED 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 Spoljaric

Cindy Spoljaric

Cindy Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that ORDINANCE 19-66 was delivered to the Mayor of Westfield

on the _____ day of _____, 2019, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 19-66

this _____ day of _____, 2019.

I hereby VETO ORDINANCE 19-66

this _____ day of _____, 2019.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

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

ORDINANCE NO. 19-67

AN ORDINANCE AUTHORIZING THE CITY OF WESTFIELD, INDIANA TO
ISSUE ITS ECONOMIC DEVELOPMENT REVENUE BONDS, SERIES 2019
(UNION SQUARE PROJECT) AND AUTHORIZING AND APPROVING
OTHER ACTIONS IN CONNECTION THEREWITH

WHEREAS, the City of Westfield, Indiana (the “City”) is a municipal corporation and political subdivision of the State of Indiana and by virtue of Indiana Code 36-7-11.9 and Indiana Code 36-7-12 (collectively, the “Act”), is authorized and empowered to adopt this ordinance (the “Bond Ordinance”) and to carry out its provisions; and

WHEREAS, the Westfield Redevelopment Commission (“Redevelopment Commission”) has previously created the Grand Junction Economic Development Area (the “Grand Junction Area”), has designated a portion of the Grand Junction Area as the Union Square Allocation Area (“Allocation Area”), and has created the Union Square Allocation Area Allocation Fund (the “Union Square Allocation Fund”) pursuant to IC 36-7-14-39; and

WHEREAS, Old Town Companies L.L.C., or any affiliate thereof (collectively, the “Developer”) has advised the Westfield Economic Development Commission (the “Commission”) and the City that it proposes that the City issue its Economic Development Revenue Bonds, Series 2019 (Union Square Project), in one or more series (with such further or different series designation as may be necessary or appropriate, including such series designation to indicate the year in which the bonds are issued), any one of which may be taxable or tax-exempt, in an amount not to exceed Six Million Dollars (\$6,000,000) (the “Bonds”) under the Act for the purpose of financing all or a portion of the costs of the construction of a mixed-use residential and commercial development consisting of approximately 180 apartment units and up to 30,000 square feet of commercial space across multiple buildings on real property bounded by Jersey Street, Mill Street, E. Main Street (State Road 32), and Union Street in the City Westfield, Indiana (collectively, the “Project”), capitalized interest, if any, and certain costs related to the issuance of the Bonds; and

WHEREAS, the principal and interest on the Bonds shall be payable solely from 75% of the incremental real property taxes generated and collected in the Union Square Allocation Area within the Grand Junction Economic Development Area less any expenses incurred in connection with the administration of the Bonds (collectively, the “TIF Revenues”), as pledged by the Redevelopment Commission for such purpose; and

WHEREAS, the financing of all or a portion of the Project results in the diversification of industry, the creation and retention of jobs, the creation and retention of business opportunities in the City, and will be of public benefit to the health, safety and general welfare of the City and its citizens; and

WHEREAS, on December 9, 2019, the Commission conducted a public hearing in accordance with Act and Indiana Code 5-3-1, and adopted its resolution finding that the financing of all or a portion of the Project complies with the purposes and provisions of the Act and that such financing will be of benefit to the health and general welfare of the City; and

WHEREAS, the Economic Development Commission has heretofore approved and recommended the adoption of this form of ordinance by this Council, has considered the issue of adverse competitive effect and has approved the forms of and has transmitted for approval by the Council, the forms of (i) a Financing Agreement, between the City and the Developer (the "Financing Agreement"), (ii) a Trust Indenture between the City and a trustee to be selected by the Clerk-Treasurer of the City (the "Indenture") and (iii) this Bond Ordinance (the Financing Agreement, the Indenture and the Bond Ordinance, collectively, the "Financing Documents"); and

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF WESTFIELD, INDIANA, THAT:

Section 1. The Council hereby finds and determines that the Project involves the acquisition, construction and equipping of an "economic development facility" as that phrase is used in the Act; that the Project will create employment opportunities and diversification of economic development in the City, will improve and promote the economic stability, development and welfare in the City, will encourage and promote the expansion of industry, trade and commerce in the City and the location of other new industries in the City; that the public benefits to be accomplished by this Bond Ordinance, intending to overcome insufficient employment opportunities and insufficient diversification of industry, are greater than the cost of public services (as that phrase is used in the Act) which will be required by the Project; and, therefore, that the financing of the Project by the issue of the Bonds under the Act: (i) will be of benefit to the health and general welfare of the City and (ii) complies with the Act.

Section 2. The proposed financing of all or a portion of the Project, and the financing of certain costs related to the issuance of the Bonds, capitalized interest, if any, as further described in the Financing Documents, by the issuance of the Bonds, in one or more series, under the Act, in the form that such financing was approved by the Commission, is hereby approved.

Section 3. The issuance of the Bonds, payable solely from the revenues and receipts derived from the Financing Documents, is hereby authorized.

Section 4. The Bonds, in one or more series (with such further or different series designation as may be necessary or appropriate, including such series designation to indicate the year in which the bonds are issued), any one of which may be taxable or tax-exempt, and in the aggregate principal amount not to exceed Six Million Dollars (\$6,000,000), shall (i) be executed at or prior to the closing date by the manual or facsimile signatures of the Mayor and the Clerk-Treasurer of the City; (ii) be dated as of the date of issuance; (iii) mature on a date not later than twenty-five (25) years after the date of issuance; (iv) bear interest at a rate not to exceed six percent (6.0%) if tax-exempt or eight percent (8.0%) if taxable, with such interest to be payable as provided in the Financing Documents; (v) be issuable in such denominations as set forth in the Financing Documents; (vi) be issuable only in fully registered form; (vii) be subject to registration on the bond register as provided in the Indenture; (viii) be payable in lawful money of the United States of America; (ix) be payable at an office of the Trustee as provided in the Indenture or at such other place designated by the City in the Financing Documents; (x) be subject to optional redemption prior to maturity and subject to redemption as otherwise provided in the Financing Documents;

and (xi) contain such other terms and provisions as may be provided in the Financing Documents. The Bonds shall be payable solely from the TIF Revenues.

The Bonds and the interest thereon do not and shall never constitute an indebtedness of, or a charge against the general credit or taxing power of, the City, but shall be special and limited obligations of the City, payable solely from TIF Revenues. Forms of the Financing Documents are before this meeting and are by this reference incorporated in this Bond Ordinance, and the Clerk-Treasurer of the City is hereby directed, in the name and on behalf of the City, to insert them into the minutes of the Council and to keep them on file.

Section 5. The Mayor and Clerk-Treasurer are authorized and directed to sell the Bonds, to the original purchasers thereof at a price not less than the par value thereof. The Mayor and Clerk-Treasurer are hereby authorized to approve and execute a bond purchase agreement, if applicable, for the Bonds with the Purchaser in a form approved by such officers, such approval to be conclusively evidenced by the execution thereof.

Section 6. The Mayor and the Clerk-Treasurer of the City are hereby authorized and directed, in the name and on behalf of the City, to execute or endorse and deliver the Financing Documents, submitted to the Council, which is hereby approved in all respects.

Section 7. The Mayor and the Clerk-Treasurer of the City are hereby authorized, in the name and on behalf of the City, without further approval of the Council or the Commission, to approve such changes in the Financing Documents as may be permitted by the Act, such approval to be conclusively evidenced by their execution thereof.

Section 8. The Mayor is hereby authorized to negotiate, execute and deliver an economic development agreement (the "Economic Development Agreement") providing for the completion of the Project by the Developer in cooperation with the City, in a form and manner consistent with the terms of this Ordinance, the Financing Documents and such other terms as the Mayor may deem necessary or desirable to accomplish the Project.

Section 9. The Mayor and the Clerk-Treasurer of the City, and each of them, are hereby authorized and directed, in the name and on behalf of the City, to execute or endorse any and all agreements, documents and instruments, perform any and all acts, approve any and all matters, and do any and all other things deemed by them, or either of them, to be necessary or desirable in order to carry out and comply with the intent, conditions and purposes of this Bond Ordinance (including the preambles hereto and the documents mentioned herein), the Project, the issuance and sale of the Bonds, and the securing of the Bonds under the Financing Documents, including, and any such execution, endorsement, performance or doing of other things heretofore effected be, and hereby is, ratified and approved.

Section 10. The provisions of this Bond Ordinance and the Financing Agreement shall constitute a binding contract between the City and the holders of the Bonds, and after issuance of the Bonds this Bond Ordinance shall not be repealed or amended in any respect which would adversely affect the rights of the holders of the Bonds as long as the Bonds or interest thereon remains unpaid.

Section 11. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

Section 12. This Bond Ordinance shall be in full force and effect immediately upon adoption.

Section 13. Two copies of the Financing Documents incorporated into this Bond Ordinance were duly filed in the office of the Clerk-Treasurer of the City, and are available for public inspection in accordance with Indiana Code § 36-1-5-4.

[Remainder of page intentionally left blank.]

ADOPTED AND PASSED THIS 19TH DAY OF DECEMBER, 2019, BY THE
WESTFIELD COMMON COUNCIL, HAMILTON COUNTY, INDIANA.

WESTFIELD COMMON COUNCIL

<u>Voting For</u>	<u>Voting Against</u>	<u>Abstain</u>
_____ Jim Ake	_____ Jim Ake	_____ Jim Ake
_____ James J. Edwards	_____ James J. Edwards	_____ James J. Edwards
_____ Steven Hoover	_____ Steve Hoover	_____ Steve 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
City of Westfield, Indiana

I hereby certify that ORDINANCE 19-67 was delivered to the Mayor of Westfield on the _____ day of _____, 2019, at ____:____.m.

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE Ordinance 19-67

this _____ day of _____, 2019

at ____:____.m.

J. Andrew Cook, Mayor

I hereby VETO Ordinance 19-67

this _____ day of _____, 2019

at ____:____.m.

J. Andrew Cook, Mayor

I affirm under the penalties of perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law. /s/ James T. Crawford, Jr.

This document prepared by James T. Crawford, Jr., Esq. Krieg DeVault LLP, 12800 North Meridian Street, Suite 300, Carmel, IN 46032, (317) 238-6239.

City of Westfield

2020 Council Meeting Dates

Meetings will be the 2nd Monday of each month. **If needed** there will be an additional meeting on the 4th Monday.

January 13, 2020

January 27, 2020

February 10, 2020

February 24, 2020

March 9, 2020

March 23, 2020

April 13, 2020

April 27, 2020

May 11, 2020

May 26, 2020

June 8, 2020

June 22, 2020

July 13, 2020

July 27, 2020

August 10, 2020

August 24, 2020

September 14, 2020

September 28, 2020

October 12, 2020

October 26, 2020

November 9, 2020

November 23, 2020

December 14, 2020

1/16/2019	019468-000	\$262.98
1/16/2019	023030-000	\$157.66
1/25/2019	007232-000	\$1.12
1/25/2019	014537-000	\$0.56
1/25/2019	014702-000	\$0.20
1/25/2019	014708-000	\$0.16
1/25/2019	023199-000	\$0.01
1/25/2019	023214-000	\$0.32
1/25/2019	023384-000	\$0.56
1/25/2019	024213-000	\$0.88
1/25/2019	024677-001	\$0.65
1/25/2019	025022-000	\$0.87
3/26/2019	030026-000	\$30.49
3/26/2019	007455-000	\$66.64
3/27/2019	014904-000	\$182.97
3/27/2019	007817-000	\$76.37
3/27/2019	020888-000	\$58.53
3/27/2019	027105-000	\$11.59
3/28/2019	008274-000	\$34.14
3/28/2019	014153-000	\$238.93
3/29/2019	020454-000	\$116.38
4/8/2019	008361-000	\$19.31
4/8/2019	017856-000	\$76.52
4/8/2019	011626-000	\$79.54
4/8/2019	021331-000	\$74.38
4/8/2019	012872-000	\$36.62
4/8/2019	008083-000	\$34.87
4/8/2019	020834-000	\$16.74
4/8/2019	010247-000	\$14.32
4/8/2019	014135-000	\$24.31
4/9/2019	022141-000	\$100.29
4/9/2019	015855-000	\$393.95
4/9/2019	022379-000	\$79.97
4/9/2019	010906-000	\$30.98
4/9/2019	018103-000	\$48.83
4/9/2019	025120-000	\$184.79
4/9/2019	024718-000	\$15.09
4/9/2019	008462-000	\$65.82
4/9/2019	006835-000	\$22.70
4/9/2019	015459-000	\$5.16
4/10/2019	023419-000	\$12.06
4/10/2019	024999-000	\$6.44
4/10/2019	013965-000	\$29.86
4/12/2019	006923-000	\$30.45
4/12/2019	007572-000	\$16.83
4/12/2019	017351-000	\$46.41
4/12/2019	018653-000	\$82.32

4/16/2019	014769-000	\$32.74
4/16/2019	015258-000	\$386.82
4/22/2019	015938-000	\$81.34
4/22/2019	021883-000	\$149.15
4/22/2019	013588-000	\$453.38
4/22/2019	005289-000	\$200.85
4/26/2019	027350-000	\$8.18
4/26/2019	024576-000	\$96.78
4/30/2019	020501-000	\$57.99
5/13/2019	019721-000	\$45.30
5/30/2019	010069-000	\$38.81
6/10/2019	009877-000	\$23.58
6/10/2019	013036-000	\$76.97
7/1/2019	016414-000	\$180.30
7/1/2019	014996-000	\$5.38
7/1/2019	016651-000	\$96.22
7/1/2019	020298-000	\$11.46
7/17/2019	008240-000	\$245.99
7/17/2019	019077-000	\$30.60
7/17/2019	014597-000	\$62.38
8/5/2019	019976-000	\$90.33
8/5/2019	006854-000	\$189.00
8/5/2019	008647-000	\$567.77
8/6/2019	015396-000	\$1,960.32
9/3/2019	008786-000	\$217.23
10/28/2019	013182-000	\$232.08
10/28/2019	007472-000	\$453.58
11/22/2019	009772-000	\$145.24
12/9/2019	005690-000	\$10.77

BANKRUPTCY

BANKRUPTCY

UNDER \$2

UNDER \$2

UNDER \$2

UNDER \$2

UNDER \$2

UNDER \$2

UNDER \$2

UNDER \$2

UNDER \$2

UNDER \$2

OWNERSHIP DISCREPENCY

DECEASED

DECEASED

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

WROTE OFF ORIGINAL BALANCE OF \$4.12 & PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SA

DECEASED

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED IN 2015.

WROTE OFF LAST PAST DUE FEE ASSESSED ON ACCT PER PAYMENT AGREEMENT.

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED IN 2016 PER PAYMENT AGREEMENT.

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED IN 2016 PER PAYMENT AGREEMENT.

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED IN 2015.

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

DECEASED

WROTE OFF PAST DUE FEES PER PAYMENT AGREEMENT.

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

DECEASED

W/O 1 MONTH TRASH SERVICE DUE TO SERVICE ERRORS.

DECEASED

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE

WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED IN 2015.

WROTE OFF PAST DUE FEES INCURRED IN 2019 WHEN ACCT WAS FINALED IN 2016.

WROTE OFF 2019 PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE
WROTE OFF PAST DUE FEES INCURRED ON CLOSED ACCT 025930-000 BEFORE THEY WERE TRANSFERRED TO ACTI'
WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE
WROTE OFF 2019 PAST DUE FEES AS PAYMENT AGREEMENT.
WROTE OFF FULL BALANCE PER KRISTEN SPARKS RE: UNCLEAR OWNERSHIP INFO FROM TAX CARD/ARC MAP.
WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED IN 2015.
WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED IN 2017 PER PAYMENT AGREEMENT.
DECEASED
WROTE OFF 2019 PAST DUE FEES AS PAYMENT AGREEMENT.
WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE
WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED IN 2015.
WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE
WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE
TENANT ACCT FROM 2014; OWNER DECEASED.
AGREEMENT TO PAY FINAL BILL FROM 2018.
WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE
WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED IN 2017 PER PAYMENT AGREEMENT.
WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED IN 2017 PER PAYMENT AGREEMENT.
WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE
WROTE OFF PAST DUE FEES INCURRED IN 2019 WHEN ACCT WAS FINALED IN 2017.
WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED DURING 2014 UTILITY SALE
WROTE OFF PAST DUE FEES ACCRUED ON ACCT FINALED IN 2015.
WROTE OFF 2019 PAST DUE FEES ASSESSED ON ACCT PER PAYMENT AGREEMENT.
DECEASED
DECEASED
DECEASED
WROTE OFF PAST DUE FEES ASSESSED IN 2019 PER PAYMENT AGREEMENT.
WROTE OFF PAST DUE FEES ASSESSED IN 2019 PER PAYMENT AGREEMENT.
DECEASED

VR ACCT 015258-000.

