

Westfield City Council Members

Scott Willis, (District 1)

Jake Gilbert, (District 2)

Mike Johns, (District 5)

Troy Patton, (At Large)

Joe Edwards, (District 3)

Cindy L. Spoljaric, (At Large)

Scott Frei, (District 4)



CITY OF WESTFIELD, IN
CityCouncil_Meeting_Agenda_12_13_2021

Monday, December 13, 2021 at 07:00 PM

BOARD OR COMMISSION: City Council Meeting

MEETING DATE: Monday, December 13, 2021 at 07:00 PM

MEETING PLACE: Westfield City Hall- Assembly Room

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

AGENDA

Pledge of Allegiance

Invocation by: Ethan Spira with Lord of Life Lutheran Church

Opening of Meeting

Note the presence of a quorum

Announce any changes to Agenda

Approval of Minutes:

Documents: [Meeting Minutes November 22, 2021](#)

Claims:

Documents: [Docket for December 13, 2021](#)

Approval of Claims

Miscellaneous Business/Special Recognition:

**Special Recognition: Westfield High School Football Team/Representing the team:
Maximus Webster, Dalen Blanding, Will Strahm and Magwire Graybill**

Update by Jake Gilbert: Wellbeing Coalition

Documents: [Wellbeing Coalition](#)

Old Business:

Ordinance 21-51: Additional Appropriation/Legal Fees

Council Introduction: November 22, 2021

Public Hearing: December 13, 2021

Adoption Consideration: December 13, 2021

Documents: [Ordinance 21-51](#)

Ordinance 21-55: Additional Appropriation/Fire

Council Introduction: November 22, 2021

Public Hearing: December 13, 2021

Adoption Consideration: December 13, 202

Documents: [Ordinance 21-55](#)

Ordinance 21-56: Additional Appropriation/PW

Council Introduction: November 22, 2021

Public Hearing: December 13, 2021

Adoption Consideration: December 13, 2021

Documents: [Ordinance 21-56](#)

Ordinance 21-53: Elected Officials Salary Ordinance**Council Introduction: November 22, 2021****Adoption Consideration: December 13, 2021****Documents: [Ordinance 21-53](#)****New Business:****Resolution 21-139 Amending Resolution 21-132 (Declaring an ERA/Ortho Indy)****Adoption Consideration: December 13, 2021****Documents: [Resolution 21-139](#) | [Site Plan](#) | [Exhibit 3](#)****Resolution 21-140: Approving Plan Commission Order On Eagletown TIF Amendment****Adoption Consideration: December 13, 2021****Documents: [Resolution 21-140](#) | [RDC Res 05-2021 as Exhibit A](#) | [TIF District Presentation](#)****Resolution 21-141: Approving Plan Commission Order on Lantern Commons TIF Amendment****Adoption Consideration: December 13, 2021****Documents: [Resolution 21-141](#) | [RDC Res 04-2021 as Exhibit A](#)****Resolution 21-142: Approving Plan Commission Order on Aurora TIF Amendment****Adoption Consideration: December 13, 2021****Documents: [Resolution 21-142](#) | [RDC Res 06-2021 as Exhibit A](#)****Ordinance 21-54: Annexing Certain Real Estate to the City of Westfield****Council Introduction: December 13, 2021****Public Hearing: December 13, 2021****Adoption Consideration: January 10, 2022****Documents: [Ordinance 21-54](#) | [Location Map](#)**

Ordinance 21-57: Amending the Westfield Fire Departments Fire Prevention Ordinance

Council Introduction: December 13, 2021

Adoption Consideration: December 27, 2021

Documents: [Ordinance 21-57](#)

Ordinance 21-58: 2021 Transferring of Funds

Council Introduction: December 13, 2021

Adoption Consideration: December 27, 2022

Documents: [Ordinance 21-58](#)

Ordinance 21-59: Bel Canto PUD District

Council Introduction: December 13, 2021

APC Public Hearing: January 18, 2022

APC Recommendation: February 22, 2022

Adoption Consideration: February 28, 2021

Documents: [Ordinance 21-59](#) | [Location Map](#) | [Design Narrative](#) | [Amenity Narrative](#) | [Project Overview](#) | [Concept Plan](#) | [Elevations and Perspective](#) | [Open Space and Pedestrian Access Exhibit](#) | [Bel-Canto Presentation](#)

Ordinance 21-60: Osborne Trails PUD Amendment III

Council Introduction: December 13, 2021

APC Public Hearing: January 18, 2022

APC Recommendation: February 22, 2022

Adoption Consideration: March 14, 2022

Documents: [Ordinance 21-60](#) | [Signage Detail](#)

Ordinance 21-61: 2022 Policies and Procedures Manual

Council Introduction: December 13, 2021

Adoption Consideration: December 27, 2021

Documents: [Ordinance 21-61](#) | [Exhibit A/Manual](#) | [Redline Version](#)

Ordinance 21-62: 2022 Fee Schedule

Council Introduction: December 13, 2022
Adoption Consideration: December 27, 2022
Documents: [Ordinance 21-62](#)

2021 Write Offs
Documents: [2021 Guest Services Write-Offs](#)

Guests:

Residents who wish to address the Council.

Clerk Treasurer Comments

City Council Comments

Mayor Comments

Adjourn

Westfield City Council November 22, 2021

The Westfield City Council held a meeting on November 22, 2021 at Westfield City Hall. Present were Mike Johns, Jake Gilbert, Scott Frei, Joe Edwards, and Troy Patton, Cindy Spoljaric, Scott Willis, Kim Strang, Mayor Cook, Anne Poindexter and Manny Herceg were in attendance. Cindy Gossard attended virtually.

Mayor Cook called the meeting to order at 7:00 PM

Approval of Minutes:

Cindy Spoljaric made the motion to approve the November 8, 2021 minutes as presented. Jake Gilbert seconded. Vote: Yes-7; No-0. Motion carries.

Claims:

Joe Edwards made a motion to not pay Webster & Garino invoices until the additional appropriation was passed. Scott Frei seconded. Vote: Yes-7; No-0. Motion carries

Joe Edwards made the motion to approve the remaining claims. Troy Patton seconded. Vote: Yes-7; No-0. Motion carries.

Miscellaneous Business/Special Presentation

Proclamation : Westfield Chamber/40th Anniversary

Chamber President Steve Latour spoke on where the chamber is today and what their future goals are. The chamber has a new vision statement and a strategic plan thru 2025. Steve mentioned the partnership with the Downtown Association and thanked his staff for all their hard work.

Mayor Cook presented the chamber with a proclamation honoring the chamber as the leading organization representing Westfield.

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Old Business:

Ordinance 21-48: Authorizing the Creation of an American Rescue Plan Act (ARPA) and Appropriating Money from the City of Westfield ARPA Coronavirus Local Fiscal Recovery Fund

Council Introduction: October 11, 2021

Public Hearing: November 22, 2021

Adoption Consideration: November 22, 2021

Public Hearing Open- 7:24 PM/No comments

Public Hearing Closed- 7:25 PM

Cindy Spoljaric presented stating the template was introduced on October 11, and the current investment plan used that template to refine our allocation into those specific “buckets” outlined in the template. 45% is for response to negative impacts of the public health emergency (includes assistance to nonprofits and businesses). 40% to infrastructure (stormwater), 5% premium pay designates 196k for front line public safety, which leaves around 50k available to consider for further discussion. 10% is for services-including audit costs as prescribed by SBOA and legal consultant fees for Barnes and Thornburg to help ensure compliance.

Cindy Spoljaric made the motion to approve Ordinance 21-48 as presented.

Scott Willis seconded. Vote: Yes-7; No-0. Motion carries.

Ordinance 21-50: Additional Appropriation of Funds (Fire Station Lease)

Council Introduction: November 8, 2021

Public Hearing: November 22, 2021

Adoption Consideration: November 22, 2021

John Rogers/Manny Herceg stated that by statute the Building Corporation is required to own the land that is subject to the bond. The city will receive \$1,100,000 in exchange for the deed for the property. This ordinance allows the city to appropriate the money in order to be able to spend towards the project.

Troy Patton made the motion to approve Ordinance 21-50 as presented.

Joe Edwards seconded. Vote: Yes-7; No-0. Motion carries.

[Type here]

New Business:

Ordinance 21-51: Additional Appropriation/Legal Fees

Council Introduction: November 22, 2021

Public Hearing: December 13, 2021

Adoption Consideration: December 13, 2021

John Rogers stated that he had worked with Cindy Gossard to get the numbers as asked by council. Troy Patton stated that he had sent an email requesting to see the detail on all of the invoices, which he did not receive. Mike Johns listed four things that he would like to have provided to council no later than Friday December 10th.

- A list of all invoices paid year to date for the three funds (101001330, 101001331, 101008330) and include the date of the claims docket on which they were paid
- A list of all invoices received for the three funds (as above) by either the administration or clerk
- A list of any anticipated invoices for the three funds (as above) expected to be received prior to December 31, 2021
- Provide a total for each fund. Reduce the total by the amount originally budgeted for 2021. Compare the amount of each fund to the appropriation request in Ord. 21-51.

Ordinance 21-55: Additional Appropriation/Fire

Council Introduction: November 22, 2021

Public Hearing: December 13, 2021

Adoption Consideration: December 13, 2021

Chief Gaylor gave the break-down on the additional appropriation request.

Ordinance 21-56: Additional Appropriation/PW

Council Introduction: November 22, 2021

Public Hearing: December 13, 2021

Adoption Consideration: December 13, 2021

Jeremy Lollar gave details on the additional appropriation request.

Ordinance 21-53: 2022 Elected Officials Salaries

Council Introduction: November 22, 2021

Adoption Consideration: December 13, 2021

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Mike Johns stated that a 4% increase was given to non-elected employees and that 4% was being added to the elected official's salaries (Follows must cities statewide).

Approval of 2022 Meeting Dates

Jake Gilbert made a motion to approve the 2022 meeting dates. Scott Frei seconded.
Vote: Yes-7; No-0. Motion carries.

Guests:

None

Clerk Treasurer Comments:

None

City Council Comments:

Cindy Spoljaric- APC update/ Thanksgiving week, she is grateful for all the great people serving in Westfield.

Troy Patton- 8:45 AM on December 1st, Audit Committee will meet to approve a Resolution to select a certified public account. Following there will be a Finance Committee meeting at 9 AM.

Jake Gilbert- Dec. 6th the Well Being Coalition will host Veteran's Mental Health training. Signs of problems and what to do. Details on their website. Oversight Committee met on Nov. 10th and talked about the Baker/Tilly report and what steps to take to improve and work together to be on the same page.

Mayor Comments:

Mayor had Jeremy Lollar speak on the Purdue Professional Civil Engineering Conference where Johnathon Nail and his team were recognized.

Mayor Cook wished everyone a Happy Thanksgiving and said our city is truly blessed.

Without any further business, the meeting adjourned at 7:58 PM

Clerk-Treasurer

President

[Type here]

ORDINANCE 21-55

AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF WESTFIELD, INDIANA FOR APPROPRIATION OF ADDITIONAL FUNDS

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 fiscal integrity of the finances of the City; and,

WHEREAS, sometimes it becomes necessary to appropriate additional funds within the approved budget as contemplated and authorized under I.C. 36-4-7-8 to maintain that fiscal integrity, and,

WHEREAS, the City has money in excess of the total certified appropriations for the current budget year; and,

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Indiana, that:

Section 1. The following additional appropriation of \$26,500.00 from Training Facility Fund is hereby authorized, to be transferred and appropriated as indicated below.

<u>Fund Name</u>	<u>Budget Classification</u>	<u>Requested</u>	<u>Amount Approved by Fiscal Body</u>
269	Fire Dept.-Training Fac.	\$26,500.00	

Section 2. Upon transfer from the funds shall be disbursed to pay for approved invoices, and for items necessary for the efficient operation of the Fire Department.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

PASSED THIS ____ DAY OF _____ 2021 BY THE WESTFIELD COMMON COUNCIL,
HAMILTON COUNTY, INDIANA.

WESTFIELD CITY COUNCIL

Voting for

Voting Against

Abstain

Scott Willis

Scott Willis

Scott Willis

Jake Gilbert

Jake Gilbert

Jake Gilbert

Joe Edwards

Joe Edwards

Joe Edwards

Scott Frei

Scott Frei

Scott Frei

Mike Johns

Mike Johns

Mike Johns

Troy Patton

Troy Patton

Troy Patton

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby APPROVE ORDINANCE 21-____

I hereby VETO ORDINANCE 21-____

this _____ day of _____, 2021.

this _____ day of _____, 2021.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

ORDINANCE NUMBER 21-53

2022 Elected Officials Salary Ordinance

AN ORDINANCE OF THE CITY OF WESTFIELD CONCERNING SALARIES, WAGES, BENEFITS, STIPENDS AND OTHER COMPENSATION FOR THE 2022 CALENDAR YEAR

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

Section 1

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

Section 2

The salaries of the elected officials of the City of Westfield for the year 2022 shall be as follows:

Mayor:	\$123,723
Clerk Treasurer	\$105,560
City Council	\$17,153/each

Section 3.

Additional Compensation for the year 2022 shall be as follows:

City Council President	\$ 1,500
City Council Vice-President	\$ 1,000

Section 4.

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

Section 5.

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

ADOPTED AND PASSED THIS _____ DAY OF _____, 2021, BY THE
WESTFIELD CITY COUNCIL, HAMILTON COUNTY, INDIANA.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

James J. Edwards

James J. Edwards

James J. Edwards

Scott Frei

Scott Frei

Scott Frei

Jake Gilbert

Jake Gilbert

Jake Gilbert

Mike Johns

Mike Johns

Mike Johns

Troy Patton

Troy Patton

Troy Patton

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

Scott Willis

Scott Willis

Scott Willis

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that ORDINANCE 21-53 was delivered to the Mayor of Westfield
on the _____ day of _____, 2021, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 21-53

this _____ day of _____,
2021.

I hereby VETO ORDINANCE 21-53

this _____ day of _____,
2021.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

ATTACHMENT A
ELECTED OFFICIAL BENEFIT
SUMMARIES 2022
Mayor and Clerk
Treasurer

INSURANCE

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

SOCIAL SECURITY/MEDICARE CONTRIBUTIONS -As provided for all employees

EMPLOYEE ASSISTANCE PROGRAM -As provided for all employees

RETIREMENT

Civilian PERF - 14.2% (2022) of the eligible employee 's salary is contributed by the City for the PERF program (Public Employees Retirement Fund). Benefits for elected officials retired from PERF may differ. Please see the Clerk Treasurer's Office for more information.

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

457 Plan (Supplemental Retirement Plan)

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

City Matching Contribution

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

ORDINANCE 21-51

AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF WESTFIELD, INDIANA FOR APPROPRIATION OF ADDITIONAL FUNDS

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 Common Council to maintain fiscal integrity of the finances of the City; and,

WHEREAS, at times it becomes necessary to transfer funds within the approved budget or appropriate additional funds as contemplated and authorized under I.C.36-4-7-8 to maintain that fiscal integrity; and,

WHEREAS, the City has money in the General Fund in excess of the total certified appropriations for the current budget year; and,

WHEREAS, the City engages a variety of professionals for necessary services to assist with day-to-day operations and the efficient operation of the City.

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Indiana, that:

Section 1. The following additional appropriations to Consulting as well as Legal/Attorney within the Administrative Department of the General Fund used for professional services.

<u>Fund Name</u>	<u>Budget Classification</u>	<u>Amount Requested</u>	<u>Amount Approved by Fiscal Body</u>
101001330	Adm-Attorney/Consultant	\$430,941.00	\$ _____
101001331	Adm-Consulting	\$414,616.00	\$ _____
101008330	Clerk-Legal	\$155,000.00	\$ _____

Section 2. Said funds shall be disbursed to pay for approved professional services invoices, within the appropriate account.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

PASSED THIS ____ DAY OF _____ 2021 BY THE WESTFIELD COMMON COUNCIL,
HAMILTON COUNTY, INDIANA.

WESTFIELD CITY COUNCIL

Voting for

Voting Against

Abstain

Scott Willis

Scott Willis

Scott Willis

Jake Gilbert

Jake Gilbert

Jake Gilbert

Joe Edwards

Joe Edwards

Joe Edwards

Scott Frei

Scott Frei

Scott Frei

Mike Johns

Mike Johns

Mike Johns

Troy Patton

Troy Patton

Troy Patton

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that ORDINANCE 21-51 was delivered to the Mayor of Westfield

on the _____ day of _____, 2021, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 21-51

this _____ day of _____, 2021.

I hereby VETO ORDINANCE 21-51

this _____ day of _____, 2021.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

ORDINANCE 21-56

AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF WESTFIELD, INDIANA FOR APPROPRIATION OF ADDITIONAL FUNDS

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 fiscal integrity of the finances of the City; and,

WHEREAS, sometimes it becomes necessary to appropriate additional funds within the approved budget as contemplated and authorized under I.C. 36-4-7-8 to maintain that fiscal integrity, and,

WHEREAS, the City has money in General in excess of the total certified appropriations for the current budget year; and,

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Indiana, that:

Section 1. The following additional appropriations of \$938,390.00 and \$237,530.00 from General to Public Works is hereby authorized, to be transferred and appropriated as indicated below.

<u>Fund Name</u>	<u>Budget Classification</u>	<u>Requested</u>	<u>Amount Approved by Fiscal Body</u>
264	PW Road Impact Const	\$938,390.00	
209	PW Perf Maint Const	\$237,530.00	

Section 2. Said amounts shall be disbursed for all appropriate purposes for the efficient operations of the Department of Public Works.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

PASSED THIS ____ DAY OF _____ 2021 BY THE WESTFIELD COMMON COUNCIL,
HAMILTON COUNTY, INDIANA.

WESTFIELD CITY COUNCIL

<u>Voting for</u>	<u>Voting Against</u>	<u>Abstain</u>
_____ Scott Willis	_____ Scott Willis	_____ Scott Willis
_____ Jake Gilbert	_____ Jake Gilbert	_____ Jake Gilbert
_____ Joe Edwards	_____ Joe Edwards	_____ Joe Edwards
_____ Scott Frei	_____ Scott Frei	_____ Scott Frei
_____ Mike Johns	_____ Mike Johns	_____ Mike Johns
_____ Troy Patton	_____ Troy Patton	_____ Troy Patton
_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that ORDINANCE 21-_____ was delivered to the Mayor of Westfield
on the _____ day of _____, 2021, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 21-_____ I hereby VETO ORDINANCE 21-_____
this _____ day of _____, 2021. this _____ day of _____, 2021.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

CITY OF WESTFIELD

ORDINANCE NO: 21-57

AN ORDINANCE AMENDING THE WESTFIELD FIRE DEPARTMENT'S FIRE
PREVENTION ORDINANCE

WHEREAS, the City of Westfield (the "City") is a political subdivision existing under the provisions of Ind. Code § 36-4-1, *et. seq.*;

WHEREAS, the Westfield Common Council (the "Council") is the fiscal body of the Town;

WHEREAS, the Westfield Fire Department ("Fire Department") is a department operating within the City as established by IC § 36-8-2-3;

WHEREAS, the Fire Department is tasked, *inter alia*, with the responsibility of providing fire prevention services to the community that falls within the jurisdiction of the City;

WHEREAS, in 2019, the Fire Department introduced a fire prevention ordinance to Council for review and ratification, after the ordinance was vetted by the State Fire Marshal's Office;

WHEREAS, following Council's adoption of the ordinance, the Westfield Fire Department followed the State's process and presented the ordinance to the Indiana Fire Building and Safety Commission ("Commission") for approval; however, the Commission made modifications to the ordinance (Ex. A);

WHEREAS, as a result of the modifications made by the Commission to the fire prevention ordinance, the Fire Department requests the Council repeal the 2019 ordinance and asks Council to review and approve the version of the ordinance approved by the Commission, which is identified in Exhibit B;

NOW, THEREFORE, BE IT ORDAINED by the Westfield Common Council as follows:

1. The 2019 Fire Prevention Ordinance is hereby repealed.
2. The Fire Prevention Ordinance attached herein as Exhibit B is adopted.
3. This Ordinance shall be in effect upon its passage by the Westfield Common Council and any publication required by law.

ADOPTED AND PASSED THIS ____ DAY OF _____, 2021, BY THE
WESTFIELD COMMON COUNCIL, HAMILTON COUNTY, INDIANA.

Voting For

Voting Against

Abstain

Scott Willis

Scott Willis

Scott Willis

Jake Gilbert

Jake Gilbert

Jake Gilbert

Joe Edwards

Joe Edwards

Joe Edwards

Scott Frei

Scott Frei

Scott Frei

Cindy Spoljaric

Cindy Spoljaric

Cindy Spoljaric

Troy Patton

Troy Patton

Troy Patton

Mike Johns

Mike Johns

Mike Johns

ATTEST:

Cindy J. Gossard, Clerk-Treasurer
City of Westfield, Indiana

I hereby certify that ORDINANCE 21-57 was delivered to the Mayor of Westfield on the ____ day of _____, 2021, at ____:____.m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE Ordinance 21-57

this ____ day of _____, 2021

at ____:____.m.

J. Andrew Cook, Mayor

I hereby VETO Ordinance 21-57

this ____ day of _____, 2021

at ____:____.m.

J. Andrew Cook, Mayor

Exhibit A

City of Westfield

Chapter 38

Fire Prevention Ordinance **Redline**

Article I – GENERAL REQUIREMENTS

- Sec. 38-101 – Title
- Sec. 38-102 – Purpose
- Sec. 38-103 – Authority
- Sec. 38-104 – Applicability
- Sec. 38-105 – Severability
- Sec. 38-106 – Minimum standards
- Sec. 38-107 – Effect of adoption on prior ordinance
- Sec. 38-108 – Definitions

Article II – ADMINISTRATION AND ENFORCEMENT

DIVISION 1 – ORGANIZATION

- Sec. 38-201 – Organization of the Westfield Fire Department Fire and Life Safety Division
- Sec. 38-202 – Fire and Life Safety Divisions established; jurisdiction
- Sec. 38-203 – Enforcement Authority
- Sec. 38-204 – Authority at fires and emergencies
- Sec. 38-205 – Emergency lines and limits
- Sec. 38-206 – Fire investigations
- Sec. 38-207 – Plan Review
- Sec. 38-208 – Fire and Life Safety Inspections
- Sec. 38-209 – Emergency Entry

DIVISION 2 – INSPECTIONS AND INVESTIGATIONS

- Sec. 38-221 – Right to enter buildings and premises
- Sec. 38-222 – Fire and life safety inspections; fees
- Sec. 38-223 – Determination of Violation
- Sec. 38-224 – Notice of Violation
- Sec. 38-225 – Imminent Danger
- Sec. 38-226 – Duty to Correct Violations
- Sec. 38-227 – Time Limit
- Sec. 38-228 – Appeal from Orders
- Sec. 38-229 – Local Ordinance Appeals Process
- Sec. 38-230 – Variances
- Sec. 38-231 – Orders to correct violations
- Sec. 38-232 – Order forbidding occupancy
- Sec. 38-233 – Records and reports
- Sec. 38-234 – Remedies
- Sec. 38-235 – Certificate of Occupancy

DIVISION 3 – ENFORCEMENT RESPONSIBILITY

- Sec. 38-241 – Enforcement
- Sec. 38-242 – Legal assistance
- Sec. 38-243 – Law enforcement assistance

ARTICLE III – GENERAL SAFETY PROVISIONS

- Sec. 38-301 – Open Burning Provisions
- ~~Sec. 38-302 – Required Fire Protection Systems – Out of Service~~

ARTICLE IV – FIRE SERVICE FEATURES

- Sec. 38-401 – Address Identification
- Sec. 38-402 – Fire Lane Markings
- Sec. 38-403 – Gates and Barricades
- Sec. 38-404 – Fire Department Connections, locations, access and signage
- Sec. 38-405 – Marking of fire protection equipment, fire hydrants, and access roads
- Sec. 38-406 – Fire Department Access Roads
- Sec. 38-407 – Key Boxes
- Sec. 38-408 – Water Supply
- Sec. 38-409 – Fire Flow Requirements
- Sec. 38-410 – Fire Hydrants
- Sec. 38-411 – Water Supply for Fire Protection
- Sec. 38-412 – Emergency Radio Responder Coverage (ERRC)

ARTICLE V – FIRE PROTECTION SYSTEMS

- Sec. 38-501 – Construction Documents

Smoke Alarms and Detectors

- Sec. 38-502. – Dwellings - smoke detector and smoke alarm requirements
- ~~Sec. 38-503 – Dwellings – Carbon monoxide detector and alarm requirements~~

Means of Egress

- Sec. 38-~~503~~ – Means of Egress Illumination and exit signs
- Sec. 38-~~504~~ – Means of Egress Continuity
- ~~Sec. 38-506 – Inspection of Fire Escapes~~
- Sec. 38-~~505~~ – Exit Stairwell Identification
- ~~Sec. 38-508 – Occupancy Loads~~

Fire Protection Equipment

- Sec. 38-~~506~~ – Portable Fire Extinguishers
- Sec. 38-~~507~~ – Requirements for kitchen exhaust equipment and fire protection equipment
- Sec. 38-~~508~~ – Unlawful interference with fire protection equipment, barricades, devices, signs and seals
- ~~Sec. 38-512 – Smoke and heat removal systems or equipment; requirements~~

Fire Alarm/ Detection Systems

- Sec. 38-~~509~~ – Scope of article
- ~~Sec. 38-514 – Fire alarm control panel~~
- ~~Sec. 38-515 – Monitoring of Fire Alarm Systems~~
- Sec. 38-~~510~~ – Notification upon Fire Alarm activation
- Sec. 38-~~511~~ – Faulty alarms

ARTICLE VI – MISC. PROVISIONS

- Sec. 38-601 – Consumer Fireworks
- Sec. 38-602 – Vacated or Abandoned Buildings
- Sec. 38-603 – Underground Storage Tanks
- ~~Sec. 38-604 – Use of Grills~~
- Sec. 38-~~604~~ – Traffic Signals

ARTICLE I – GENERAL REQUIREMENTS

Sec. 38-101 – Title

This Ordinance and all material included herein by reference shall be known as the fire prevention ordinance of Westfield, Indiana.