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 19, 2019

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 20 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 19 day of December, 2019

_____	_____	_____
_____	_____	_____
_____	_____	_____

Signatures of Governing Board

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

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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										
VEN001953	Thomson West	APP067444	12/5/2019	101001330	ADM-ATTORNEY/CONSULTA	West Information Charges	173.83	67894	12/9/2019	
VEN000589	Duke Energy	APP067475	12/5/2019	101001341	ADM-ELECTRICITY	DWA	103.37	67849	12/6/2019	
VEN000589	Duke Energy	APP067475	12/5/2019	101001341	ADM-ELECTRICITY	City Hall North	10.48	67849	12/6/2019	
VEN000589	Duke Energy	APP067475	12/5/2019	101001341	ADM-ELECTRICITY	Red Man parking	9.01	67849	12/6/2019	
VEN000589	Duke Energy	APP067475	12/5/2019	101001341	ADM-ELECTRICITY	Old Clinic House	181.47	67849	12/6/2019	
VEN002336	Citizens Westfield	APP067487	12/9/2019	101001328	ADM-HEAT/GAS	Gas	263.97	67856	12/9/2019	
VEN002336	Citizens Westfield	APP067490	12/9/2019	101001328	ADM-HEAT/GAS	Old Clinic House	66.03	67856	12/9/2019	
VEN002336	Citizens Westfield	APP067490	12/9/2019	101001328	ADM-HEAT/GAS	DWA	152.31	67856	12/9/2019	
VEN002336	Citizens Westfield	APP067490	12/9/2019	101001342	ADM-WATER/SEWER	Old Clinic House	70.63	67856	12/9/2019	
VEN002336	Citizens Westfield	APP067490	12/9/2019	101001342	ADM-WATER/SEWER	DWA	71.02	67856	12/9/2019	
VEN002336	Citizens Westfield	APP067493	12/9/2019	101001342	ADM-WATER/SEWER	City Hall	72.96	67856	12/9/2019	
VEN002336	Citizens Westfield	APP067493	12/9/2019	101001342	ADM-WATER/SEWER	Old Historical Society	69.86	67856	12/9/2019	
VEN001537	Payroll	APP067545	12/9/2019	101001111	ADM-SALARY	Payroll	8,949.02	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101001120	ADM-FICA /MEDICARE	FICA	533.88	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101001120	ADM-FICA /MEDICARE	Medicare	124.86	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101001121	ADM-PERF	PERF	1,010.79	500000501	12/10/2019	
VEN001988	Travelers	APP067560	12/10/2019	101001339	ADM-INSURANCE	Non employment related sexu	713.00			
VEN007293	Robert Livingston	APP067595	12/10/2019	101001331	ADM-CONSULTING	Diversity Training	1,655.31			
VEN003309	Cripe	APP067597	12/10/2019	101001331	ADM-CONSULTING	Planning for Police Headquart	2,817.00			
VEN003309	Cripe	APP067597	12/10/2019	101001331	ADM-CONSULTING	Planning for Fire Headquarter	2,817.00			
VEN003309	Cripe	APP067597	12/10/2019	101001331	ADM-CONSULTING	Planning for PW Headquarter	2,816.00			
VEN000589	Duke Energy	APP067738	12/17/2019	101001341	ADM-ELECTRICITY	Electric	467.84			
VEN003729	Metronet	APP067782	12/12/2019	101001343	ADM-BUILDING	City Hall alarm	61.36			
VEN001676	Riverview Hospital	APP067791	12/18/2019	101001119	ADM-HEALTH/DENTAL	Nov Clinic	136.62			
VEN000263	Bose Public Affairs Group LLC	APP067832	12/13/2019	101001331	ADM-CONSULTING	Monthly Strategic Comm 3500	3,500.00			
VEN002336	Citizens Westfield	APP067838	12/18/2019	101001342	ADM-WATER/SEWER	Final bill 145 S Union	25.61			
VEN006494	Pure Water Partners	APP067871	12/18/2019	101001223	ADM-OFFICE SUPPLIES	Water	705.00			
VEN005661	Barnes and Thornburg LLP	APP067879	12/19/2019	101001349	ADM-SERVICES	November services	5,000.00			
VEN000695	Financial Solutions Group	APP067880	12/19/2019	101001331	ADM-CONSULTING	Annexation	2,437.50			
VEN000998	City of Indianapolis	APP067881	12/19/2019	101001350	ADM-SUB/DUES/MEMBERS	CIRDA membership dues	481.00			
VEN000678	Faegre Baker Daniels	APP067883	12/19/2019	101001330	ADM-ATTORNEY/CONSULTA	Oct services	7,411.50			
VEN000678	Faegre Baker Daniels	APP067883	12/19/2019	101001330	ADM-ATTORNEY/CONSULTA	Nov services	1,024.00			

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Fund No.	Fund Name								
101	General								
	Administration								
VEN002336	Citizens Westfield	APP067884	12/19/2019	101001349	ADM-SERVICES	ACH pmt to City in error forwa	461.68		
	Subtotal for Administration						44,393.91		
	Police								
VEN002336	Citizens Westfield	APP067477	12/5/2019	101002343	POLICE-BUILDING MAINTEN	Fire Service Charges	92.77	67847	12/6/2019
VEN002336	Citizens Westfield	APP067487	12/9/2019	101002328	POLICE-HEAT/GAS	Gas	284.65	67856	12/9/2019
VEN001537	Payroll	APP067545	12/9/2019	101002111	POLICE-SALARY	Payroll	165,041.89	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101002120	POLICE-FICA/MEDICARE	FICA	9,850.51	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101002120	POLICE-FICA/MEDICARE	Medicare	2,303.80	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101002121	POLICE-PERF	PERF	25,702.76	500000501	12/10/2019
VEN002035	US Uniform and Supply	APP067652	12/11/2019	101002229	POLICE-UNIFORMS	Blauer Fleece Hats	1,118.54		
VEN002035	US Uniform and Supply	APP067652	12/11/2019	101002229	POLICE-UNIFORMS	Uniform Boots-Wylie	209.95		
VEN002035	US Uniform and Supply	APP067652	12/11/2019	101002229	POLICE-UNIFORMS	Blauer Fleece Hats	84.85		
VEN002035	US Uniform and Supply	APP067652	12/11/2019	101002229	POLICE-UNIFORMS	Uniform Pants - Abney	149.90		
VEN002035	US Uniform and Supply	APP067652	12/11/2019	101002229	POLICE-UNIFORMS	Uniforms - Tribbett	291.85		
VEN000747	Galls	APP067653	12/11/2019	101002229	POLICE-UNIFORMS	EZ Cuff Safety Cutters	25.87		
VEN001856	Sun Badge Co	APP067654	12/11/2019	101002229	POLICE-UNIFORMS	Uniform Badges	402.00		
VEN007984	Grand Stand Sports Pub	APP067655	12/11/2019	101002347	POLICE-PROMOTIONS	Department Service Awards /	2,360.00		
VEN002088	Webb Effects	APP067656	12/11/2019	101002360	POLICE-VEHICLE REPAIR	Replace graphics - Gehlause	175.00		
VEN003412	PowerDMS	APP067659	12/11/2019	101002349	POLICE-SERVICES	2020 Annual PowerDMS Subs	6,133.20		
VEN000715	FOP/Hamilton Co Fraternal Order of Poli	APP067660	12/11/2019	101002350	POLICE-SUBSCRIPTIONS/D	2020 Membership Dues	5,500.00		
VEN001728	Safety Kleen	APP067661	12/11/2019	101002349	POLICE-SERVICES	5G Parts Washer-Solvent	166.00		
VEN001555	Pet Supplies Plus	APP067663	12/11/2019	101002355	POLICE-K-9 MAINT	Dog Food	36.98		
VEN006222	SuperFleet Master Card	APP067664	12/11/2019	101002226	POLICE-VEHICLE GAS/SUPP	Vehicle Gas	244.76		
VEN000314	C.A.R. Clinic	APP067665	12/11/2019	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	4,161.75		
VEN002336	Citizens Westfield	APP067696	12/13/2019	101002342	POLICE-WATER/SEWER	police side water	225.85	67903	12/13/2019
VEN000589	Duke Energy	APP067738	12/17/2019	101002341	POLICE-ELECTRICITY	Electric	2,596.23		
VEN000644	Enviro-max Inc	APP067753	12/9/2019	101002343	POLICE-BUILDING MAINTEN	Boiler repair	648.25		
VEN006141	Westfield Restaurant Group LLC	APP067770	12/12/2019	101002347	POLICE-PROMOTIONS	Citizens Academy	540.00		
VEN000942	Imagery LLC	APP067771	12/12/2019	101002229	POLICE-UNIFORMS	Department Polo Shirts	1,866.76		
VEN001942	The Uniform House	APP067772	12/12/2019	101002229	POLICE-UNIFORMS	Uniform Pants/Boots - Martin	142.69		
VEN001555	Pet Supplies Plus	APP067773	12/12/2019	101002355	POLICE-K-9 MAINT	Dog Food	61.98		

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Fund No.	Fund Name								
101	General								
	Police								
VEN000266	Bound Tree Medical	APP067774	12/12/2019	101002472	POLICE-EQUIPMENT	Narcan	361.20		
VEN001230	Leadsonline	APP067775	12/12/2019	101002350	POLICE-SUBSCRIPTIONS/D	Yearly Subscription	2,002.00		
VEN000314	C.A.R. Clinic	APP067776	12/12/2019	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	2,048.50		
VEN005572	Testing for Public Safety	APP067777	12/12/2019	101002349	POLICE-SERVICES	New Hire Testing	4,650.00		
VEN003729	Metronet	APP067783	12/12/2019	101002335	POLICE-TELEPHONE	PSB	58.63		
VEN001676	Riverview Hospital	APP067791	12/18/2019	101002119	POLICE-HEALTH/DENTAL	Nov Clinic	3,481.30		
VEN000314	C.A.R. Clinic	APP067792	12/18/2019	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	6,030.78		
VEN006494	Pure Water Partners	APP067794	12/18/2019	101002349	POLICE-SERVICES	Statement	200.00		
VEN002353	Boldens Cleaners	APP067795	12/18/2019	101002229	POLICE-UNIFORMS	Dry Cleaning	1,262.05		
VEN003171	HCSRI	APP067796	12/18/2019	101002347	POLICE-PROMOTIONS	Donation for Road Coverage	500.00		
VEN000747	Galls	APP067797	12/18/2019	101002229	POLICE-UNIFORMS	ISP AX LVL II Concealabl - Bal	603.00		
VEN000747	Galls	APP067797	12/18/2019	101002472	POLICE-EQUIPMENT	Stinger Batteries and Charger	435.63		
VEN000747	Galls	APP067797	12/18/2019	101002472	POLICE-EQUIPMENT	Magcharger Battery Stick	224.19		
VEN004863	UPS STORE	APP067798	12/18/2019	101002333	POLICE-POSTAGE	Shipping	9.58		
VEN006499	Curtis Blue Line	APP067799	12/18/2019	101002229	POLICE-UNIFORMS	Outer Vest Carrier - Baldrige	375.30		
VEN002035	US Uniform and Supply	APP067800	12/18/2019	101002229	POLICE-UNIFORMS	Safariland Level II Vest - Sheri	1,124.95		
VEN000942	Imagery LLC	APP067801	12/18/2019	101002347	POLICE-PROMOTIONS	Promotional Items	2,709.63		
	Subtotal for Police						256,493.53		
	Economic and Community Development								
VEN001537	Payroll	APP067545	12/9/2019	101003111	ECD-SALARY	Payroll	31,107.07	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101003111	ECD-SALARY	Payroll	3,600.00	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101003120	ECD-FICA/MEDICARE	FICA	1,884.82	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101003120	ECD-FICA/MEDICARE	FICA	223.20	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101003120	ECD-FICA/MEDICARE	Medicare	440.80	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101003120	ECD-FICA/MEDICARE	Medicare	52.20	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101003121	ECD-PERF	PERF	4,417.14	500000501	12/10/2019
VEN001676	Riverview Hospital	APP067791	12/18/2019	101003119	ECD-HEALTH/DENTAL	Nov Clinic	532.05		
VEN002123	Westfield-Washington Schools	APP067841	12/18/2019	101003223	ECD-OFFICE SUPPLIES	Paper	26.25		
VEN002123	Westfield-Washington Schools	APP067842	12/18/2019	101003223	ECD-OFFICE SUPPLIES	Paper	26.25		
	Subtotal for Economic and Community Development						42,309.78		

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Fund No.	Fund Name								
101	General								
	Parks								
VEN001537	Payroll	APP067545	12/9/2019	101005111	PARKS-SALARY	Payroll	9,799.24	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101005120	PARKS-FICA/MEDICARE	FICA	595.06	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101005120	PARKS-FICA/MEDICARE	Medicare	139.16	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101005121	PARKS-PERF	PERF	1,253.74	500000501	12/10/2019
VEN001676	Riverview Hospital	APP067791	12/18/2019	101005119	PARKS-HEALTH/DENTAL	Nov Clinic	165.53		
VEN005717	Background Investigation Bureau	APP067849	12/18/2019	101005349	PARKS-SERVICES	Background cks	71.70		
	Subtotal for Parks						12,024.43		
	Economic Dev								
VEN001537	Payroll	APP067545	12/9/2019	101006111	ECONOMIC DEV-SALARY	Payroll	6,161.54	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101006120	ECONOMIC DEV-FICA/MEDI	FICA	379.69	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101006120	ECONOMIC DEV-FICA/MEDI	Medicare	88.80	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101006121	ECONOMIC DEV-PERF	PERF	874.94	500000501	12/10/2019
VEN001676	Riverview Hospital	APP067791	12/18/2019	101006119	ECONOMIC DEV-HEALTH/DE	Nov Clinic	32.83		
	Subtotal for Economic Dev						7,537.80		
	Informatics								
VEN000157	AT and T Mobility	APP067473	12/5/2019	101007332	IT-CELLULAR/PAGERS/MOBI	Cell phones	980.92	67845	12/6/2019
VEN002050	Verizon Wireless	APP067504	12/9/2019	101007332	IT-CELLULAR/PAGERS/MOBI	Cell phones and air cards	10,048.35	67902	12/11/2019
VEN001537	Payroll	APP067545	12/9/2019	101007111	IT-SALARY	Payroll	16,073.74	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101007120	IT-FICA/MEDICARE	FICA	955.27	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101007120	IT-FICA/MEDICARE	Medicare	223.40	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101007121	IT-PERF	PERF	2,282.48	500000501	12/10/2019
VEN007897	Konica Minolta Prem Fin 2	APP067577	12/10/2019	101007335	IT-TELEPHONE	Sta 83 and 82	77.70		
VEN000616	Egov Strategies	APP067580	12/10/2019	101007389	IT-SOFTWARE LICENSING	Annual support and maint	7,636.00		
VEN002213	Open Control Systems	APP067588	12/10/2019	101007472	IT-EQUIPMENT	TF Gate Operator	2,450.00		
VEN000203	BD Managed Services LLC	APP067589	12/10/2019	101007331	IT-CONSULTING	Fiber	4,200.00		
VEN000203	BD Managed Services LLC	APP067589	12/10/2019	101007472	IT-EQUIPMENT	Fiber	7,373.92		
VEN005134	Lifeline Data Centers	APP067596	12/10/2019	101007349	IT-SERVICES	Monthly charge	1,065.70		
VEN005272	SHI International	APP067598	12/10/2019	101007389	IT-SOFTWARE LICENSING	Ruckus SmartZone	540.00		
VEN005272	SHI International	APP067598	12/10/2019	101007451	IT-COMPUTER/EQUIP	HPE	152.48		
VEN005146	Konica Minolta Business	APP067599	12/10/2019	101007337	IT-PRINTING	Click charges	15.00		
VEN006331	enVista Ilc	APP067739	12/11/2019	101007349	IT-SERVICES	Sharepoint Monitoring	920.00		
VEN002213	Open Control Systems	APP067740	12/13/2019	101007331	IT-CONSULTING	PSB Critical Cooling DC upda	225.00		

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Fund No.	Fund Name								
101	General								
	Informatics								
VEN000617	elmanage Technology Group	APP067741	12/16/2019	101007331	IT-CONSULTING	CRM support	20,000.00		
VEN000604	Eastern Engineering Supply	APP067742	12/16/2019	101007224	IT-OPERATING SUPPLIES	Supplies	384.18		
VEN005272	SHI International	APP067743	12/16/2019	101007451	IT-COMPUTER/EQUIP	Hardware	1,067.36		
VEN002050	Verizon Wireless	APP067768	12/12/2019	101007332	IT-CELLULAR/PAGERS/MOBI	EMS	41.14		
VEN001676	Riverview Hospital	APP067791	12/18/2019	101007119	IT-HEALTH/DENTAL	Nov Clinic	367.84		
VEN006544	concept3D Inc	APP067848	12/18/2019	101007389	IT-SOFTWARE LICENSING	Annual atlas 3D CMS subscri	16,937.49		
VEN005272	SHI International	APP067850	12/18/2019	101007331	IT-CONSULTING	Hyper V Migration	20,010.00		
	Subtotal for Informatics						114,027.97		
	Clerk Treasurer								
VEN000847	Hamilton County Recorder	APP067464	12/5/2019	101008338	CT-LEGAL NOTICES	ordinances easements	225.00	67843	12/5/2019
VEN001537	Payroll	APP067545	12/9/2019	101008111	CT-SALARY	Payroll	16,675.37	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101008120	CT-FICA/MEDICARE	FICA	998.55	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101008120	CT-FICA/MEDICARE	Medicare	233.49	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101008121	CT-PERF	PERF	1,954.31	500000501	12/10/2019
VEN001406	Municipal Code	APP067581	12/10/2019	101008349	CT-SERVICES	Admin support fee	250.00		
VEN000267	Boyce Forms/systems	APP067678	12/12/2019	101008224	CT-OPERATING SUPPLIES	Stormwater utility checks	340.07		
VEN000267	Boyce Forms/systems	APP067678	12/12/2019	101008224	CT-OPERATING SUPPLIES	GP checks	287.10		
VEN000267	Boyce Forms/systems	APP067679	12/12/2019	101008224	CT-OPERATING SUPPLIES	Year end tax forms	166.05		
VEN001406	Municipal Code	APP067744	12/16/2019	101008349	CT-SERVICES	Admin Support fee 2020	250.00		
VEN001406	Municipal Code	APP067744	12/16/2019	101008349	CT-SERVICES	Supplement pages	404.30		
VEN004297	ADP-Payroll	APP067767	12/16/2019	101008331	CT-CONSULTING	Processing charges	9,240.98	500000503	12/17/2019
VEN001676	Riverview Hospital	APP067791	12/18/2019	101008119	CT-HEALTH/DENTAL	Nov Clinic	270.62		
VEN002200	Kim Strang	APP067830	12/18/2019	101008349	CT-SERVICES	Mileage reim courthouse 201	60.90		
	Subtotal for Clerk Treasurer						31,356.74		
	Mayor								
VEN001537	Payroll	APP067545	12/9/2019	101009111	MAYOR-SALARY	Payroll	4,459.62	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101009120	MAYOR- FICA/MEDICARE	FICA	271.66	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101009120	MAYOR- FICA/MEDICARE	Medicare	63.53	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101009121	MAYOR-PERF	PERF	633.27	500000501	12/10/2019
VEN002925	Palomino Ballroom LLC	APP067616	12/10/2019	101009347	MAYOR-PROMOTIONS	Holiday Party	3,659.66	67901	12/10/2019
VEN001676	Riverview Hospital	APP067791	12/18/2019	101009119	MAYOR-HEALTH/DENTAL	Nov Clinic	70.94		
	Subtotal for Mayor						9,158.68		

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Fund No.	Fund Name									
101	General									
City Council										
VEN002097	Westfield Chamber Of Commerce	APP067445	12/5/2019	101010347	CITY COUNCIL-PROMOTION	November Luncheon	40.00	67896	12/9/2019	
VEN001537	Payroll	APP067545	12/9/2019	101010111	CITY COUNCIL-SALARY	Payroll	28,756.25	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101010120	CITY COUNCIL-FICA/MEDIC	FICA	1,768.62	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101010120	CITY COUNCIL-FICA/MEDIC	Medicare	413.63	500000501	12/10/2019	
VEN008015	Wellbeing Coalition of Westfield	APP067882	12/19/2019	101010347	CITY COUNCIL-PROMOTION	Mayors brkf Wellbeing Coaliti	500.00			
Subtotal for City Council							31,478.50			
Board of Works										
VEN001537	Payroll	APP067545	12/9/2019	101011111	BOARD OF WORKS-SALARY	Payroll	262.50	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101011120	BOARD OF WORKS-FICA/M	FICA	16.28	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101011120	BOARD OF WORKS-FICA/M	Medicare	3.81	500000501	12/10/2019	
Subtotal for Board of Works							282.59			
Public Works										
VEN002336	Citizens Westfield	APP067449	12/5/2019	101013342	PW-WATER/SEWER	PW	2,565.49	67846	12/6/2019	
VEN000589	Duke Energy	APP067476	12/5/2019	101013341	PW-ELECTRIC	PW	283.68	67850	12/6/2019	
VEN002336	Citizens Westfield	APP067487	12/9/2019	101013349	PW-CONTRACTUAL SERVIC	Gas	444.79	67856	12/9/2019	
VEN001537	Payroll	APP067545	12/9/2019	101013111	PW-SALARY	Payroll	51,544.90	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101013120	PW-FICA/MEDICARE	FICA	3,022.26	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101013120	PW-FICA/MEDICARE	Medicare	706.85	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101013121	PW-PERF	PERF	7,878.60	500000501	12/10/2019	
VEN002336	Citizens Westfield	APP067561	12/10/2019	101013342	PW-WATER/SEWER	RAB 151st and Carey irrigatio	1,222.88	67903	12/13/2019	
VEN005403	BrightView Landscapes LLC	APP067571	12/10/2019	101013349	PW-CONTRACTUAL SERVIC	Janitorial for November	11,562.76			
VEN005403	BrightView Landscapes LLC	APP067572	12/10/2019	101013349	PW-CONTRACTUAL SERVIC	COW for November	43,741.64			
VEN005403	BrightView Landscapes LLC	APP067573	12/10/2019	101013349	PW-CONTRACTUAL SERVIC	US 31 for November	11,460.00			
VEN006770	Michael Todd and Company Inc	APP067576	12/10/2019	101013229	PW-UNIFORMS	Rain gear	92.73			
VEN000345	Cave and Company Printing	APP067579	12/10/2019	101013349	PW-CONTRACTUAL SERVIC	Business cards	50.42			
VEN000589	Duke Energy	APP067738	12/17/2019	101013341	PW-ELECTRIC	Electric	4,372.90			
VEN000589	Duke Energy	APP067738	12/17/2019	101013341	PW-ELECTRIC	Electric	909.68			
VEN000345	Cave and Company Printing	APP067754	12/9/2019	101013349	PW-CONTRACTUAL SERVIC	Business cards	120.84			
VEN002613	Ermco Inc	APP067762	12/12/2019	101013345	PW-EQUIP REPAIR	Lighting	12,197.00			
VEN001676	Riverview Hospital	APP067791	12/18/2019	101013119	PW-HEALTH AND DENTAL	Nov Clinic	1,695.98			
VEN005717	Background Investigation Bureau	APP067849	12/18/2019	101013349	PW-CONTRACTUAL SERVIC	Background cks	35.85			
VEN006426	DISA Inc	APP067856	12/18/2019	101013349	PW-CONTRACTUAL SERVIC	Drug testing	51.50			