Sec. 38-102 – Purpose

The purpose of this Ordinance is to protect life, environment, health and general welfare of the citizens of Westfield, Indiana, and shall be construed in such a manner as to effectuate this purpose.

Sec. 38-103 – Authority

The Fire Chief, or the Fire Chief's designee, are hereby authorized and directed to administer and enforce the following:

1. All of the provisions of this Ordinance.
2. Variances granted in accordance with IC 22-13-2-11.
3. Orders issued under IC 22-12-7.

The City of Westfield Fire Protection Ordinance shall be enforced throughout the boundaries of the City of Westfield and Washington Township, Hamilton County by the Fire Chief, the Fire Marshal or their designee.

Sec. 38-104 – Applicability

The provisions of this Ordinance shall be supplemental to the fire safety laws adopted by the Commission which are hereby adopted by the City of Westfield. This Ordinance shall apply to all Class 1 structures. Articles and sections shall only apply to Class 2 structures when specifically noted. When any provision of this Ordinance is found to be in conflict with any rule of the Fire Prevention and Building Safety Commission, the rule of the Commission shall prevail. This Ordinance shall apply to, and be in force and effect within all areas of the City of Westfield in Hamilton County, Indiana that is served by the Westfield Fire Department.

Sec. 38-105 – Severability

If any provision of this Ordinance be declared invalid, by a court of competent jurisdiction, for any reason, the remaining provisions shall not be affected, if such remaining provisions can, without the invalid provision or provisions be given their original intended effect in adopting this ordinance. To this end, the provisions of this Ordinance are severable.

Sec. 38-106 – Minimum standards

All rules of the Commission as set out in Articles 12, 13, 18, 22 and 25 of Title 675 of the Indiana Administrative Code are incorporated in this Ordinance and shall include all later amendments to that article as published in the Indiana Register or the Indiana Administrative Code with effective dates as fixed therein. Any special processes or procedures not addressed in the Indiana Fire Code (675 IAC 22) or this Ordinance shall be subject to applications found in Fire Safety Standards recognized by Indiana Fire Code (675 IAC 22), Referenced Standards and as approved by the Fire Chief, or his designee. Any special processes or procedures not addressed in this Ordinance shall be subject to applications found in the current editions of the National Fire Protection Association (NFPA) Standards or other recognized Fire Safety Standards— subject to the rules of the Commission.

Sec. 38 – 107 - Effect of Adoption on Prior Ordinance

The expressed or implied repeal of amendment by this Ordinance of any other ordinance or part of any other ordinance does not affect any rights or liabilities accrued, penalties incurred, or proceedings begun prior to the effective date of this Ordinance. Such rights, liabilities and other proceedings are continued and penalties shall be imposed and enforced under the repealed or amended Ordinance as if this ordinance had not been adopted.

Sec. 38 – 108 - Definitions

As used in this Ordinance, the following terms shall have the meanings ascribed to them in this section.

~~ALARM SYSTEM OR FIRE ALARM SYSTEM~~—A system or portion of a combination system consisting of components and circuits arranged to monitor and annunciate the status of fire alarm or supervisory signal initiating devices and to initiate the appropriate response to those signals.

~~BUILDING~~—A Class 1 structure as defined in IC 22-12-1-4 used for shelter, protection, or enclosure of persons, animals, or property and which is permanently affixed to the land.

BUILDING CODE - Indiana Building Code (675 IAC 13).

CLASS 1 STRUCTURE - Has the meaning ascribed thereto in IC 22-12-1-4.

CLASS 2 STRUCTURE - Has the meaning ascribed thereto in IC 22-12-1-5.

COMMISSION - Indiana Fire Prevention and Building Safety Commission as established by IC-22-12-2.

~~DIVISION OF FIRE AND BUILDING SAFETY~~—Division of Fire and Building Safety of the Indiana Department of Homeland Security created pursuant to IC 10-19-7.

FIRE CHIEF - Is the chief officer of the Westfield Fire Department and the City of Westfield Fire and Life Safety Division.

FIRE CODE - Indiana Fire Code (675 IAC 22).

~~FIRE WATCH~~—A fire watch is a person or persons who are assigned to monitor an area for watching for fires and other life safety concerns that may endanger the occupants or building. Fire watch personnel shall be provided with at least one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires. This person must be familiar with the building, the evacuation procedure, the use of fire extinguishers and trained in Fire Safety and Prevention. Personnel used for fire watch shall be certified as a State of Indiana Firefighter I/II and shall be approved by the Fire Marshal. All costs, including wages paid directly to the fire watch personnel, shall be the responsibility of the building owner.

FIRE AND LIFE SAFETY DIVISION - The Fire and Life Safety Division established by this Ordinance for the City of Westfield.

FIRE MARSHAL - The administrative head of a Fire and Life Safety Division appointed pursuant to Section 38-202 or 38-203 of this Ordinance.

FUEL GAS CODE - Indiana Fuel Gas Code (675 IAC 25).

~~GAR~~—General Administrative Rules (675 IAC 12) of the Indiana Fire Prevention and Building Safety Commission.

HAZARDOUS CONDITION - The presence of a structural condition, equipment, utility connection, or materials which constitutes or poses a recognized threat of fire or other injury to persons or property.

IAC - Indiana Administrative Code.

IC - Indiana Code of the Indiana General Assembly.

MECHANICAL CODE – Is the Indiana Mechanical Code (675 IAC 18).

NOTICE OF VIOLATION - A written notice issued by the Westfield Fire Department usually in the form of an inspection report listing violation(s).

OWNER - Has the meaning ascribed thereto in 675 IAC 22.

PERSON - Has the meaning ascribed thereto in IC 22-12-1-18.

QUALIFIED PERSON - A person who either holds current National Institute for Certification in Engineering Technologies (NICET) certification in the fire protection system being installed, serviced or repaired, or has successfully completed a course of instruction specific to the equipment being installed, serviced or repaired. Such instruction shall have been approved by the manufacturer of the equipment or their authorized representative.

STRUCTURE - Anything constructed, erected, or established that requires location on or in the ground or is attached to something having a location on or in the ground.

Terms not defined: Where terms are not defined in this Ordinance and are defined in the General Administrative Rules, Indiana Building Code, Indiana Fire Code, Indiana Mechanical Code and Indiana Fuel Gas Code, such terms shall have the meanings ascribed to them as in those codes. Where terms are not defined through the methods authorized, such terms shall have ordinarily accepted meanings such as the context implies.

ARTICLE II – ADMINISTRATION AND ENFORCEMENT

DIVISION 1 - Organization

Sec. 38-201 – Organization of the Westfield Fire Department Fire and Life Safety Division.

The Fire and Life Safety Division of the Westfield Fire Department shall be under the supervision of the Fire Marshal appointed pursuant to the applicable personnel rules of the Westfield Fire Department under Chapter 38 of the City of Westfield Municipal Code.

Sec. 38-202 - Fire and Life Safety Divisions established; jurisdiction

There is hereby established a local Fire and Life Safety Division within the City of Westfield Fire Department and within Washington Township located within Hamilton County that is not completely within the boundaries of the City of Westfield.

Sec. 38-203 – Enforcement Authority

The Fire Chief, Fire Marshal or their designee, shall possess the authority to enforce the provisions of this Ordinance, the Indiana General Administrative Rules, Indiana Fire Code, Indiana Building Code, Indiana Mechanical Code, Indiana Fuel Gas Code, or any other rule of the Commission. Such enforcement shall include, but is not limited to:

1. The prevention of fires.
2. The handling, storage, sale, and use of flammable liquids, explosives, combustible, and hazardous materials.
3. The adequacy of means of egress from all places in which numbers of people live, work, or congregate from time to time for any purpose.
4. The location, installation, and maintenance of smoke alarms, fire alarm systems, and fire suppression systems.
5. The existence of recognized hazardous conditions that present a clear and immediate hazard to life and property.

The Fire Chief, Fire Marshal or their designee, shall have the authority to initiate legal action in accordance with locally prescribed remedies applicable to violations of the Indiana General Administrative Rules, Indiana Fire Code, Indiana Building Code, Indiana Mechanical Code, Indiana Fuel Gas Code, this Ordinance, or any other rule of the Commission. Violators of this Ordinance may be cited into any court having jurisdiction.

Sec. 38-204 – Authority at fires and emergencies

The Fire Chief or such designated officer of the Westfield Fire Department in charge at the scene of a fire or other emergency involving the protection of life or property, or any part thereof, shall have the authority to direct such operation as necessary to extinguish or control any fire, perform any rescue operation, investigate the existence of suspected or reported fires, gas leaks or other hazardous conditions or situations, or take any other action necessary in the reasonable performance of duty. In the exercise of such power, the Fire Chief is authorized to prohibit any person, vehicle or vessel from approaching the scene, and is authorized to remove, or cause to be removed or kept away from the scene, any person vehicle or vessel which could impede or interfere with the operations of the Westfield Fire Department and, any person not actually and usefully employed in the extinguishing of such fire or in the preservation of property in the vicinity thereof.

The Fire Chief, Fire Marshal or their designee, at any fire, explosion, rescue, emergency medical or hazardous materials incident, or any other emergency which poses imminent threat to life, environment, or property, shall have the authority to direct operations as necessary to control, mitigate, or eliminate the emergency. It shall be unlawful for any person to impede the emergency operations of the Westfield Fire Department.

Sec. 38-205 – Emergency lines and limits

1. ~~Barricades.~~ The Fire Chief or such designated officer of the Westfield Fire Department in charge at the scene of an emergency is authorized to place ropes, guards, barricades or other obstructions across any street, alley, place or private property in the vicinity of such emergency so as to prevent accidents or interference with the lawful efforts of the Westfield Fire Department to manage and control the emergency and to handle fire apparatus.
2. ~~Obstructing operations.~~ No person shall obstruct the operations of the Westfield Fire Department in connection with extinguishment or control of any fire, or actions relative to other emergencies, or disobey any lawful command of the Fire Chief or officer of the Westfield Fire Department in charge of the emergency, or any part thereof, or any lawful order of a police officer assisting the Westfield Fire Department.
3. ~~Systems and devices.~~ No person shall render a system or device inoperative during an emergency unless by direction of the Fire Chief or Westfield Fire Department official in charge of the incident.

The Fire Chief, Fire Marshal or their designee, may establish emergency lines and limits; and, barricade or guard from the general public such emergency lines and limits. The Fire Chief, Fire Marshal or their designee, may create an area in which only firefighters, law enforcement personnel, other emergency responders, other people, or agencies having a direct interest in any property threatened by a fire, explosion, hazardous material incident, other emergency, other people, or agencies at the discretion of the Fire Chief, Fire Marshal or their designee, shall be admitted. It shall be unlawful for any unauthorized person to cross such emergency lines or limits.

Sec. 38-206 – Fire investigations

1. The Fire Chief, or the Fire Chief's designee, shall perform fire investigations pursuant to IC 36-8-17-7. The Fire Chief, or the Fire Chief's designee, is authorized to conduct an origin and cause investigation of all fires and explosions within the Westfield Fire Departments jurisdiction.
2. It shall be unlawful for any person to impede the Fire Chief, or the Fire Chief's designee, from conducting an origin and cause investigation.

Sec. 38-207 – Plan Review

The Westfield Fire Department Fire and Life Safety Division shall perform a review of all pertinent site plans, building plans (construction), fire protection system plans and specifications including sprinkler, fire alarm systems and hood suppression systems of any project within the boundaries of the Westfield Fire Department, in order to determine whether such plans and specifications comply with the applicable rules of the Commission, this Ordinance and any other codes, standards or rules that may apply. Separate review and permits shall be required for fire protection systems based on the Fire Protection Permit standards in this Ordinance.

1. Plans shall be submitted to the Westfield Fire Department Fire and Life Safety Division in a digital format and have available at the City of Westfield Building and Planning Departments traditional 24"x36" paper form.
2. Fire Department Plan Review shall occur at the following phases: Site Plan, Construction Plan and Fire Protection Systems Plan. This review shall run concurrent to the city plan review and any issues or corrections that need to be made to the plans shall be completed by the developer prior to the approval of the City of Westfield Planning and Building Department and the Westfield Fire Department. No City of Westfield or Westfield Fire Department approvals or permits shall be given or issued until review as provided herein and compliance has occurred.

Sec. 38-208 – Fire and Life Safety Inspections

1. The Fire Chief, Fire Marshal or their designee, shall conduct fire and life safety inspections in Class 1 Structures pursuant to IC 36-8-17-8.
2. Class 1 Structures shall be inspected as often as necessary for the purpose of ascertaining and causing to correct any violation of the Indiana General Administrative Rules, Indiana Fire Code, Indiana Building Code, Indiana Fuel Gas Code, this Ordinance or any other rule of the Commission.

Sec. 38-209 - Emergency Entry

The Westfield Fire Department shall have the right to enter any building or premise without permission or warrant in the event of any emergency situation constituting a threat to human life, property or public safety for the purpose of eliminating, controlling or abating the dangerous condition or situation.

1. ~~At no time will the City of Westfield, Westfield Fire Department or any of its agents be responsible for any damages as a result of an emergency entry, The Westfield Fire Department or the Hamilton County 911 Center will notify the owner / occupant of the event and it will be the responsibility of the owner /occupant to assure that the building is re-secured.~~

DIVISION 2 - INSPECTIONS AND INVESTIGATIONS

Sec. 38-221 – Right to Enter Buildings

Authorized personnel of the Westfield Fire Department may, at all reasonable hours, enter any Structure (except private dwellings) within the City of Westfield or Washington Township in Hamilton County for the purpose of conducting inspections or investigations pursuant to this ordinance. The right to enter shall extend to new Structures under construction as well as to existing structures being renovated or remodeled. An inspector or investigator may be required by the owner or occupant to produce satisfactory proof of authority or identity. If an inspector or investigator is denied access, the fire marshal may apply to a court of competent jurisdiction for an order allowing inspection.

Sec. 38-222 - Fire and life safety inspections; fees

1. The Westfield Fire Department shall perform fire and life safety inspections in Class 1 Structures under the administrative supervision of the Fire Chief pursuant to IC 36-8-17.
2. The Westfield Fire Department may, as often as may be reasonably necessary inspect every Structure, building, place and public way, except the interiors of private dwellings, for compliance with fire safety laws adopted by the Commission and this Ordinance.
3. Upon the request of an owner or a primary lessee who resides in a private dwelling, the Westfield Fire Department may inspect the interior of the private dwelling to determine compliance with IC 22-11-18-3.5 and all other applicable law and regulations.
4. The fees for Westfield Fire Department inspections performed under this section shall be the current fee /fine structure set by the City of Westfield.
5. Following the issuance of an inspection report that contains a violation of a fire safety law, pursuant to the enforcement procedures under section 38.203 of this ordinance, the Westfield Fire Department may re-inspect a structure, building or place to ensure the violation has been remedied. If a violation cited in the inspection report is not remedied upon the Westfield Fire Department re-inspection, the owner or, if applicable, primary lessee of

the Structure, building or place shall be subject to the fee /fine structure set by the City of Westfield for any subsequent re-inspections of such violation.

6. All code violations will be documented on a fire inspection report form. Each business will be given thirty (30) days to correct code violations. Certain code violations may be given less time to correct due to their severity.

Sec. 38-223 – Determination of Violation

Whenever the Fire Chief, Fire Marshal or their designee, determines by inspection that an apparent or actual violation of the Indiana General Administrative Rules, Indiana Fire Code, Indiana Building Code, Indiana Mechanical Code, Indiana Fuel Gas Code, this Fire Prevention Code, any other rule of the Commission or a hazardous condition exists upon any Class 1 Structure within the Westfield Fire Department service area, the person making such determination shall issue such Notice of Violation or order as may be necessary for the enforcement of the Indiana General Administrative Rules, Indiana Fire Code, Indiana Building Code, Indiana Mechanical Code, Indiana Fuel Gas Code, this Fire Prevention Code, or any other rule of the Commission.

Sec. 38-224 – Notice of Violation

Under IC 36-8-17-9, an order of enforcement of the Indiana General Administrative Rules, Indiana Fire Code, Indiana Building Code, Indiana Mechanical Code, Indiana Fuel Gas Code, this Fire Prevention Ordinance, or any other rule of the Commission, which is within the jurisdiction of the Fire Chief, Fire Marshal or their designee, may seek the correction of any violation or the elimination of any hazardous condition by the methods specified in this Ordinance or by any other appropriate remedy or procedure provided by law. The failure of the Westfield Fire Department to inspect or to issue a Notice of Violation or order in accordance with this Ordinance shall not constitute approval of any violation or non-compliance. Any notice of violation or order issued pursuant to this section shall be conveyed upon the owner, operator, occupant, or other person responsible for the building or property. Conveyance of such order shall be by one of the following methods: Personal service (by affixing a copy thereof in a conspicuous place at the entrance of said building or premises), by mailing a copy thereof to such responsible person by first-class mail to his or her last known address pursuant to IC 4-21.5-3-6.

Sec. 38-225 – Imminent Danger

The Fire Chief, or the Fire Chief's designee, may stop an operation or require the evacuation with the approval of the State Fire Marshal of any Class 1 Structure or portion thereof under the provisions of IC 36-8-17-9 when it is determined that conduct or conditions of the property:

1. Present a clear and immediate hazard of death or serious bodily injury to any person other than a trespasser;
2. Is prohibited without a permit, registration, certification, authorization, variance, exemption, or other license required under IC 22-14, another Indiana statute or rule of the Commission; or
3. Will conceal a violation of law.

Sec. 38-226 –Duty to Correct Violations

The owner or person in control of any premises or building upon which a violation or hazard exists shall:

1. Cease and correct the violation.
2. Protect persons and property from the hazards of the violation.

Sec. 38-227 – Time Limit

Orders shall set forth a time limit for compliance dependent upon the type of hazard created by the violation(s).

Sec. 38-228 - Appeal from Orders

An owner or occupant who remains aggrieved by an order or decision issued pursuant to this Fire Prevention Ordinance and the matter involves a rule of the Commission, may appeal to the Indiana Fire Prevention and Building Safety Commission as set forth by IC 36-8-17.

Sec. 38-229 – Local Ordinance Appeals Process

1. The Fire Chief or Fire Marshal, on the complaint of any person or wherever he or they shall deem it necessary, shall inspect all buildings and premises within their jurisdiction. Whenever any of said officers shall find any building or other Structure which, for want of repairs, lack of or insufficient fire escapes, automatic or other fire alarm apparatus, or fire extinguishing equipment, or by reason of age or dilapidated condition, or from any other cause, is especially liable to fire, and which is so situated as to endanger other property or the occupants thereof, or whenever such officer shall find in any building combustible or explosive matter or flammable conditions dangerous to the safety of such building or the occupants thereof, he or they shall order such dangerous conditions or materials removed or remedied, and such order shall be complied with by the owner or occupant of such premises or building. If such order is made by the Fire Marshal or any of the Inspectors, such owner or occupant may, within 24 hours, appeal to the Chief of the Westfield Fire Department who shall, within five days, review such order and file his decision thereon, and, unless by his authority the order is revoked or modified, it shall remain in full force and be complied with at the time fixed in said order or decision of the Chief of the Westfield Fire Department.
2. However, an owner or occupant who remains aggrieved by the decision issued pursuant to this Ordinance and the matter involves a rule of the Commission, may appeal to such Commission as set forth by IC 36-8-17.

Sec. 38-230 – Variances

1. An owner or occupant requesting a variance from the provisions of this Ordinance that are not contained in a rule of the Commission shall apply in writing to the applicable fire prevention chief. The granting of a variance shall be considered only upon the written application of the owner of the property, stating that:
 - A. Practical difficulties have been encountered in the implementation of specific requirements of this Ordinance;
 - B. Compliance with specific requirements of this Ordinance will cause unnecessary hardship to the owner; and
 - C. The owner desires to take advantage of new methods or equipment which is recognized as adequate for the purpose for which they are to be substituted.
2. A variance may be granted only if the Fire Prevention Chief determines in writing that:
 - A. The requested use or modification will conform with fundamental requirements for safety; and
 - B. The granting of the variance does not increase the risk of fire or danger to the public. A copy of any variance granted shall be retained by the Fire and Life Safety Division.
3. A variance shall be enforced in the same manner as an order issued under Section 38-224 of this ordinance.
4. Whenever the Fire and Life Safety Division learns that an owner is in violation of the terms of a variance issued pursuant to this section, the Fire Marshal may order compliance as provided in Section 38-223 with the variance or with this Ordinance.
5. Pursuant to IC 22-13-2-7(c), variances granted by political subdivisions to the fire safety laws and building laws adopted in its ordinances are not effective until it approved by the Commission.

Sec. 38-231 – Orders to correct violations

1. If an owner or occupant fails to comply with an inspection report issued pursuant to Section 38-223 of this Ordinance or a variance issued pursuant to Section 38-230 of this Ordinance, the Fire Marshal may issue an order to compel compliance with the provisions of this Ordinance.
2. The failure of the Fire and Life Safety Division to inspect or to issue an order in accordance with this Ordinance shall not constitute approval of any violation or noncompliance with the provisions of this Ordinance.
3. Any order issued pursuant to this section shall be served upon the owner, operator, occupant or other person responsible for the building or property. Service of such order shall be by personal service, or by affixing a copy thereof in a conspicuous place at the entrance of said building or premises and by mailing a copy thereof to the owner or occupant by first class mail to the owner's or occupants last known address pursuant to IC 4-21.5-3.

Sec. 38-232 – Order forbidding occupancy

1. The Fire Chief or his designee is empowered to issue an order forbidding the occupancy of any structure or part of a structure, in accordance with IC 36-8-17-9.
2. The Fire Chief or his designee is empowered to issue an order forbidding continued construction of a building or structure when the building, structure or property under development is in violation of state or local fire prevention codes and continued work will:
 - A. Conceal a violation of law;
 - B. Be inaccessible to Fire Department apparatus; or
 - C. Provide insufficient water supply as required by this Ordinance.
3. The order forbidding occupancy or continued construction shall be in writing, specifying whether it is applicable to the entire structure, part of the structure, or the property under development. The order shall state the reason for issuance and the conditions under which the structure, part of structure or property may be occupied or construction continued. The order shall be posted on the structure in a conspicuous location and if conveniently possible, shall be given to the owner of the property or his agent and to any other responsible person supervising work on the premises.

Sec. 38-233 – Records and reports

1. The Westfield Fire Department shall maintain files containing reports of all properties that have been inspected, all orders issued, of all complaints and fires investigated, and the location of all buildings containing hazardous occupancies.
2. Companies providing periodic inspections of fire protection systems such as fire sprinklers, fire pumps, fire alarms, kitchen hood suppression or clean agent, upon request, shall submit a copy of their inspection report to the Division of Fire and Life safety of the Westfield Fire Department.

Sec. 38-234 - Remedies

Any person who shall violate any provision of this Ordinance or who shall fail to comply with any order issued under this Ordinance, or who shall fail to comply with or to obtain any permit required hereunder, shall be subject to penalties prescribed in Section 38-231 of this ordinance. Each day a violation continues, it shall constitute an additional violation.

Sec. 38-235 - Certificate of Occupancy

Prior to the occupancy of any newly constructed Class 1 Structure or tenant area, an inspection and approval must be given by the City of Westfield Building Commissioner and the Fire Chief or the Fire Marshal and/or their respective designees. After the final inspection occurs, a Certificate of Occupancy shall be signed by the City of Westfield Building Commissioner and the Fire Marshal. This will then allow the occupant to start moving into the building. Occupancy prior to the issuance of Certificate of Occupancy shall result in a fine set forth by the current fee /fine structure set by the City of Westfield.

1. Acceptance Testing- Prior to the issuance of the Certificate of Occupancy for a newly-constructed, renovated, or remodeled Class 1 Structure, the City of Westfield Fire Department is required to witness a successful acceptance or performance test in accordance with the appropriate installation standard or manufacturer's specifications for the following systems (if applicable):
 - A. Fire Alarm System;
 - B. Sprinkler System;
 - C. Special Hazard Fire Suppression System; and
 - D. Type I Hood Exhaust System.
2. Written Verification - Prior to the issuance of the Certificate of Occupancy for a newly-constructed, renovated, or remodeled Class 1 Structure, the City of Westfield Fire Department requires written verification that each Fire Protection and Life-Safety System has been installed in complete agreement with the terms of the listing, manufacturer's instructions, and the applicable installation standards.
3. Installation Documents - Prior to the issuance of the Certificate of Occupancy for a newly-constructed, renovated, or remodeled Class 1 Structure, the City of Westfield Fire Department requires the following

documentation (if applicable):

- A. Record of Completion for Fire Alarm Systems as required by NFPA 72.
- B. Contractor's Material and Test Certificate for Aboveground Piping for Sprinkler and Standpipe Systems as required by NFPA 13.
- C. Contractor's Material and Test Certificate for Underground Piping for Private Fire Service Mains, Fire Hydrants, and Piping as required by NFPA 13 and 24.
- D. Certificate of Completion / Installation for all Special Hazard Fire Suppression Systems.
- E. Air Balance Test Report (Type I and II Exhaust Hoods).

DIVISION 3 – ENFORCEMENT RESPONSIBILITY

Sec. 38-241 - Enforcement Authority

1. The Westfield Fire Department shall have the responsibility to enforce all provisions of this Ordinance within its jurisdiction.
2. A Westfield Fire Department shall have such other powers and duties as may be conferred from time to time by law or ordinance.

Sec. 38-242 - Legal assistance

The Fire and Life Safety Division may obtain the services of the City of Westfield attorney in connection with the enforcement of this Ordinance.

Sec. 38-243 - Law enforcement assistance

The Chief of the Westfield Police Department or the Hamilton County Sheriff may, upon request of the Fire Chief or the Fire Marshal, assign such available law enforcement officers as may be necessary to assist the Westfield Fire Department or the Fire and Life Safety Division in the enforcement of this Ordinance.

ARTICLE III - General Safety Provisions

Sec. 38-301 – Open Burning and Recreational Fire Provisions

The following types of open burning are permitted subject to the limitations found in section (1, B) below:

- Fires used for celebrating Twelfth Night Ceremonies.
- Fires used for celebrating school pep rallies;
- Fires used for celebrating scouting activities;
- Fires used for recreational and cooking purposes, i.e., camp fires.

1. ~~Open Burning~~ A person shall not kindle or maintain or authorize to be kindled or maintained any open burning unless conducted and approved in accordance with this ordinance.

~~A. Burning of leaves shall be strictly prohibited within the corporate boundaries of the City of Westfield~~

~~B. Clean Wood Disposal Burning~~ Burning clean wood products as a means of disposal.

- ~~a. Must have a site visit and receive a permit from the Division of Fire and Life Safety~~
- ~~b. Can only be done between sunrise and sunset.~~
- ~~c. Must be monitored the entire time.~~
- ~~d. Must have an appropriate means of extinguishing the fire.~~
- ~~e. Must be at least 100' away from any structure.~~
- ~~f. Must be at least 100' away from a power line.~~
- ~~g. Cannot be done during a strong wind or during humid stagnant conditions where the smoke lingers and does not rise.~~
- ~~h. Is not permitted at all at a construction site as a means of disposal.~~

~~C. Exceptions~~ Burning with prior approval from the Division of Fire and Life Safety may be authorized for the following:

- ~~a. Burning of refuse consisting of material resulting from a natural disaster.~~

- b. ~~Burning for purposes of fire training.~~
- c. ~~Prescribed burning of native vegetation in accordance with the requirements of the Indiana Department of Environmental Management (IDEM) and in accordance with 326 IAC 4.~~
- d. ~~Agricultural burning on agricultural properties for maintenance purposes in accordance with 326 IAC 4-1-3.~~
- e. ~~Due to the risks related to the methods of burning defined in Sub Paragraph (C) above, the Division of Fire and Life Safety may require certain procedures to guarantee public safety including but not limited to:~~
 - i. ~~Standby fire personnel.~~
 - ii. ~~Standby fire apparatus and equipment.~~
 - iii. ~~Increased minimum separation distances and/or specific burning containers.~~

~~****The financial costs associated with these additional requirements shall be the responsibility of the petitioner.~~

- 2. ~~Campfires or Recreational Fires—fires where dry wood products are being used for recreational purposes.~~
 - a. ~~Are not to be larger than 5' x5' x5' in size unless otherwise permitted by the Division of Fire and Life Safety.~~
 - b. ~~All fires shall be attended at all times during burning until completely extinguished.~~
 - c. ~~All fires shall be extinguished if they create a hazard, nuisance, pollution problem or threat to public health or property.~~
 - d. ~~Fires in an approved container, i.e. metal portable pit, clay chiminea, etc. shall be no closer than 15' from any dwellings.~~
 - e. ~~Recreational fire on the ground must be at least 15' from a combustible structure.~~
 - f. ~~Recreational fires shall not be ignited more than 2 hours before the recreational activity and shall be extinguished upon conclusion of the activity.~~
 - g. ~~The Division of Fire and Life Safety shall be notified at 317 804 3307 at least 24 hours prior when a recreational fire is more than 125 cubic feet (5'x5'x5') in size for a site visit and receive a permit.~~
- 3. ~~Intentional deviation from this ordinance shall be subject to a fine of up to \$500 for each violation~~

- 1. ~~Open Burning is prohibited unless authorized and conducted in accordance with the requirements contained in 326 IAC 4-1, 675 IAC 22, and this section.~~
- 2. ~~In addition to the material restrictions identified in section 307.2.1 of the 2014 IN Fire Code, burning of leaves shall be strictly prohibited within the corporate boundaries of the City of Westfield~~
- 3. ~~In accordance with section 307.2 of the 2014 IN Fire Code, the Westfield Fire Department must be notified prior to commencement of open burning. To obtain approval to commence open burning under section 307.1 of the 2014 IN Fire Code, the Division of Fire and Life Safety shall perform a site visit and approve a permit issued by the department authorizing the burning.~~
- 4. ~~Due to the risks related to the methods of open burning the Division of Fire and Life Safety may require certain procedures to guarantee public safety including but not limited to:~~
 - a. ~~Standby fire personnel.~~
 - b. ~~Standby fire apparatus and equipment.~~
 - c. ~~If the proposed burning would constitute a hazardous condition, increased minimum separation distances and/or specific burning containers.~~
- ~~****The financial costs associated with these additional requirements shall be the responsibility of the petitioner.~~
- 5. ~~Intentional deviation from this ordinance shall be subject to a fine of up to \$500 for each violation.~~

Sec. 38-302—Required Fire Protection Systems—Out of Service

~~Where a required fire protection system is out of service, the fire department shall be notified immediately and the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected, until the fire protection system has been returned to service (IFC 901.7).~~

- 1. ~~Fire Watch as defined in IFC section 202, qualified individual.~~

- A. ~~The person who is on fire watch shall be a State of Indiana certified Firefighter I/II and be able to present current certification documentation (copies) when requested, and approved by the Fire Chief or his designee.~~
- B. ~~The fire watch shall have direct ability to communicate with the fire department dispatch center.~~

ARTICLE IV - FIRE SERVICE FEATURES

Sec. 38-401 – Address Identification

~~New and Existing buildings shall have approved address numbers, building numbers or approved building identification placed in an approved position that is plainly legible and visible from the street or road fronting the property as well as the rear access or exit doors. These numbers or letters shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers and letters shall be a minimum of four (4) inches high with a minimum stroke width of 0.5 inch (IFC 501.2).~~

1. This section is to provide requirements to clearly identify and mark proper addresses on buildings. This section applies to existing buildings and new buildings, including buildings under construction.
2. Requirements - Approved numbers or addresses on a contrasting background shall be placed above the doorway or in such a position as to be plainly visible and legible from either direction of approach from the street or road fronting the property. The minimum size dimensions of the numbers shall be as specified below. Where a building or buildings are set back from the street or road fronting the property and where addresses may not be clearly identifiable due to distance from the street or roadway or to visual obstructions such as landscaping or architectural features, address or number posting shall be required both at the street or driveway serving such buildings and on the buildings. Multi-tenant buildings such as commercial strip centers will have the address on the rear door of their business as well. Residential Homes (Single Family), Individual condominiums, commercial suites and apartments shall have numbers or letters installed in accordance with the scope of this policy. In addition, minimum 6-inch high numbers, with 7/8-inch stroke, must be used to indicate apartment range numbers. On individual dwellings, a minimum 4-inch high number, with 3/4-inch stroke, must be used.

A. Commercial / Industrial	6-12-inch number height	1 1/2 inch stroke width
B. Multi- Unit Residential	6-12-inch number height	1 1/2 inch stroke width
C. Single family and Duplex	4 -inch number height	3/4 inch stroke width

Sec. 38-402 – Fire Lane Markings

The location of fire lanes shall be established by the Fire Chief, or the Fire Chief's designee. The Fire Chief, or his designee, can require signage or striping or any combination. Design of the fire lane markings shall be approved by the Fire Chief, or the Fire Chief's designee. The erection of and maintenance of fire lane marking signs and striping shall be the responsibility of the owner of private property upon which such lane marking signs and striping is to be installed. All markings shall remain in good visible condition as determined by the Fire Chief or the Fire Chief's designee. The parking or standing of any obstruction, including motor vehicles, within established fire lane markings on private or public property shall be prohibited.

Sec.38-403 – Gates and Barricades

1. The Fire Chief, or the Fire Chief's designee, is authorized to approve the installation of approved gates or other barricades across fire apparatus access roads, trails or other access ways, not including public streets, alleys or highways. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200 (IFC 503.5).
2. Approved gates or barricades shall be maintained by the property owner.
3. When a property is accessed through a gate or cross arm by means of a key or swipe card, it shall be equipped with a Key switch manufactured by the Knox Company. The switch will be keyed to the Westfield Fire Department Knox key. The location to be installed will be determined by the Fire Chief or the Fire Chief's designee. This section shall apply to Class 1 Structures as well.

Sec. 38-404 – Fire Department Connections, locations, access and signage

The location of the Fire Department Connections shall be approved by the Fire Chief, Fire Marshal or their designee, with respect to fire hydrants, fire department access roads, fire apparatus water supply lines, buildings, utilities and landscaping. Immediate access to fire department connections shall be maintained at all times and not hindered by obstructions including fences, bushes, trees, walls or other fixed or removable objects.

1. Fire Department Connections shall be free standing and remote from the building.
2. The connection shall be a 5" Stortz type connection.
3. The Fire Department Connection shall be located to the curb cut of the main entrance of the project site or building it serves. The connection shall be arranged to face the street, driveway, or fire access route. This location shall be placed in an area that will not interfere with access to the building when hoses are laid from the closest fire hydrant to the Fire Department Connection. **It shall also be located a distance of 1 ½ the total height of the building away from building.**
4. The Fire Department Connection shall be located not more than one hundred (100) feet from the nearest fire hydrant.
5. ~~The Fire Department Connection height shall be no less than 36 inches and no more than 48 inches to the center of the connection from the level of the adjoining ground.~~
The Stortz connection shall be arranged so that the connection is between thirty (30) and thirty-six (36) inches above the finished grade, sidewalk, or pit box top or lid at the location of the connection.
6. ~~Where the Fire Department Connection is subject to vehicular damage, the connection shall be protected as follows:~~
Where the Fire Department Connection is subject to vehicular damage, the connection shall be protected in accordance with the current requirements of the Indiana Fire Code.
 - A. ~~Protective post(s) shall be four (4) in diameter schedule 40 or better steel post set in thirty six inches (36) of concrete. The inside of the post shall also be filled with concrete.~~
 - B. ~~Post(s) shall be located no less than thirty six (36) inches from the Fire Department Connection and shall not interfere with the operation of the Stortz connection.~~
 - C. ~~Posts shall not be spaced more than 4 feet between posts on center~~
 - D. ~~Post(s) shall extend above ground to a height at least equal to the top of the Fire Department Connection and not less than 3 feet above the ground.~~
7. The exposed exterior piping for the Fire Department Connection shall be painted red if it supplies a sprinkler system only, yellow if it supplies a combination sprinkler/standpipe system and green if it supplies a standpipe system only. The address for the building shall be on the riser of the Fire Department Connection. The Stortz connection shall not be painted.
8. The Fire Department Connection shall not be more than 25 feet from the curb.
9. Security Caps - When a building is protected by an automatic sprinkler and/or standpipe system and the Fire Department Connection is exposed to undue vandalism the Fire Chief or the Fire Marshal may require that a Knox Security Cap be installed. **All new buildings equipped with an automatic sprinkler and/or a standpipe system shall install a Knox Locking cap on the Fire Department Connection.**

Sec. 38-405 - Marking of fire protection equipment, fire hydrants and apparatus access roads

1. Fire-protection equipment and fire hydrants shall be clearly identified in a manner approved by the Westfield Fire Department to prevent obstruction by parking and other obstructions.
2. Fire apparatus access roads shall be constructed in accordance with the requirements in 675 IAC 22 and shall be identified as fire access roads and the provisions set forth in Section 38-502 of the ordinance shall apply.

Sec. 38-406 – Fire Department access roads

1. ~~Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45.72 m) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured around the perimeter of the exterior of the building or facility (IFC 503.1.1).~~

2. Required Fire Department access roads or temporary surfaced access roads within the construction site shall be installed and made serviceable prior to construction of a building or Structure and shall be maintained during construction for Class 1 and 2 Structures (IFC 501.4).
- A. Construction. Westfield Fire Department or emergency access roads shall be constructed to the City of Westfield standards and specifications, IFC section 503, and shall be subject to approval by the Fire Chief or the Fire Chief's designee.
 - B. Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches (IFC 503.2.1).
 - C. Surface. Fire apparatus access roads shall be designed, constructed and maintained to support the imposed live loads of the heaviest piece of Westfield Fire Department apparatus and shall be provided with a surface so as to provide all weather driving capability with required ground clearances from chassis frame and appurtenances (IFC 503.2.3).
 - D. The turning radius of a fire apparatus access road shall be determined after consultation with the Westfield Fire Department and shall be at least equal to the minimum required radius for the fire apparatus. Such roads shall be designed and constructed to permit turning of the longest piece of fire apparatus available to Westfield Fire Department (IFC 503.2.4).
 - E. Dead ends. Dead end fire apparatus access roads in excess of one hundred fifty (150) feet in length shall be designed and constructed so as to allow the turning around of the longest piece of fire apparatus available to the Westfield Fire Department (IFC 503.2.5).
 - F. Bridges. Where a bridge or similar elevated surface is required to be utilized as part of a fire apparatus access road, the bridge shall be constructed and maintained in an approved manner. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not designed for such use, approved barriers or approved signs shall be installed (IFC 503.2.6).
 - G. Grade. The gradient for a fire apparatus access road shall not exceed the maximum that the apparatus available to the Westfield Fire Department can accommodate (IFC 503.2.7).
 - H. Obstruction and control of fire apparatus access. The required width of a fire apparatus access road shall not be obstructed in any manner, including parking of vehicles (IFC 503.4). Entrances to roads, trails or other access ways which have been closed with gates and barriers in accordance with Section 38-503 shall not be obstructed by parked vehicles.
 - I. Westfield Fire Department Access — A minimum of two means of access shall be provided for:
 - 1. Any subdivision with 50 or more single or two family residential lots;
 - 2. Any development having one or more commercial, multi family, or industrial Structures, three stories or greater in height; or
 - 3. Any development having three or more commercial, multi family, or industrial Structures of any height.

Shall be built in accordance with the currently adopted version of the Indiana Fire Code and;

- 1. During construction fire apparatus access roads shall be constructed to the City of Westfield standards and specifications and shall be provided with a minimum surface of compacted stone or if the building is being constructed of combustible materials it shall have a minimum of asphalt binder.
- 2. A minimum of two means of access shall be provided for:
 - A. Any subdivision with 50 or more single or two-family residential lots;
 - B. Any development having one or more commercial, multi family, or industrial Structures, three stories or greater in height; or
 - C. Any development having three or more commercial, multi family, or industrial Structures of any height.

Sec. 38-407 – Key Boxes

The Fire Chief or the Fire Marshal shall require a ~~Knex~~ **key** box be installed in an approved location(s) on any new Class 1 Structure that is protected by an automatic sprinkler system equipped with a local or transmitted waterflow alarm, or the building is provided with any fire alarm system equipped with an outside audible/visual

signaling device, or the building is provided with any fire alarm system where the alarm is transmitted to an off-site location or to the fire alarm center for the servicing fire department, or an area on that property is unduly difficult because of secure openings and where immediate access is necessary for lifesaving or firefighting purposes for property preservation.

All Key boxes shall be purchased from Knox Box Corporation and keyed to the Westfield Fire Department.

1. The key box shall contain:
 - A. Keys to locked points of ingress whether on the interior or exterior of such buildings.
 - B. Keys to locked mechanical equipment rooms;
 - C. Keys to locked electrical rooms;
 - D. Keys to elevator controls
 - E. Keys to other areas as directed by the fire official
 - F. Keys to Post Indicator Valves controlling the water supply for Fire Sprinkler Systems.
 - G. Fire Alarm Control Panels
2. The emergency key box shall be installed on the building no more than three (3) feet to the side of the main building entrance and approximately five (5) feet above grade. Alternate locations shall be approved by the Fire Chief or Fire Marshal. The red reflective, Knox Co. sticker shall be affixed in the upper corner of the main entrance door on the side leading to the key box.

Sec. 38-408 – Water Supply

A water supply capable of supplying the required fire flow, for firefighting purposes, ~~as determined by Section 38-509 of this ordinance~~ and must be provided to all premises or property upon which a Class 1 **or Class 2 Structure** or a portion of a Class 1 Structure **or Class 2** is hereafter constructed. The water supply shall be provided as follows:

1. When a municipal water supply is available and contingent to the premises or property, fire hydrants and mains shall be installed and capable of providing the required fire flow as determined by Section 38-509 of this Article.
2. When a public water supply is not available to a premises, the water supply shall consist of a pond, stream, river, canal, lake, reservoir, quarry, pressure tank, elevated tank, swimming pool, other fixed systems, or fire department delivered portable system capable of providing the required fire flow. The on-site water supply shall be accessible to the Westfield Fire Department and be located within one hundred fifty (150) feet of the Class 1 building or Structure being protected with an automatic fire extinguishing system. If the on-site water supply is not within one hundred fifty (150) feet of the Structure being protected, the water supply shall be connected to onsite fire hydrants and mains capable of supplying the required fire flow. The owner shall verify the water supply requirements with the Westfield Fire Department prior to final design and construction. For buildings under construction. A water source approved by the Fire Chief or the Fire Marshal that is capable of supplying the required fire flow shall be made available prior to allowing combustible material to accumulate at the job site. Fire Hydrants shall be located within 400' of the Structure under construction. Fire hydrants shall be maintained clear and accessible for fire protection during all phases of construction. Water for construction purposes taken from hydrants shall in no way impede the Westfield Fire Department's use of the hydrants in emergencies.

Sec. 38-409 – Fire Flow Requirements

In determining the requirements for fire flow the Fire Chief, or the Fire Marshal, shall utilize 675 IAC 22 Appendix B - "Fire Flow Requirements for Buildings" and 675 IAC 22 Appendix C - "Fire Hydrant Locations and Distribution" as a guide. The requirements in Appendix B & C may not be made more stringent by the Fire Chief or the Fire Marshal.

Sec. 38-410 – Fire Hydrants

1. When determining the number and location of fire hydrants necessary to provide the required fire flow, Fire Chief, the Fire Marshal and/or his designee(s) shall use Appendix C, Fire Hydrant Locations and Distribution of the current Fire Protection and Building Safety Commission adopted fire code.
2. Fire hydrants shall only be used for fire protection, or as so directed by the water utility having jurisdiction.
3. Fire hydrants shall be kept clear and accessible at all times with a minimum of 3 feet of clearance around the hydrant.
4. Where the codes adopted by the Fire Prevention and Building Safety Commission or this Ordinance requires three (3) or more hydrants for proper fire-flow, those hydrants shall be placed in a 'loop' series in regards to the servicing water mains.
5. Public fire hydrants shall have a standard spacing as specified by the servicing water company as well as the approval of the Westfield Fire Department Division of Fire and Life Safety
6. All public fire hydrants shall remain the standard (consistent) color as provided by the servicing water company.

Private Hydrants

1. All private fire hydrants and water mains shall be installed and maintained as set forth in the adopted Fire Prevention and Building Safety Commission fire code.
2. The proposed location of private fire hydrants to supply the required fire flow shall be approved by the Fire Chief, the Fire Marshal and/or his designee(s) prior to construction of any Class 1 structure.
3. All private fire hydrants shall be painted yellow in color.

Testing of Private Hydrants

~~Private hydrants shall be inspected and tested on an annual basis by a testing company to verify the flow and proper operation. The owner will maintain a copy of the test certification on the premises and send copies to the Westfield Fire Department. All hydrants shall be maintained in proper working order. Maintenance to be performed by the testing company should consist of greasing outlets, greasing the stem, and flow testing the hydrant (IFC 507.5.2).~~

Installation Standards

1. Whenever the provisions of the article require the installation of a fire hydrant, whether on public or private property, such hydrant shall meet the following specifications:
 - A. It shall be equipped with a five-and-one-quarter-inch main valve opening
 - B. It shall be constructed with two (2) two-and-one-half-inch hose nozzles, with seven-and-one-half (7&1/2) national standard threads per inch
 - C. It shall be equipped with one (1) four-and-one-half-inch steamer nozzle equipped with a five (5) inch Storz connection
 - D. It shall be constructed to be opened by turning clockwise a national standard pentagon operating nut
 - E. The source of the water supply shall be buried a minimum of five (5) feet below the ground level at the hydrant
 - E. The hydrant shall be constructed with a break-off feature to prevent the hydrant from leaking when damaged by collision
2. All fire hydrants, public or private shall be located not more than eight (8) feet from the edge of a paved area accessible by a fire department pumping apparatus, unless in a construction area.

Out-of-Service Hydrants

1. Fire hydrants that are out of service should be covered with a bag indicating "Out of Service".
2. Nonfunctional hydrants shall be made functional or removed.

Sec. 38-411 – Required water supply for fire protection

In setting the requirements for fire-flow, the fire prevention chief shall use the provisions set forth in

675 IAC 22, as a guide. Notwithstanding the provisions of this subsection, a reduction in required fire-flow, of up to seventy-five (75) percent, is allowed when the building is provided with an approved automatic sprinkler system. The resulting fire-flow shall not be less than one thousand (1,000) gallons per minute at twenty (20) psi residual utilizing one (1) test hydrant and one (1) flow hydrant.

Sec. 38-412 – Emergency Radio Responder Coverage (ERRC)

The City of Westfield requires that certain newly constructed buildings have approved levels of emergency radio signal strength (relative to existing levels of public radio coverage available at the exterior). Where the design of the building reduces the level of coverage inside of the building below minimum performance levels, a distributed antenna system, signal booster, or other method approved by Westfield Fire Department (WFD) and Hamilton County Public Safety Communications Center (HCPSCC) shall be provided.

The following building types shall require Emergency Radio Coverage testing prior to Certificate-of-Occupancy:

- Any building with one or more basements or below grade building levels
 - Any underground building
 - Any building more than five stories in height
 - Any building 50,000 square feet or larger
1. Testing: Documentation of testing by a person in possession of a current FCC license, or a current technician certification issued by the Associated Public Safety Communications Officials International (APCO) shall be provided to WFD prior to issuance of Certificate-of-Occupancy.
 - A. Testing shall take place after installation of all roofing systems; exterior walls, glazing and siding/cladding; and all permanent interiors walls, partitions, ceilings, and glazing.
 - B. If the building fails the test, a distributed antenna system with FCC certified signal booster or other approved system shall be installed to achieve the required level of radio coverage. Plans and specifications for ERRC systems must be approved by WFD and HCPSCC prior to installation.
 2. Hamilton County Public Safety Communications Center (HCPSCC) Approval: FCC rules require anyone who has installed or will be installing a device that amplifies and rebroadcasts a public safety frequency must have an agreement with the public safety radio system owner. HCPSCC is the owner of the emergency radio frequency used by WFD and therefore must approve any amplification of these frequencies. HCPSCC has specific criteria that the system must be met and a legal agreement that parties must sign. Contact the Technical Services Manager at Hamilton County Public Safety Communications Center (HCPSCC), 317-776-4401 for forms and information.
 3. Technical Criteria: Please contact the Technical Services Manager at Hamilton County Public Safety Communications Center (HCPSCC), 317-776-4401 for information related to frequencies used, radio sites, etc. necessary for modeling or designing radio coverage or amplification.
 4. Plan Submittal, Inspection and Acceptance Testing (when a system is required): A set of plans for installation of a radio signal enhancement system shall be submitted to Westfield Fire Department Division of Fire and Life safety and the Westfield Building Department. A final acceptance test report shall be provided to the Division of Fire and Life Safety prior to issuance of Certificate-of-Occupancy. Final approval from HCPSCC is required prior to placing any system into service.
 5. Coordination with Building Department: WFD determines when an ERRC system is required and has final authority for all requirements and testing. An ERRC system may only be waived if a determination is made by the Division of Fire and Life Safety. It is important that applicants installing a system coordinate with the City of Westfield Building Department in addition to WFD.

ARTICLE V - FIRE PROTECTION SYSTEMS

Sec. 38-501 – Construction Documents

Plans for fire sprinkler system, fire alarm system, a kitchen hood suppression system and high-piled Storage Arrangements shall be submitted for review to the City of Westfield Building and Planning Departments for review by the Westfield Fire Department Fire and Life Safety Division. Each applicable submittal must contain the following information:

1. Sprinkler / Standpipe Systems:
 - A. Accurate shop drawings of the system.
 - B. Hydraulic calculations.
 - C. Product specification sheets.
 - D. State of Indiana Construction Design Release if required by 675 IAC 12-6.
2. Fire Alarm Systems:
 - A. Accurate shop drawings of the system.
 - B. Battery calculations.
 - C. Product specifications.
 - D. State of Indiana Construction Design Release if required by 675 IAC 12-6.
3. Requirements for Kitchen Hood Fire Suppression System Submissions:
 - A. Hood listing and installation documentation.
 - B. Schematic of the fire suppression system installation and protected equipment.
 - C. Product specification sheets of the nozzles, tanks, piping, agent and other related items.
 - D. State of Indiana Construction Design Release if required by 675 IAC 12-6.

SMOKE DETECTORS AND SMOKE ALARMS

Sec. 38-502- Dwellings - smoke detector and smoke alarm requirements

- ~~1. A smoke detector shall be defined for the purpose of this section as a device, which detects visible or invisible products of combustion.~~
- ~~2. A smoke alarm shall be defined for the purpose of this section as an assembly incorporating the detector, the control equipment and the alarm sounding device in one unit, operated from a power supply either in the unit or obtained at the point of installation.~~
- ~~3. Each smoke detector or smoke alarm shall detect abnormal quantities of smoke that can occur in a residential dwelling, shall properly operate in the normal environmental conditions of a household, and shall be in compliance with ANSI/UL 268 standard for smoke detectors for Fire Alarm Systems, or ANSI/UL 217 standard for multiple station smoke alarms.~~
- ~~4. All dwelling units shall be equipped with a minimum of one functional, properly located, labeled and listed smoke detector or smoke alarm as described in 675 IAC 28-1-28. Smoke detectors or smoke alarms shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms and on each additional story of the family living unit, including basements and excluding crawl spaces and unfinished attics. Family living units with one or more split levels where there is an intervening door between one (1) level and the adjacent lower level, a smoke detector or smoke alarm shall be installed on the lower level. In new construction, (IRC 314.3), a smoke detector or smoke alarm shall be installed in each sleeping room, where more than one smoke detector or smoke alarm is required; the smoke detectors or smoke alarms shall be arranged so that operation of any smoke detector or smoke alarm causes the audible alarm in all smoke detectors or smoke alarms within the dwelling to sound.~~
- ~~5. All equipment shall be installed in accordance with the manufacturer's installation requirements and recommendations. If the method of installation is not specified by the manufacturer, the smoke detector or smoke alarm shall be installed on the ceiling at least four (4) inches away from the wall or on a wall with the top of the smoke detector or smoke alarm not less than four (4) inches nor more than twelve (12) inches below the ceiling. Smoke detectors or smoke alarms in rooms with ceiling slopes greater than one (1) foot in eight (8) feet horizontally shall be located at the high side of the room.~~
1. Smoke detectors or smoke alarms required by 675 IAC 13 or 675 IAC 14 shall have a power supply as specified by the respective code. All other residential smoke detectors or smoke alarms may be powered by an AC power source or a battery. If the smoke detector or smoke alarm is solely AC powered and the manufacturer does not supply installation specifications, it shall be directly attached to a junction box with power supplied

either from a dedicated branch circuit or the unswitched portion of a branch circuit also used for power and lighting, such installation shall be in accordance with 675 IAC 17. If the smoke detector or smoke alarm is solely powered by a battery, such battery shall be a non-removable, non-replaceable battery capable of powering the smoke detector or smoke alarm for a minimum of ten (10) years. For any dwelling unit requiring a non-removable, non-replaceable battery capable of powering the smoke detector or smoke alarm for a minimum of ten (10) years as provided in this subsection, it shall satisfy the requirements of this subsection that any non-compliant smoke detector or smoke alarm installed in such dwelling, be replaced with a compliant smoke detector or smoke alarm at such time such non-compliant smoke detector or smoke alarm is replaced for any reason. Smoke detectors and fire alarm devices that are connected to a panel as part of a monitored Fire Alarm System, or other devices that use a low-power radio frequency wireless communication signal are exempt from the battery requirements of this section.