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Fund No.	Fund Name									
101	General									
Public Works										
VEN006426	DISA Inc	APP067858	12/18/2019	101013349	PW-CONTRACTUAL SERVIC	Drug testing	322.50			
VEN006494	Pure Water Partners	APP067871	12/18/2019	101013223	PW-OFFICE SUPPLIES	Water	705.00			
Subtotal for Public Works							154,988.25			
Grand Park										
VEN001537	Payroll	APP067545	12/9/2019	101015111	GP-SALARY	Payroll	11,323.59	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101015120	GP-FICA/MEDICARE	FICA	679.52	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101015120	GP-FICA/MEDICARE	Medicare	158.92	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101015121	GP-PERF	PERF	1,288.01	500000501	12/10/2019	
VEN001676	Riverview Hospital	APP067791	12/18/2019	101015119	GP-HEALTH/DENTAL	Nov Clinic	269.31			
Subtotal for Grand Park							13,719.35			
Communications										
VEN001537	Payroll	APP067545	12/9/2019	101020111	COMM-SALARY	Payroll	6,921.73	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101020120	COMM-FICA/MEDICARE	FICA	420.60	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101020120	COMM-FICA/MEDICARE	Medicare	98.38	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101020121	COMM-PERF	PERF	982.88	500000501	12/10/2019	
VEN001676	Riverview Hospital	APP067791	12/18/2019	101020119	COMM-HEALTH/DENTAL	Nov Clinic	134.00			
VEN001359	Michelle Krcmery	APP067862	12/18/2019	101020331	COMM- CONSULT	November consulting	1,020.00			
VEN000180	Ball State University	APP067863	12/18/2019	101020334	COMM- TRAINING	IN Certified Public Manager P	1,895.00			
VEN001257	Logo USA	APP067864	12/18/2019	101020347	COMM-PROMOTIONS	Cotton Tees	3,000.00			
Subtotal for Communications							14,472.59			
Customer Service										
VEN001537	Payroll	APP067545	12/9/2019	101021111	CUSTOMER SERV-SALARY	Payroll	8,060.39	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101021120	CUSTOMER SERV- FICA/ME	FICA	481.40	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101021120	CUSTOMER SERV- FICA/ME	Medicare	112.59	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101021121	CUSTOMER SERV- PERF	PERF	1,144.57	500000501	12/10/2019	
VEN001676	Riverview Hospital	APP067791	12/18/2019	101021119	CUSTOMER SERV-HEALTH/	Nov Clinic	235.15			
Subtotal for Customer Service							10,034.10			
Human Resources										
VEN001537	Payroll	APP067545	12/9/2019	101022111	HR -SALARY	Payroll	4,216.26	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101022120	HR-FICA/MEDICARE	FICA	252.08	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101022120	HR-FICA/MEDICARE	Medicare	58.95	500000501	12/10/2019	
VEN001537	Payroll	APP067545	12/9/2019	101022121	HR PERF	PERF	598.71	500000501	12/10/2019	

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Fund No. Fund Name									
101	General								
Human Resources									
VEN001676	Riverview Hospital	APP067791	12/18/2019	101022119	HR-HEALTH/DENTAL	Nov Clinic	136.62		
Subtotal for Human Resources							5,262.62		
Sport Campus Indoor Event Ctr									
VEN001537	Payroll	APP067545	12/9/2019	101023111	GP INDOOR-SALARY	Payroll	9,864.02	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101023120	GP INDOOR-FICA/MEDICAR	FICA	601.27	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101023120	GP INDOOR-FICA/MEDICAR	Medicare	140.63	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101023121	GP INDOOR-PERF	PERF	1,353.05	500000501	12/10/2019
VEN001676	Riverview Hospital	APP067791	12/18/2019	101023119	GP INDOOR-HEALTH/DENTA	Nov Clinic	134.00		
Subtotal for Sport Campus Indoor Event Ctr							12,092.97		
Subtotal for Fund 101 General							759,633.81		
Fund No. Fund Name									
201	Motor Vehicle Highway (MVH)								
Public Works									
VEN001537	Payroll	APP067545	12/9/2019	201013111	MVH-SALARY	Payroll	9,191.27	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	201013120	MVH-FICA/MEDICARE	FICA	553.09	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	201013120	MVH-FICA/MEDICARE	Medicare	129.36	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	201013121	MVH-PERF	PERF	1,305.16	500000501	12/10/2019
VEN001384	Milestone Contractors LP	APP067569	12/10/2019	201013231	MVH-SUBGRADE MATERIAL	Surface	182.41		
VEN001626	R and T Tire and Auto	APP067586	12/10/2019	201013345	MVH-EQUIP REPAIR	Tires	2,499.48		
VEN007983	Steven Antuone Bouyer	APP067587	12/10/2019	201013360	MVH-VEHICLE REPAIR	CDL	9.00		
VEN000589	Duke Energy	APP067738	12/17/2019	201013341	MVH-ELECTRIC	Electric	2,837.47		
VEN001044	Irving Materials	APP067755	12/9/2019	201013231	MVH-SUBGRADE MATERIAL	Stone	1,880.42		
VEN007983	Steven Antuone Bouyer	APP067757	12/11/2019	201013360	MVH-VEHICLE REPAIR	CDL tanker test	19.00		
VEN001044	Irving Materials	APP067759	12/11/2019	201013231	MVH-SUBGRADE MATERIAL	Stone	4,942.84		
VEN000975	Indiana Oxygen Company	APP067763	12/12/2019	201013226	MVH-VEHICLE GAS/ SUPPLI	Supplies	51.51		
VEN001676	Riverview Hospital	APP067791	12/18/2019	201013119	MVH-HEALTH/DENTAL	Nov Clinic	202.31		
VEN000051	Advanced Turf Solutions	APP067860	12/18/2019	201013231	MVH-SUBGRADE MATERIAL	Rock Salt bulk	2,375.41		
Subtotal for Public Works							26,178.73		
Subtotal for Fund 201 Motor Vehicle Highway (MVH)							26,178.73		

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Fund No.	Fund Name								
202	Local Road and Street (LRS)								
	Public Works								
VEN007225	Peyton Farms LLC	APP067591	12/10/2019	202013432	LRS-SIDEWALK	Topsoil	367.50		
VEN002038	USI Consultants Inc	APP067645	12/10/2019	202013349	LRS-SERVICES	Preliminary Engineering for 1	16,320.00		
VEN003284	Practical Property Group	APP067761	12/11/2019	202013474	LRS-CONSTRUCTION COST	Market Center RAB	1,402.15		
VEN003284	Practical Property Group	APP067761	12/11/2019	202013474	LRS-CONSTRUCTION COST	Westfield Blvd RAB	402.90		
VEN001778	Shelby Materials	APP067857	12/18/2019	202013432	LRS-SIDEWALK	Stone	1,615.00		
Subtotal for Public Works							20,107.55		
Subtotal for Fund 202 Local Road and Street (LRS)							20,107.55		

Fund No. Fund Name

203	Fire Operating								
Fire									
VEN002336	Citizens Westfield	APP067477	12/5/2019	203012342	FIRE-WATER/SEWER	Stored Water Station 81	92.00	67847	12/6/2019
VEN002336	Citizens Westfield	APP067487	12/9/2019	203012328	FIRE-GAS/HEAT	Gas	284.66	67856	12/9/2019
VEN002336	Citizens Westfield	APP067488	12/9/2019	203012328	FIRE-GAS/HEAT	Sta 83 gas	139.52	67856	12/9/2019
VEN002336	Citizens Westfield	APP067489	12/9/2019	203012342	FIRE-WATER/SEWER	Sta 82 water	230.41	67856	12/9/2019
VEN002336	Citizens Westfield	APP067491	12/9/2019	203012342	FIRE-WATER/SEWER	Sta 83 water	450.58	67856	12/9/2019
VEN001537	Payroll	APP067545	12/9/2019	203012111	FIRE-SALARY	Payroll	208,791.74	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	203012120	FIRE-FICA AND MEDICARE	FICA	12,412.36	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	203012120	FIRE-FICA AND MEDICARE	Medicare	2,902.84	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	203012121	FIRE-PERF	PERF	32,218.48	500000501	12/10/2019
VEN002336	Citizens Westfield	APP067696	12/13/2019	203012342	FIRE-WATER/SEWER	Fire side water	338.77	67903	12/13/2019
VEN000589	Duke Energy	APP067738	12/17/2019	203012341	FIRE-ELECTRIC	Electric	2,596.22		
VEN000589	Duke Energy	APP067738	12/17/2019	203012341	FIRE-ELECTRIC	Electric	671.57		
VEN000589	Duke Energy	APP067738	12/17/2019	203012341	FIRE-ELECTRIC	Electric	619.67		
VEN000589	Duke Energy	APP067738	12/17/2019	203012346	FIRE-TORNADO SIREN	Electric	63.07		
VEN000644	Enviro-max Inc	APP067753	12/9/2019	203012343	FIRE-BUILDING MAINTENAN	Boiler repair	646.25		
VEN003729	Metronet	APP067783	12/12/2019	203012349	FIRE-SERVICES	PSB	58.62		
VEN001676	Riverview Hospital	APP067791	12/18/2019	203012119	FIRE-HEALTH/DENTAL	Nov Clinic	4,632.10		
VEN001417	Napa Auto Parts	APP067831	12/18/2019	203012360	FIRE-VEHICLE MAINT	vehicle maintenance and sup	1,777.03		
VEN007763	Jeff's Lawn Care	APP067833	12/18/2019	203012343	FIRE-BUILDING MAINTENAN	lawn maintenance	210.00		
VEN006285	Ceres Solutions Cooperative	APP067834	12/18/2019	203012226	FIRE-VEHICLE GAS/SUPPLIE	fuel	1,353.84		
VEN001717	Russ Shoaf	APP067836	12/18/2019	203012334	FIRE-TRAVEL/TRAINING/SE	study material for NFPA cours	21.19		

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Fund No. Fund Name									
203	Fire Operating								
Fire									
VEN005584	The Accumed Group	APP067839	12/18/2019	203012349	FIRE-SERVICES	ems billing	3,819.62		
VEN006285	Ceres Solutions Cooperative	APP067845	12/18/2019	203012226	FIRE-VEHICLE GAS/SUPPLIE	fule	581.43		
VEN002048	Vectren	APP067873	12/18/2019	203012328	FIRE-GAS/HEAT	Sta 82	92.90		
Subtotal for Fire							275,004.87		
Subtotal for Fund 203 Fire Operating							275,004.87		
Fund No. Fund Name									
239	Law Enforcement								
Police									
VEN000281	Brett Bays	APP067793	12/18/2019	239002334	LAW ENFORCE-TRAVEL/TR	Reimbursement for Parking D	50.00		
Subtotal for Police							50.00		
Subtotal for Fund 239 Law Enforcement							50.00		
Fund No. Fund Name									
264	Road and Street Improvement (Road Impact)								
Public Works									
VEN007292	GAI Consultants	APP067646	12/10/2019	264013349	ROAD IMPACT-SERVICES	On-Call Hourly to Determine T	1,600.00		
VEN000010	A and F Engineering	APP067647	12/10/2019	264013349	ROAD IMPACT-SERVICES	SR 32 and Wheeler Intersecti	8,385.00		
VEN000103	American Structurepoint Inc	APP067648	12/10/2019	264013349	ROAD IMPACT-SERVICES	Jersey Street Extension Preli	3,740.00		
VEN000103	American Structurepoint Inc	APP067649	12/10/2019	264013349	ROAD IMPACT-SERVICES	SR 32 Reconstruction Prelimi	21,585.00		
VEN007985	Natalia Wilkins Living Trust	APP067680	12/11/2019	264013400	ROAD IMPACT-LAND PURCH	East Street North Ext - Parcel	6,390.00		
VEN001710	RQAW Corp	APP067691	12/12/2019	264013349	ROAD IMPACT-SERVICES	151st & Towne Road RAB - D	8,480.00		
VEN002019	United Consulting	APP067692	12/12/2019	264013349	ROAD IMPACT-SERVICES	151st Street Culvert - Constr	1,240.00		
VEN002019	United Consulting	APP067694	12/12/2019	264013349	ROAD IMPACT-SERVICES	Towne Road Inspection - Incr	8,516.34		
VEN005475	Estridge Development Mgmt	APP067859	12/18/2019	264013349	ROAD IMPACT-SERVICES	Road Impact fee	39,239.20		
Subtotal for Public Works							99,175.54		
Subtotal for Fund 264 Road and Street Improvement (Road Impact)							99,175.54		
Fund No. Fund Name									
269	Training Facility Center								
Public Safety (Police and Fire)									
VEN002191	City of Noblesville Utilities	APP067503	12/9/2019	269014342	TRAINING FAC-WATER/SEW	Training Facility sewer	18.89	67900	12/9/2019
VEN002048	Vectren	APP067697	12/13/2019	269014328	TRAINING FAC-HEAT/GAS	Training Facility	49.18	67904	12/13/2019

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Fund No. Fund Name									
269	Training Facility Center								
Public Safety (Police and Fire)									
VEN000589	Duke Energy	APP067738	12/17/2019	269014341	TRAINING FAC-ELECTRIC	Electric	434.31		
VEN000304	Bullseye Fence Design Inc	APP067829	12/18/2019	269014433	TRAINING FAC-INFRASTR R	Security fence around the Trai	40,885.00		
VEN000434	Comcast Cable	APP067840	12/18/2019	269014350	TRAINING FAC-SUBSCRIPTI	Training Facility	293.04		
VEN000405	Citizens Energy Group	APP067872	12/18/2019	269014342	TRAINING FAC-WATER/SEW	Training Facility	30.27		
Subtotal for Public Safety (Police and Fire)							41,710.69		
Subtotal for Fund 269 Training Facility Center							41,710.69		
Fund No. Fund Name									
325	Eagletown TIF 2016 Capital Pro								
RDC									
VEN000589	Duke Energy	APP067472	12/5/2019	325018474	EAGLETOWN TIF BOND CO	Ditch South Ext - Duke Distrib	36,554.06	67848	12/6/2019
VEN000589	Duke Energy	APP067472	12/5/2019	325018474	EAGLETOWN TIF BOND CO	Actual costs greater than the	5,712.86	67848	12/6/2019
Subtotal for RDC							42,266.92		
Subtotal for Fund 325 Eagletown TIF 2016 Capital Pro							42,266.92		
Fund No. Fund Name									
343	Go Bond 5 2016 Debt Serv								
Police									
VEN007818	Regions Equipment Finance	APP067868	12/18/2019	343002380	GO BOND 2016 PD DEBT PR	GO bond Series 2016	91,305.00		
VEN007818	Regions Equipment Finance	APP067868	12/18/2019	343002381	GO BOND 2016 PD DEBT IN	GO bond Series 2016	3,810.00		
Subtotal for Police							95,115.00		
Fire									
VEN007818	Regions Equipment Finance	APP067868	12/18/2019	343012380	GO BOND 2016 FD DEBT PR	GO bond Series 2016	76,920.00		
VEN007818	Regions Equipment Finance	APP067868	12/18/2019	343012381	GO BOND 2016 FD DEBT IN	GO bond Series 2016	3,210.00		
Subtotal for Fire							80,130.00		
Public Works									
VEN007818	Regions Equipment Finance	APP067868	12/18/2019	343013380	GO BOND 2016 PW DEBT P	GO bond Series 2016	51,775.00		
VEN007818	Regions Equipment Finance	APP067868	12/18/2019	343013381	GO BOND 2016 PW DEBT IN	GO bond Series 2016	2,157.00		
Subtotal for Public Works							53,932.00		
Subtotal for Fund 343 Go Bond 5 2016 Debt Serv							229,177.00		

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Fund No. Fund Name									
345	Go Bond 2017 Debt Serv								
	Police								
VEN006813	Key Government Finance Inc	APP067867	12/18/2019	345002380	GO BOND 2017 PD DEBT PR	GO bond	68,210.00		
VEN006813	Key Government Finance Inc	APP067867	12/18/2019	345002381	GO BOND 2017 PD DEBT IN	GO bond	5,684.50		
	Subtotal for Police						73,894.50		
	Fire								
VEN006813	Key Government Finance Inc	APP067867	12/18/2019	345012380	GO BOND 2017 FD DEBT PR	GO bond	65,105.00		
VEN006813	Key Government Finance Inc	APP067867	12/18/2019	345012381	GO BOND 2017 FD DEBT IN	GO bond	5,420.00		
	Subtotal for Fire						70,525.00		
	Public Works								
VEN006813	Key Government Finance Inc	APP067867	12/18/2019	345013380	GO BOND 2017 PW DEBT P	GO bond	66,685.00		
VEN006813	Key Government Finance Inc	APP067867	12/18/2019	345013381	GO BOND 2017 PW DEBT IN	GO bond	5,555.00		
	Subtotal for Public Works						72,240.00		
Subtotal for Fund 345 Go Bond 2017 Debt Serv							216,659.50		
Fund No. Fund Name									
346	Go Bond 2018								
	Police								
VEN000094	American Eagle Equipment	APP067658	12/11/2019	346002472	GO BOND 2018 PD EQUIP	New Vehicle Up-lift	3,192.45		
VEN000094	American Eagle Equipment	APP067769	12/12/2019	346002472	GO BOND 2018 PD EQUIP	New Vehicle Equipment	3,745.25		
VEN000094	American Eagle Equipment	APP067769	12/12/2019	346002472	GO BOND 2018 PD EQUIP	New Vehicle Equipment	2,800.00		
VEN000094	American Eagle Equipment	APP067769	12/12/2019	346002472	GO BOND 2018 PD EQUIP	New Vehicle Equipment	7,975.59		
VEN000094	American Eagle Equipment	APP067769	12/12/2019	346002472	GO BOND 2018 PD EQUIP	New Vehicle Equipment	7,975.59		
VEN000094	American Eagle Equipment	APP067769	12/12/2019	346002472	GO BOND 2018 PD EQUIP	New Vehicle Equipment	7,975.59		
	Subtotal for Police						33,664.47		
	Fire								
VEN000903	Hoosier Fire Equipment	APP067835	12/18/2019	346012472	GO BOND 2018 FD EQUIP	new equipment	250,000.00		
	Subtotal for Fire						250,000.00		
	Public Works								
VEN002019	United Consulting	APP067780	12/16/2019	346013474	GO BOND 2018 PW CONST	PE Services for Tunnel Desig	18,960.00		
	Subtotal for Public Works						18,960.00		
Subtotal for Fund 346 Go Bond 2018							302,624.47		