2. It shall be unlawful for any person to tamper with or remove any smoke detector or smoke alarm, except when it is necessary for maintenance or inspection purposes. Any smoke detector or smoke alarm removed for repair, replacement or local remodeling shall be reinstalled or replaced so that it is in place and operable.
 - A. Rental dwelling units. Each owner or manager or rental agent of the owner is responsible for the installation of required smoke detectors or smoke alarms and the repair or replacement of a required smoke detector or smoke alarm within two (2) business days after the owner, manager or rental agent is given written notification of the need to repair or replace the smoke detector or smoke alarm. Residents shall inspect and test the smoke detector or smoke alarm in accordance with manufacturer's instructions at least monthly.
 - B. Owner dwelling units. Each owner is responsible for the installation of required smoke detectors or smoke alarms and the repair or replacement of a required smoke detector or smoke alarm within two (2) business days of finding it inoperable. An owner shall inspect and test the smoke detector or smoke alarm for power in accordance with manufacturer's instructions at least monthly.
3. A person, company, or corporation violating IC 22-11-18-3, IC 22-11-18-3.5 and provisions of this article shall be subject to penalties as specified in IC 22-11-18-5 and Section 103-3 of this Ordinance. ~~Each day such violation is permitted to continue may be deemed to constitute a separate offense; provided however the aggregate penalty for any violation shall not exceed two thousand five hundred dollars (\$2,500.00).~~

~~Sec. 38-503~~ Dwellings Carbon monoxide detector and alarm requirements (IRC section 315)

1. ~~A carbon monoxide detector / carbon monoxide alarm shall be defined for the purpose of this section as a device, which detects the presence of carbon monoxide (CO) gas which is a colorless, odorless and tasteless compound produced by incomplete combustion.~~
2. ~~Each carbon monoxide detector / carbon monoxide alarm shall detect abnormal quantities of carbon monoxide that can occur in a dwelling, shall operate in the normal environmental conditions of a household, and shall be in compliance with UL 2034 standard for single and multiple station carbon monoxide alarms or UL 1075 standard for gas and vapor detectors and sensors which are annunciated at a system control panel.~~
3. ~~All new residential dwelling units which contain fuel fired appliances and/or attached garages shall be equipped with a minimum of one (1) functional, properly located, labeled and listed carbon monoxide detector or carbon monoxide alarm installed outside each sleeping area in the immediate vicinity of the bedrooms.~~
4. ~~All equipment shall be installed and maintained in accordance with the current edition of NFPA 720 and the manufacturer's installation and maintenance instructions.~~

MEANS OF EGRESS

~~Sec. 38-503~~ Means of egress illumination and exit signs

1. ~~Means of egress illumination and exit signs shall be provided and maintained in accordance with IFC Section 1006. Means of egress and exit signs shall be kept maintained and illuminated when the building or Structure is occupied.~~
2. ~~Any replacement of exit signs in existing buildings or Structures or installation of additional exit signs shall meet the requirements of 675 IAC 13.~~
 1. Equipment providing emergency power for the means of egress illumination and exit signs shall be maintained in an operable condition.

2. An activation test of emergency lighting equipment shall be completed monthly. The activation test shall ensure the emergency light activates automatically upon normal electrical disconnect and stays sufficiently illuminated for a minimum of thirty (30) seconds.
3. For battery-powered emergency lighting, a power test of the emergency lighting equipment shall be completed annually. The power test shall operate the emergency lighting for a minimum of ninety (90) minutes and shall remain sufficiently illuminated for the duration of the test (IFC 604.5.2).
6. ~~Records for the activation test shall be submitted to Division of Fire and Life Safety. The records shall include location of the light unit tested, whether the light unit passed or failed the test, the date the light unit was tested and the trained person completing the test.~~

Sec. 38-504 – Means of egress continuity

Any member of the police or fire department who shall discover any fire escape or means of egress encumbered or obstructed in any manner shall report such condition to the Fire and Life Safety Division and such the Fire Marshal shall immediately notify the owner or occupant to remove such encumbrance or obstacle.

Sec. 38-506 – Inspection of fire escapes

~~Exterior fire escapes shall comply with the requirements as set forth in 675 IAC 22. Certification by a professional engineer licensed in the State of Indiana to show compliance with this section shall be filed with the Fire and Life Safety Division upon order of the Fire Marshal.~~

Sec. 38-505 – Exit Stairwell Identification

Each required stairwell in a building shall be identified with a letter and number. The letter shall start with A and the number will be the floor level. Example Stairwell A1 would be Stairwell A on the first floor; Stairwell A2 would be Stairwell A on the second floor. Each stairwell will have signage on the interior and exterior of each stairwell door indicating the stairwell letter/number designation. The stairwell with the roof access shall be labeled as well on each floor.

Sec. 38-508 – Occupant Loads

~~At no time shall the occupant, owner or person responsible for the event allow overcrowding or the exceeding the maximum occupant load of a Structure. Violation of this section will result in a fine and may result in the immediate evacuation of the Structure until the allowed occupant load is reached (IFC 107.5).~~

Sec. 38-506 – Portable fire extinguishers

1. Portable fire extinguishers shall be installed and maintained in all Class 1 structures as set forth in the latest edition of NFPA 10 and as required by the Fire Chief, or his designee.
2. ~~In all Group R-2 occupancies, a 2A:20B:C rated fire extinguisher shall be required in each unit or placed at intervals not to exceed seventy five feet (75') maximum travel distance from each unit in all common areas on each level.~~
 1. Portable fire extinguishers shall be installed in accordance with and where required by the Indiana Fire Code and shall also be installed where required by this section.
 2. Except for private dwellings, portable fire extinguishers shall be installed and maintained in all occupancies.

Sec. 38-507 – Requirements for commercial kitchen exhaust equipment and fire protection equipment

1. Any new installation or alteration of existing kitchen fire suppression equipment shall be inspected by the Fire and Life Safety Division prior to the kitchen cooking equipment being placed in-service. The installing company shall:
 - A. Notify the Fire and Life Safety Division at least forty-eight (48) hours in advance of the system being completed for system testing; and
 - B. ~~Provide written documentation to the Fire and Life Safety Division that states the system has been installed per the manufacturer's specifications and successfully tested by the installer.~~

Provide written documentation to the Fire and Life Safety Division that states the system has been inspected, signed by both the fire prevention inspector and the installation company's representative. This form is to be kept on file with the Fire and Life Safety Division.

2. ~~In existing commercial kitchen hood and exhaust systems, the property owner or tenant shall contact the Fire Chief, or his designee, prior to modifying any portion of the kitchen hood or exhaust system (i.e. cutting access panels into existing exhaust ductwork). The Fire Chief, or his designee, shall inspect all work performed on existing systems.~~

Sec. 38-508 – Unlawful interference with fire protection equipment, barricades, devices, signs and seals

It shall be unlawful for a person to do or permit to be done any of the following acts:

1. Key box access and fire equipment keys - To make or cause or permit to be made or have in his or her possession any key for any key box emergency access system, Westfield Fire Department equipment, house or building used by the Westfield Fire Department, except upon the written order of the Fire Chief, or to fail or refuse to surrender possession of any such key upon demand of the Fire Chief;
2. Tampering with fire protection systems or equipment - To tamper, molest, remove or in any manner interfere with, damage or disturb any part of a fire protection system, apparatus, fire equipment, secured gates, barricades, devices, signs and seals in use in the City of Westfield
3. Injuring fire hose - To drive any motor vehicle over any fire hose laid in any street or Westfield Fire Department access road in the vicinity of any fire or while in use for any other purpose, or in any other way interfere with the use of such hose; or
4. Opening fire hydrants - To use or operate any public or private hydrants or valves connected to a water system intended for fire suppression purposes without written permission from the water utility or the Westfield Fire Department. Notwithstanding the provisions of this subsection, employees of the water utility who are authorized, members of the Westfield Fire Department, owners of private hydrants, and members of a duly recognized facility fire brigade may operate hydrants and valves as part of their assigned duties.

Sec. 38-512 – ~~Smoke and heat removal systems or equipment; requirements~~

~~When smoke and heat removal systems or equipment are required in buildings hereafter constructed, they shall be installed as set forth in section 910 of the IFC.~~

FIRE ALARM / DETECTION SYSTEMS

Sec. 38-509 – Scope of article

This article is applicable to the installation and maintenance of all manual and automatic Fire Alarm Systems in new and existing Structures. Also, faulty and/or false alarms, and delayed notification of manual or automatic Fire Alarm Systems.

Sec. 38-514 – Fire alarm systems

1. ~~The location of the fire alarm devices must match the design professional's approved plans. All deviations without revised plans shall be approved by the Fire Chief, or his designee, and shall be filed with State Plan Review.~~
2. ~~All required Fire Alarm Systems shall be monitored by an approved supervising station in accordance with NFPA 72.~~
3. ~~Fire Alarm initiating devices, alarm signaling devices, annunciators, or control panels shall not be concealed, obstructed, or impaired.~~
4. ~~All Fire Alarm Systems required to be installed per the Indiana Building Code shall be equipped with addressable Fire Alarm Components that can have their respective status individually identified or that is used to individually control other functions.~~
5. ~~Access panels shall be provided to facilitate the testing, inspection, and cleaning of HVAC Duct Detectors.~~
6. ~~A posted diagram of all HVAC Duct Detectors shall be provided at the main electrical panel or a location approved by the Fire Chief, or his designee.~~

- ~~7. HVAC Duct Detectors that are not accessible from the finished floor shall be provided with remote test buttons. The location of the remote test buttons shall be approved by the Fire Chief, or his designee.~~
- ~~8. A copy of the as built Fire Alarm Plans for all required fire alarm installations shall be kept permanently on-site in an approved location near the Fire Alarm Control Panel (FACP).~~
- ~~9. In all newly constructed Class 1 structures, a listed Fire Alarm notification device shall be required in all walk-in freezers and coolers that exceed one hundred (100) square feet.~~

Sec. 38-515 – Monitoring of Fire Alarm Systems

Fire Alarm Systems required by 675 IAC 13 and 675 IAC 22 or this Ordinance shall be monitored as set forth in 675 IAC 13, 675 IAC 22, 675 IAC 28-1-28, by an approved central, proprietary or remote station service or a local alarm which gives audible and visual signals at a constantly attended location.

Sec. 38-510 – Notification upon Fire Alarm activation

1. The Westfield Fire Department shall be notified immediately upon the activation of any fire alarm, except in the case of a supervised fire drill, periodic testing or maintenance of a system.
2. Notwithstanding subsection (1) of this section, such notice shall be required if the alarm is directly transmitted by private line.
3. The monitoring company shall notify Hamilton County 911 Center immediately when the alarm is received at all times except as stated in subsection (1) of this section.
4. Upon the receipt of a supervisory signal from a fire alarm or fire suppression system, the central station shall perform the requirements of "Disposition of Signals" as set forth in 675 IAC 28-1-28.
5. Upon the receipt of a trouble signal from a fire alarm or fire suppression system, the central station shall perform the requirements of "Disposition of Signals" as set forth in 675 IAC 28-1-28.

Sec. 38-511 – Faulty alarms

1. FALSE ALARMS - The willful and knowing initiation or transmission of a signal, message or other notification of an event of fire when no such danger exists.
2. EXCESSIVE FALSE ALARMS - It shall be unlawful for any person or entity who owns or controls property in the city on which an Alarm System is installed to issue, cause to be issued, or permit the issuance of more than three false alarms in a twelve-month period. A person or entity who owns or controls property on which the Alarm System is installed shall receive a warning from the city for each false alarm. There shall be no distinction between fire and security false alarms.
3. ~~DESCRIBED - A false alarm is categorized as;~~
 - ~~a. User Error - A training / Education issue. Occupants should have the ability to operate the alarm system.~~
 - ~~b. System Malfunction - A maintenance issue attributed to faulty detectors, sprinkler head release due to lack of maintenance or failures of alarm components.~~
 - ~~c. Work done without notification - Failure to notify the alarm company or have the system set on test during maintenance.~~
 - ~~d. Damage to the system - Any damage to an alarm system either accidental or deliberate.~~
4. PENALTY - The person or entity in violation of this chapter shall pay as a penalty, this sum shall be subject to the fee /fine structure set by the City of Westfield

ARTICLE VI - MISC. PROVISIONS

Sec. 38-601 – Consumer Fireworks

1. Pursuant to I.C. § 22-11-14-6(d), I.C. § 22-11-14-10.5, and this Ordinance, consumer fireworks may only be used in the Westfield and Washington Township, Hamilton County, Indiana, during the days and times listed below:
 - A. Between the hours of 5:00 p.m. and two hours after sunset on June 29 through July 3 and July 5 through July 9; however, regardless of what time sunset occurs, no later than 11 PM;
 - B. Between the hours of 10:00 a.m. and 12:00 midnight on July 4

- ~~C. Between the hours of 10:00 a.m., on December 31 and 1:00 a.m. on January 1;~~
- ~~D. Use of fireworks is restricted to property owned or authorized for use by the user;~~
- ~~E. Fireworks use is not permitted on city owned property, parks, roads, easements or other publicly owned property without specific approval by the Westfield Fire Chief or his designee;~~
- ~~F. Nothing in this section shall prevent the fire chief, or his designee, from preventing the use of fireworks due to weather conditions or any other safety concern.~~
- A. Between the hours of 5:00 p.m. and two hours after sunset on June 29 through July 3 and July 5 through July 9; however, regardless of what time sunset occurs, no later than 11 PM;
- B. Between the hours of 10:00 a.m. and 12:00 midnight on July 4 and December 31;
- 2. Use of fireworks is restricted to property owned or authorized for use by the user;
- 3. Fireworks use is not permitted on city owned property, parks, roads, easements or other publicly owned property without specific approval by the Westfield Fire Chief or his designee;
- 4. Nothing in this section shall prevent the fire chief, or his designee, from preventing the use of fireworks due to weather conditions or any other safety concern.
- 5. Any violations of this section shall be punished by a fine which shall be the current fee /fine structure set by the City of Westfield Code of Ordinances.

Sec. 38-602 – Vacant or abandoned buildings; placarding

The Fire and Life Safety Division may implement a program for identifying and placarding vacant or abandoned Class 1 Structures that pose an unreasonable risk or hazard to firefighters who forcibly enter a building or Structure for controlling or extinguishing a fire. Unreasonable risk hazards shall include but not be limited to Structure deficiencies such as open roof(s), missing steps or stair(s), holes in floor(s), open wall(s) or shaft(s) or the illegal removal of Structure components of a building or Structure that may cause an entanglement or premature collapse hazard for firefighters.

Sec. 38-603 - Underground storage tanks; notification

Any person who supervises, manages, or directs the installation, retrofitting, removal or closure of underground storage tanks shall notify the Fire and Life Safety Division fourteen (14) days prior to commencement of work; however, this requirement shall not apply in emergency repair work where fourteen (14) day notification is not possible.

Sec. 38-604 – Use of Grills

- ~~1. Charcoal burners and other open flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction.~~
- ~~2. LP gas burners having a LP gas container with a water capacity greater than 2.5 pounds shall not be located on combustible balconies or within 10 feet of combustible construction.~~

Sec. 38-604 – Traffic Signals

Any time a new development is required to install a traffic control signal device, or upgrade an existing signal, the developer shall be responsible for installing the current emergency vehicle preemption signaling equipment used by the Westfield Fire Department on that new signal.

Exhibit B

City of Westfield

Chapter 38

Fire Prevention Ordinance

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ARTICLE I – GENERAL REQUIREMENTS

Sec. 38-101 – Title

This Ordinance and all material included herein by reference shall be known as the fire prevention ordinance of Westfield, Indiana.

Sec. 38-102 – Purpose

The purpose of this Ordinance is to protect life, environment, health and general welfare of the citizens of Westfield, Indiana, and shall be construed in such a manner as to effectuate this purpose.

Sec. 38-103 – Authority

The Fire Chief, or the Fire Chief's designee, are hereby authorized and directed to administer and enforce the following:

1. All of the provisions of this Ordinance.
2. Variances granted in accordance with IC 22-13-2-11.
3. Orders issued under IC 22-12-7.

The City of Westfield Fire Protection Ordinance shall be enforced throughout the boundaries of the City of Westfield and Washington Township, Hamilton County by the Fire Chief, the Fire Marshal or their designee.

Sec. 38-104 – Applicability

The provisions of this Ordinance shall be supplemental to the fire safety laws adopted by the Commission which are hereby adopted by the City of Westfield. This Ordinance shall apply to all Class 1 structures. Articles and sections shall only apply to Class 2 structures when specifically noted. When any provision of this Ordinance is found to be in conflict with any rule of the Fire Prevention and Building Safety Commission, the rule of the Commission shall prevail. This Ordinance shall apply to, and be in force and effect within all areas of the City of Westfield in Hamilton County, Indiana that is served by the Westfield Fire Department.

Sec. 38-105 – Severability

If any provision of this Ordinance be declared invalid, by a court of competent jurisdiction, for any reason, the remaining provisions shall not be affected, if such remaining provisions can, without the invalid provision or provisions be given their original intended effect in adopting this ordinance. To this end, the provisions of this Ordinance are severable.

Sec. 38-106 – Minimum standards

All rules of the Commission as set out in Articles 12, 13, 18, 22 and 25 of Title 675 of the Indiana Administrative Code are incorporated in this Ordinance and shall include all later amendments to that article as published in the Indiana Register or the Indiana Administrative Code with effective dates as fixed therein. Any special processes or procedures not addressed in the Indiana Fire Code (675 IAC 22) or this Ordinance shall be subject to applications found in Fire Safety Standards recognized by Indiana Fire Code (675 IAC 22), Referenced Standards and as approved by the Fire Chief, or his designee. Any special processes or procedures not addressed in this Ordinance shall be subject to applications found in the current editions of the National Fire Protection Association (NFPA) Standards or other recognized Fire Safety Standards— subject to the rules of the Commission.

Sec. 38-107 - Effect of Adoption on Prior Ordinance

The expressed or implied repeal of amendment by this Ordinance of any other ordinance or part of any other ordinance does not affect any rights or liabilities accrued, penalties incurred, or proceedings begun prior to the effective date of this Ordinance. Such rights, liabilities and other proceedings are continued and penalties shall be imposed and enforced under the repealed or amended Ordinance as if this ordinance had not been adopted.

Sec. 38-108 - Definitions

As used in this Ordinance, the following terms shall have the meanings ascribed to them in this section.

BUILDING CODE - Indiana Building Code (675 IAC 13).

CLASS 1 STRUCTURE - Has the meaning ascribed thereto in IC 22-12-1-4.

CLASS 2 STRUCTURE - Has the meaning ascribed thereto in IC 22-12-1-5.

COMMISSION - Indiana Fire Prevention and Building Safety Commission as established by IC-22-12-2.

FIRE CHIEF - Is the chief officer of the Westfield Fire Department and the City of Westfield Fire and Life Safety Division.

FIRE CODE - Indiana Fire Code (675 IAC 22).

FIRE AND LIFE SAFETY DIVISION - The Fire and Life Safety Division established by this Ordinance for the City of Westfield.

FIRE MARSHAL - The administrative head of a Fire and Life Safety Division appointed pursuant to Section 38-202 or 38-203 of this Ordinance.

FUEL GAS CODE - Indiana Fuel Gas Code (675 IAC 25).

HAZARDOUS CONDITION - The presence of a structural condition, equipment, utility connection, or materials which constitutes or poses a recognized threat of fire or other injury to persons or property.

IAC - Indiana Administrative Code.

IC - Indiana Code of the Indiana General Assembly.

MECHANICAL CODE - Is the Indiana Mechanical Code (675 IAC 18).

NOTICE OF VIOLATION - A written notice issued by the Westfield Fire Department usually in the form of an inspection report listing violation(s).

OWNER - Has the meaning ascribed thereto in 675 IAC 22.

PERSON - Has the meaning ascribed thereto in IC 22-12-1-18.

QUALIFIED PERSON - A person who either holds current National Institute for Certification in Engineering Technologies (NICET) certification in the fire protection system being installed, serviced or repaired, or has successfully completed a course of instruction specific to the equipment being installed, serviced or repaired. Such instruction shall have been approved by the manufacturer of the equipment or their authorized representative.

STRUCTURE - Anything constructed, erected, or established that requires location on or in the ground or is attached to something having a location on or in the ground.

Terms not defined: Where terms are not defined in this Ordinance and are defined in the General Administrative Rules, Indiana Building Code, Indiana Fire Code, Indiana Mechanical Code and Indiana Fuel Gas Code, such terms shall have the meanings ascribed to them as in those codes. Where terms are not defined through the methods authorized, such terms shall have ordinarily accepted meanings such as the context implies.

ARTICLE II – ADMINISTRATION AND ENFORCEMENT

DIVISION 1 - Organization

Sec. 38-201 – Organization of the Westfield Fire Department Fire and Life Safety Division.

The Fire and Life Safety Division of the Westfield Fire Department shall be under the supervision of the Fire Marshal appointed pursuant to the applicable personnel rules of the Westfield Fire Department under Chapter 38 of the City of Westfield Municipal Code.

Sec. 38-202 - Fire and Life Safety Divisions established; jurisdiction

There is hereby established a local Fire and Life Safety Division within the City of Westfield Fire Department and within Washington Township located within Hamilton County that is not completely within the boundaries of the City of Westfield.

Sec. 38-203 – Enforcement Authority

The Fire Chief, Fire Marshal or their designee, shall possess the authority to enforce the provisions of this Ordinance, the Indiana General Administrative Rules, Indiana Fire Code, Indiana Building Code, Indiana Mechanical Code, Indiana Fuel Gas Code, or any other rule of the Commission. Such enforcement shall include, but is not limited to:

1. The prevention of fires.
2. The handling, storage, sale, and use of flammable liquids, explosives, combustible, and hazardous materials.
3. The adequacy of means of egress from all places in which numbers of people live, work, or congregate from time to time for any purpose.
4. The location, installation, and maintenance of smoke alarms, fire alarm systems, and fire suppression systems.
5. The existence of recognized hazardous conditions that present a clear and immediate hazard to life and property.

The Fire Chief, Fire Marshal or their designee, shall have the authority to initiate legal action in accordance with locally prescribed remedies applicable to violations of the Indiana General Administrative Rules, Indiana Fire Code, Indiana Building Code, Indiana Mechanical Code, Indiana Fuel Gas Code, this Ordinance, or any other rule of the Commission. Violators of this Ordinance may be cited into any court having jurisdiction.

Sec. 38-204 – Authority at fires and emergencies

The Fire Chief, Fire Marshal or their designee, at any fire, explosion, rescue, emergency medical or hazardous materials incident, or any other emergency which poses imminent threat to life, environment, or property, shall have the authority to direct operations as necessary to control, mitigate, or eliminate the emergency. It shall be unlawful for any person to impede the emergency operations of the Westfield Fire Department.

Sec. 38-205 – Emergency lines and limits

The Fire Chief, Fire Marshal or their designee, may establish emergency lines and limits; and, barricade or guard from the general public such emergency lines and limits. The Fire Chief, Fire Marshal or their designee, may create an area in which only firefighters, law enforcement personnel, other emergency responders, other people, or agencies having a direct interest in any property threatened by a fire, explosion, hazardous material incident, other emergency, other people, or agencies at the discretion of the Fire Chief, Fire Marshal or their designee, shall be admitted. It shall be unlawful for any unauthorized person to cross such emergency lines or limits.

Sec. 38-206 – Fire investigations

1. The Fire Chief, or the Fire Chief's designee, shall perform fire investigations pursuant to IC 36-8-17-7. The Fire Chief, or the Fire Chief's designee, is authorized to conduct an origin and cause investigation of all fires and explosions within the Westfield Fire Departments jurisdiction.
2. It shall be unlawful for any person to impede the Fire Chief, or the Fire Chief's designee, from conducting an origin and cause investigation.

Sec. 38-207 – Plan Review

The Westfield Fire Department Fire and Life Safety Division shall perform a review of all pertinent site plans, building plans (construction), fire protection system plans and specifications including sprinkler, fire alarm systems and hood suppression systems of any project within the boundaries of the Westfield Fire Department, in order to determine whether such plans and specifications comply with the applicable rules of the Commission, this Ordinance and any other codes, standards or rules that may apply. Separate review and permits shall be required for fire protection systems based on the Fire Protection Permit standards in this Ordinance.

1. Plans shall be submitted to the Westfield Fire Department Fire and Life Safety Division in a digital format and have available at the City of Westfield Building and Planning Departments traditional 24"x36" paper form.

2. Fire Department Plan Review shall occur at the following phases: Site Plan, Construction Plan and Fire Protection Systems Plan. This review shall run concurrent to the city plan review and any issues or corrections that need to be made to the plans shall be completed by the developer prior to the approval of the City of Westfield Planning and Building Department and the Westfield Fire Department. No City of Westfield or Westfield Fire Department approvals or permits shall be given or issued until review as provided herein and compliance has occurred.

Sec. 38-208 – Fire and Life Safety Inspections

1. The Fire Chief, Fire Marshal or their designee, shall conduct fire and life safety inspections in Class 1 Structures pursuant to IC 36-8-17-8.
2. Class 1 Structures shall be inspected as often as necessary for the purpose of ascertaining and causing to correct any violation of the Indiana General Administrative Rules, Indiana Fire Code, Indiana Building Code, Indiana Fuel Gas Code, this Ordinance or any other rule of the Commission.

Sec. 38-209 - Emergency Entry

The Westfield Fire Department shall have the right to enter any building or premise without permission or warrant in the event of any emergency situation constituting a threat to human life, property or public safety for the purpose of eliminating, controlling or abating the dangerous condition or situation.

DIVISION 2 - INSPECTIONS AND INVESTIGATIONS

Sec. 38-221 – Right to Enter Buildings

Authorized personnel of the Westfield Fire Department may, at all reasonable hours, enter any Structure (except private dwellings) within the City of Westfield or Washington Township in Hamilton County for the purpose of conducting inspections or investigations pursuant to this ordinance. The right to enter shall extend to new Structures under construction as well as to existing structures being renovated or remodeled. An inspector or investigator may be required by the owner or occupant to produce satisfactory proof of authority or identity. If an inspector or investigator is denied access, the fire marshal may apply to a court of competent jurisdiction for an order allowing inspection.

Sec. 38-222 - Fire and life safety inspections; fees

1. The Westfield Fire Department shall perform fire and life safety inspections in Class 1 Structures under the administrative supervision of the Fire Chief pursuant to IC 36-8-17.
2. The Westfield Fire Department may, as often as may be reasonably necessary inspect every Structure, building, place and public way, except the interiors of private dwellings, for compliance with fire safety laws adopted by the Commission and this Ordinance.
3. Upon the request of an owner or a primary lessee who resides in a private dwelling, the Westfield Fire Department may inspect the interior of the private dwelling to determine compliance with IC 22-11-18-3.5 and all other applicable law and regulations.
4. The fees for Westfield Fire Department inspections performed under this section shall be the current fee /fine structure set by the City of Westfield.
5. Following the issuance of an inspection report that contains a violation of a fire safety law, pursuant to the enforcement procedures under section 38.203 of this ordinance, the Westfield Fire Department may re-inspect a structure, building or place to ensure the violation has been remedied. If a violation cited in the inspection report is not remedied upon the Westfield Fire Department re-inspection, the owner or, if applicable, primary lessee of the Structure, building or place shall be subject to the fee /fine structure set by the City of Westfield for any subsequent re-inspections of such violation.
6. All code violations will be documented on a fire inspection report form. Each business will be given thirty (30) days to correct code violations. Certain code violations may be given less time to correct due to their severity.

Sec. 38-223 – Determination of Violation

Whenever the Fire Chief, Fire Marshal or their designee, determines by inspection that an apparent or actual violation of the Indiana General Administrative Rules, Indiana Fire Code, Indiana Building Code, Indiana Mechanical Code, Indiana Fuel Gas Code, this Fire Prevention Code, any other rule of the Commission or a hazardous condition exists upon any Class 1 Structure within the Westfield Fire Department service area, the person making such determination shall issue such Notice of Violation or order as may be necessary for the enforcement of

the Indiana General Administrative Rules, Indiana Fire Code, Indiana Building Code, Indiana Mechanical Code, Indiana Fuel Gas Code, this Fire Prevention Code, or any other rule of the Commission.

Sec. 38-224 – Notice of Violation

Under IC 36-8-17-9, an order of enforcement of the Indiana General Administrative Rules, Indiana Fire Code, Indiana Building Code, Indiana Mechanical Code, Indiana Fuel Gas Code, this Fire Prevention Ordinance, or any other rule of the Commission, which is within the jurisdiction of the Fire Chief, Fire Marshal or their designee, may seek the correction of any violation or the elimination of any hazardous condition by the methods specified in this Ordinance or by any other appropriate remedy or procedure provided by law. The failure of the Westfield Fire Department to inspect or to issue a Notice of Violation or order in accordance with this Ordinance shall not constitute approval of any violation or non-compliance. Any notice of violation or order issued pursuant to this section shall be conveyed upon the owner, operator, occupant, or other person responsible for the building or property. Conveyance of such order shall be by one of the following methods: Personal service (by affixing a copy thereof in a conspicuous place at the entrance of said building or premises), by mailing a copy thereof to such responsible person by first-class mail to his or her last known address pursuant to IC 4-21.5-3-6.

Sec. 38-225 – Imminent Danger

The Fire Chief, or the Fire Chief's designee, may stop an operation or require the evacuation with the approval of the State Fire Marshal of any Class 1 Structure or portion thereof under the provisions of IC 36-8-17-9 when it is determined that conduct or conditions of the property:

1. Present a clear and immediate hazard of death or serious bodily injury to any person other than a trespasser;
2. Is prohibited without a permit, registration, certification, authorization, variance, exemption, or other license required under IC 22-14, another Indiana statute or rule of the Commission; or
3. Will conceal a violation of law.

Sec. 38-226 – Duty to Correct Violations

The owner or person in control of any premises or building upon which a violation or hazard exists shall:

1. Cease and correct the violation.
2. Protect persons and property from the hazards of the violation.

Sec. 38-227 – Time Limit

Orders shall set forth a time limit for compliance dependent upon the type of hazard created by the violation(s).

Sec. 38-228 - Appeal from Orders

An owner or occupant who remains aggrieved by an order or decision issued pursuant to this Fire Prevention Ordinance and the matter involves a rule of the Commission, may appeal to the Indiana Fire Prevention and Building Safety Commission as set forth by IC 36-8-17.

Sec. 38-229 – Local Ordinance Appeals Process

1. The Fire Chief or Fire Marshal, on the complaint of any person or wherever he or they shall deem it necessary, shall inspect all buildings and premises within their jurisdiction. Whenever any of said officers shall find any building or other Structure which, for want of repairs, lack of or insufficient fire escapes, automatic or other fire alarm apparatus, or fire extinguishing equipment, or by reason of age or dilapidated condition, or from any other cause, is especially liable to fire, and which is so situated as to endanger other property or the occupants thereof, or whenever such officer shall find in any building combustible or explosive matter or flammable conditions dangerous to the safety of such building or the occupants thereof, he or they shall order such dangerous conditions or materials removed or remedied, and such order shall be complied with by the owner or occupant of such premises or building. If such order is made by the Fire Marshal or any of the Inspectors, such owner or occupant may, within 24 hours, appeal to the Chief of the Westfield Fire Department who shall, within five days, review such order and file his decision thereon, and, unless by his authority the order is revoked or modified, it shall remain in full force and be complied with at the time fixed in said order or decision of the Chief of the Westfield Fire Department.

2. However, an owner or occupant who remains aggrieved by the decision issued pursuant to this Ordinance and the matter involves a rule of the Commission, may appeal to such Commission as set forth by IC 36-8-17.

Sec. 38-230 – Variances

1. An owner or occupant requesting a variance from the provisions of this Ordinance that are not contained in a rule of the Commission shall apply in writing to the applicable fire prevention chief. The granting of a variance shall be considered only upon the written application of the owner of the property, stating that:
 - A. Practical difficulties have been encountered in the implementation of specific requirements of this Ordinance;
 - B. Compliance with specific requirements of this Ordinance will cause unnecessary hardship to the owner; and
 - C. The owner desires to take advantage of new methods or equipment which is recognized as adequate for the purpose for which they are to be substituted.
2. A variance may be granted only if the Fire Prevention Chief determines in writing that:
 - A. The requested use or modification will conform with fundamental requirements for safety; and
 - B. The granting of the variance does not increase the risk of fire or danger to the public. A copy of any variance granted shall be retained by the Fire and Life Safety Division.
3. A variance shall be enforced in the same manner as an order issued under Section 38-224 of this ordinance.
4. Whenever the Fire and Life Safety Division learns that an owner is in violation of the terms of a variance issued pursuant to this section, the Fire Marshal may order compliance as provided in Section 38-223 with the variance or with this Ordinance.
5. Pursuant to IC 22-13-2-7(c), variances granted by political subdivisions to the fire safety laws and building laws adopted in its ordinances are not effective until it approved by the Commission.

Sec. 38-231 – Orders to correct violations

1. If an owner or occupant fails to comply with an inspection report issued pursuant to Section 38-223 of this Ordinance or a variance issued pursuant to Section 38-230 of this Ordinance, the Fire Marshal may issue an order to compel compliance with the provisions of this Ordinance.
2. The failure of the Fire and Life Safety Division to inspect or to issue an order in accordance with this Ordinance shall not constitute approval of any violation or noncompliance with the provisions of this Ordinance.
3. Any order issued pursuant to this section shall be served upon the owner, operator, occupant or other person responsible for the building or property. Service of such order shall be by personal service, or by affixing a copy thereof in a conspicuous place at the entrance of said building or premises and by mailing a copy thereof to the owner or occupant by first class mail to the owner's or occupants last known address pursuant to IC 4-21.5-3.

Sec. 38-232 – Order forbidding occupancy

1. The Fire Chief or his designee is empowered to issue an order forbidding the occupancy of any structure or part of a structure, in accordance with IC 36-8-17-9.
2. The Fire Chief or his designee is empowered to issue an order forbidding continued construction of a building or structure when the building, structure or property under development is in violation of state or local fire prevention codes and continued work will:
 - A. Conceal a violation of law;
 - B. Be inaccessible to Fire Department apparatus; or
 - C. Provide insufficient water supply as required by this Ordinance.
3. The order forbidding occupancy or continued construction shall be in writing, specifying whether it is applicable to the entire structure, part of the structure, or the property under development. The order shall state the reason for issuance and the conditions under which the structure, part of structure or property may be occupied or construction continued. The order shall be posted on the structure in a conspicuous location and if conveniently possible, shall be given to the owner of the property or his agent and to any other responsible person supervising work on the premises.

Sec. 38-233 – Records and reports

1. The Westfield Fire Department shall maintain files containing reports of all properties that have been inspected, all orders issued, of all complaints and fires investigated, and the location of all buildings containing hazardous occupancies.

2. Companies providing periodic inspections of fire protection systems such as fire sprinklers, fire pumps, fire alarms, kitchen hood suppression or clean agent, upon request, shall submit a copy of their inspection report to the Division of Fire and Life safety of the Westfield Fire Department.

Sec. 38-234 - Remedies

Any person who shall violate any provision of this Ordinance or who shall fail to comply with any order issued under this Ordinance, or who shall fail to comply with or to obtain any permit required hereunder, shall be subject to penalties prescribed in Section 38-231 of this ordinance. Each day a violation continues, it shall constitute an additional violation.

Sec. 38-235 - Certificate of Occupancy

Prior to the occupancy of any newly constructed Class 1 Structure or tenant area, an inspection and approval must be given by the City of Westfield Building Commissioner and the Fire Chief or the Fire Marshal and/or their respective designees. After the final inspection occurs, a Certificate of Occupancy shall be signed by the City of Westfield Building Commissioner and the Fire Marshal. This will then allow the occupant to start moving into the building. Occupancy prior to the issuance of Certificate of Occupancy shall result in a fine set forth by the current fee /fine structure set by the City of Westfield.

1. Acceptance Testing- Prior to the issuance of the Certificate of Occupancy for a newly-constructed, renovated, or remodeled Class 1 Structure, the City of Westfield Fire Department is required to witness a successful acceptance or performance test in accordance with the appropriate installation standard or manufacturer's specifications for the following systems (if applicable):
 - A. Fire Alarm System;
 - B. Sprinkler System;
 - C. Special Hazard Fire Suppression System; and
 - D. Type I Hood Exhaust System.
2. Written Verification - Prior to the issuance of the Certificate of Occupancy for a newly-constructed, renovated, or remodeled Class 1 Structure, the City of Westfield Fire Department requires written verification that each Fire Protection and Life-Safety System has been installed in complete agreement with the terms of the listing, manufacturer's instructions, and the applicable installation standards.
3. Installation Documents - Prior to the issuance of the Certificate of Occupancy for a newly-constructed, renovated, or remodeled Class 1 Structure, the City of Westfield Fire Department requires the following documentation (if applicable):
 - A. Record of Completion for Fire Alarm Systems as required by NFPA 72.
 - B. Contractor's Material and Test Certificate for Aboveground Piping for Sprinkler and Standpipe Systems as required by NFPA 13.
 - C. Contractor's Material and Test Certificate for Underground Piping for Private Fire Service Mains, Fire Hydrants, and Piping as required by NFPA 13 and 24.
 - D. Certificate of Completion / Installation for all Special Hazard Fire Suppression Systems.
 - E. Air Balance Test Report (Type I and II Exhaust Hoods).

DIVISION 3 – ENFORCEMENT RESPONSIBILITY

Sec. 38-241 - Enforcement Authority

1. The Westfield Fire Department shall have the responsibility to enforce all provisions of this Ordinance within its jurisdiction.
2. A Westfield Fire Department shall have such other powers and duties as may be conferred from time to time by law or ordinance.

Sec. 38-242 - Legal assistance

The Fire and Life Safety Division may obtain the services of the City of Westfield attorney in connection with the enforcement of this Ordinance.

Sec. 38-243 - Law enforcement assistance

The Chief of the Westfield Police Department or the Hamilton County Sheriff may, upon request of the Fire Chief or the Fire Marshal, assign such available law enforcement officers as may be necessary to assist the Westfield Fire Department or the Fire and Life Safety Division in the enforcement of this Ordinance.

ARTICLE III - General Safety Provisions

Sec. 38-301 – Open Burning

1. Open Burning is prohibited unless authorized and conducted in accordance with the requirements contained in 326 IAC 4-1, 675 IAC 22, and this section.
2. In addition to the material restrictions identified in section 307.2.1 of the 2014 IN Fire Code, burning of leaves shall be strictly prohibited within the corporate boundaries of the City of Westfield
3. In accordance with section 307.2 of the 2014 IN Fire Code, the Westfield Fire Department must be notified prior to commencement of open burning. To obtain approval to commence open burning under section 307.1 of the 2014 IN Fire Code, the Division of Fire and Life Safety shall perform a site visit and approve a permit issued by the department authorizing the burning.
4. Due to the risks related to the methods of open burning the Division of Fire and Life Safety may require certain procedures to guarantee public safety including but not limited to:
 - a. Standby fire personnel.
 - b. Standby fire apparatus and equipment.
 - c. If the proposed burning would constitute a hazardous condition, increased minimum separation distances and/or specific burning containers.****The financial costs associated with these additional requirements shall be the responsibility of the petitioner.
5. Intentional deviation from this ordinance shall be subject to a fine of up to \$500 for each violation.

ARTICLE IV - FIRE SERVICE FEATURES

Sec. 38-401 – Address Identification

1. This section is to provide requirements to clearly identify and mark proper addresses on buildings. This section applies to existing buildings and new buildings, including buildings under construction.
2. Requirements - Approved numbers or addresses on a contrasting background shall be placed above the doorway or in such a position as to be plainly visible and legible from either direction of approach from the street or road fronting the property. The minimum size dimensions of the numbers shall be as specified below. Where a building or buildings are set back from the street or road fronting the property and where addresses may not be clearly identifiable due to distance from the street or roadway or to visual obstructions such as landscaping or architectural features, address or number posting shall be required both at the street or driveway serving such buildings and on the buildings. Multi-tenant buildings such as commercial strip centers will have the address on the rear door of their business as well. Residential Homes (Single Family), Individual condominiums, commercial suites and apartments shall have numbers or letters installed in accordance with the scope of this policy. In addition, minimum 6-inch high numbers, with 7/8-inch stroke, must be used to indicate apartment range numbers. On individual dwellings, a minimum 4-inch high number, with ¾-inch stroke, must be used.

A. Commercial / Industrial	6-12-inch number height	1 ½ inch stroke width
B. Multi- Unit Residential	6-12-inch number height	1 ½ inch stroke width
C. Single family and Duplex	4 -inch number height	¾ inch stroke width

Sec. 38-402 – Fire Lane Markings

The location of fire lanes shall be established by the Fire Chief, or the Fire Chief's designee. The Fire Chief, or his designee, can require signage or striping or any combination. Design of the fire lane markings shall be approved by the Fire Chief, or the Fire Chief's designee. The erection of and maintenance of fire lane marking signs and striping shall be the responsibility of the owner of private property upon which such lane marking signs and striping is to be installed. All markings shall remain in good visible condition as determined by the Fire Chief or the Fire Chief's designee. The parking or standing of any obstruction, including motor vehicles, within established fire lane markings on private or public property shall be prohibited.

Sec. 38-403 – Gates and Barricades

1. The Fire Chief, or the Fire Chief's designee, is authorized to approve the installation of approved gates or other barricades across fire apparatus access roads, trails or other access ways, not including public streets,

alleys or highways. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200 (IFC 503.5).

2. Approved gates or barricades shall be maintained by the property owner.
3. When a property is accessed through a gate or cross arm by means of a key or swipe card, it shall be equipped with a Key switch manufactured by the Knox Company. The switch will be keyed to the Westfield Fire Department Knox key. The location to be installed will be determined by the Fire Chief or the Fire Chief's designee. This section shall apply to Class 1 Structures as well.

Sec. 38-404 – Fire Department Connections, locations, access and signage

The location of the Fire Department Connections shall be approved by the Fire Chief, Fire Marshal or their designee, with respect to fire hydrants, fire department access roads, fire apparatus water supply lines, buildings, utilities and landscaping. Immediate access to fire department connections shall be maintained at all times and not hindered by obstructions including fences, bushes, trees, walls or other fixed or removable objects.

1. Fire Department Connections shall be free standing and remote from the building.
2. The connection shall be a 5" Stortz type connection.
3. The Fire Department Connection shall be located to the curb cut of the main entrance of the project site or building it serves. The connection shall be arranged to face the street, driveway, or fire access route. This location shall be placed in an area that will not interfere with access to the building when hoses are laid from the closest fire hydrant to the Fire Department Connection. It shall also be located a distance of 1 ½ the total height of the building away from building.
4. The Fire Department Connection shall be located not more than one hundred (100) feet from the nearest fire hydrant.
5. The Stortz connection shall be arranged so that the connection is between thirty (30) and thirty-six (36) inches above the finished grade, sidewalk, or pit box top or lid at the location of the connection.
6. Where the Fire Department Connection is subject to vehicular damage, the connection shall be protected in accordance with the current requirements of the Indiana Fire Code.
7. The exposed exterior piping for the Fire Department Connection shall be painted red if it supplies a sprinkler system only, yellow if it supplies a combination sprinkler/standpipe system and green if it supplies a standpipe system only. The address for the building shall be on the riser of the Fire Department Connection. The Stortz connection shall not be painted.
8. The Fire Department Connection shall not be more than 25 feet from the curb.
9. Security Caps - When a building is protected by an automatic sprinkler and/or standpipe system and the Fire Department Connection is exposed to undue vandalism the Fire Chief or the Fire Marshal may require that a Knox Security Cap be installed. All new buildings equipped with an automatic sprinkler and/or a standpipe system shall install a Knox Locking cap on the Fire Department Connection.

Sec. 38-405 - Marking of fire protection equipment, fire hydrants and apparatus access roads

1. Fire-protection equipment and fire hydrants shall be clearly identified in a manner approved by the Westfield Fire Department to prevent obstruction by parking and other obstructions.
2. Fire apparatus access roads shall be constructed in accordance with the requirements in 675 IAC 22 and shall be identified as fire access roads and the provisions set forth in Section 38-502 of the ordinance shall apply.

Sec. 38-406 – Fire Department access roads

Shall be built in accordance with the currently adopted version of the Indiana Fire Code and;

1. During construction fire apparatus access roads shall be constructed to the City of Westfield standards and specifications and shall be provided with a minimum surface of compacted stone or if the building is being constructed of combustible materials it shall have a minimum of asphalt binder.
2. A minimum of two means of access shall be provided for:
 - A. Any subdivision with 50 or more single or two-family residential lots;
 - B. Any development having one or more commercial, multi family, or industrial Structures, three stories or greater in height; or
 - C. Any development having three or more commercial, multi family, or industrial Structures of any height.

Sec. 38-407 – Key Boxes

The Fire Chief or the Fire Marshal shall require a key box be installed in an approved location(s) on any new Class 1 Structure that is protected by an automatic sprinkler system equipped with a local or transmitted waterflow alarm, or the building is provided with any fire alarm system equipped with an outside audible/visual signaling device, or the building is provided with any fire alarm system where the alarm is transmitted to an off-site location or to the fire alarm center for the servicing fire department, or an area on that property is unduly difficult because of secure openings and where immediate access is necessary for lifesaving or firefighting purposes for property preservation.

All Key boxes shall be purchased from Knox Box Corporation and keyed to the Westfield Fire Department.

1. The key box shall contain:
 - A. Keys to locked points of ingress whether on the interior or exterior of such buildings.
 - B. Keys to locked mechanical equipment rooms;
 - C. Keys to locked electrical rooms;
 - D. Keys to elevator controls
 - E. Keys to other areas as directed by the fire official
 - F. Keys to Post Indicator Valves controlling the water supply for Fire Sprinkler Systems.
 - G. Fire Alarm Control Panels
2. The emergency key box shall be installed on the building no more than three (3) feet to the side of the main building entrance and approximately five (5) feet above grade. Alternate locations shall be approved by the Fire Chief or Fire Marshal. The red reflective, Knox Co. sticker shall be affixed in the upper corner of the main entrance door on the side leading to the key box.

Sec. 38-408 – Water Supply

A water supply capable of supplying the required fire flow, for firefighting purposes must be provided to all premises or property upon which a Class 1 or Class 2 Structure or a portion of a Class 1 Structure or Class 2 is hereafter constructed. The water supply shall be provided as follows:

1. When a municipal water supply is available and contingent to the premises or property, fire hydrants and mains shall be installed and capable of providing the required fire flow as determined by Section 38-509 of this Article.
2. When a public water supply is not available to a premises, the water supply shall consist of a pond, stream, river, canal, lake, reservoir, quarry, pressure tank, elevated tank, swimming pool, other fixed systems, or fire department delivered portable system capable of providing the required fire flow. The on-site water supply shall be accessible to the Westfield Fire Department and be located within one hundred fifty (150) feet of the Class 1 building or Structure being protected with an automatic fire extinguishing system. If the on-site water supply is not within one hundred fifty (150) feet of the Structure being protected, the water supply shall be connected to onsite fire hydrants and mains capable of supplying the required fire flow. The owner shall verify the water supply requirements with the Westfield Fire Department prior to final design and construction. For buildings under construction. A water source approved by the Fire Chief or the Fire Marshal that is capable of supplying the required fire flow shall be made available prior to allowing combustible material to accumulate at the job site. Fire Hydrants shall be located within 400' of the Structure under construction. Fire hydrants shall be maintained clear and accessible for fire protection during all phases of construction. Water for construction purposes taken from hydrants shall in no way impede the Westfield Fire Department's use of the hydrants in emergencies.

Sec. 38-409 – Fire Flow Requirements

In determining the requirements for fire flow the Fire Chief, or the Fire Marshal, shall utilize 675 IAC 22 Appendix B - "Fire Flow Requirements for Buildings" and 675 IAC 22 Appendix C - "Fire Hydrant Locations and Distribution" as a guide. The requirements in Appendix B & C may not be made more stringent by the Fire Chief or the Fire Marshal.

Sec. 38-410 – Fire Hydrants

1. When determining the number and location of fire hydrants necessary to provide the required fire flow, Fire Chief, the Fire Marshal and/or his designee(s) shall use Appendix C, Fire Hydrant Locations and Distribution of the current Fire Protection and Building Safety Commission adopted fire code.
2. Fire hydrants shall only be used for fire protection, or as so directed by the water utility having jurisdiction.
3. Fire hydrants shall be kept clear and accessible at all times with a minimum of 3 feet of clearance around the hydrant.
4. Where the codes adopted by the Fire Prevention and Building Safety Commission or this Ordinance requires three (3) or more hydrants for proper fire-flow, those hydrants shall be placed in a 'loop' series in regards to the servicing water mains.
5. Public fire hydrants shall have a standard spacing as specified by the servicing water company as well as the approval of the Westfield Fire Department Division of Fire and Life Safety
6. All public fire hydrants shall remain the standard (consistent) color as provided by the servicing water company.

Private Hydrants

1. All private fire hydrants and water mains shall be installed and maintained as set forth in the adopted Fire Prevention and Building Safety Commission fire code.
2. The proposed location of private fire hydrants to supply the required fire flow shall be approved by the Fire Chief, the Fire Marshal and/or his designee(s) prior to construction of any Class 1 structure.
3. All private fire hydrants shall be painted yellow in color.

Installation Standards

1. Whenever the provisions of the article require the installation of a fire hydrant, whether on public or private property, such hydrant shall meet the following specifications:
 - A. It shall be equipped with a five-and-one-quarter-inch main valve opening
 - B. It shall be constructed with two (2) two-and-one-half-inch hose nozzles, with seven-and-one-half (7&1/2) national standard threads per inch
 - C. It shall be equipped with one (1) four-and-one-half-inch steamer nozzle equipped with a five (5) inch Storz connection
 - D. It shall be constructed to be opened by turning clockwise a national standard pentagon operating nut
 - E. The source of the water supply shall be buried a minimum of five (5) feet below the ground level at the hydrant
 - E. The hydrant shall be constructed with a break-off feature to prevent the hydrant from leaking when damaged by collision
2. All fire hydrants, public or private shall be located not more than eight (8) feet from the edge of a paved area accessible by a fire department pumping apparatus, unless in a construction area.

Out-of-Service Hydrants

1. Fire hydrants that are out of service should be covered with a bag indicating "Out of Service".
2. Nonfunctional hydrants shall be made functional or removed.