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Fund No. Fund Name									
348	GO Bond 2019								
	Fire								
VEN000903	Hoosier Fire Equipment	APP067835	12/18/2019	348012472	GO BOND 2019 FD EQUIP	new equipment	192,520.00		
	Subtotal for Fire						192,520.00		
	Public Works								
VEN000419	Clark Truck Equipment	APP067574	12/10/2019	348013472	GO BOND 2019 PW EQUIP	Light kit	6,955.00		
VEN001195	Krieg Devault LLP	APP067746	12/16/2019	348013475	GO BOND 2019 PW ISSANC	2019 Bond	51,317.46		
VEN000678	Faegre Baker Daniels	APP067747	12/16/2019	348013475	GO BOND 2019 PW ISSANC	2019 Bond	3,000.00		
VEN000695	Financial Solutions Group	APP067885	12/19/2019	348013475	GO BOND 2019 PW ISSANC	GO bond Series 2019	35,000.00		
	Subtotal for Public Works						96,272.46		
	Subtotal for Fund 348 GO Bond 2019						288,792.46		
Fund No. Fund Name									
511	Facade Improvement Grant								
	Economic and Community Development								
VEN007986	Kirpal Singh	APP067756	12/10/2019	511003349	FACADE IMPROV GRANT-S	230 E Main St Facade Improv	2,321.00		
VEN007986	Kirpal Singh	APP067756	12/10/2019	511003349	FACADE IMPROV GRANT-SE	139 N Cherry Facade Improve	1,195.00		
	Subtotal for Economic and Community Development						3,516.00		
	Subtotal for Fund 511 Facade Improvement Grant						3,516.00		
Fund No. Fund Name									
565	151st and Towne Rd Grant								
	Public Works								
VEN001710	RQAW Corp	APP067691	12/12/2019	565013349	151ST AND TOWNE RD GRA	151st & Towne Road RAB - D	33,920.00		
	Subtotal for Public Works						33,920.00		
	Subtotal for Fund 565 151st and Towne Rd Grant						33,920.00		
Fund No. Fund Name									
584	Monon 5 Bridge O 32 Grant								
	Public Works								
VEN002019	United Consulting	APP067693	12/12/2019	584013349	MONON 5 BRIDGE 32 GRAN	Monon 5 (Bridge over SR 32)	18,220.01		
	Subtotal for Public Works						18,220.01		
	Subtotal for Fund 584 Monon 5 Bridge O 32 Grant						18,220.01		

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Fund No. Fund Name									
597	MPO 186th-Springmill Grant								
	Public Works								
VEN002019	United Consulting	APP067695	12/12/2019	597013349	MPO 186TH-SPRINGMILL GR	CE Contract (Inspection) for 1	183.82		
	Subtotal for Public Works						183.82		
	Subtotal for Fund 597 MPO 186th-Springmill Grant						183.82		
Fund No. Fund Name									
640	Sports Campus Operating								
	Grand Park								
VEN002336	Citizens Westfield	APP067448	12/5/2019	640015342	SPORTS CAMPUS-WAT SE	Field	396.76	2779	12/6/2019
VEN002336	Citizens Westfield	APP067448	12/5/2019	640015342	SPORTS CAMPUS-WAT SE	Field	406.98	2779	12/6/2019
VEN002336	Citizens Westfield	APP067448	12/5/2019	640015342	SPORTS CAMPUS-WAT SE	Diam	528.63	2779	12/6/2019
VEN002336	Citizens Westfield	APP067448	12/5/2019	640015342	SPORTS CAMPUS-WAT SE	Diam	542.64	2779	12/6/2019
VEN002336	Citizens Westfield	APP067448	12/5/2019	640015342	SPORTS CAMPUS-WAT SE	Gen	131.48	2779	12/6/2019
VEN002336	Citizens Westfield	APP067448	12/5/2019	640015342	SPORTS CAMPUS-WAT SE	Gen	222.04	2779	12/6/2019
VEN001170	Kenney Outdoor Solutions	APP067567	12/10/2019	640015472	SPORTS CAMPUS-EQUIPME	Parts for Toro	34,430.97		
VEN007924	MACLE Inc	APP067568	12/10/2019	640015343	SPORTS CAMPUS-BLDG MAI	Soccer Admin Bldg plumbing	704.02		
VEN000345	Cave and Company Printing	APP067582	12/10/2019	640015347	SPORTS CAMPUS-PROMOTI	Youth Fallfest rack cards	119.75		
VEN006808	USSC	APP067585	12/10/2019	640015349	SPORTS CAMPUS-SERVICE	Spray chalk	150.00		
VEN000246	Blue Grass Farms	APP067590	12/10/2019	640015474	SPORTS CAMPUS-CONSTR	Trees	7,603.00		
VEN001277	Macallister Machinery Co	APP067592	12/10/2019	640015472	SPORTS CAMPUS-EQUIPME	Caterpillar rental	380.00		
VEN001637	Ray's Trash Service	APP067594	12/10/2019	640015349	SPORTS CAMPUS-SERVICE	Trash	750.00		
VEN002048	Vectren	APP067723	12/16/2019	640015349	SPORTS CAMPUS-SERVICE	Encroachment app Sports Ca	800.00	2784	12/16/2019
VEN000589	Duke Energy	APP067737	12/17/2019	640015341	SPORTS CAMPUS-ELECTRI	Diam	5,200.33		
VEN000589	Duke Energy	APP067737	12/17/2019	640015341	SPORTS CAMPUS-ELECTRI	Field	6,714.78		
VEN000589	Duke Energy	APP067737	12/17/2019	640015341	SPORTS CAMPUS-ELECTRI	General	4,554.82		
VEN002228	Indiana Sports Properties	APP067749	12/5/2019	640015349	SPORTS CAMPUS-SERVICE	Commissions	25,330.24		
VEN005403	BrightView Landscapes LLC	APP067751	12/5/2019	640015349	SPORTS CAMPUS-SERVICE	Grass Field	4,706.52		
VEN005403	BrightView Landscapes LLC	APP067751	12/5/2019	640015349	SPORTS CAMPUS-SERVICE	Irrigaton Field	14,145.26		
VEN005403	BrightView Landscapes LLC	APP067752	12/5/2019	640015349	SPORTS CAMPUS-SERVICE	CAM	9,924.57		
VEN005403	BrightView Landscapes LLC	APP067752	12/5/2019	640015349	SPORTS CAMPUS-SERVICE	CAI	8,045.02		
VEN005403	BrightView Landscapes LLC	APP067752	12/5/2019	640015349	SPORTS CAMPUS-SERVICE	Janitorial	6,671.84		
VEN007684	Perfection Group Inc	APP067764	12/12/2019	640015343	SPORTS CAMPUS-BLDG MAI	HVAC ck	323.25		
VEN006898	Supply Warehouse Inc	APP067765	12/12/2019	640015349	SPORTS CAMPUS-SERVICE	Restroom supplies	23.68		

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Fund No. Fund Name									
640	Sports Campus Operating								
Grand Park									
VEN007924	MACLE Inc	APP067766	12/12/2019	640015349	SPORTS CAMPUS-SERVICE	Wall hydrant repair	546.15		
VEN003729	Metronet	APP067778	12/12/2019	640015224	SPORTS CAMPUS-OPERATI	Field	59.75		
VEN003729	Metronet	APP067778	12/12/2019	640015224	SPORTS CAMPUS-OPERATI	Diam	59.75		
Subtotal for Grand Park							133,472.23		
Sport Campus Indoor Event Ctr									
VEN002336	Citizens Westfield	APP067474	12/5/2019	640023328	GP INDOOR-NATURAL GAS	GPEC	2,134.08	2780	12/6/2019
VEN002336	Citizens Westfield	APP067492	12/9/2019	640023342	GP INDOOR-WAT AND SEW	GPEC Water	595.37	2781	12/9/2019
VEN002336	Citizens Westfield	APP067492	12/9/2019	640023342	GP INDOOR-WAT AND SEW	GPEC Sewer	135.66	2781	12/9/2019
VEN006390	Ecolab Pest	APP067570	12/10/2019	640023349	GP INDOOR-SERVICES	Pest control	423.14		
VEN007819	DELV Design Studio LLC	APP067583	12/10/2019	640023331	GP INDOOR-CONSULTING	GPEC conference space conc	593.04		
VEN006808	USSC	APP067585	12/10/2019	640023349	GP INDOOR-SERVICES	Spray chalk	630.52		
VEN005717	Background Investigation Bureau	APP067593	12/10/2019	640023349	GP INDOOR-SERVICES	Background cks	11.95		
VEN001637	Ray's Trash Service	APP067594	12/10/2019	640023349	GP INDOOR-SERVICES	Trash	1,063.00		
VEN006591	William Knox	APP067722	12/16/2019	640023347	GP INDOOR-PROMOTION	Staff lunch	251.03	2785	12/16/2019
VEN000589	Duke Energy	APP067737	12/17/2019	640023341	GP INDOOR-ELECTRIC	Electric	13,453.72		
VEN002958	Indiana Soccer Asso	APP067748	12/5/2019	640023349	GP INDOOR-SERVICES	Commissions	28,260.70		
VEN005403	BrightView Landscapes LLC	APP067750	12/5/2019	640023349	GP INDOOR-SERVICES	GPEC Interior	4,850.00		
VEN005403	BrightView Landscapes LLC	APP067750	12/5/2019	640023349	GP INDOOR-SERVICES	GPEC Exterior	740.77		
VEN000345	Cave and Company Printing	APP067758	12/11/2019	640023349	GP INDOOR-SERVICES	Internship rack cards	22.62		
VEN007068	Vibonomics Inc	APP067760	12/11/2019	640023331	GP INDOOR-CONSULTING	Advertising Sales	230.76		
VEN006898	Supply Warehouse Inc	APP067765	12/12/2019	640023349	GP INDOOR-SERVICES	Restroom supplies	660.82		
VEN002123	Westfield-Washington Schools	APP067843	12/18/2019	640023223	GP INDOOR-OFFICE SUPPL	Paper	52.50		
Subtotal for Sport Campus Indoor Event Ctr							54,109.68		
Subtotal for Fund 640 Sports Campus Operating							187,581.91		
Fund No. Fund Name									
651	Infrastructure Improv								
Public Works									
VEN002019	United Consulting	APP067779	12/16/2019	651013474	INFRASTRUCTURE IMPRO	Replaces PO 002361.	363.75		
Subtotal for Public Works							363.75		
Subtotal for Fund 651 Infrastructure Improv							363.75		

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Fund No. Fund Name									
701	Payroll								
Clerk Treasurer									
VEN000920	Huntington National Bank	APP067546	12/9/2019	701008131	PAYROLL-EMPLOYER'S FIC	FICA	37,119.36	700000746	12/10/2019
VEN000920	Huntington National Bank	APP067546	12/9/2019	701008132	PAYROLL-EMPLOYER'S ME	Medicare	8,681.14	700000746	12/10/2019
VEN000920	Huntington National Bank	APP067546	12/9/2019	701008921	PAYROLL-FEDERAL WITHH	Federal	62,122.05	700000746	12/10/2019
VEN000920	Huntington National Bank	APP067546	12/9/2019	701008922	PAYROLL-EMPLOYEE FICA	FICA	37,119.35	700000746	12/10/2019
VEN000920	Huntington National Bank	APP067546	12/9/2019	701008922	PAYROLL-EMPLOYEE FICA	Medicare	8,681.17	700000746	12/10/2019
VEN000959	Indiana Dept Of Revenue	APP067547	12/9/2019	701008923	PAYROLL-STATE WITHHOL	State	18,194.31	700000749	12/10/2019
VEN000959	Indiana Dept Of Revenue	APP067547	12/9/2019	701008923	PAYROLL-STATE WITHHOL	COIT	6,921.77	700000749	12/10/2019
VEN000703	Fire Fighters Credit Union	APP067618	12/10/2019	701008141	PAYROLL-UNION DUES	Union Dues WFD	72.00	17291	12/10/2019
VEN000703	Fire Fighters Credit Union	APP067619	12/10/2019	701008141	PAYROLL-UNION DUES	Union Dues 4416	2,261.74	17292	12/10/2019
VEN001864	Supporting Heroes	APP067620	12/10/2019	701008991	PAYROLL-MISC	Supporting Heroes	102.40	17296	12/10/2019
VEN004836	Nationwide Retirement Solutions	APP067621	12/10/2019	701008931	PAYROLL-401A MATCHING-C	Contributions and loan pmts	3,119.69	17294	12/10/2019
VEN001583	Police and Firemens Insurance	APP067622	12/10/2019	701008930	PAYROLL-INS. DED	Police and Fire Ins	11.42	17295	12/10/2019
VEN001390	MiSDU	APP067623	12/10/2019	701008140	PAYROLL-SUPPORT WITHH	Child Support	443.45	17293	12/10/2019
VEN000948	IN Family and Social Services	APP067624	12/10/2019	701008140	PAYROLL-SUPPORT WITHH	Child Support	1,450.24	700000748	12/10/2019
VEN000163	Aul Retirement	APP067625	12/10/2019	701008931	PAYROLL-401A MATCHING-	Contributions and loan pmts	24,715.12	700000747	12/10/2019
VEN001537	Payroll	APP067662	12/10/2019	701008110	PAYROLL-NET SALARIES	net sal	435,084.21	700000750	12/10/2019
VEN000008	77 Police and Fire Fund	APP067689	12/13/2019	701008133	PAYROLL-PERF	Non Civilian PERF	56,402.20	700000751	12/13/2019
VEN001550	PERF	APP067690	12/13/2019	701008133	PAYROLL-PERF	Civilian PERF	44,938.47	700000752	12/13/2019
Subtotal for Clerk Treasurer							747,440.09		
Subtotal for Fund 701 Payroll							747,440.09		
Fund No. Fund Name									
900	Stormwater								
Stormwater									
VEN001537	Payroll	APP067544	12/9/2019	900016111	STORM-SALARY	Payroll	20,506.50	900000181	12/10/2019
VEN001537	Payroll	APP067544	12/9/2019	900016120	STORM-FICA/MEDICARE	FICA	1,219.24	900000181	12/10/2019
VEN001537	Payroll	APP067544	12/9/2019	900016120	STORM-FICA/MEDICARE	Medicare	285.14	900000181	12/10/2019
VEN001537	Payroll	APP067544	12/9/2019	900016121	STORM-PERF	PERF	2,352.66	900000181	12/10/2019
VEN001637	Ray's Trash Service	APP067575	12/10/2019	900810	STORM RES QUARTERLY F	November Collection	12,229.91		
VEN002424	IUPPS	APP067578	12/10/2019	900016309	STORM-CONSULTING FEES	October tickets	1,254.00		
VEN000608	Eco-Infrastrcture Solution	APP067584	12/10/2019	900016473	STORM-VEHICLE LEASES	Clean storm lines	1,102.50		
VEN001676	Riverview Hospital	APP067745	12/16/2019	900016119	STORM-HEALTH/DENTAL	Nov Clinic	639.77		

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Fund No.	Fund Name								
900	Stormwater								
	Stormwater								
VEN007987	Jacob Kinnamon	APP067802	12/18/2019	900016370	STORMWATER-REFUND		7.46		
VEN007987	Jacob Kinnamon	APP067802	12/18/2019	900016370	STORMWATER-REFUND	Overpayment	56.70		
VEN007988	Melanie Beck	APP067803	12/18/2019	900016370	STORMWATER-REFUND		7.46		
VEN007989	James Sheets	APP067804	12/18/2019	900016370	STORMWATER-REFUND		6.51		
VEN007990	Molly Boyle	APP067805	12/18/2019	900016370	STORMWATER-REFUND		6.65		
VEN007991	Morris Thomas Jr	APP067806	12/18/2019	900016370	STORMWATER-REFUND		6.51		
VEN007992	Garland Elmore	APP067807	12/18/2019	900016370	STORMWATER-REFUND		7.60		
VEN007993	Laud Tetley	APP067808	12/18/2019	900016370	STORMWATER-REFUND		7.19		
VEN007994	Terri Rehm	APP067809	12/18/2019	900016370	STORMWATER-REFUND		8.14		
VEN007995	Brian MacLennan	APP067810	12/18/2019	900016370	STORMWATER-REFUND		8.14		
VEN007996	Marsha Brannies	APP067811	12/18/2019	900016370	STORMWATER-REFUND		7.19		
VEN007996	Marsha Brannies	APP067811	12/18/2019	900016370	STORMWATER-REFUND	Overpayment	5.16		
VEN007997	Allison Bonez	APP067812	12/18/2019	900016370	STORMWATER-REFUND		8.27		
VEN003485	Robert A Smith	APP067813	12/18/2019	900016370	STORMWATER-REFUND		6.38		
VEN007998	Craig Bateman	APP067814	12/18/2019	900016370	STORMWATER-REFUND		7.73		
VEN008000	Allison Brinegar	APP067815	12/18/2019	900016370	STORMWATER-REFUND		7.19		
VEN008000	Allison Brinegar	APP067815	12/18/2019	900016370	STORMWATER-REFUND	Overpayment	51.54		
VEN008001	Henry Leopold	APP067816	12/18/2019	900016370	STORMWATER-REFUND		6.38		
VEN008002	Matt Diehl	APP067817	12/18/2019	900016370	STORMWATER-REFUND		6.51		
VEN008003	Paul McGinnis	APP067818	12/18/2019	900016370	STORMWATER-REFUND		7.33		
VEN008004	Tami Knauer	APP067819	12/18/2019	900016370	STORMWATER-REFUND		8.14		
VEN008005	Jeremy Stevens	APP067820	12/18/2019	900016370	STORMWATER-REFUND		7.19		
VEN008006	Nicholas Wehner	APP067821	12/18/2019	900016370	STORMWATER-REFUND		7.46		
VEN008007	Gregory Donnal	APP067822	12/18/2019	900016370	STORMWATER-REFUND		7.46		
VEN008008	Shane Odell	APP067823	12/18/2019	900016370	STORMWATER-REFUND		6.24		
VEN008009	Jonathan Hufford	APP067824	12/18/2019	900016370	STORMWATER-REFUND		6.24		
VEN008010	Will and Jennifer Truitt	APP067825	12/18/2019	900016370	STORMWATER-REFUND		9.63		
VEN008010	Will and Jennifer Truitt	APP067825	12/18/2019	900016370	STORMWATER-REFUND	Overpayment	5.16		
VEN008011	Anne Scofield	APP067826	12/18/2019	900016370	STORMWATER-REFUND		3.93		
VEN008012	Jay O'Neil	APP067827	12/18/2019	900016370	STORMWATER-REFUND	Overpayment	209.59		