Sec. 38-411 – Required water supply for fire protection

In setting the requirements for fire-flow, the fire prevention chief shall use the provisions set forth in 675 IAC 22, as a guide. Notwithstanding the provisions of this subsection, a reduction in required fire-flow, of up to seventy-five (75) percent, is allowed when the building is provided with an approved automatic sprinkler system. The resulting fire-flow shall not be less than one thousand (1,000) gallons per minute at twenty (20) psi residual utilizing one (1) test hydrant and one (1) flow hydrant.

Sec. 38-412 – Emergency Radio Responder Coverage (ERRC)

The City of Westfield requires that certain newly constructed buildings have approved levels of emergency radio signal strength (relative to existing levels of public radio coverage available at the exterior). Where the design of the building reduces the level of coverage inside of the building below minimum performance levels, a distributed antenna system, signal booster, or other method approved by Westfield Fire Department (WFD) and Hamilton County Public Safety Communications Center (HCPSCC)

shall be provided.

The following building types shall require Emergency Radio Coverage testing prior to Certificate-of-Occupancy:

- Any building with one or more basements or below grade building levels
 - Any underground building
 - Any building more than five stories in height
 - Any building 50,000 square feet or larger
1. Testing: Documentation of testing by a person in possession of a current FCC license, or a current technician certification issued by the Associated Public Safety Communications Officials International (APCO) shall be provided to WFD prior to issuance of Certificate-of-Occupancy.
 - A. Testing shall take place after installation of all roofing systems; exterior walls, glazing and siding/cladding; and all permanent interiors walls, partitions, ceilings, and glazing.
 - B. If the building fails the test, a distributed antenna system with FCC certified signal booster or other approved system shall be installed to achieve the required level of radio coverage. Plans and specifications for ERRC systems must be approved by WFD and HCPSCC prior to installation.
 2. Hamilton County Public Safety Communications Center (HCPSCC) Approval: FCC rules require anyone who has installed or will be installing a device that amplifies and rebroadcasts a public safety frequency must have an agreement with the public safety radio system owner. HCPSCC is the owner of the emergency radio frequency used by WFD and therefore must approve any amplification of these frequencies. HCPSCC has specific criteria that the system must be met and a legal agreement that parties must sign. Contact the Technical Services Manager at Hamilton County Public Safety Communications Center (HCPSCC), 317-776-4401 for forms and information.
 3. Technical Criteria: Please contact the Technical Services Manager at Hamilton County Public Safety Communications Center (HCPSCC), 317-776-4401 for information related to frequencies used, radio sites, etc. necessary for modeling or designing radio coverage or amplification.
 4. Plan Submittal, Inspection and Acceptance Testing (when a system is required): A set of plans for installation of a radio signal enhancement system shall be submitted to Westfield Fire Department Division of Fire and Life safety and the Westfield Building Department. A final acceptance test report shall be provided to the Division of Fire and Life Safety prior to issuance of Certificate-of-Occupancy. Final approval from HCPSCC is required prior to placing any system into service.
 5. Coordination with Building Department: WFD determines when an ERRC system is required and has final authority for all requirements and testing. An ERRC system may only be waived if a determination is made by the Division of Fire and Life Safety. It is important that applicants installing a system coordinate with the City of Westfield Building Department in addition to WFD.

ARTICLE V - FIRE PROTECTION SYSTEMS

Sec. 38-501 – Construction Documents

Plans for fire sprinkler system, fire alarm system, a kitchen hood suppression system and high-piled Storage Arrangements shall be submitted for review to the City of Westfield Building and Planning Departments for review by the Westfield Fire Department Fire and Life Safety Division. Each applicable submittal must contain the following information:

1. Sprinkler / Standpipe Systems:
 - A. Accurate shop drawings of the system.
 - B. Hydraulic calculations.
 - C. Product specification sheets.
 - D. State of Indiana Construction Design Release if required by 675 IAC 12-6.
2. Fire Alarm Systems:
 - A. Accurate shop drawings of the system.
 - B. Battery calculations.
 - C. Product specifications.
 - D. State of Indiana Construction Design Release if required by 675 IAC 12-6.
3. Requirements for Kitchen Hood Fire Suppression System Submissions:

- A. Hood listing and installation documentation.
- B. Schematic of the fire suppression system installation and protected equipment.
- C. Product specification sheets of the nozzles, tanks, piping, agent and other related items.
- D. State of Indiana Construction Design Release if required by 675 IAC 12-6.

SMOKE DETECTORS AND SMOKE ALARMS

Sec. 38-502– Dwellings - smoke detector and smoke alarm requirements

1. Smoke detectors or smoke alarms required by 675 IAC 13 or 675 IAC 14 shall have a power supply as specified by the respective code. All other residential smoke detectors or smoke alarms may be powered by an AC power source or a battery. If the smoke detector or smoke alarm is solely AC powered and the manufacturer does not supply installation specifications, it shall be directly attached to a junction box with power supplied either from a dedicated branch circuit or the unswitched portion of a branch circuit also used for power and lighting, such installation shall be in accordance with 675 IAC 17. If the smoke detector or smoke alarm is solely powered by a battery, such battery shall be a non-removable, non-replaceable battery capable of powering the smoke detector or smoke alarm for a minimum of ten (10) years. For any dwelling unit requiring a non-removable, non-replaceable battery capable of powering the smoke detector or smoke alarm for a minimum of ten (10) years as provided in this subsection, it shall satisfy the requirements of this subsection that any non-compliant smoke detector or smoke alarm installed in such dwelling, be replaced with a compliant smoke detector or smoke alarm at such time such non-compliant smoke detector or smoke alarm is replaced for any reason. Smoke detectors and fire alarm devices that are connected to a panel as part of a monitored Fire Alarm System, or other devices that use a low-power radio frequency wireless communication signal are exempt from the battery requirements of this section.
2. It shall be unlawful for any person to tamper with or remove any smoke detector or smoke alarm, except when it is necessary for maintenance or inspection purposes. Any smoke detector or smoke alarm removed for repair, replacement or local remodeling shall be reinstalled or replaced so that it is in place and operable.
 - A. Rental dwelling units. Each owner or manager or rental agent of the owner is responsible for the installation of required smoke detectors or smoke alarms and the repair or replacement of a required smoke detector or smoke alarm within two (2) business days after the owner, manager or rental agent is given written notification of the need to repair or replace the smoke detector or smoke alarm. Residents shall inspect and test the smoke detector or smoke alarm in accordance with manufacturer's instructions at least monthly.
 - B. Owner dwelling units. Each owner is responsible for the installation of required smoke detectors or smoke alarms and the repair or replacement of a required smoke detector or smoke alarm within two (2) business days of finding it inoperable. An owner shall inspect and test the smoke detector or smoke alarm for power in accordance with manufacturer's instructions at least monthly.
3. A person, company, or corporation violating IC 22-11-18-3, IC 22-11-18-3.5 and provisions of this article shall be subject to penalties as specified in IC 22-11-18-5 and Section 103-3 of this Ordinance.

MEANS OF EGRESS

Sec. 38-503- Means of egress illumination and exit signs

1. Equipment providing emergency power for the means of egress illumination and exit signs shall be maintained in an operable condition.
2. An activation test of emergency lighting equipment shall be completed monthly. The activation test shall ensure the emergency light activates automatically upon normal electrical disconnect and stays sufficiently illuminated for a minimum of thirty (30) seconds.
3. For battery-powered emergency lighting, a power test of the emergency lighting equipment shall be completed annually. The power test shall operate the emergency lighting for a minimum of ninety (90) minutes and shall remain sufficiently illuminated for the duration of the test (IFC 604.5.2).

Sec. 38-504 – Means of egress continuity

Any member of the police or fire department who shall discover any fire escape or means of egress encumbered or obstructed in any manner shall report such condition to the Fire and Life Safety Division and such the Fire Marshal shall immediately notify the owner or occupant to remove such encumbrance or obstacle.

Sec. 38-505 – Exit Stairwell Identification

Each required stairwell in a building shall be identified with a letter and number. The letter shall start with A and the number will be the floor level. Example Stairwell A1 would be Stairwell A on the first floor; Stairwell A2 would be Stairwell A on the second floor. Each stairwell will have signage on the interior and exterior of each stairwell door indicating the stairwell letter/number designation. The stairwell with the roof access shall be labeled as well on each floor.

Sec. 38-506 – Portable fire extinguishers

1. Portable fire extinguishers shall be installed in accordance with and where required by the Indiana Fire Code and shall also be installed where required by this section.
2. Except for private dwellings, portable fire extinguishers shall be installed and maintained in all occupancies.

Sec. 38-507 – Requirements for commercial kitchen exhaust equipment and fire protection equipment

1. Any new installation or alteration of existing kitchen fire suppression equipment shall be inspected by the Fire and Life Safety Division prior to the kitchen cooking equipment being placed in-service. The installing company shall:
 - A. Notify the Fire and Life Safety Division at least forty-eight (48) hours in advance of the system being completed for system testing; and
 - B. Provide written documentation to the Fire and Life Safety Division that states the system has been inspected, signed by both the fire prevention inspector and the installation company's representative. This form is to be kept on file with the Fire and Life Safety Division.

Sec. 38-508 – Unlawful interference with fire protection equipment, barricades, devices, signs and seals

It shall be unlawful for a person to do or permit to be done any of the following acts:

1. Key box access and fire equipment keys - To make or cause or permit to be made or have in his or her possession any key for any key box emergency access system, Westfield Fire Department equipment, house or building used by the Westfield Fire Department, except upon the written order of the Fire Chief, or to fail or refuse to surrender possession of any such key upon demand of the Fire Chief;
2. Tampering with fire protection systems or equipment - To tamper, molest, remove or in any manner interfere with, damage or disturb any part of a fire protection system, apparatus, fire equipment, secured gates, barricades, devices, signs and seals in use in the City of Westfield
3. Injuring fire hose - To drive any motor vehicle over any fire hose laid in any street or Westfield Fire Department access road in the vicinity of any fire or while in use for any other purpose, or in any other way interfere with the use of such hose; or
4. Opening fire hydrants - To use or operate any public or private hydrants or valves connected to a water system intended for fire suppression purposes without written permission from the water utility or the Westfield Fire Department. Notwithstanding the provisions of this subsection, employees of the water utility who are authorized, members of the Westfield Fire Department, owners of private hydrants, and members of a duly recognized facility fire brigade may operate hydrants and valves as part of their assigned duties.

FIRE ALARM / DETECTION SYSTEMS

Sec. 38-509 – Scope of article

This article is applicable to the installation and maintenance of all manual and automatic Fire Alarm Systems in new and existing Structures. Also, faulty and/or false alarms, and delayed notification of manual or automatic Fire Alarm Systems.

Sec. 38-510 – Notification upon Fire Alarm activation

1. The Westfield Fire Department shall be notified immediately upon the activation of any fire alarm, except in the case of a supervised fire drill, periodic testing or maintenance of a system.

2. Notwithstanding subsection (1) of this section, such notice shall be required if the alarm is directly transmitted by private line.
3. The monitoring company shall notify Hamilton County 911 Center immediately when the alarm is received at all times except as stated in subsection (1) of this section.
4. Upon the receipt of a supervisory signal from a fire alarm or fire suppression system, the central station shall perform the requirements of "Disposition of Signals" as set forth in 675 IAC 28-1-28.
5. Upon the receipt of a trouble signal from a fire alarm or fire suppression system, the central station shall perform the requirements of "Disposition of Signals" as set forth in 675 IAC 28-1-28.

Sec. 38-511 – Faulty alarms

1. FALSE ALARMS - The willful and knowing initiation or transmission of a signal, message or other notification of an event of fire when no such danger exists.
2. EXCESSIVE FALSE ALARMS - It shall be unlawful for any person or entity who owns or controls property in the city on which an Alarm System is installed to issue, cause to be issued, or permit the issuance of more than three false alarms in a twelve-month period. A person or entity who owns or controls property on which the Alarm System is installed shall receive a warning from the city for each false alarm. There shall be no distinction between fire and security false alarms.
3. PENALTY - The person or entity in violation of this chapter shall pay as a penalty, this sum shall be subject to the fee /fine structure set by the City of Westfield

ARTICLE VI - MISC. PROVISIONS

Sec. 38-601 – Consumer Fireworks

1. Pursuant to I.C. § 22-11-14-6(d), I.C. § 22-11-14-10.5, and this Ordinance, consumer fireworks may only be used in the Westfield and Washington Township, Hamilton County, Indiana, during the days and times listed below:
 - A. Between the hours of 5:00 p.m. and two hours after sunset on June 29 through July 3 and July 5 through July 9; however, regardless of what time sunset occurs, no later than 11 PM;
 - B. Between the hours of 10:00 a.m. and 12:00 midnight on July 4 and December 31;
2. Use of fireworks is restricted to property owned or authorized for use by the user;
3. Fireworks use is not permitted on city owned property, parks, roads, easements or other publicly owned property without specific approval by the Westfield Fire Chief or his designee;
4. Nothing in this section shall prevent the fire chief, or his designee, from preventing the use of fireworks due to weather conditions or any other safety concern.
5. Any violations of this section shall be punished by a fine which shall be the current fee /fine structure set by the City of Westfield Code of Ordinances.

Sec. 38-602 – Vacant or abandoned buildings; placarding

The Fire and Life Safety Division may implement a program for identifying and placarding vacant or abandoned Class 1 Structures that pose an unreasonable risk or hazard to firefighters who forcibly enter a building or Structure for controlling or extinguishing a fire. Unreasonable risk hazards shall include but not be limited to Structure deficiencies such as open roof(s), missing steps or stair(s), holes in floor(s), open wall(s) or shaft(s) or the illegal removal of Structure components of a building or Structure that may cause an entanglement or premature collapse hazard for firefighters.

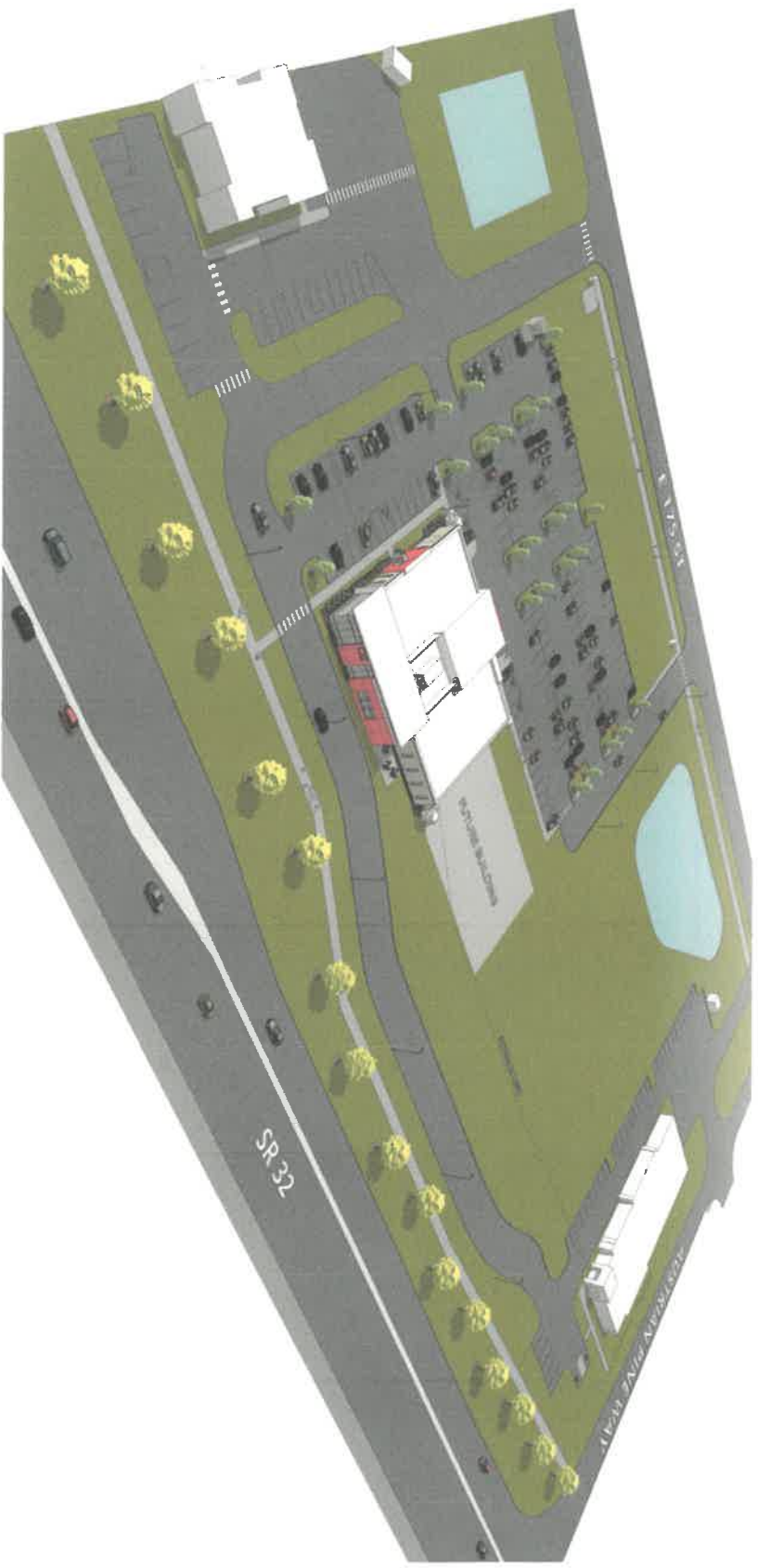
Sec. 38-603 - Underground storage tanks; notification

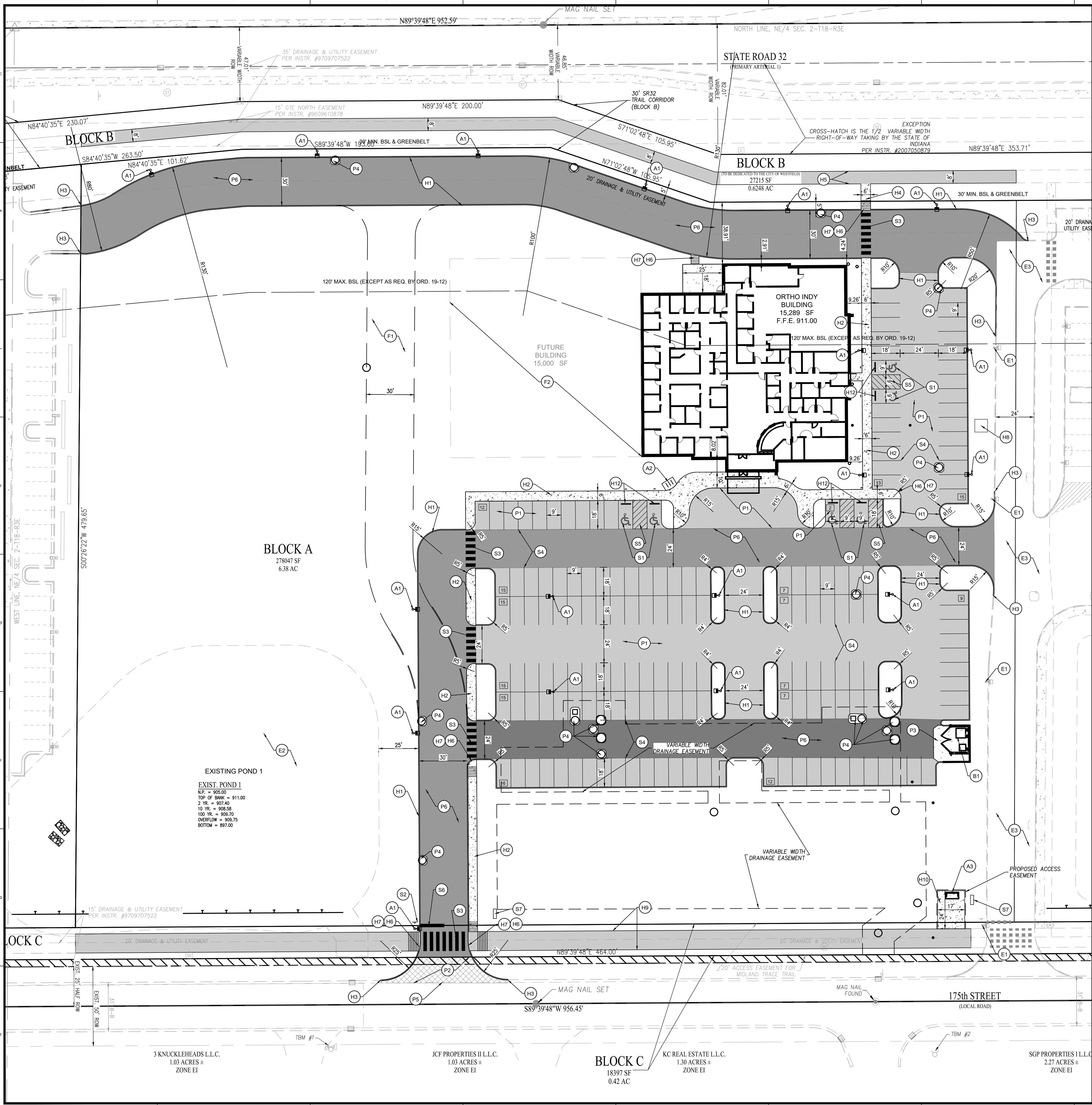
Any person who supervises, manages, or directs the installation, retrofitting, removal or closure of underground storage tanks shall notify the Fire and Life Safety Division fourteen (14) days prior to commencement of work; however, this requirement shall not apply in emergency repair work where fourteen (14) day notification is not possible.

Sec. 38-604 – Traffic Signals

Any time a new development is required to install a traffic control signal device, or upgrade an existing signal, the developer shall be responsible for installing the current emergency vehicle preemption signaling equipment used by the Westfield Fire Department on that new signal.

Site Plan





SITE PLAN NOTES

- PAVEMENT**
- (P1) STANDARD DUTY ASPHALT PAVING
 - (P2) MODIFIED INDOT CLASS III APPROACH
 - (P3) STANDARD DUTY CONCRETE
 - (P4) STORM INLET WITH CONCRETE APRON
 - (P5) MATCH EXISTING PAVEMENT
 - (P6) HEAVY DUTY ASPHALT PAVING

HARDSCAPE

- (H1) 6" STRAIGHT CURB
- (H2) INTEGRAL WALK AND CURB
- (H3) MATCH EXISTING CURB
- (H4) CONCRETE SIDEWALK
- (H5) MULTI-USE PATH (8' ALONG SR 32)
- (H6) ADA RAMPS
- (H7) PAVEMENT FLUSH WITH CURB
- (H8) TRANSFORMER PAD LOCATION
- (H9) MULTI-USE PATH (12' MIDLAND TRACE TRAIL)
- (H10) PROVIDE 400SF CONCRETE PAD AND BENCH FOR POCKET PARK
- (H11) TAPER CURB WITHIN 3 FEET
- (H12) PARKING BARRIER

BUILDING ACCESSORIES

- (B1) DUMPSTER ENCLOSURE

ACCESSORIES

- (A1) LIGHT POLE AND BASE
- (A2) BIKE RACK
- (A3) BENCH

SIGNAGE & MARKINGS

- (S1) ACCESSIBLE PARKING SPACE AND SIGN
- (S2) STOP SIGN
- (S3) PEDESTRIAN CROSSWALK
- (S4) 4" PAINTED WHITE SOLID LINES (TYP)
- (S5) 4" PAINTED WHITE SOLID LINE ISLAND
- (S6) 24" PAINTED WHITE STOP BAR
- (S7) GROUND SIGN

FUTURE ITEMS

- (F1) FUTURE DRIVE EXTENSION
- (F2) FUTURE BUILDING

EXISTING ITEMS

- (E1) EXISTING LIGHT POLE AND BASE
- (E2) EXISTING POND
- (E3) EXISTING DRIVE

SITE PLAN GENERAL NOTES

- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING, OR VERIFYING THAT ALL PERMITS AND APPROVALS ARE OBTAINED FROM THE RESPECTIVE CITY, COUNTY, AND STATE AGENCIES PRIOR TO STARTING CONSTRUCTION.
- ALL QUANTITIES GIVEN ON THESE PRINTS, VERBALLY OR IN THE SCOPE OF WORK SECTION ARE ESTIMATES AND SHALL BE CONFIRMED BY THE BIDDING CONTRACTORS.
- OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) STANDARDS FOR EXCAVATIONS: FINAL RULE 29 CFR PART 1926, SUBPART "P" APPLIES TO ALL EXCAVATIONS EXCEEDING FIVE (5) FEET IN DEPTH. IN ADDITION, EXCAVATION EXCEEDING TWENTY (20) FEET IN DEPTH REQUIRE THE DESIGN OF A TRENCH SAFETY SYSTEM BY A REGISTERED PROFESSIONAL ENGINEER.
- IT SHALL BE THE RESPONSIBILITY OF THE DEVELOPER AND CONTRACTOR TO MAINTAIN QUALITY CONTROL THROUGHOUT THIS PROJECT.
- TEMPORARY TRAFFIC CONTROL DURING CONSTRUCTION TO CONFORM TO APPLICABLE LOCAL STANDARDS.
- BEARINGS, DIMENSIONS, AND EASEMENTS ARE SHOWN FOR REFERENCE ONLY. SEE RECORD SURVEYS AND PLATS FOR EXACT INFORMATION.
- THE ENGINEER AND/OR OWNER DISCLAIM ANY ROLE IN THE CONSTRUCTION MEANS AND METHODS ASSOCIATED WITH THE PROJECT.
- ALL DIMENSIONS ARE BASED ON FACE OF CURB OR BACK OF ROLL CURBS OR FACE OF BUILDING.
- SEE ARCHITECTURAL PLANS FOR DETAILS OF BUILDING, BUILDING DIMENSIONS AND SIGNAGE SPECIFICATIONS. DO NOT STAKE BUILDING FROM THESE PLANS.
- COORDINATE CONSTRUCTION ACTIVITIES WITH ADJOINING WORK IF APPLICABLE. VERIFY EXTENT OF ADJOINING WORK AND COORDINATE AS REQUIRED.
- FIELD VERIFY EXISTING CURBS AND TAPER PROPOSED VERTICAL CURBS TO MATCH WITHIN A MIN. OF THREE (3) FEET.
- DIMENSIONS INDICATE FIELD DIMENSION ADJUSTMENT AREA BASED ON ACTUAL FIELD LAYOUT COORDINATES.
- THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS IN THE FIELD PRIOR TO START OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL FIELD DIMENSIONS. IF ANY DISCREPANCIES ARE FOUND IN THESE PLANS FROM ACTUAL FIELD CONDITIONS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY.
- PROVIDE SMOOTH TRANSITION FROM NEWLY PAVED AREAS TO EXISTING AREAS AS NECESSARY. ALL AREAS WHERE PROPOSED PAVEMENT MEETS EXISTING PAVEMENT, THE EXISTING EDGE OF PAVEMENT SHALL BE FREE OF ALL LOOSE DEBRIS. THE EDGE OF EXISTING ASPHALT PAVEMENT SHALL BE PROPERLY SEALED WITH A TACK COAT MATERIAL IN ALL AREAS WHERE NEW ASPHALT PAVEMENT IS INDICATED TO JOIN EXISTING.
- RESURFACE OR RECONSTRUCT AT LEAST TO ORIGINAL CONDITIONS ALL AREAS WHERE THE EXISTING PAVEMENT OR LAWNS ARE DAMAGED DURING CONSTRUCTION FROM TRAFFIC BY CONTRACTORS, SUBCONTRACTORS, OR SUPPLIERS AFTER CONSTRUCTION WORK IS COMPLETE.
- THE CONTRACTOR SHALL PROTECT AND NOT DESTROY THE PROPERTY CORNER MONUMENTS DURING CONSTRUCTION.
- REFER TO ARCHITECTURAL PLANS FOR BUILDING ACCESSORY DETAILS.
- REFER TO SHEET C202 FOR SITE PLAN DETAILS UNLESS OTHERWISE NOTED.

SITE PLAN LEGEND

UTILITIES

- CISTERN
- DRINKING FOUNTAIN
- FIRE DEPT HOOKUP
- FIRE HYDRANT
- POST INDICATOR VALVE
- CHILLED WATER MANHOLE
- WATER MANHOLE
- SPRINKLER CONTROL BOX
- SPRINKLER CONTROL VALVE
- SPRINKLER
- SPIGOT
- WELL HEAD
- WATER METER
- WATER VALVE
- GAS METER
- GAS VALVE
- ELECTRIC MANHOLE
- ELECTRIC OUTLET
- ELECTRIC METER
- ELECTRIC RISER
- TRANSFORMER
- GUY ANCHOR
- ELECTRIC JUNCTION BOX
- GENERATOR
- UTILITY POLE W/ TRANSFORMER
- MONITORING WELL
- LIQUID PROPANE GAS TANK

- ORNAMENTAL LIGHT
- STREET LIGHT
- PARKING LOT LIGHT (1 HEAD)
- PARKING LOT LIGHT (2 HEAD)
- PARKING LOT LIGHT (3 HEAD)
- PARKING LOT LIGHT (4 HEAD)
- COMMUNICATIONS JUNCTION BOX
- COMMUNICATIONS MANHOLE
- COMMUNICATIONS PEDESTAL
- COMMUNICATIONS RISER
- TRAFFIC SIGNAL POLE
- TRAFFIC SIGNAL
- STORM CLEANOUT
- BEEHIVE INLET
- CURB INLET
- FLOOR DRAIN
- ROUND INLET
- SQUARE INLET
- STORM MANHOLE
- DOWN SPOUT
- SANITARY SEWER CLEANOUT
- LIFT STATION
- SANITARY SEWER MANHOLE
- SANITARY STUB MARKER
- SEPTIC TANK
- DISTRIBUTION BOX

ABBREVIATIONS

- ROW RIGHT OF WAY
- BSL BUILDING SETBACK LINE
- ESMT EASEMENT
- D.&U.E. DRAINAGE AND UTILITY EASEMENT
- FFE FINISH FLOOR ELEVATION

OTHER

- FLAG POLE
- SIGN
- POST
- GATE POST
- BOLLARD
- PARKING METER
- PARKING WHEEL STOP
- ACCESSIBLE SPACE
- PARKING COUNT

SITE DATA

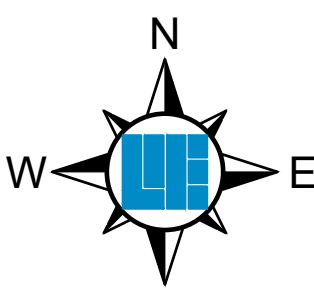
SITE AREA 6.38 AC
BUILDING AREA 15,289 SF
PERCENT IMPERVIOUS 53%
ZONING PUD (AUSTRIAN PINE PUD)
SR 32 OVERLAY AND UNDERLYING ZONE GB
FRONT YARD BSL REQUIRED 0 FT
REAR YARD BSL REQUIRED 0 FT
SIDE YARD BSL REQUIRED 0 FT
PARKING REQUIRED:
MEDICAL OFFICE 3 SPACES FOR
EACH EXAM ROOM + 1 SPACE PER
DOCTOR/EMPLOYEE
PARKING DIMENSIONS 9' x 18'
BIKE PARKING REQUIRED 1 SPACES
PARKING PROVIDED:
161 - STANDARD SPACES
6 - ADA SPACES
167 - TOTAL SPACES

PAVEMENT

- STANDARD DUTY ASPHALT
- HEAVY DUTY ASPHALT
- RIGHT OF WAY PAVEMENT
- CONCRETE PAVEMENT

LINE TYPES

- RIGHT OF WAY LINE
- FENCE
- GUARD RAIL
- BUILDING SETBACK LINE
- BOUNDARY LINE
- SECTION LINE

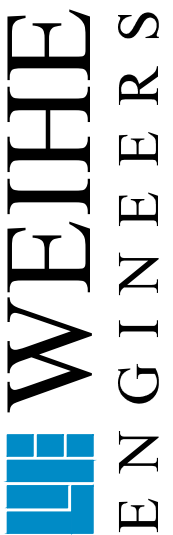


Within Indiana Call
811 or 800-382-5544
24 Hours a Day, 7 Days a Week
PER INDIANA STATE LAW IC 8-1-26,
IT IS AGAINST THE LAW TO EXCAVATE
WITHOUT NOTIFYING THE UNDERGROUND
LOCATION SERVICE TWO (2) WORKING
DAYS BEFORE COMMENCING WORK.

10505 N. College Avenue
Indianapolis, Indiana 46280
w@weihe.net

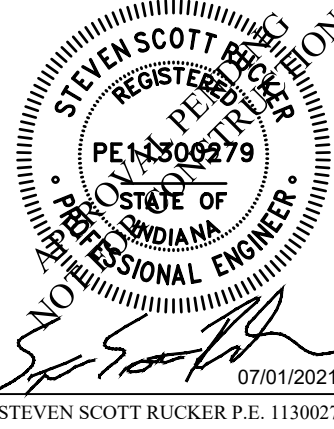
317.846.6611
800.1452.6408
317.843.0546 fax

ALLAN H. WEIHE, P.E., L.S. - FOUNDER



Land Surveying/Civil Engineering
Landscape Architecture
Build with confidence.

REVISIONS AND ISSUES	DATE	BY	PROJECT NO.
TAC SUBMITTAL	07/01/2021	BS	W21.0254
			W210254-C200.dwg
			DESIGNED BY: BS
			DRAWN BY: ALW
			CHECKED BY: SSR
			DATE: 07.01.2021



STEVEN SCOTT RUCKER, PE, No. 1309279

ORTHOD INDY

XXX E 175TH ST, WESTFIELD, IN 46074

SITE PLAN

PREPARED FOR:

SHEET NO.

PROJECT NO.

W21.0254

C201

ORDINANCE 21-58

AN ORDINANCE OF THE CITY OF WESTFIELD AUTHORIZING THE CLERK TREASURER TO MAKE FUND TRANSFERS

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 fiscal integrity of the finances of the City; and

WHEREAS, at the conclusion of each calendar year, the Clerk Treasurer often has to transfer from one fund to another for the fiscal integrity of the City.

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Indiana, that:

Section 1. The Council recognizes the need to transfer funds between the current City funds and hereby authorizes the Clerk Treasurer to make any and all transfers necessary for the fiscal integrity of the City.

Section 2. The Clerk Treasurer shall inform the City Council of the necessary transfers upon completion.

Section 3. This Ordinance shall be in full force and effect in accordance with Indiana law, upon the passage of any applicable waiting periods, 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 necessary to carry out this Ordinance are hereby ratified.

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PASSED THIS ____ DAY OF DECEMBER 2021 BY THE WESTFIELD COMMON COUNCIL, HAMILTON COUNTY, INDIANA.

WESTFIELD CITY COUNCIL

<u>Voting For</u>	<u>Voting Against</u>	<u>Abstain</u>
_____ Scott Willis	_____ Scott Willis	_____ Scott Willis
_____ Jake Gilbert	_____ Jake Gilbert	_____ Jake Gilbert
_____ Joe Edwards	_____ Joe Edwards	_____ Joe Edwards
_____ Scott Frei	_____ Scott Frei	_____ Scott Frei
_____ Mike Johns	_____ Mike Johns	_____ Mike Johns
_____ Troy Patton	_____ Troy Patton	_____ Troy Patton
_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that ORDINANCE 21-58 was delivered to the Mayor of Westfield
on the _____ day of _____, 2021, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 21-58 I hereby VETO ORDINANCE 21-58
this _____ day of _____, 2021. this _____ day of _____, 2021.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

This Document Prepared by: William J. Webster (29086-29), Webster & Garino LLC

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

/s/ William J. Webster
Webster & Garino LLC
209 E. 175th St, Suite A
Westfield, IN 46074

ORDINANCE 21-54

AN ORDINANCE ANNEXING CERTAIN REAL ESTATE TO THE CITY OF WESTFIELD, HAMILTON COUNTY, INDIANA

WHEREAS, the Westfield City Council (the “Council”) has the authority and desires to annex lands into the municipality as defined by Indiana Code 36-4-3; and,

WHEREAS, one hundred percent (100%) of the owners of the parcels proposed for annexation as identified in **Exhibit A** and **Exhibit B** (the “Annexation Area”) have filed a petition with the Council; and,

WHEREAS, the Council has conducted a public hearing on December 13, 2021, as required by law with regard to the annexation of the Annexation Area; and,

WHEREAS, the Council has adopted a fiscal plan for the annexation of the Annexation Area in accordance with Indiana Code 36-4-3-3.1 (Resolution 21-136); and,

WHEREAS, the Annexation Area meets the contiguity requirements of Indiana Code 36-4-3-1.5; and,

WHEREAS, the Council now finds that the statutory criteria for annexation have been met; and,

NOW THEREFORE BE IT ORDAINED BY THE WESTFIELD CITY COUNCIL THAT THE OFFICIAL CITY MAP ADOPTED BY REFERENCE IN SECTION 2-515 OF THE WESTFIELD CODE BE MODIFIED AS FOLLOWS:

Section 1. The Annexation Area, located at 1602 East 203rd Street, and adjacent to the existing corporate limits along the northern, western, and southern boundaries of the Annexation Area, is hereby annexed to and declared to be a part of the City.

Section 2. The Annexation Area is to further include the contiguous public highways and rights-of-way of the public highways which are adjacent to the annexation area per Indiana Code 36-4-3-2.5.

Section 3. The Annexation Area is hereby assigned to City Council District 3 and shall become a part thereof immediately upon the effective date of this Ordinance.

Section 4. This Ordinance shall be in full force and effect upon its passage by the Council, its publication, 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 repealed. Any portion of the Ordinance later to be found void or invalid shall not affect the remaining portions of this Ordinance.

ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF WESTFIELD,
HAMILTON COUNTY, INDIANA THIS _____ DAY OF JANUARY, 2022.

WESTFIELD CITY COUNCIL
HAMILTON COUNTY, INDIANA

Voting For

Voting Against

Abstain

James J. Edwards

James J. Edwards

James J. Edwards

Scott Frei

Scott Frei

Scott Frei

Jake Gilbert

Jake Gilbert

Jake Gilbert

Mike Johns

Mike Johns

Mike Johns

Troy Patton

Troy Patton

Troy Patton

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

Scott Willis

Scott Willis

Scott Willis

ATTEST:

Cindy J. Gossard, Clerk-Treasurer

I hereby certify that **ORDINANCE 21-54** was delivered to the Mayor of Westfield
on the _____ day of January, 2022, at _____ m.

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE Ordinance 21-54
this _____ day of January, 2022.

I hereby VETO Ordinance 21-54
this _____ day of January, 2022.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

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

Prepared by: Pam Howard, Senior Planner, City of Westfield
2728 East 171st Street, Westfield, IN 46074, (317) 804-3170

EXHIBIT A
ANNEXATION AREA

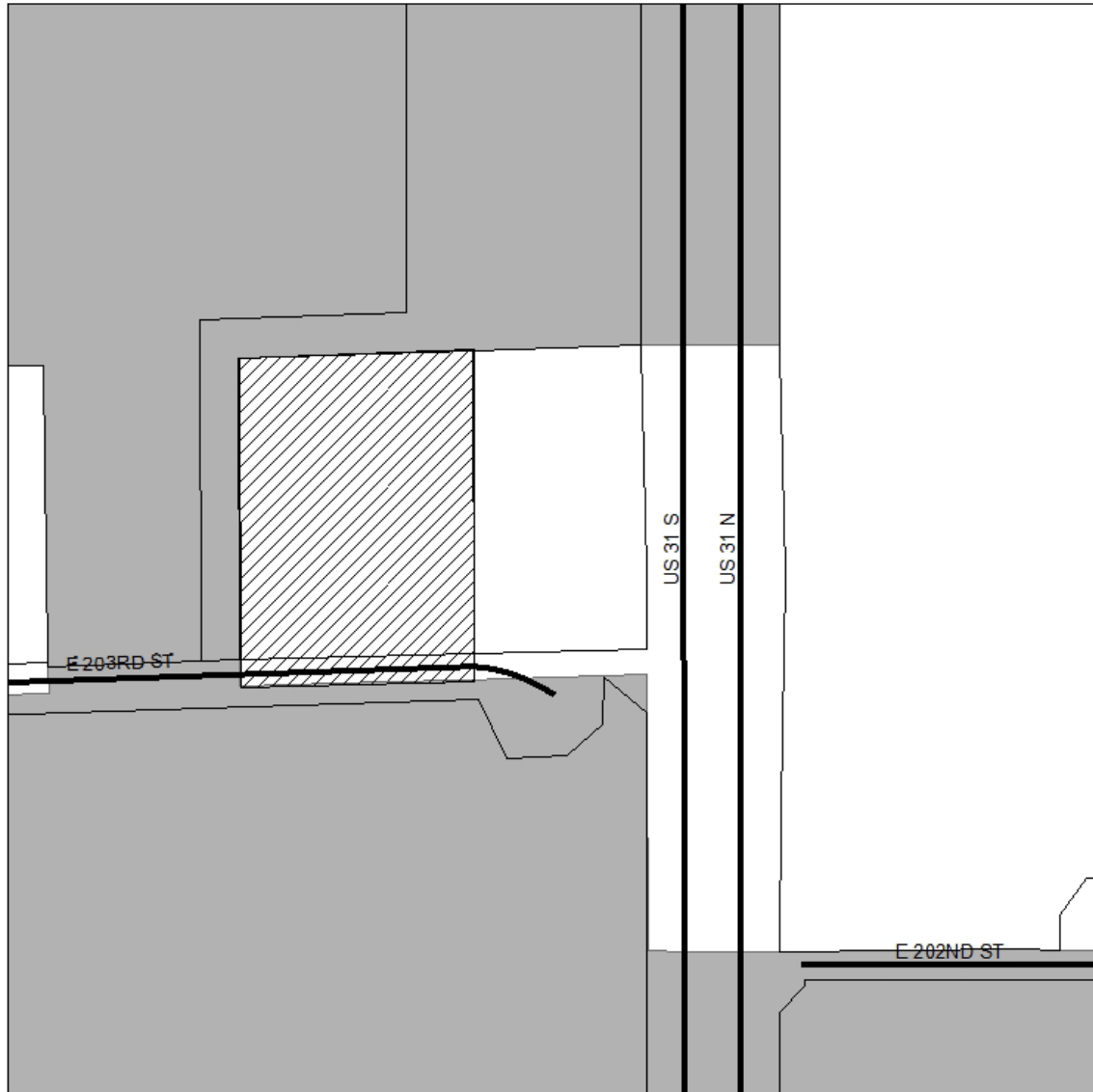


EXHIBIT LEGEND

- | | |
|--|---|
|  ANNEXATION AREA |  PARCELS |
|  EXISTING CITY LIMITS |  STREETS |

Not To Scale

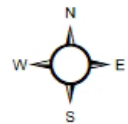


EXHIBIT B
ANNEXATION AREA
LEGAL DESCRIPTION

This description includes one (1) parcel of land:

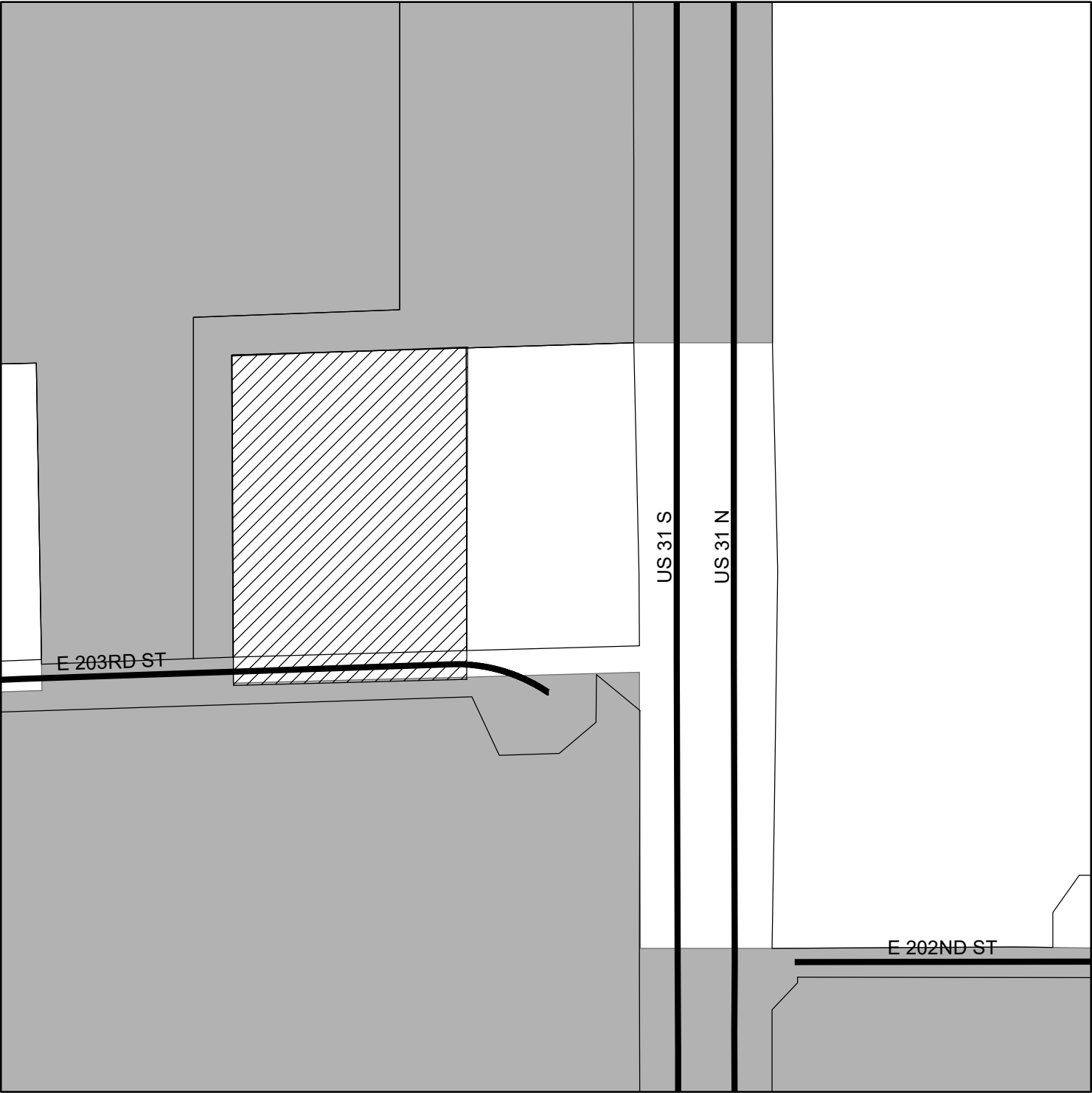
Parcel Nos. 08-05-24-00-00-009.000

BEGIN AT A POINT 357.5 FEET WEST OF THE SOUTHEAST CORNER OF THE NORTH HALF OF THE NORTHEAST QUARTER OF SECTION 24, TOWNSHIP 19 NORTH, RANGE 3 EAST; THENCE WEST ON AND ALONG THE CENTERLINE OF THE COUNTY ROAD 312 FEET TO A POINT; THENCE NORTH PARALLEL WITH THE EAST LINE OF SAID NORTHEAST QUARTER 424.3 FEET TO A POINT; THENCE EAST 312 FEET TO A POINT; THENCE SOUTH PARALLEL WITH THE WEST LINE OF TRACT 424.3 FEET TO THE PLACE OF BEGINNING. CONTAINING 3.03 ACRES, MORE OR LESS.

Also including:

In addition to the aforementioned, the annexed area shall include those public highways and rights-of-way of public highways required to be annexed by Indiana Code 36-4-3-2.5, including the relevant portions of 203rd Street.

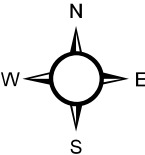
Annexation Area



Not To Scale

EXHIBIT LEGEND

- | | | | |
|---|----------------------|---|---------|
|  | ANNEXATION AREA |  | PARCELS |
|  | EXISTING CITY LIMITS |  | STREETS |



ORDINANCE 2X-XX

Osborne Trails PUD Amendment III

AN ORDINANCE OF THE CITY OF WESTFIELD AND WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA CONCERNING AMENDMENT TO TITLE 16 – LAND USE CONTROLS

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

WHEREAS, the City of Westfield, Indiana (the “City”) and the Township of Washington, both of Hamilton County, Indiana are subject to the Zoning Ordinance;

WHEREAS, the Common Council (the “Council”) enacted Ordinance 16-44, The Osborne Trails Planned Unit Development District on February 27, 2017, and amended by (i) Ordinance 17-21, enacted by the City Council on August 14, 2017, and (ii) Ordinance 20-29, enacted by the City Council on October 12, 2020 (collectively, the “Osborne Trails PUD”).

WHEREAS, the Westfield-Washington Advisory Plan Commission (the “Commission”) considered a petition (Petition No. 22XX-PUD-XX), filed with the Commission requesting an amendment to the Unified Development Ordinance and the Osborne Trails PUD with regard to the subject real estate more particularly described in **Exhibit A** attached hereto (the “Real Estate”);

WHEREAS, the Commission forwarded Petition No. 22XX-PUD-XX to the Common Council of the City of Westfield, Hamilton County, Indiana (the “Common Council”) with a **recommendation (vote)** in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code § 36-7-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on , 2022; and,

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

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

Section 1. Applicability of Ordinance.

- 1.1 Development of the Real Estate shall be governed by (i) the provisions of this Ordinance and its exhibits, and (ii) the Osborne Trails PUD, and (iii) provisions of the Unified Development Ordinance, as amended and applicable to the Underlying Zoning District or a Planned Unit Development District, except as modified, revised, supplemented or expressly made inapplicable by this Ordinance or the Osborne Trails PUD.

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

Section 2. **Development Standards:** The standards of Article 6: Development Standards of the UDO, as amended by the Osborne Trails PUD, as applicable to the Underlying Zoning District, shall apply to the development of the District, except as otherwise modified below.

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

- A. **Monument Sign:** One Monument Sign shall be permitted for the site. The size and materials of the Sign shall be as shown in Images 2 - 4 of **Exhibit B.**
- B. **Interior Circulation Signs:** Two Interior Circulation Signs shall be permitted to exceed the Maximum Sign Area and Maximum Sign Height requirements of UDO Article 6.17(H)(3), if constructed to the size specifications shown in Images 1 & 5 of **Exhibit B.**

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF WESTFIELD,
HAMILTON COUNTY, INDIANA THIS ____ DAY OF _____, 2022.**

**WESTFIELD COMMON COUNCIL
HAMILTON COUNTY, INDIANA**

James J. Edwards

James J. Edwards

James J. Edwards

Scott Frei

Scott Frei

Scott Frei

Jake Gilbert

Jake Gilbert

Jake Gilbert

Mike Johns

Mike Johns

Mike Johns

Troy Patton

Troy Patton

Troy Patton

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

Scott Willis

Scott Willis

Scott Willis

ATTEST:

Cindy J. Gossard, Clerk-Treasurer

I hereby certify that **ORDINANCE 21-XX** was delivered to the Mayor of Westfield
on the _____ day of _____, 2022, at _____ m.

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE Ordinance 21-XX
this _____ day of _____, 2022.

I hereby VETO Ordinance 21-XX
this _____ day of _____, 2022.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

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

Prepared by: Pam Howard, Senior Planner, City of Westfield
2728 East 171st Street, Westfield, IN 46074, (317) 804-3170

EXHIBIT A
LAND DESCRIPTION

EXHIBIT B
Signage Details

[SEE FOLLOWING PAGE]



CERTIFICATION:



ALL INFORMATION CONTAINED IN THIS DOCUMENT IS CONFIDENTIAL AND NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN CONSENT OF BLACKLINE STUDIO. UNAUTHORIZED USE OF THIS DOCUMENT IS PROHIBITED.