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Fund No.	Fund Name									
900	Stormwater									
	Stormwater									
VEN008013	Angela Horner	APP067828	12/18/2019	900016370	STORMWATER-REFUND	Overpayment	554.63			
	Subtotal for Stormwater							40,651.43		
Subtotal for Fund 900 Stormwater							40,651.43			
Fund No.	Fund Name									
950	Trash									
	Trash									
VEN003986	Accela Inc	APP067644	12/11/2019	950017371	TRASH-CREDIT CARD PRO	CivicPay fees	240.00			
VEN007987	Jacob Kinnamon	APP067802	12/18/2019	950017370	TRASH-REFUND		1.79			
VEN007987	Jacob Kinnamon	APP067802	12/18/2019	950017370	TRASH-REFUND		21.57			
VEN007988	Melanie Beck	APP067803	12/18/2019	950017370	TRASH-REFUND		1.79			
VEN007988	Melanie Beck	APP067803	12/18/2019	950017370	TRASH-REFUND		21.57			
VEN007989	James Sheets	APP067804	12/18/2019	950017370	TRASH-REFUND		1.57			
VEN007989	James Sheets	APP067804	12/18/2019	950017370	TRASH-REFUND		18.82			
VEN007990	Molly Boyle	APP067805	12/18/2019	950017370	TRASH-REFUND		1.60			
VEN007990	Molly Boyle	APP067805	12/18/2019	950017370	TRASH-REFUND		19.21			
VEN007991	Morris Thomas Jr	APP067806	12/18/2019	950017370	TRASH-REFUND		1.57			
VEN007991	Morris Thomas Jr	APP067806	12/18/2019	950017370	TRASH-REFUND		18.82			
VEN007992	Garland Elmore	APP067807	12/18/2019	950017370	TRASH-REFUND		1.83			
VEN007992	Garland Elmore	APP067807	12/18/2019	950017370	TRASH-REFUND		21.96			
VEN007993	Laud Tetley	APP067808	12/18/2019	950017370	TRASH-REFUND		1.73			
VEN007993	Laud Tetley	APP067808	12/18/2019	950017370	TRASH-REFUND		20.79			
VEN007994	Terri Rehm	APP067809	12/18/2019	950017370	TRASH-REFUND		1.96			
VEN007994	Terri Rehm	APP067809	12/18/2019	950017370	TRASH-REFUND		23.53			
VEN007995	Brian MacLennan	APP067810	12/18/2019	950017370	TRASH-REFUND		1.96			
VEN007995	Brian MacLennan	APP067810	12/18/2019	950017370	TRASH-REFUND		23.53			
VEN007996	Marsha Brannies	APP067811	12/18/2019	950017370	TRASH-REFUND		1.73			
VEN007996	Marsha Brannies	APP067811	12/18/2019	950017370	TRASH-REFUND		20.79			
VEN007997	Allison Bonez	APP067812	12/18/2019	950017370	TRASH-REFUND		1.99			
VEN007997	Allison Bonez	APP067812	12/18/2019	950017370	TRASH-REFUND		23.92			

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Fund No.	Fund Name									
950	Trash									
	Trash									
	VEN003485	Robert A Smith	APP067813	12/18/2019	950017370	TRASH-REFUND		1.53		
	VEN003485	Robert A Smith	APP067813	12/18/2019	950017370	TRASH-REFUND		18.43		
	VEN007998	Craig Bateman	APP067814	12/18/2019	950017370	TRASH-REFUND		1.86		
	VEN007998	Craig Bateman	APP067814	12/18/2019	950017370	TRASH-REFUND		22.35		
	VEN008000	Allison Brinegar	APP067815	12/18/2019	950017370	TRASH-REFUND		1.73		
	VEN008000	Allison Brinegar	APP067815	12/18/2019	950017370	TRASH-REFUND		20.79		
	VEN008001	Henry Leopold	APP067816	12/18/2019	950017370	TRASH-REFUND		1.53		
	VEN008001	Henry Leopold	APP067816	12/18/2019	950017370	TRASH-REFUND		18.43		
	VEN008002	Matt Diehl	APP067817	12/18/2019	950017370	TRASH-REFUND		1.57		
	VEN008002	Matt Diehl	APP067817	12/18/2019	950017370	TRASH-REFUND		18.82		
	VEN008003	Paul McGinnis	APP067818	12/18/2019	950017370	TRASH-REFUND		1.76		
	VEN008003	Paul McGinnis	APP067818	12/18/2019	950017370	TRASH-REFUND		21.18		
	VEN008004	Tami Knauer	APP067819	12/18/2019	950017370	TRASH-REFUND		1.96		
	VEN008004	Tami Knauer	APP067819	12/18/2019	950017370	TRASH-REFUND		23.53		
	VEN008005	Jeremy Stevens	APP067820	12/18/2019	950017370	TRASH-REFUND		1.73		
	VEN008005	Jeremy Stevens	APP067820	12/18/2019	950017370	TRASH-REFUND		20.79		
	VEN008006	Nicholas Wehner	APP067821	12/18/2019	950017370	TRASH-REFUND		1.79		
	VEN008006	Nicholas Wehner	APP067821	12/18/2019	950017370	TRASH-REFUND		21.57		
	VEN008007	Gregory Donnal	APP067822	12/18/2019	950017370	TRASH-REFUND		1.79		
	VEN008007	Gregory Donnal	APP067822	12/18/2019	950017370	TRASH-REFUND		21.57		
	VEN008008	Shane Odell	APP067823	12/18/2019	950017370	TRASH-REFUND		1.50		
	VEN008008	Shane Odell	APP067823	12/18/2019	950017370	TRASH-REFUND		18.03		
	VEN008009	Jonathan Hufford	APP067824	12/18/2019	950017370	TRASH-REFUND		1.50		
	VEN008009	Jonathan Hufford	APP067824	12/18/2019	950017370	TRASH-REFUND		18.03		
	VEN008010	Will and Jennifer Truitt	APP067825	12/18/2019	950017370	TRASH-REFUND		2.32		
	VEN008010	Will and Jennifer Truitt	APP067825	12/18/2019	950017370	TRASH-REFUND		27.84		
	VEN008011	Anne Scofield	APP067826	12/18/2019	950017370	TRASH-REFUND		21.18		
	VEN001637	Ray's Trash Service	APP067844	12/18/2019	950017851	TRASH-RES QRTLTY FEE CO	November Quart Summary	12,229.91		
Subtotal for Trash								13,039.05		
Subtotal for Fund 950 Trash								13,039.05		
Posted Invoices Total								3,346,297.60		

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Vendor No.	Vendor Name	Invoice No.	Date	GL Account	GL Account Description	Description	Amount	Status
Fund No.	Fund Name							
101	General							
	Administration							
VEN007102	CrossRoads Church of Westfield	API0004324	12/18/2019	101001349	Adm-Services	Adm-Services	16,225.00	Approval Pending
	Subtotal for Administration						16,225.00	
Subtotal by Fund 101 General							16,225.00	

640 Sports Campus Operating									
Sport Campus Indoor Event Ctr									
VEN005826 LST Venues LLC	API0004301	12/5/2019	640023331	GP Indoor-Consulting	GP Indoor-Consulting		98,838.00	Approval Pending	
Subtotal for Sport Campus Indoor Event Ctr							98,838.00		
Subtotal by Fund 640 Sports Campus Operating							98,838.00		
Un-Posted Invoices Total							115,063.00		

Vendor No.	Vendor Name	Cr. Memo No.	Date	GL Acct.	GL Account Name	Description	Amount
Fund No.	Fund Name						
900	Stormwater						
	Stormwater						
	VEN001637	Ray's Trash Service	ACP001835	12/10/2019	900810	Storm Res Quarterly Fee	Storm Res Quarterly Fee
	Subtotal for						12,229.91
Subtotal by Fund 900 Stormwater							12,229.91
Credit Memo Total							12,229.91

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Fund No. Fund Name									
101	General								
Administration									
VEN001953	Thomson West	APP067444	12/5/2019	101001330	ADM-ATTORNEY/CONSULTA	West Information Charges	173.83	67894	12/9/2019
VEN000589	Duke Energy	APP067475	12/5/2019	101001341	ADM-ELECTRICITY	DWA	103.37	67849	12/6/2019
VEN000589	Duke Energy	APP067475	12/5/2019	101001341	ADM-ELECTRICITY	City Hall North	10.48	67849	12/6/2019
VEN000589	Duke Energy	APP067475	12/5/2019	101001341	ADM-ELECTRICITY	Red Man parking	9.01	67849	12/6/2019
VEN000589	Duke Energy	APP067475	12/5/2019	101001341	ADM-ELECTRICITY	Old Clinic House	181.47	67849	12/6/2019
VEN002336	Citizens Westfield	APP067487	12/9/2019	101001328	ADM-HEAT/GAS	Gas	263.97	67856	12/9/2019
VEN002336	Citizens Westfield	APP067490	12/9/2019	101001328	ADM-HEAT/GAS	Old Clinic House	66.03	67856	12/9/2019
VEN002336	Citizens Westfield	APP067490	12/9/2019	101001328	ADM-HEAT/GAS	DWA	152.31	67856	12/9/2019
VEN002336	Citizens Westfield	APP067490	12/9/2019	101001342	ADM-WATER/SEWER	Old Clinic House	70.63	67856	12/9/2019
VEN002336	Citizens Westfield	APP067490	12/9/2019	101001342	ADM-WATER/SEWER	DWA	71.02	67856	12/9/2019
VEN002336	Citizens Westfield	APP067493	12/9/2019	101001342	ADM-WATER/SEWER	City Hall	72.96	67856	12/9/2019
VEN002336	Citizens Westfield	APP067493	12/9/2019	101001342	ADM-WATER/SEWER	Old Historical Society	69.86	67856	12/9/2019
VEN001537	Payroll	APP067545	12/9/2019	101001111	ADM-SALARY	Payroll	8,949.02	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101001120	ADM-FICA /MEDICARE	FICA	533.88	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101001120	ADM-FICA /MEDICARE	Medicare	124.86	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101001121	ADM-PERF	PERF	1,010.79	500000501	12/10/2019
VEN001988	Travelers	APP067560	12/10/2019	101001339	ADM-INSURANCE	Non employment related sexu	713.00		
VEN007293	Robert Livingston	APP067595	12/10/2019	101001331	ADM-CONSULTING	Diversity Training	1,655.31		
VEN003309	Cripe	APP067597	12/10/2019	101001331	ADM-CONSULTING	Planning for Police Headquart	2,817.00		
VEN003309	Cripe	APP067597	12/10/2019	101001331	ADM-CONSULTING	Planning for Fire Headquarter	2,817.00		
VEN003309	Cripe	APP067597	12/10/2019	101001331	ADM-CONSULTING	Planning for PW Headquarter	2,816.00		
VEN000589	Duke Energy	APP067738	12/17/2019	101001341	ADM-ELECTRICITY	Electric	467.84		
VEN003729	Metronet	APP067782	12/12/2019	101001343	ADM-BUILDING	City Hall alarm	61.36		
VEN001676	Riverview Hospital	APP067791	12/18/2019	101001119	ADM-HEALTH/DENTAL	Nov Clinic	136.62		
VEN000263	Bose Public Affairs Group LLC	APP067832	12/13/2019	101001331	ADM-CONSULTING	Monthly Strategic Comm 3500	3,500.00		
VEN002336	Citizens Westfield	APP067838	12/18/2019	101001342	ADM-WATER/SEWER	Final bill 145 S Union	25.61		
VEN006494	Pure Water Partners	APP067871	12/18/2019	101001223	ADM-OFFICE SUPPLIES	Water	705.00		
VEN005661	Barnes and Thornburg LLP	APP067879	12/19/2019	101001349	ADM-SERVICES	November services	5,000.00		
VEN000895	Financial Solutions Group	APP067880	12/19/2019	101001331	ADM-CONSULTING	Annexation	2,437.50		
VEN000998	City of Indianapolis	APP067881	12/19/2019	101001350	ADM-SUB/DUES/MEMBERS	CIRDA membership dues	481.00		
VEN000678	Faegre Baker Daniels	APP067883	12/19/2019	101001330	ADM-ATTORNEY/CONSULTA	Oct services	7,411.50		
VEN000678	Faegre Baker Daniels	APP067883	12/19/2019	101001330	ADM-ATTORNEY/CONSULTA	Nov services	1,024.00		

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Fund No.	Fund Name									
101	General									
Administration										
VEN002336	Citizens Westfield	APP067884	12/19/2019	101001349	ADM-SERVICES	ACH pmt to City in error forwa	461.68			
Subtotal for Administration								44,393.91		
Police										
VEN002336	Citizens Westfield	APP067477	12/5/2019	101002343	POLICE-BUILDING MAINTEN	Fire Service Charges	92.77	67847		12/6/2019
VEN002336	Citizens Westfield	APP067487	12/9/2019	101002328	POLICE-HEAT/GAS	Gas	284.65	67856		12/9/2019
VEN001537	Payroll	APP067545	12/9/2019	101002111	POLICE-SALARY	Payroll	165,041.89	500000501		12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101002120	POLICE-FICA/MEDICARE	FICA	9,850.51	500000501		12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101002120	POLICE-FICA/MEDICARE	Medicare	2,303.80	500000501		12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101002121	POLICE-PERF	PERF	25,702.76	500000501		12/10/2019
VEN002035	US Uniform and Supply	APP067652	12/11/2019	101002229	POLICE-UNIFORMS	Blauer Fleece Hats	1,118.54			
VEN002035	US Uniform and Supply	APP067652	12/11/2019	101002229	POLICE-UNIFORMS	Uniform Boots-Wylie	209.95			
VEN002035	US Uniform and Supply	APP067652	12/11/2019	101002229	POLICE-UNIFORMS	Blauer Fleece Hats	84.85			
VEN002035	US Uniform and Supply	APP067652	12/11/2019	101002229	POLICE-UNIFORMS	Uniform Pants - Abney	149.90			
VEN002035	US Uniform and Supply	APP067652	12/11/2019	101002229	POLICE-UNIFORMS	Uniforms - Tribbett	291.85			
VEN000747	Galls	APP067653	12/11/2019	101002229	POLICE-UNIFORMS	EZ Cuff Safety Cutters	25.87			
VEN001856	Sun Badge Co	APP067654	12/11/2019	101002229	POLICE-UNIFORMS	Uniform Badges	402.00			
VEN007984	Grand Stand Sports Pub	APP067655	12/11/2019	101002347	POLICE-PROMOTIONS	Department Service Awards /	2,360.00			
VEN002088	Webb Effects	APP067656	12/11/2019	101002360	POLICE-VEHICLE REPAIR	Replace graphics - Gehlause	175.00			
VEN003412	PowerDMS	APP067659	12/11/2019	101002349	POLICE-SERVICES	2020 Annual PowerDMS Subs	6,133.20			
VEN000715	FOP/Hamilton Co Fraternal Order of Poli	APP067660	12/11/2019	101002350	POLICE-SUBSCRIPTIONS/D	2020 Membership Dues	5,500.00			
VEN001728	Safety Kleen	APP067661	12/11/2019	101002349	POLICE-SERVICES	5G Parts Washer-Solvent	166.00			
VEN001555	Pet Supplies Plus	APP067663	12/11/2019	101002355	POLICE-K-9 MAINT	Dog Food	36.98			
VEN006222	SuperFleet Master Card	APP067664	12/11/2019	101002226	POLICE-VEHICLE GAS/SUPP	Vehicle Gas	244.76			
VEN000314	C.A.R. Clinic	APP067665	12/11/2019	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	4,161.75			
VEN002336	Citizens Westfield	APP067696	12/13/2019	101002342	POLICE-WATER/SEWER	police side water	225.85	67903		12/13/2019
VEN000589	Duke Energy	APP067738	12/17/2019	101002341	POLICE-ELECTRICITY	Electric	2,596.23			
VEN000644	Enviro-max Inc	APP067753	12/9/2019	101002343	POLICE-BUILDING MAINTEN	Boiler repair	646.25			
VEN006141	Westfield Restaurant Group LLC	APP067770	12/12/2019	101002347	POLICE-PROMOTIONS	Citizens Academy	540.00			
VEN000942	Imagery LLC	APP067771	12/12/2019	101002229	POLICE-UNIFORMS	Department Polo Shirts	1,866.76			
VEN001942	The Uniform House	APP067772	12/12/2019	101002229	POLICE-UNIFORMS	Uniform Pants/Boots - Martin	142.69			
VEN001555	Pet Supplies Plus	APP067773	12/12/2019	101002355	POLICE-K-9 MAINT	Dog Food	61.98			

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Fund No.	Fund Name								
101	General								
	Police								
VEN000266	Bound Tree Medical	APP067774	12/12/2019	101002472	POLICE-EQUIPMENT	Narcan	361.20		
VEN001230	Leadsonline	APP067775	12/12/2019	101002350	POLICE-SUBSCRIPTIONS/D	Yearly Subscription	2,002.00		
VEN000314	C.A.R. Clinic	APP067776	12/12/2019	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	2,048.50		
VEN005572	Testing for Public Safety	APP067777	12/12/2019	101002349	POLICE-SERVICES	New Hire Testing	4,650.00		
VEN003729	Metronet	APP067783	12/12/2019	101002335	POLICE-TELEPHONE	PSB	58.63		
VEN001676	Riverview Hospital	APP067791	12/18/2019	101002119	POLICE-HEALTH/DENTAL	Nov Clinic	3,481.30		
VEN000314	C.A.R. Clinic	APP067792	12/18/2019	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	6,030.78		
VEN006494	Pure Water Partners	APP067794	12/18/2019	101002349	POLICE-SERVICES	Statement	200.00		
VEN002353	Boldens Cleaners	APP067795	12/18/2019	101002229	POLICE-UNIFORMS	Dry Cleaning	1,262.05		
VEN003171	HCSRI	APP067796	12/18/2019	101002347	POLICE-PROMOTIONS	Donation for Road Coverage	500.00		
VEN000747	Galls	APP067797	12/18/2019	101002229	POLICE-UNIFORMS	ISP AX LVL II Concealabl - Bal	603.00		
VEN000747	Galls	APP067797	12/18/2019	101002472	POLICE-EQUIPMENT	Stinger Batteries and Charger	435.63		
VEN000747	Galls	APP067797	12/18/2019	101002472	POLICE-EQUIPMENT	Magcharger Battery Stick	224.19		
VEN004863	UPS STORE	APP067798	12/18/2019	101002333	POLICE-POSTAGE	Shipping	9.58		
VEN006499	Curtis Blue Line	APP067799	12/18/2019	101002229	POLICE-UNIFORMS	Outer Vest Carrier - Baldridge	375.30		
VEN002035	US Uniform and Supply	APP067800	12/18/2019	101002229	POLICE-UNIFORMS	Safariland Level II Vest - Sheri	1,124.95		
VEN000942	Imagery LLC	APP067801	12/18/2019	101002347	POLICE-PROMOTIONS	Promotional Items	2,709.63		
	Subtotal for Police						256,493.53		
	Economic and Community Development								
VEN001537	Payroll	APP067545	12/9/2019	101003111	ECD-SALARY	Payroll	31,107.07	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101003111	ECD-SALARY	Payroll	3,600.00	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101003120	ECD-FICA/MEDICARE	FICA	1,884.82	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101003120	ECD-FICA/MEDICARE	FICA	223.20	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101003120	ECD-FICA/MEDICARE	Medicare	440.80	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101003120	ECD-FICA/MEDICARE	Medicare	52.20	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101003121	ECD-PERF	PERF	4,417.14	500000501	12/10/2019
VEN001676	Riverview Hospital	APP067791	12/18/2019	101003119	ECD-HEALTH/DENTAL	Nov Clinic	532.05		
VEN002123	Westfield-Washington Schools	APP067841	12/18/2019	101003223	ECD-OFFICE SUPPLIES	Paper	26.25		
VEN002123	Westfield-Washington Schools	APP067842	12/18/2019	101003223	ECD-OFFICE SUPPLIES	Paper	26.25		
	Subtotal for Economic and Community Development						42,309.78		

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Fund No.	Fund Name								
101	General								
	Parks								
VEN001537	Payroll	APP067545	12/9/2019	101005111	PARKS-SALARY	Payroll	9,799.24	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101005120	PARKS-FICA/MEDICARE	FICA	595.06	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101005120	PARKS-FICA/MEDICARE	Medicare	139.16	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101005121	PARKS-PERF	PERF	1,253.74	500000501	12/10/2019
VEN001676	Riverview Hospital	APP067791	12/18/2019	101005119	PARKS-HEALTH/DENTAL	Nov Clinic	165.53		
VEN005717	Background Investigation Bureau	APP067849	12/18/2019	101005349	PARKS-SERVICES	Background cks	71.70		
	Subtotal for Parks						12,024.43		
	Economic Dev								
VEN001537	Payroll	APP067545	12/9/2019	101006111	ECONOMIC DEV-SALARY	Payroll	6,161.54	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101006120	ECONOMIC DEV-FICA/MEDI	FICA	379.69	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101006120	ECONOMIC DEV-FICA/MEDI	Medicare	88.80	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101006121	ECONOMIC DEV-PERF	PERF	874.94	500000501	12/10/2019
VEN001676	Riverview Hospital	APP067791	12/18/2019	101006119	ECONOMIC DEV-HEALTH/DE	Nov Clinic	32.83		
	Subtotal for Economic Dev						7,537.80		
	Informatics								
VEN000157	AT and T Mobility	APP067473	12/5/2019	101007332	IT-CELLULAR/PAGERS/MOBI	Cell phones	980.92	67845	12/6/2019
VEN002050	Verizon Wireless	APP067504	12/9/2019	101007332	IT-CELLULAR/PAGERS/MOBI	Cell phones and air cards	10,048.35	67902	12/11/2019
VEN001537	Payroll	APP067545	12/9/2019	101007111	IT-SALARY	Payroll	16,073.74	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101007120	IT-FICA/MEDICARE	FICA	955.27	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101007120	IT-FICA/MEDICARE	Medicare	223.40	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101007121	IT-PERF	PERF	2,282.48	500000501	12/10/2019
VEN007897	Konica Minolta Prem Fin 2	APP067577	12/10/2019	101007335	IT-TELEPHONE	Sta 83 and 82	77.70		
VEN000616	Egov Strategies	APP067580	12/10/2019	101007389	IT-SOFTWARE LICENSING	Annual support and maint	7,636.00		
VEN002213	Open Control Systems	APP067588	12/10/2019	101007472	IT-EQUIPMENT	TF Gate Operator	2,450.00		
VEN000203	BD Managed Services LLC	APP067589	12/10/2019	101007331	IT-CONSULTING	Fiber	4,200.00		
VEN000203	BD Managed Services LLC	APP067589	12/10/2019	101007472	IT-EQUIPMENT	Fiber	7,373.92		
VEN005134	Lifeline Data Centers	APP067596	12/10/2019	101007349	IT-SERVICES	Monthly charge	1,065.70		
VEN005272	SHI International	APP067598	12/10/2019	101007389	IT-SOFTWARE LICENSING	Ruckus SmartZone	540.00		
VEN005272	SHI International	APP067598	12/10/2019	101007451	IT-COMPUTER/EQUIP	HPE	152.48		
VEN005146	Konica Minolta Business	APP067599	12/10/2019	101007337	IT-PRINTING	Click charges	15.00		
VEN006331	enVista llc	APP067739	12/11/2019	101007349	IT-SERVICES	Sharepoint Monitoring	920.00		
VEN002213	Open Control Systems	APP067740	12/13/2019	101007331	IT-CONSULTING	PSB Critical Cooling DC upda	225.00		

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Fund No.	Fund Name									
101	General									
	Informatics									
	VEN000617	elmanage Technology Group	APP067741	12/16/2019	101007331	IT-CONSULTING	CRM support	20,000.00		
	VEN000604	Eastern Engineering Supply	APP067742	12/16/2019	101007224	IT-OPERATING SUPPLIES	Supplies	384.18		
	VEN005272	SHI International	APP067743	12/16/2019	101007451	IT-COMPUTER/EQUIP	Hardware	1,067.36		
	VEN002050	Verizon Wireless	APP067768	12/12/2019	101007332	IT-CELLULAR/PAGERS/MOBI	EMS	41.14		
	VEN001676	Riverview Hospital	APP067791	12/18/2019	101007119	IT-HEALTH/DENTAL	Nov Clinic	367.84		
	VEN006544	concept3D Inc	APP067848	12/18/2019	101007389	IT-SOFTWARE LICENSING	Annual atlas 3D CMS subscri	16,937.49		
	VEN005272	SHI International	APP067850	12/18/2019	101007331	IT-CONSULTING	Hyper V Migration	20,010.00		
	Subtotal for Informatics							114,027.97		
	Clerk Treasurer									
	VEN000847	Hamilton County Recorder	APP067464	12/5/2019	101008338	CT-LEGAL NOTICES	ordinances easements	225.00	67843	12/5/2019
	VEN001537	Payroll	APP067545	12/9/2019	101008111	CT-SALARY	Payroll	16,675.37	500000501	12/10/2019
	VEN001537	Payroll	APP067545	12/9/2019	101008120	CT-FICA/MEDICARE	FICA	998.55	500000501	12/10/2019
	VEN001537	Payroll	APP067545	12/9/2019	101008120	CT-FICA/MEDICARE	Medicare	233.49	500000501	12/10/2019
	VEN001537	Payroll	APP067545	12/9/2019	101008121	CT-PERF	PERF	1,954.31	500000501	12/10/2019
	VEN001406	Municipal Code	APP067581	12/10/2019	101008349	CT-SERVICES	Admin support fee	250.00		
	VEN000267	Boyce Forms/systems	APP067678	12/12/2019	101008224	CT-OPERATING SUPPLIES	Stormwater utility checks	340.07		
	VEN000267	Boyce Forms/systems	APP067678	12/12/2019	101008224	CT-OPERATING SUPPLIES	GP checks	287.10		
	VEN000267	Boyce Forms/systems	APP067679	12/12/2019	101008224	CT-OPERATING SUPPLIES	Year end tax forms	166.05		
	VEN001406	Municipal Code	APP067744	12/16/2019	101008349	CT-SERVICES	Admin Support fee 2020	250.00		
	VEN001406	Municipal Code	APP067744	12/16/2019	101008349	CT-SERVICES	Supplement pages	404.30		
	VEN004297	ADP-Payroll	APP067767	12/16/2019	101008331	CT-CONSULTING	Processing charges	9,240.98	500000503	12/17/2019
	VEN001676	Riverview Hospital	APP067791	12/18/2019	101008119	CT-HEALTH/DENTAL	Nov Clinic	270.62		
	VEN002200	Kim Strang	APP067830	12/18/2019	101008349	CT-SERVICES	Mileage reim courthouse 201	60.90		
	Subtotal for Clerk Treasurer							31,356.74		
	Mayor									
	VEN001537	Payroll	APP067545	12/9/2019	101009111	MAYOR-SALARY	Payroll	4,459.62	500000501	12/10/2019
	VEN001537	Payroll	APP067545	12/9/2019	101009120	MAYOR- FICA/MEDICARE	FICA	271.66	500000501	12/10/2019
	VEN001537	Payroll	APP067545	12/9/2019	101009120	MAYOR- FICA/MEDICARE	Medicare	63.53	500000501	12/10/2019
	VEN001537	Payroll	APP067545	12/9/2019	101009121	MAYOR-PERF	PERF	633.27	500000501	12/10/2019
	VEN002925	Palomino Ballroom LLC	APP067616	12/10/2019	101009347	MAYOR-PROMOTIONS	Holiday Party	3,659.66	67901	12/10/2019
	VEN001676	Riverview Hospital	APP067791	12/18/2019	101009119	MAYOR-HEALTH/DENTAL	Nov Clinic	70.94		
	Subtotal for Mayor							9,158.68		

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Fund No.	Fund Name									
101	General									
	City Council									
	VEN002097	Westfield Chamber Of Commerce	APP067445	12/5/2019	101010347	CITY COUNCIL-PROMOTION	November Luncheon	40.00	67896	12/9/2019
	VEN001537	Payroll	APP067545	12/9/2019	101010111	CITY COUNCIL-SALARY	Payroll	28,756.25	500000501	12/10/2019
	VEN001537	Payroll	APP067545	12/9/2019	101010120	CITY COUNCIL-FICA/MEDIC	FICA	1,768.62	500000501	12/10/2019
	VEN001537	Payroll	APP067545	12/9/2019	101010120	CITY COUNCIL-FICA/MEDIC	Medicare	413.63	500000501	12/10/2019
	VEN008015	Wellbeing Coalition of Westfield	APP067882	12/19/2019	101010347	CITY COUNCIL-PROMOTION	Mayors brkf Wellbeing Coaliti	500.00		
	Subtotal for City Council							31,478.50		
	Board of Works									
	VEN001537	Payroll	APP067545	12/9/2019	101011111	BOARD OF WORKS-SALARY	Payroll	262.50	500000501	12/10/2019
	VEN001537	Payroll	APP067545	12/9/2019	101011120	BOARD OF WORKS-FICA/M	FICA	16.28	500000501	12/10/2019
	VEN001537	Payroll	APP067545	12/9/2019	101011120	BOARD OF WORKS-FICA/M	Medicare	3.81	500000501	12/10/2019
	Subtotal for Board of Works							282.59		
	Public Works									
	VEN002336	Citizens Westfield	APP067449	12/5/2019	101013342	PW-WATER/SEWER	PW	2,565.49	67846	12/6/2019
	VEN000589	Duke Energy	APP067476	12/5/2019	101013341	PW-ELECTRIC	PW	283.68	67850	12/6/2019
	VEN002336	Citizens Westfield	APP067487	12/9/2019	101013349	PW-CONTRACTUAL SERVIC	Gas	444.79	67856	12/9/2019
	VEN001537	Payroll	APP067545	12/9/2019	101013111	PW-SALARY	Payroll	51,544.90	500000501	12/10/2019
	VEN001537	Payroll	APP067545	12/9/2019	101013120	PW-FICA/MEDICARE	FICA	3,022.26	500000501	12/10/2019
	VEN001537	Payroll	APP067545	12/9/2019	101013120	PW-FICA/MEDICARE	Medicare	706.85	500000501	12/10/2019
	VEN001537	Payroll	APP067545	12/9/2019	101013121	PW-PERF	PERF	7,878.60	500000501	12/10/2019
	VEN002336	Citizens Westfield	APP067561	12/10/2019	101013342	PW-WATER/SEWER	RAB 151st and Carey irrigatio	1,222.88	67903	12/13/2019
	VEN005403	BrightView Landscapes LLC	APP067571	12/10/2019	101013349	PW-CONTRACTUAL SERVIC	Janitorial for November	11,562.76		
	VEN005403	BrightView Landscapes LLC	APP067572	12/10/2019	101013349	PW-CONTRACTUAL SERVIC	COW for November	43,741.64		
	VEN005403	BrightView Landscapes LLC	APP067573	12/10/2019	101013349	PW-CONTRACTUAL SERVIC	US 31 for November	11,460.00		
	VEN006770	Michael Todd and Company Inc	APP067576	12/10/2019	101013229	PW-UNIFORMS	Rain gear	92.73		
	VEN000345	Cave and Company Printing	APP067579	12/10/2019	101013349	PW-CONTRACTUAL SERVIC	Business cards	50.42		
	VEN000589	Duke Energy	APP067738	12/17/2019	101013341	PW-ELECTRIC	Electric	4,372.90		
	VEN000589	Duke Energy	APP067738	12/17/2019	101013341	PW-ELECTRIC	Electric	909.68		
	VEN000345	Cave and Company Printing	APP067754	12/9/2019	101013349	PW-CONTRACTUAL SERVIC	Business cards	120.84		
	VEN002613	Ermco Inc	APP067762	12/12/2019	101013345	PW-EQUIP REPAIR	Lighting	12,197.00		
	VEN001676	Riverview Hospital	APP067791	12/18/2019	101013119	PW-HEALTH AND DENTAL	Nov Clinic	1,695.98		
	VEN005717	Background Investigation Bureau	APP067849	12/18/2019	101013349	PW-CONTRACTUAL SERVIC	Background cks	35.85		
	VEN006426	DISA Inc	APP067856	12/18/2019	101013349	PW-CONTRACTUAL SERVIC	Drug testing	51.50		

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Fund No.	Fund Name								
101	General								
	Public Works								
VEN006426	DISA Inc	APP067858	12/18/2019	101013349	PW-CONTRACTUAL SERVIC	Drug testing	322.50		
VEN006494	Pure Water Partners	APP067871	12/18/2019	101013223	PW-OFFICE SUPPLIES	Water	705.00		
	Subtotal for Public Works						154,988.25		
	Grand Park								
VEN001537	Payroll	APP067545	12/9/2019	101015111	GP-SALARY	Payroll	11,323.59	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101015120	GP-FICA/MEDICARE	FICA	679.52	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101015120	GP-FICA/MEDICARE	Medicare	158.92	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101015121	GP-PERF	PERF	1,288.01	500000501	12/10/2019
VEN001676	Riverview Hospital	APP067791	12/18/2019	101015119	GP-HEALTH/DENTAL	Nov Clinic	269.31		
	Subtotal for Grand Park						13,719.35		
	Communications								
VEN001537	Payroll	APP067545	12/9/2019	101020111	COMM-SALARY	Payroll	6,921.73	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101020120	COMM-FICA/MEDICARE	FICA	420.60	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101020120	COMM-FICA/MEDICARE	Medicare	98.38	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101020121	COMM-PERF	PERF	982.88	500000501	12/10/2019
VEN001676	Riverview Hospital	APP067791	12/18/2019	101020119	COMM-HEALTH/DENTAL	Nov Clinic	134.00		
VEN001359	Michelle Krcmery	APP067862	12/18/2019	101020331	COMM- CONSULT	November consulting	1,020.00		
VEN000180	Ball State University	APP067863	12/18/2019	101020334	COMM- TRAINING	IN Certified Public Manager P	1,895.00		
VEN001257	Logo USA	APP067864	12/18/2019	101020347	COMM-PROMOTIONS	Cotton Tees	3,000.00		
	Subtotal for Communications						14,472.59		
	Customer Service								
VEN001537	Payroll	APP067545	12/9/2019	101021111	CUSTOMER SERV-SALARY	Payroll	8,060.39	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101021120	CUSTOMER SERV- FICA/ME	FICA	481.40	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101021120	CUSTOMER SERV- FICA/ME	Medicare	112.59	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101021121	CUSTOMER SERV- PERF	PERF	1,144.57	500000501	12/10/2019
VEN001676	Riverview Hospital	APP067791	12/18/2019	101021119	CUSTOMER SERV-HEALTH/	Nov Clinic	235.15		
	Subtotal for Customer Service						10,034.10		
	Human Resources								
VEN001537	Payroll	APP067545	12/9/2019	101022111	HR -SALARY	Payroll	4,216.26	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101022120	HR-FICA/MEDICARE	FICA	252.08	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101022120	HR-FICA/MEDICARE	Medicare	58.95	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101022121	HR PERF	PERF	598.71	500000501	12/10/2019

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Fund No. Fund Name									
101	General								
Human Resources									
VEN001676	Riverview Hospital	APP067791	12/18/2019	101022119	HR-HEALTH/DENTAL	Nov Clinic	136.62		
Subtotal for Human Resources							5,262.62		
Sport Campus Indoor Event Ctr									
VEN001537	Payroll	APP067545	12/9/2019	101023111	GP INDOOR-SALARY	Payroll	9,864.02	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101023120	GP INDOOR-FICA/MEDICAR	FICA	601.27	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101023120	GP INDOOR-FICA/MEDICAR	Medicare	140.63	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	101023121	GP INDOOR-PERF	PERF	1,353.05	500000501	12/10/2019
VEN001676	Riverview Hospital	APP067791	12/18/2019	101023119	GP INDOOR-HEALTH/DENTA	Nov Clinic	134.00		
Subtotal for Sport Campus Indoor Event Ctr							12,092.97		
Subtotal for Fund 101 General							759,633.81		
Fund No. Fund Name									
201	Motor Vehicle Highway (MVH)								
Public Works									
VEN001537	Payroll	APP067545	12/9/2019	201013111	MVH-SALARY	Payroll	9,191.27	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	201013120	MVH-FICA/MEDICARE	FICA	553.09	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	201013120	MVH-FICA/MEDICARE	Medicare	129.36	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	201013121	MVH-PERF	PERF	1,305.16	500000501	12/10/2019
VEN001384	Milestone Contractors LP	APP067569	12/10/2019	201013231	MVH-SUBGRADE MATERIAL	Surface	182.41		
VEN001626	R and T Tire and Auto	APP067586	12/10/2019	201013345	MVH-EQUIP REPAIR	Tires	2,499.48		
VEN007983	Steven Antuone Bouyer	APP067587	12/10/2019	201013360	MVH-VEHICLE REPAIR	CDL	9.00		
VEN000589	Duke Energy	APP067738	12/17/2019	201013341	MVH-ELECTRIC	Electric	2,837.47		
VEN001044	Irving Materials	APP067755	12/9/2019	201013231	MVH-SUBGRADE MATERIAL	Stone	1,880.42		
VEN007983	Steven Antuone Bouyer	APP067757	12/11/2019	201013360	MVH-VEHICLE REPAIR	CDL tanker test	19.00		
VEN001044	Irving Materials	APP067759	12/11/2019	201013231	MVH-SUBGRADE MATERIAL	Stone	4,942.84		
VEN000975	Indiana Oxygen Company	APP067763	12/12/2019	201013226	MVH-VEHICLE GAS/ SUPPLI	Supplies	51.51		
VEN001676	Riverview Hospital	APP067791	12/18/2019	201013119	MVH-HEALTH/DENTAL	Nov Clinic	202.31		
VEN000051	Advanced Turf Solutions	APP067860	12/18/2019	201013231	MVH-SUBGRADE MATERIAL	Rock Salt bulk	2,375.41		
Subtotal for Public Works							26,178.73		
Subtotal for Fund 201 Motor Vehicle Highway (MVH)							26,178.73		

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Fund No.	Fund Name								
202	Local Road and Street (LRS)								
	Public Works								
VEN007225	Peyton Farms LLC	APP067591	12/10/2019	202013432	LRS-SIDEWALK	Topsoil	367.50		
VEN002038	USI Consultants Inc	APP067645	12/10/2019	202013349	LRS-SERVICES	Preliminary Engineering for 1	16,320.00		
VEN003284	Practical Property Group	APP067761	12/11/2019	202013474	LRS-CONSTRUCTION COST	Market Center RAB	1,402.15		
VEN003284	Practical Property Group	APP067761	12/11/2019	202013474	LRS-CONSTRUCTION COST	Westfield Blvd RAB	402.90		
VEN001778	Shelby Materials	APP067857	12/18/2019	202013432	LRS-SIDEWALK	Stone	1,615.00		
	Subtotal for Public Works						20,107.55		
Subtotal for Fund 202 Local Road and Street (LRS)							20,107.55		

Fund No. Fund Name

203	Fire Operating								
Fire									
VEN002336	Citizens Westfield	APP067477	12/5/2019	203012342	FIRE-WATER/SEWER	Stored Water Station 81	92.00	67847	12/6/2019
VEN002336	Citizens Westfield	APP067487	12/9/2019	203012328	FIRE-GAS/HEAT	Gas	284.66	67856	12/9/2019
VEN002336	Citizens Westfield	APP067488	12/9/2019	203012328	FIRE-GAS/HEAT	Sta 83 gas	139.52	67856	12/9/2019
VEN002336	Citizens Westfield	APP067489	12/9/2019	203012342	FIRE-WATER/SEWER	Sta 82 water	230.41	67856	12/9/2019
VEN002336	Citizens Westfield	APP067491	12/9/2019	203012342	FIRE-WATER/SEWER	Sta 83 water	450.58	67856	12/9/2019
VEN001537	Payroll	APP067545	12/9/2019	203012111	FIRE-SALARY	Payroll	208,791.74	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	203012120	FIRE-FICA AND MEDICARE	FICA	12,412.36	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	203012120	FIRE-FICA AND MEDICARE	Medicare	2,902.84	500000501	12/10/2019
VEN001537	Payroll	APP067545	12/9/2019	203012121	FIRE-PERF	PERF	32,218.48	500000501	12/10/2019
VEN002336	Citizens Westfield	APP067696	12/13/2019	203012342	FIRE-WATER/SEWER	Fire side water	338.77	67903	12/13/2019
VEN000589	Duke Energy	APP067738	12/17/2019	203012341	FIRE-ELECTRIC	Electric	2,596.22		
VEN000589	Duke Energy	APP067738	12/17/2019	203012341	FIRE-ELECTRIC	Electric	671.57		
VEN000589	Duke Energy	APP067738	12/17/2019	203012341	FIRE-ELECTRIC	Electric	619.67		
VEN000589	Duke Energy	APP067738	12/17/2019	203012346	FIRE-TORNADO SIREN	Electric	63.07		
VEN000644	Enviro-max Inc	APP067753	12/9/2019	203012343	FIRE-BUILDING MAINTENAN	Boiler repair	646.25		
VEN003729	Metronet	APP067783	12/12/2019	203012349	FIRE-SERVICES	PSB	58.62		
VEN001676	Riverview Hospital	APP067791	12/18/2019	203012119	FIRE-HEALTH/DENTAL	Nov Clinic	4,632.10		
VEN001417	Napa Auto Parts	APP067831	12/18/2019	203012360	FIRE-VEHICLE MAINT	vehicle maintenance and sup	1,777.03		
VEN007763	Jeff's Lawn Care	APP067833	12/18/2019	203012343	FIRE-BUILDING MAINTENAN	lawn maintenance	210.00		
VEN006285	Ceres Solutions Cooperative	APP067834	12/18/2019	203012226	FIRE-VEHICLE GAS/SUPPLIE	fuel	1,353.84		
VEN001717	Russ Shoaf	APP067836	12/18/2019	203012334	FIRE-TRAVEL/TRAINING/SE	study material for NFPA cours	21.19		

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Fund No. Fund Name									
203	Fire Operating								
Fire									
VEN005584	The Accumed Group	APP067839	12/18/2019	203012349	FIRE-SERVICES	ems billing	3,819.62		
VEN006285	Ceres Solutions Cooperative	APP067845	12/18/2019	203012226	FIRE-VEHICLE GAS/SUPPLIE	fule	581.43		
VEN002048	Vectren	APP067873	12/18/2019	203012328	FIRE-GAS/HEAT	Sta 82	92.90		
Subtotal for Fire							275,004.87		
Subtotal for Fund 203 Fire Operating							275,004.87		
Fund No. Fund Name									
239	Law Enforcement								
Police									
VEN000281	Brett Bays	APP067793	12/18/2019	239002334	LAW ENFORCE-TRAVEL/TR	Reimbursement for Parking D	50.00		
Subtotal for Police							50.00		
Subtotal for Fund 239 Law Enforcement							50.00		
Fund No. Fund Name									
264	Road and Street Improvement (Road Impact)								
Public Works									
VEN007292	GAI Consultants	APP067646	12/10/2019	264013349	ROAD IMPACT-SERVICES	On-Call Hourly to Determine T	1,600.00		
VEN000010	A and F Engineering	APP067647	12/10/2019	264013349	ROAD IMPACT-SERVICES	SR 32 and Wheeler Intersecti	8,385.00		
VEN000103	American Structurepoint Inc	APP067648	12/10/2019	264013349	ROAD IMPACT-SERVICES	Jersey Street Extension Preli	3,740.00		
VEN000103	American Structurepoint Inc	APP067649	12/10/2019	264013349	ROAD IMPACT-SERVICES	SR 32 Reconstruction Prelimi	21,585.00		
VEN007985	Natalia Wilkins Living Trust	APP067680	12/11/2019	264013400	ROAD IMPACT-LAND PURCH	East Street North Ext - Parcel	6,390.00		
VEN001710	RQAW Corp	APP067691	12/12/2019	264013349	ROAD IMPACT-SERVICES	151st & Towne Road RAB - D	8,480.00		
VEN002019	United Consulting	APP067692	12/12/2019	264013349	ROAD IMPACT-SERVICES	151st Street Culvert - Constr	1,240.00		
VEN002019	United Consulting	APP067694	12/12/2019	264013349	ROAD IMPACT-SERVICES	Towne Road Inspection - Incr	8,516.34		
VEN005475	Estridge Development Mgmt	APP067859	12/18/2019	264013349	ROAD IMPACT-SERVICES	Road Impact fee	39,239.20		
Subtotal for Public Works							99,175.54		
Subtotal for Fund 264 Road and Street Improvement (Road Impact)							99,175.54		
Fund No. Fund Name									
269	Training Facility Center								
Public Safety (Police and Fire)									
VEN002191	City of Noblesville Utilities	APP067503	12/9/2019	269014342	TRAINING FAC-WATER/SEW	Training Facility sewer	18.89	67900	12/9/2019
VEN002048	Vectren	APP067697	12/13/2019	269014328	TRAINING FAC-HEAT/GAS	Training Facility	49.18	67904	12/13/2019

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Fund No. Fund Name									
269	Training Facility Center								
Public Safety (Police and Fire)									
VEN000589	Duke Energy	APP067738	12/17/2019	269014341	TRAINING FAC-ELECTRIC	Electric	434.31		
VEN000304	Bullseye Fence Design Inc	APP067829	12/18/2019	269014433	TRAINING FAC-INFRASTR R	Security fence around the Trai	40,885.00		
VEN000434	Comcast Cable	APP067840	12/18/2019	269014350	TRAINING FAC-SUBSCRIPTI	Training Facility	293.04		
VEN000405	Citizens Energy Group	APP067872	12/18/2019	269014342	TRAINING FAC-WATER/SEW	Training Facility	30.27		
Subtotal for Public Safety (Police and Fire)							41,710.69		
Subtotal for Fund 269 Training Facility Center							41,710.69		
Fund No. Fund Name									
325	Eagletown TIF 2016 Capital Pro								
RDC									
VEN000589	Duke Energy	APP067472	12/5/2019	325018474	EAGLETOWN TIF BOND CO	Ditch South Ext - Duke Distrib	36,554.06	67848	12/6/2019
VEN000589	Duke Energy	APP067472	12/5/2019	325018474	EAGLETOWN TIF BOND CO	Actual costs greater than the	5,712.86	67848	12/6/2019
Subtotal for RDC							42,266.92		
Subtotal for Fund 325 Eagletown TIF 2016 Capital Pro							42,266.92		
Fund No. Fund Name									
343	Go Bond 5 2016 Debt Serv								
Police									
VEN007818	Regions Equipment Finance	APP067868	12/18/2019	343002380	GO BOND 2016 PD DEBT PR	GO bond Series 2016	91,305.00		
VEN007818	Regions Equipment Finance	APP067868	12/18/2019	343002381	GO BOND 2016 PD DEBT IN	GO bond Series 2016	3,810.00		
Subtotal for Police							95,115.00		
Fire									
VEN007818	Regions Equipment Finance	APP067868	12/18/2019	343012380	GO BOND 2016 FD DEBT PR	GO bond Series 2016	76,920.00		
VEN007818	Regions Equipment Finance	APP067868	12/18/2019	343012381	GO BOND 2016 FD DEBT IN	GO bond Series 2016	3,210.00		
Subtotal for Fire							80,130.00		
Public Works									
VEN007818	Regions Equipment Finance	APP067868	12/18/2019	343013380	GO BOND 2016 PW DEBT P	GO bond Series 2016	51,775.00		
VEN007818	Regions Equipment Finance	APP067868	12/18/2019	343013381	GO BOND 2016 PW DEBT IN	GO bond Series 2016	2,157.00		
Subtotal for Public Works							53,932.00		
Subtotal for Fund 343 Go Bond 5 2016 Debt Serv							229,177.00		

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Fund No.	Fund Name								
345	Go Bond 2017 Debt Serv								
	Police								
VEN006813	Key Government Finance Inc	APP067867	12/18/2019	345002380	GO BOND 2017 PD DEBT PR	GO bond	68,210.00		
VEN006813	Key Government Finance Inc	APP067867	12/18/2019	345002381	GO BOND 2017 PD DEBT IN	GO bond	5,684.50		
	Subtotal for Police						73,894.50		
	Fire								
VEN006813	Key Government Finance Inc	APP067867	12/18/2019	345012380	GO BOND 2017 FD DEBT PR	GO bond	65,105.00		
VEN006813	Key Government Finance Inc	APP067867	12/18/2019	345012381	GO BOND 2017 FD DEBT IN	GO bond	5,420.00		
	Subtotal for Fire						70,525.00		
	Public Works								
VEN006813	Key Government Finance Inc	APP067867	12/18/2019	345013380	GO BOND 2017 PW DEBT P	GO bond	66,685.00		
VEN006813	Key Government Finance Inc	APP067867	12/18/2019	345013381	GO BOND 2017 PW DEBT IN	GO bond	5,555.00		
	Subtotal for Public Works						72,240.00		
	Subtotal for Fund 345 Go Bond 2017 Debt Serv						216,659.50		
Fund No.	Fund Name								
346	Go Bond 2018								
	Police								
VEN000094	American Eagle Equipment	APP067658	12/11/2019	346002472	GO BOND 2018 PD EQUIP	New Vehicle Up-lift	3,192.45		
VEN000094	American Eagle Equipment	APP067769	12/12/2019	346002472	GO BOND 2018 PD EQUIP	New Vehicle Equipment	3,745.25		
VEN000094	American Eagle Equipment	APP067769	12/12/2019	346002472	GO BOND 2018 PD EQUIP	New Vehicle Equipment	2,800.00		
VEN000094	American Eagle Equipment	APP067769	12/12/2019	346002472	GO BOND 2018 PD EQUIP	New Vehicle Equipment	7,975.59		
VEN000094	American Eagle Equipment	APP067769	12/12/2019	346002472	GO BOND 2018 PD EQUIP	New Vehicle Equipment	7,975.59		
VEN000094	American Eagle Equipment	APP067769	12/12/2019	346002472	GO BOND 2018 PD EQUIP	New Vehicle Equipment	7,975.59		
	Subtotal for Police						33,664.47		
	Fire								
VEN000903	Hoosier Fire Equipment	APP067835	12/18/2019	346012472	GO BOND 2018 FD EQUIP	new equipment	250,000.00		
	Subtotal for Fire						250,000.00		
	Public Works								
VEN002019	United Consulting	APP067780	12/16/2019	346013474	GO BOND 2018 PW CONST	PE Services for Tunnel Desig	18,960.00		
	Subtotal for Public Works						18,960.00		
	Subtotal for Fund 346 Go Bond 2018						302,624.47		

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Fund No. Fund Name									
348	GO Bond 2019								
	Fire								
VEN000903	Hoosier Fire Equipment	APP067835	12/18/2019	348012472	GO BOND 2019 FD EQUIP	new equipment	192,520.00		
	Subtotal for Fire						192,520.00		
	Public Works								
VEN000419	Clark Truck Equipment	APP067574	12/10/2019	348013472	GO BOND 2019 PW EQUIP	Light kit	6,955.00		
VEN001195	Krieg Devault LLP	APP067746	12/16/2019	348013475	GO BOND 2019 PW ISSANC	2019 Bond	51,317.46		
VEN000678	Faegre Baker Daniels	APP067747	12/16/2019	348013475	GO BOND 2019 PW ISSANC	2019 Bond	3,000.00		
VEN000695	Financial Solutions Group	APP067885	12/19/2019	348013475	GO BOND 2019 PW ISSANC	GO bond Series 2019	35,000.00		
	Subtotal for Public Works						96,272.46		
Subtotal for Fund 348 GO Bond 2019							288,792.46		
Fund No. Fund Name									
511	Facade Improvement Grant								
	Economic and Community Development								
VEN007986	Kirpal Singh	APP067756	12/10/2019	511003349	FACADE IMPROV GRANT-S	230 E Main St Facade Improv	2,321.00		
VEN007986	Kirpal Singh	APP067756	12/10/2019	511003349	FACADE IMPROV GRANT-SE	139 N Cherry Facade Improve	1,195.00		
	Subtotal for Economic and Community Development						3,516.00		
Subtotal for Fund 511 Facade Improvement Grant							3,516.00		
Fund No. Fund Name									
565	151st and Towne Rd Grant								
	Public Works								
VEN001710	RQAW Corp	APP067691	12/12/2019	565013349	151ST AND TOWNE RD GRA	151st & Towne Road RAB - D	33,920.00		
	Subtotal for Public Works						33,920.00		
Subtotal for Fund 565 151st and Towne Rd Grant							33,920.00		
Fund No. Fund Name									
584	Monon 5 Bridge O 32 Grant								
	Public Works								
VEN002019	United Consulting	APP067693	12/12/2019	584013349	MONON 5 BRIDGE 32 GRAN	Monon 5 (Bridge over SR 32)	18,220.01		
	Subtotal for Public Works						18,220.01		
Subtotal for Fund 584 Monon 5 Bridge O 32 Grant							18,220.01		

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Fund No. Fund Name									
597	MPO 186th-Springmill Grant								
	Public Works								
VEN002019	United Consulting	APP067695	12/12/2019	597013349	MPO 186TH-SPRINGMILL GR	CE Contract (Inspection) for 1	183.82		
	Subtotal for Public Works						183.82		
	Subtotal for Fund 597 MPO 186th-Springmill Grant						183.82		
Fund No. Fund Name									
640	Sports Campus Operating								
	Grand Park								
VEN002336	Citizens Westfield	APP067448	12/5/2019	640015342	SPORTS CAMPUS-WAT SE	Field	396.76	2779	12/6/2019
VEN002336	Citizens Westfield	APP067448	12/5/2019	640015342	SPORTS CAMPUS-WAT SE	Field	406.98	2779	12/6/2019
VEN002336	Citizens Westfield	APP067448	12/5/2019	640015342	SPORTS CAMPUS-WAT SE	Diam	528.63	2779	12/6/2019
VEN002336	Citizens Westfield	APP067448	12/5/2019	640015342	SPORTS CAMPUS-WAT SE	Diam	542.64	2779	12/6/2019
VEN002336	Citizens Westfield	APP067448	12/5/2019	640015342	SPORTS CAMPUS-WAT SE	Gen	131.48	2779	12/6/2019
VEN002336	Citizens Westfield	APP067448	12/5/2019	640015342	SPORTS CAMPUS-WAT SE	Gen	222.04	2779	12/6/2019
VEN001170	Kenney Outdoor Solutions	APP067567	12/10/2019	640015472	SPORTS CAMPUS-EQUIPME	Parts for Toro	34,430.97		
VEN007924	MACLE Inc	APP067568	12/10/2019	640015343	SPORTS CAMPUS-BLDG MAI	Soccer Admin Bldg plumbing	704.02		
VEN000345	Cave and Company Printing	APP067582	12/10/2019	640015347	SPORTS CAMPUS-PROMOTI	Youth Fallfest rack cards	119.75		
VEN006808	USSC	APP067585	12/10/2019	640015349	SPORTS CAMPUS-SERVICE	Spray chalk	150.00		
VEN000246	Blue Grass Farms	APP067590	12/10/2019	640015474	SPORTS CAMPUS-CONSTR	Trees	7,603.00		
VEN001277	Macallister Machinery Co	APP067592	12/10/2019	640015472	SPORTS CAMPUS-EQUIPME	Caterpillar rental	380.00		
VEN001637	Ray's Trash Service	APP067594	12/10/2019	640015349	SPORTS CAMPUS-SERVICE	Trash	750.00		
VEN002048	Vectren	APP067723	12/16/2019	640015349	SPORTS CAMPUS-SERVICE	Encroachment app Sports Ca	800.00	2784	12/16/2019
VEN000589	Duke Energy	APP067737	12/17/2019	640015341	SPORTS CAMPUS-ELECTRI	Diam	5,200.33		
VEN000589	Duke Energy	APP067737	12/17/2019	640015341	SPORTS CAMPUS-ELECTRI	Field	6,714.78		
VEN000589	Duke Energy	APP067737	12/17/2019	640015341	SPORTS CAMPUS-ELECTRI	General	4,554.82		
VEN002228	Indiana Sports Properties	APP067749	12/5/2019	640015349	SPORTS CAMPUS-SERVICE	Commissions	25,330.24		
VEN005403	BrightView Landscapes LLC	APP067751	12/5/2019	640015349	SPORTS CAMPUS-SERVICE	Grass Field	4,706.52		
VEN005403	BrightView Landscapes LLC	APP067751	12/5/2019	640015349	SPORTS CAMPUS-SERVICE	Irrigaton Field	14,145.26		
VEN005403	BrightView Landscapes LLC	APP067752	12/5/2019	640015349	SPORTS CAMPUS-SERVICE	CAM	9,924.57		
VEN005403	BrightView Landscapes LLC	APP067752	12/5/2019	640015349	SPORTS CAMPUS-SERVICE	CAI	8,045.02		
VEN005403	BrightView Landscapes LLC	APP067752	12/5/2019	640015349	SPORTS CAMPUS-SERVICE	Janitorial	6,671.84		
VEN007684	Perfection Group Inc	APP067764	12/12/2019	640015343	SPORTS CAMPUS-BLDG MAI	HVAC ck	323.25		
VEN006898	Supply Warehouse Inc	APP067765	12/12/2019	640015349	SPORTS CAMPUS-SERVICE	Restroom supplies	23.68		

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Fund No. Fund Name									
640	Sports Campus Operating								
Grand Park									
VEN007924	MACLE Inc	APP067766	12/12/2019	640015349	SPORTS CAMPUS-SERVICE	Wall hydrant repair	546.15		
VEN003729	Metronet	APP067778	12/12/2019	640015224	SPORTS CAMPUS-OPERATI	Field	59.75		
VEN003729	Metronet	APP067778	12/12/2019	640015224	SPORTS CAMPUS-OPERATI	Diam	59.75		
Subtotal for Grand Park							133,472.23		
Sport Campus Indoor Event Ctr									
VEN002336	Citizens Westfield	APP067474	12/5/2019	640023328	GP INDOOR-NATURAL GAS	GPEC	2,134.08	2780	12/6/2019
VEN002336	Citizens Westfield	APP067492	12/9/2019	640023342	GP INDOOR-WAT AND SEW	GPEC Water	595.37	2781	12/9/2019
VEN002336	Citizens Westfield	APP067492	12/9/2019	640023342	GP INDOOR-WAT AND SEW	GPEC Sewer	135.66	2781	12/9/2019
VEN006390	Ecolab Pest	APP067570	12/10/2019	640023349	GP INDOOR-SERVICES	Pest control	423.14		
VEN007819	DELV Design Studio LLC	APP067583	12/10/2019	640023331	GP INDOOR-CONSULTING	GPEC conference space conc	593.04		
VEN006808	USSC	APP067585	12/10/2019	640023349	GP INDOOR-SERVICES	Spray chalk	630.52		
VEN005717	Background Investigation Bureau	APP067593	12/10/2019	640023349	GP INDOOR-SERVICES	Background cks	11.95		
VEN001637	Ray's Trash Service	APP067594	12/10/2019	640023349	GP INDOOR-SERVICES	Trash	1,063.00		
VEN006591	William Knox	APP067722	12/16/2019	640023347	GP INDOOR-PROMOTION	Staff lunch	251.03	2785	12/16/2019
VEN000589	Duke Energy	APP067737	12/17/2019	640023341	GP INDOOR-ELECTRIC	Electric	13,453.72		
VEN002958	Indiana Soccer Asso	APP067748	12/5/2019	640023349	GP INDOOR-SERVICES	Commissions	28,260.70		
VEN005403	BrightView Landscapes LLC	APP067750	12/5/2019	640023349	GP INDOOR-SERVICES	GPEC Interior	4,850.00		
VEN005403	BrightView Landscapes LLC	APP067750	12/5/2019	640023349	GP INDOOR-SERVICES	GPEC Exterior	740.77		
VEN000345	Cave and Company Printing	APP067758	12/11/2019	640023349	GP INDOOR-SERVICES	Internship rack cards	22.62		
VEN007068	Vibenomics Inc	APP067760	12/11/2019	640023331	GP INDOOR-CONSULTING	Advertising Sales	230.76		
VEN006898	Supply Warehouse Inc	APP067765	12/12/2019	640023349	GP INDOOR-SERVICES	Restroom supplies	660.82		
VEN002123	Westfield-Washington Schools	APP067843	12/18/2019	640023223	GP INDOOR-OFFICE SUPPL	Paper	52.50		
Subtotal for Sport Campus Indoor Event Ctr							54,109.68		
Subtotal for Fund 640 Sports Campus Operating							187,581.91		
Fund No. Fund Name									
651	Infrastructure Improv								
Public Works									
VEN002019	United Consulting	APP067779	12/16/2019	651013474	INFRASTRUCTURE IMPRO	Replaces PO 002361.	363.75		
Subtotal for Public Works							363.75		
Subtotal for Fund 651 Infrastructure Improv							363.75		

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Fund No.	Fund Name								
701	Payroll								
	Clerk Treasurer								
VEN000920	Huntington National Bank	APP067546	12/9/2019	701008131	PAYROLL-EMPLOYER'S FIC	FICA	37,119.36	700000746	12/10/2019
VEN000920	Huntington National Bank	APP067546	12/9/2019	701008132	PAYROLL-EMPLOYER'S ME	Medicare	8,681.14	700000746	12/10/2019
VEN000920	Huntington National Bank	APP067546	12/9/2019	701008921	PAYROLL-FEDERAL WITHH	Federal	62,122.05	700000746	12/10/2019
VEN000920	Huntington National Bank	APP067546	12/9/2019	701008922	PAYROLL-EMPLOYEE FICA	FICA	37,119.35	700000746	12/10/2019
VEN000920	Huntington National Bank	APP067546	12/9/2019	701008922	PAYROLL-EMPLOYEE FICA	Medicare	8,681.17	700000746	12/10/2019
VEN000959	Indiana Dept Of Revenue	APP067547	12/9/2019	701008923	PAYROLL-STATE WITHHOL	State	18,194.31	700000749	12/10/2019
VEN000959	Indiana Dept Of Revenue	APP067547	12/9/2019	701008923	PAYROLL-STATE WITHHOL	COIT	6,921.77	700000749	12/10/2019
VEN000703	Fire Fighters Credit Union	APP067618	12/10/2019	701008141	PAYROLL-UNION DUES	Union Dues WFD	72.00	17291	12/10/2019
VEN000703	Fire Fighters Credit Union	APP067619	12/10/2019	701008141	PAYROLL-UNION DUES	Union Dues 4416	2,261.74	17292	12/10/2019
VEN001864	Supporting Heroes	APP067620	12/10/2019	701008991	PAYROLL-MISC	Supporting Heroes	102.40	17296	12/10/2019
VEN004836	Nationwide Retirement Solutions	APP067621	12/10/2019	701008931	PAYROLL-401A MATCHING-I	Contributions and loan prmts	3,119.69	17294	12/10/2019
VEN001583	Police and Firemens Insurance	APP067622	12/10/2019	701008930	PAYROLL-INS. DED	Police and Fire Ins	11.42	17295	12/10/2019
VEN001390	MISDU	APP067623	12/10/2019	701008140	PAYROLL-SUPPORT WITHH	Child Support	443.45	17293	12/10/2019
VEN000948	IN Family and Social Services	APP067624	12/10/2019	701008140	PAYROLL-SUPPORT WITHH	Child Support	1,450.24	700000748	12/10/2019
VEN000163	Aul Retirement	APP067625	12/10/2019	701008931	PAYROLL-401A MATCHING-	Contributions and loan prmts	24,715.12	700000747	12/10/2019
VEN001537	Payroll	APP067662	12/10/2019	701008110	PAYROLL-NET SALARIES	net sal	435,084.21	700000750	12/10/2019
VEN000008	77 Police and Fire Fund	APP067689	12/13/2019	701008133	PAYROLL-PERF	Non Civilian PERF	56,402.20	700000751	12/13/2019
VEN001550	PERF	APP067690	12/13/2019	701008133	PAYROLL-PERF	Civilian PERF	44,938.47	700000752	12/13/2019
	Subtotal for Clerk Treasurer						747,440.09		
	Subtotal for Fund 701 Payroll						747,440.09		

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900 Stormwater

	Stormwater								
VEN001537	Payroll	APP067544	12/9/2019	900016111	STORM-SALARY	Payroll	20,506.50	900000181	12/10/2019
VEN001537	Payroll	APP067544	12/9/2019	900016120	STORM-FICA/MEDICARE	FICA	1,219.24	900000181	12/10/2019
VEN001537	Payroll	APP067544	12/9/2019	900016120	STORM-FICA/MEDICARE	Medicare	285.14	900000181	12/10/2019
VEN001537	Payroll	APP067544	12/9/2019	900016121	STORM-PERF	PERF	2,352.66	900000181	12/10/2019
VEN001637	Ray's Trash Service	APP067575	12/10/2019	900810	STORM RES QUARTERLY F	November Collection	12,229.91		
VEN002424	IUPPS	APP067578	12/10/2019	900016309	STORM-CONSULTING FEES	October tickets	1,254.00		
VEN000608	Eco-Infrastructure Solution	APP067584	12/10/2019	900016473	STORM-VEHICLE LEASES	Clean storm lines	1,102.50		
VEN001676	Riverview Hospital	APP067745	12/16/2019	900016119	STORM-HEALTH/DENTAL	Nov Clinic	639.77		

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Fund No. Fund Name									
900	Stormwater								
	Stormwater								
VEN007987	Jacob Kinnamon	APP067802	12/18/2019	900016370	STORMWATER-REFUND		7.46		
VEN007987	Jacob Kinnamon	APP067802	12/18/2019	900016370	STORMWATER-REFUND	Overpayment	56.70		
VEN007988	Melanie Beck	APP067803	12/18/2019	900016370	STORMWATER-REFUND		7.46		
VEN007989	James Sheets	APP067804	12/18/2019	900016370	STORMWATER-REFUND		6.51		
VEN007990	Molly Boyle	APP067805	12/18/2019	900016370	STORMWATER-REFUND		6.65		
VEN007991	Morris Thomas Jr	APP067806	12/18/2019	900016370	STORMWATER-REFUND		6.51		
VEN007992	Garland Elmore	APP067807	12/18/2019	900016370	STORMWATER-REFUND		7.60		
VEN007993	Laud Tettey	APP067808	12/18/2019	900016370	STORMWATER-REFUND		7.19		
VEN007994	Terri Rehm	APP067809	12/18/2019	900016370	STORMWATER-REFUND		8.14		
VEN007995	Brian MacLennan	APP067810	12/18/2019	900016370	STORMWATER-REFUND		8.14		
VEN007996	Marsha Brannies	APP067811	12/18/2019	900016370	STORMWATER-REFUND		7.19		
VEN007996	Marsha Brannies	APP067811	12/18/2019	900016370	STORMWATER-REFUND	Overpayment	5.16		
VEN007997	Allison Bonez	APP067812	12/18/2019	900016370	STORMWATER-REFUND		8.27		
VEN003485	Robert A Smith	APP067813	12/18/2019	900016370	STORMWATER-REFUND		6.38		
VEN007998	Craig Bateman	APP067814	12/18/2019	900016370	STORMWATER-REFUND		7.73		
VEN008000	Allison Brinegar	APP067815	12/18/2019	900016370	STORMWATER-REFUND		7.19		
VEN008000	Allison Brinegar	APP067815	12/18/2019	900016370	STORMWATER-REFUND	Overpayment	51.54		
VEN008001	Henry Leopold	APP067816	12/18/2019	900016370	STORMWATER-REFUND		6.38		
VEN008002	Matt Diehl	APP067817	12/18/2019	900016370	STORMWATER-REFUND		6.51		
VEN008003	Paul McGinnis	APP067818	12/18/2019	900016370	STORMWATER-REFUND		7.33		
VEN008004	Tami Knauer	APP067819	12/18/2019	900016370	STORMWATER-REFUND		8.14		
VEN008005	Jeremy Stevens	APP067820	12/18/2019	900016370	STORMWATER-REFUND		7.19		
VEN008006	Nicholas Wehner	APP067821	12/18/2019	900016370	STORMWATER-REFUND		7.46		
VEN008007	Gregory Donnal	APP067822	12/18/2019	900016370	STORMWATER-REFUND		7.46		
VEN008008	Shane Odell	APP067823	12/18/2019	900016370	STORMWATER-REFUND		6.24		
VEN008009	Jonathan Hufford	APP067824	12/18/2019	900016370	STORMWATER-REFUND		6.24		
VEN008010	Will and Jennifer Truitt	APP067825	12/18/2019	900016370	STORMWATER-REFUND		9.63		
VEN008010	Will and Jennifer Truitt	APP067825	12/18/2019	900016370	STORMWATER-REFUND	Overpayment	5.16		
VEN008011	Anne Scofield	APP067826	12/18/2019	900016370	STORMWATER-REFUND		3.93		
VEN008012	Jay O'Neil	APP067827	12/18/2019	900016370	STORMWATER-REFUND	Overpayment	209.59		

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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										
900	Stormwater									
	Stormwater									
VEN008013	Angela Horner	APP067828	12/18/2019	900016370	STORMWATER-REFUND	Overpayment	554.63			
	Subtotal for Stormwater							40,651.43		
Subtotal for Fund 900 Stormwater							40,651.43			
Fund No. Fund Name										
950	Trash									
	Trash									
VEN003986	Accela Inc	APP067644	12/11/2019	950017371	TRASH-CREDIT CARD PRO	CivicPay fees	240.00			
VEN007987	Jacob Kinnamon	APP067802	12/18/2019	950017370	TRASH-REFUND		1.79			
VEN007987	Jacob Kinnamon	APP067802	12/18/2019	950017370	TRASH-REFUND		21.57			
VEN007988	Melanie Beck	APP067803	12/18/2019	950017370	TRASH-REFUND		1.79			
VEN007988	Melanie Beck	APP067803	12/18/2019	950017370	TRASH-REFUND		21.57			
VEN007989	James Sheets	APP067804	12/18/2019	950017370	TRASH-REFUND		1.57			
VEN007989	James Sheets	APP067804	12/18/2019	950017370	TRASH-REFUND		18.82			
VEN007990	Molly Boyle	APP067805	12/18/2019	950017370	TRASH-REFUND		1.60			
VEN007990	Molly Boyle	APP067805	12/18/2019	950017370	TRASH-REFUND		19.21			
VEN007991	Morris Thomas Jr	APP067806	12/18/2019	950017370	TRASH-REFUND		1.57			
VEN007991	Morris Thomas Jr	APP067806	12/18/2019	950017370	TRASH-REFUND		18.82			
VEN007992	Garland Elmore	APP067807	12/18/2019	950017370	TRASH-REFUND		1.83			
VEN007992	Garland Elmore	APP067807	12/18/2019	950017370	TRASH-REFUND		21.96			
VEN007993	Laud Tettey	APP067808	12/18/2019	950017370	TRASH-REFUND		1.73			
VEN007993	Laud Tettey	APP067808	12/18/2019	950017370	TRASH-REFUND		20.79			
VEN007994	Terri Rehm	APP067809	12/18/2019	950017370	TRASH-REFUND		1.96			
VEN007994	Terri Rehm	APP067809	12/18/2019	950017370	TRASH-REFUND		23.53			
VEN007995	Brian MacLennan	APP067810	12/18/2019	950017370	TRASH-REFUND		1.96			
VEN007995	Brian MacLennan	APP067810	12/18/2019	950017370	TRASH-REFUND		23.53			
VEN007996	Marsha Brannies	APP067811	12/18/2019	950017370	TRASH-REFUND		1.73			
VEN007996	Marsha Brannies	APP067811	12/18/2019	950017370	TRASH-REFUND		20.79			
VEN007997	Allison Bonez	APP067812	12/18/2019	950017370	TRASH-REFUND		1.99			
VEN007997	Allison Bonez	APP067812	12/18/2019	950017370	TRASH-REFUND		23.92			

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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								
	Trash								
VEN003485	Robert A Smith	APP067813	12/18/2019	950017370	TRASH-REFUND		1.53		
VEN003485	Robert A Smith	APP067813	12/18/2019	950017370	TRASH-REFUND		18.43		
VEN007998	Craig Bateman	APP067814	12/18/2019	950017370	TRASH-REFUND		1.86		
VEN007998	Craig Bateman	APP067814	12/18/2019	950017370	TRASH-REFUND		22.35		
VEN008000	Allison Brinegar	APP067815	12/18/2019	950017370	TRASH-REFUND		1.73		
VEN008000	Allison Brinegar	APP067815	12/18/2019	950017370	TRASH-REFUND		20.79		
VEN008001	Henry Leopold	APP067816	12/18/2019	950017370	TRASH-REFUND		1.53		
VEN008001	Henry Leopold	APP067816	12/18/2019	950017370	TRASH-REFUND		18.43		
VEN008002	Matt Diehl	APP067817	12/18/2019	950017370	TRASH-REFUND		1.57		
VEN008002	Matt Diehl	APP067817	12/18/2019	950017370	TRASH-REFUND		18.82		
VEN008003	Paul McGinnis	APP067818	12/18/2019	950017370	TRASH-REFUND		1.76		
VEN008003	Paul McGinnis	APP067818	12/18/2019	950017370	TRASH-REFUND		21.18		
VEN008004	Tami Knauer	APP067819	12/18/2019	950017370	TRASH-REFUND		1.96		
VEN008004	Tami Knauer	APP067819	12/18/2019	950017370	TRASH-REFUND		23.53		
VEN008005	Jeremy Stevens	APP067820	12/18/2019	950017370	TRASH-REFUND		1.73		
VEN008005	Jeremy Stevens	APP067820	12/18/2019	950017370	TRASH-REFUND		20.79		
VEN008006	Nicholas Wehner	APP067821	12/18/2019	950017370	TRASH-REFUND		1.79		
VEN008006	Nicholas Wehner	APP067821	12/18/2019	950017370	TRASH-REFUND		21.57		
VEN008007	Gregory Donnal	APP067822	12/18/2019	950017370	TRASH-REFUND		1.79		
VEN008007	Gregory Donnal	APP067822	12/18/2019	950017370	TRASH-REFUND		21.57		
VEN008008	Shane Odell	APP067823	12/18/2019	950017370	TRASH-REFUND		1.50		
VEN008008	Shane Odell	APP067823	12/18/2019	950017370	TRASH-REFUND		18.03		
VEN008009	Jonathan Hufford	APP067824	12/18/2019	950017370	TRASH-REFUND		1.50		
VEN008009	Jonathan Hufford	APP067824	12/18/2019	950017370	TRASH-REFUND		18.03		
VEN008010	Will and Jennifer Truitt	APP067825	12/18/2019	950017370	TRASH-REFUND		2.32		
VEN008010	Will and Jennifer Truitt	APP067825	12/18/2019	950017370	TRASH-REFUND		27.84		
VEN008011	Anne Scofield	APP067826	12/18/2019	950017370	TRASH-REFUND		21.18		
VEN001637	Ray's Trash Service	APP067844	12/18/2019	950017851	TRASH-RES QRTL Y FEE CO	November Quart Summary	12,229.91		
Subtotal for Trash							13,039.05		
Subtotal for Fund 950 Trash							13,039.05		
Posted Invoices Total							3,346,297.60		

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Vendor No.	Vendor Name	Invoice No.	Date	GL Account	GL Account Description	Description	Amount	Status
Fund No.	Fund Name							
101	General							
	Administration							
VEN007102	CrossRoads Church of Westfield	API0004324	12/18/2019	101001349	Adm-Services	Adm-Services	16,225.00	Approval Pending
	Subtotal for Administration						16,225.00	
Subtotal by Fund 101 General							16,225.00	

640 Sports Campus Operating									
Sport Campus Indoor Event Ctr									
VEN005826	LST Venues LLC	API0004301	12/5/2019	640023331	GP Indoor-Consulting	GP Indoor-Consulting	98,838.00	Approval Pending	
Subtotal for Sport Campus Indoor Event Ctr							98,838.00		
Subtotal by Fund 640 Sports Campus Operating							98,838.00		
Un-Posted Invoices Total							115,063.00		

Vendor No.	Vendor Name	Cr. Memo No.	Date	GL Acct.	GL Account Name	Description	Amount
Fund No.	Fund Name						
900	Stormwater						
	Stormwater						
	VEN001637	Ray's Trash Service	ACP001835	12/10/2019	900810	Storm Res Quarterly Fee	Storm Res Quarterly Fee
	Subtotal for						12,229.91
Subtotal by Fund 900 Stormwater							12,229.91
Credit Memo Total							12,229.91