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ARCHITECT

BLACKLINE

1001 HERRICK AVE., SUITE 208
INDIANAPOLIS, IN 46201
BLACKLINEARCHITECT
317.491.4100

OWNER

WEST FORK WHISKEY CO.

1440 BLUEBONNET DR.
INDIANAPOLIS, IN 46201
WESTFORKWHISKY.COM

DEVELOPER

HOLLADAY PROPERTIES

221 S. COLLEGE AVE., SUITE 100
INDIANAPOLIS, IN 46201
HOLLADAYPROPERTIES.COM

CONTRACTOR

HOLLADAY CONST. GROUP

221 S. COLLEGE AVE., SUITE 100
INDIANAPOLIS, IN 46201
HOLLADAYCONSTGROUP.COM

CIVIL ENGINEER

CRPE

3920 ROBERT ROAD S.W. #100
INDIANAPOLIS, IN 46201
CRPE-INC.COM

STRUC. ENGINEER

CE SOLUTIONS

101 SHILOH ROAD DR.
CAMBRIE, IN 46001
CESTRUCTURAL.COM

LANDSCAPE ARCHITECT

LAND STORY

1001 HERRICK AVE., SUITE 208
INDIANAPOLIS, IN 46201
LANDSTORYLANDSCAPE.COM

ELECTRICAL ENGINEER

NEO Engineers

4400 Riverchase Dr.
Indianapolis, IN 46226
neo-engineers.com

MECHANICAL AND PLUMBING ENGINEER

Frejcie Engineers

4400 Riverchase Dr.
Indianapolis, IN 46226
frejcie-engineers.com

SITE SIGNAGE AND DETAILS

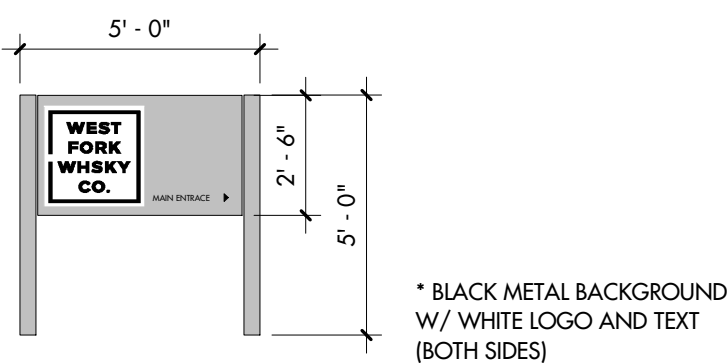
WEST FORK WHISKEY -
NEW WFW HQ2 FACILITY
WESTFIELD, IN 46074

DRAWN: CHECKED:
Author Checker

REVISION: Date:
1 ADDENDUM 001 05/19/21

CONSTRUCTION SET
07/12/21

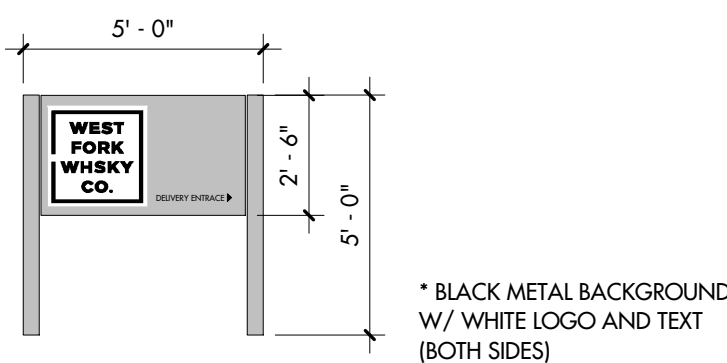
S1



5 MAIN ENTRANCE SIGNAGE

1/4" = 1'-0" ±

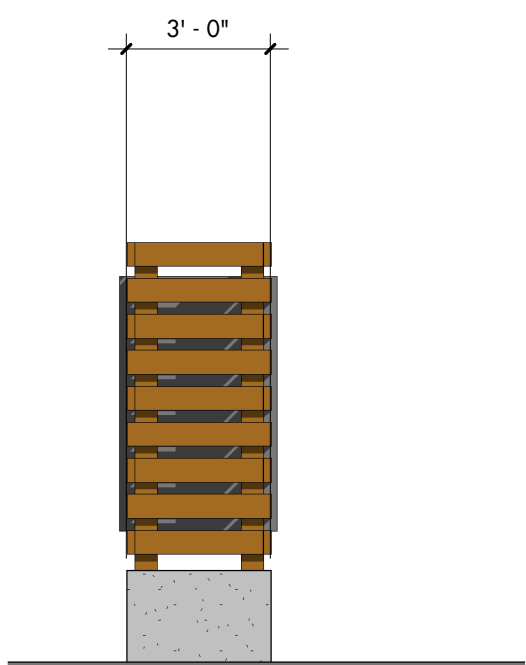
SEE CIVIL SHEETS FOR LOCATION OF SIGNAGE AND
DAMPSTER ENCLOSURE



1 DELIVERY SIGNAGE

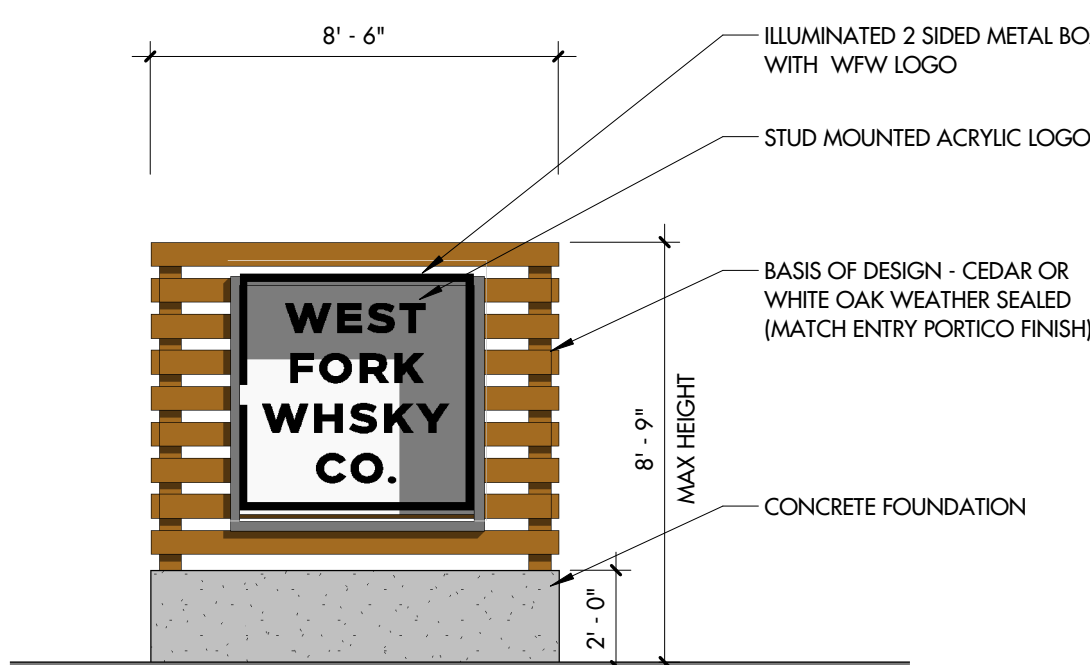
1/4" = 1'-0" ±

SEE CIVIL SHEETS FOR LOCATION OF SIGNAGE AND
DAMPSTER ENCLOSURE



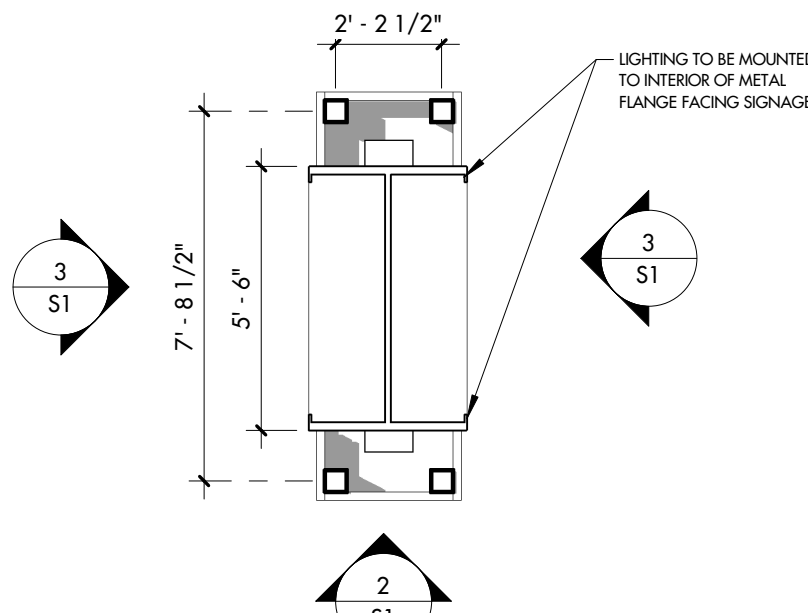
2 MAIN ENTRANCE N-S SIGN ELEVATIONS

1/4" = 1'-0" REFERENCE: 1 / A102



3 MAIN ENTRANCE - E-W SIGN ELEVATIONS

1/4" = 1'-0" REFERENCE: 1 / A102



4 MAIN ENTRANCE SIGN

1/4" = 1'-0" REFERENCE: 1 / A1

SEE CIVIL SHEETS FOR LOCATION OF SIGNAGE AND
DAMPSTER ENCLOSURE



PERSPECTIVE VIEW
N.T.S



CONCEPT ELEVATION
N.T.S

CONSULTANT

ISSUE HISTORY

No.	Date	Description

REVISION HISTORY

No.	Date	Description

KENNETH LINDEMAN
LICENSE # AR11607125

Westfield Apartments

Westfield, Indiana.

Drawn: —
Checked: —
Approval: —
Date: 11-23-2021
Project #: 0000

Building Elevations

A401

PL0001A 11/23/2021





CITY OF

Westfield

INDIANA

**PERSONNEL POLICIES,
PROCEDURES AND BENEFITS
MANUAL**

2022



**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 Ordinance 18-55 Dated December 20, 2018)
(This Policy Manual updated with Ordinance 19-64 Dated December 19, 2019)

RESOLUTION 17-102

RESOLUTION TO ADOPT AMENDED PERSONNEL POLICIES, PROCEDURES AND BENEFITS MANUAL

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

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

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

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

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

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

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

WESTFIELD CITY COUNCIL

Voting For

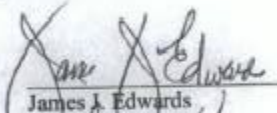
Voting Against

Abstain


Jim Ake

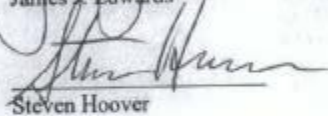
Jim Ake

Jim Ake


James J. Edwards

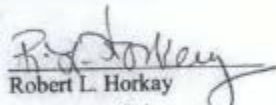
James J. Edwards

James J. Edwards


Steven Hoover

Steven Hoover

Steven Hoover


Robert L. Horkay

Robert L. Horkay

Robert L. Horkay


Mark F. Keen

Mark F. Keen

Mark F. Keen


Charles Lehman

Charles Lehman

Charles Lehman


Cindy Spoljaric

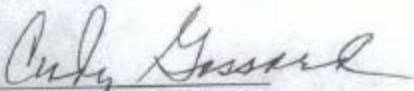
Cindy Spoljaric

Cindy Spoljaric

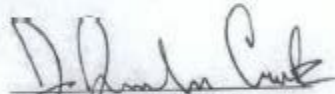
ATTEST:


Cindy Gossard, Clerk Treasurer

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


Cindy Gossard, Clerk-Treasurer

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


J. Andrew Cook, Mayor

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

J. Andrew Cook, Mayor

ATTEST:


Cindy Gossard, Clerk Treasurer

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

Resolution 17-XX

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1.00 STATEMENT OF PURPOSE

1.01 Mission Statement 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.

1.2 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 of Staff assists your direct supervisors in meeting this responsibility.

1.3 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 of Staff of the City for approval prior to implementation.

It shall be the responsibility of the Chief of Staff 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 of Staff.

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 of Staff 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.

1.4 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 of Staff of the City must be made aware of instances that supersede this policy manual prior to implementation and for approval.

Remainder of page left blank intentionally.

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, sexual orientation, gender identity or expression, pregnancy, 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.

2.2 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, sexual orientation, gender identity or expression, pregnancy, national origin, age, disability, genetic information, 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, sex, sexual orientation, gender identity or expression, pregnancy, national origin, age, disability, genetic information, protected veteran status, 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, sexual orientation, gender identity or expression, pregnancy, religion, age, national origin, disability, genetic information, 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, sexual orientation, gender identity or expression, pregnancy, age, religion, national origin, genetic information, 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 of Staff, or to the City Council President (in case the report is about the Chief of Staff).

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.

2.3 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).

Any employee who believes he or she may need a reasonable accommodation to perform the essential functions of his or her job should contact their supervisor or the Human Resources Department.

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.

2.5 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 of Staff is the sole responsibility of the Mayor.

2.6 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 of Staff may confer with other consultants or other skilled personnel familiar with minimum requirements for specific positions.

2.7 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 the Human Resources Manager or Director if he or she is involved in an accident. 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.

2.8 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.

2.9 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 generally scheduled no more than 25 hours per week, no more than 1000 hours per calendar year, and have successfully completed their 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 Director 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 Director 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.

3.2 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.

3.3 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 their 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.

3.4 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.

3.5 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 of Staff 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 of Staff depending on unusual or extraordinary circumstances that may be present during the activity, conference, or meeting.

3.6 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.

3.7 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.

Remainder of page left blank intentionally.

4.00 PERSONAL BENEFITS

4.01 Eligibility

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

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

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

**Based on Actual Hours Worked

*** Continue longevity Police and Fire Department Employees

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

City of Westfield sponsors and maintains various group health and welfare plans for the sole benefit of its eligible employees and their dependents, including coverage arrangements or insurance policies for the provision of medical, dental, vision, and life benefits. The City Council is responsible for establishing annual coverage parameters for each benefit plan, as well as the City's contribution toward the employee-only portion of premiums for the medical, dental, vision, and life benefits. These benefit plans are offered to all full-time employees of the City – defined as any employee who is regularly scheduled to work 30 or more hours a week and has successfully completed the mandatory period of employment. City Council members are offered the same medical, dental and vision benefits but are required to pay both the employee and employer portion of the cost of the coverage and may only elect these benefits during their term as Council members.

Employees who elect to participate in the medical, dental, or vision benefit plans may also elect additional coverage for a spouse, dependent(s) or the entire family at the employee's option and expense. A detail of the cost of this additional coverage is available from the City's Human Resources Director. The City Council may establish annually the amount or percentage, if any, that the City will contribute toward this additional coverage for family members.

Access to services provided by the City of Westfield's Employee Healthcare Clinic (the "Clinic") is tied to participation in the City's medical plan. Accordingly, an individual's ability to access Clinic services will cease automatically upon termination of their medical plan coverage (this notwithstanding an election of continuation coverage under the medical plan).

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 five sessions per covered issue. Employees should consult with Human Resources Director for additional information.

Early Retiree Health Plan Coverage:

General Eligibility Rule: Subject to meeting the terms of eligibility described below, a former employee whose retirement date (or disability date) occurs prior to attaining age 65 (an "Early Retiree") may elect to continue participation in the City of Westfield's group medical, dental, or vision benefit plans, which may include, if elected, coverage for the retiree's participating spouse and/or dependent(s) who remain eligible. Coverage is available for Early Retirees only under the following conditions:

- The Early Retiree timely pays 100% of the monthly premiums.
- The Early Retiree properly submits an election of coverage to Human Resources within 30 days of their retirement date or disability date.
- The Early Retiree (i) prior to their retirement date, attained a combination of years of service with the City and age that equals at least 70 years, *or* (ii) is determined to be "disabled" for purposes of PERF disability.

Examples of age-plus-service eligibility: 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.

- Immediately prior to their retirement date (or disability date), the Early Retiree (and any participating spouse and/or dependents who remain eligible and for whom the retiree elects coverage) must have completed a minimum of five (5) continuous years of coverage under the City's particular benefit plan (*i.e.* medical, dental or vision) for which retiree coverage is elected.

Example of continuous coverage eligibility: Employee A is age 63 and by his retirement date will have attained a combined age plus years of service of at least 70 years. For the seven consecutive years immediately prior to his retirement date, Employee A was enrolled in family coverage under the City's medical and dental plans, which covered himself, his spouse (age 61) and his dependent child (age 24). Upon Employee A's retirement date, he may elect to continue coverage as an Early Retiree for himself, his spouse and his dependent child under both the City's medical and/or dental plans.

Special Eligibility Rule for Sworn Firefighters: Subject to the labor agreement in effect among the City of Westfield, the Westfield Fire Department, and the Westfield Professional Fire Fighters –

International Association of Fire Fighters, Local 4416, sworn firefighters shall be eligible for Early Retiree coverage (i) when vested in the 1977 Police Officers and Firefighters Pension and Disability Fund (the “Fund”) or (ii) are determined to be “disabled” by the Fund. Notwithstanding this special rule, sworn firefighters are subject to all other terms applicable to Early Retiree coverage.

Other Information Applicable to Early Retiree Coverage:

- A separate eligibility determination is made for each benefit plan (medical, dental or vision) and level of coverage thereunder (retiree-only, retiree + spouse, retiree + dependent(s), or family coverage). Early Retirees may only elect to continue the same coverage in which they were enrolled immediately prior to their retirement date (or disability date).
- *Termination of Medical Coverage at Age 65:* The Early Retiree’s coverage under the City’s medical plan (if elected) will terminate effective as of the first of the month in which the retiree attains age 65. Notwithstanding this, the Early Retiree’s participating spouse may continue their coverage under the City’s medical plan, subject to the payment of 100% of the monthly premiums, until such coverage automatically terminates effective as of the first of the month in which the spouse attains age 65. The Early Retiree’s participating dependents may continue their coverage under the City’s medical plan, subject to the payment of 100% of the monthly premiums, until such coverage terminates effective as of the last day of the month in which the dependent attains age 26.
- The City’s annual open enrollment does not apply to Early Retirees or their participating spouse and/or dependents that are not active on the plans. Early Retirees are not eligible for a special enrollment due to loss of other coverage. Similarly, Early Retirees who are not currently participating in City’s medical, dental or vision benefit plans will not be eligible to enroll upon acquiring a new dependent. Early Retirees may, however, request to terminate coverage at any time in accordance with the general provisions of the particular benefit plan.
- If the City makes a significant change to the underlying coverage of a benefit plan or terminates a plan option in which the Early Retiree (and any participating spouse and/or dependent) is enrolled, the Early Retiree will be automatically enrolled by Human Resources in the most similar coverage option made available to current employees.

Nothing in the policies and procedures described in this manual may affect the City’s right to change any term of any benefit plan provided by the City in any way at any time or to terminate any group health coverage (including Early Retiree coverage) described herein at any time. In the event of a conflict between the eligibility terms contained in this Section 4.02 and the underlying plan document, the plan document will govern. The City of Westfield retains authority to interpret the terms of eligibility contained in the benefit plan documents and this Section 4.02.

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 Director to learn of the specifics of each benefit coverage.

4.5 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 Director 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.

4.6 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 Director 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.

4.7 Elective Additional Insurance

Additional insurance coverage is available from AFLAC and Symetra Life 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 or Director who will arrange for an appointment with the AFLAC agent. AFLAC, voluntary life and long-term disability are the **only** additional elective insurance that is available through payroll deduction.

4.8 125 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 Director can explain the 125 Plan requirements and can activate your participation.

4.9 Vacation Overview

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

PROFESSIONAL POLICE AND FIRE PERSONNEL VACATION POLICY

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

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

October 16 – November 15	32	32	2
November 16 – December 15	16	16	1
December 16 – December 31	8	8	0

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

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

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

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

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

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

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

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

ADMINISTRATION AND PUBLIC WORKS PERSONNEL VACATION POLICY

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

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

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

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

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

All vacation, including stipend and carryover days, may be taken in 1 hour 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:

2022 Holiday Schedule for Civilian Employees

New Year's Day Celebrated	Monday	January 3, 2022
Martin Luther King Jr. Day	Monday	January 17 2022
Presidents' Day	Monday	February 21, 2022
Memorial Day	Monday	May 30, 2022
Independence Day	Monday	July 4, 2022
Labor Day	Monday	September 5, 2022
Thanksgiving Day	Thursday	November 24, 2022
Day after Thanksgiving	Friday	November 25, 2022
Christmas Eve Holiday, Observed	Friday	December 23, 2022
Christmas Holiday, Observed	Monday	December 26, 2022
New Year's Eve	Friday	December 30, 2022
Two Floating Holidays		

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

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

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

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

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

5. **Professional Fire Personnel Fixed and Floating Holidays.**
Because of different shift requirements, the professional fire and EMS personnel will be eligible for four (4) floating holidays approved by the City Council except those days

will be at the employee's choosing and must be taken in full day increments. During the first partial year of employment, these days will be pro-rated as follows:

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

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

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

4.14 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. Five (5) 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.

5.2 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.

5.3 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.

5.5 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.

5.6 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.

5.7 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 of Staff 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.

5.8 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.

5.9 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 and Director 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 Director, 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.

Sick leave with COVID-19; if an employee has tested positive- Option 1: CDC recommends a 14-day quarantine (it is most effective way to prevent the spread of COVID-19). However, CDC also recognized that a 14-day quarantine can be burdensome. They have given two other options for reduced quarantine periods. Option 2: No testing is required. The employee may return to work after a 10-day quarantine provided they are completely asymptomatic (no symptoms). Option 3: The employee gets a COVID test on day 5 of the quarantine. If the test comes back negative and the employee is asymptomatic, the employee may return to work on day 8.

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 <u>90</u> 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 of Staff 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.

7.2 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 as set forth below. 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.

Any employee of the City who is a member of the Indiana National Guard, a member of a reserve component, or a member of the retired personnel of the naval, air, or ground forces of the United States is entitled to a maximum of 120 work-day hours per calendar year, without loss of pay or vacation leave, for the time when the employee is: (1) on training duties of the state under the order of the governor as commander in chief; or (2) a member of any reserve component under the order of the reserve component authority. (I.C. 10-16-7-5(b)). An employee may be required to present copies of military orders or other notification papers to his/her supervisor to substantiate a requested leave. The portion of any military leaves of absence in excess of 120 work-day hours per calendar year will not be compensated by the City. Unused leave will not carry over into the following year.

Any employee of the City who is a member of the Indiana National Guard, a member of a reserve component, or a member of the retired personnel of the naval, air, or ground forces of the United States is entitled to receive an **[unpaid]** leave of absence for the time when the employee is on state active duty under I.C. 10-16-7-7 or other active duty described in I.C. 10-16-7-23 (referred hereafter as "active duty"). (I.C. 10-16-7-5(c)).

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.

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.

7.3 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 Director.

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 of Staff.

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.

7.5 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 and time is to be taken in full-day increments.

7.6 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.

7.7 Other Leaves

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

7.8 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.

7.9 Family and Medical Leave Act of 1993

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A certification form will be provided to the employee by the City. An eligible employee on FMLA leave must submit to the Department Head and to Human Resources 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.

8.2 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.

8.3 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 Director 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.

8.4 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 Director 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 or Roth 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 or Roth 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.

8.5 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 401a 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.

8.6 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 or Director 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 of Staff 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.

Informatics 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 of Staff 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.

11.2 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.

11.3 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 of Staff 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.

11.5 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 of Staff. 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.

11.6 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.

11.7 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 or 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 Director or Chief of Staff 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.**

Remainder of page left blank intentionally.

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.

12.2 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.

12.3 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.

12.4 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 35-44.1-1-4.

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 35-44.1-1-4, 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.

12.5 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.

12.6 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 of Staff and City Council.

12.7 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.

12.8 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.

12.9 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, 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 or Director 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 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 or Director.

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 or Director 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 of Staff 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 0.3 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 or Chief of Staff, 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 following conditions:

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

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

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

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

E. Retention and Archiving of Electronic Mail

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

Note, mail messages that have been previously segregated and/or stored as evidence (functions, policies, decisions, procedures, operations, or other activities of the City) or because of the value of official City Data, then such messages must be retained, archived, and destroyed in compliance with the *Cities and Towns Above 5,000 Population General Retention Schedule (CTGRS) Indiana Commission On Public Records – County Records Management*. Printing or storage of messages must comply with records management codes enforced by the State, Local, County, or Federal Governmental Agencies. It is the responsibility of each Department to know their respective records retention laws set forth by the CTGRS and abide by such policies.

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

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

F. Disciplinary Action

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

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

INTRODUCTION

1. Purpose and Scope

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

2. Goals

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

The goals of performance management under this system are to:

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

3. Roles and Responsibilities

The Human Resources Director 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 2022 schedule is outlined below.

- a) Supervisor provides employee with self-assessment form no earlier than September 3, 2022, and no later than October 18, 2022, 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 25, 2022. 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, 2022. 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, 2022. 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, 2022. Original signed form is sent to Human Resources no later than March 7, 2022. 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 2022, supervisors may go back further than 12 months to establish a pattern of behavior.

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

7. Performance Ratings

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

- Meets Expectations
- Exceeds Expectations
- Needs Improvement
- Unacceptable

"Meets Expectations" is a positive rating. This indicates the employee is meeting all job

requirements in the area being evaluated, performs consistently and dependably in this regard, and achieves fully satisfactory results. It is expected that most employees will be given this rating level.

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

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

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

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

8. Evaluation Interview

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

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

9. Employee Comments and Acknowledgement

The employee will initial the bottom of each page of the performance evaluation to indicate the supervisor has discussed it with him. The employee will also be given the opportunity to respond in writing to his performance evaluation. Brief comments may be added at the time of

the performance evaluation interview. Additional feedback, not to exceed one (1) typewritten or handwritten page, may be submitted within ten (10) days after the interview. These comments will be filed with the original performance evaluation form. After 10 days, no further comments will be accepted.

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

BEYOND THE PERFORMANCE EVALUATION

10. Follow-Up

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

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

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

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

11. Ongoing Feedback

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

PERFORMANCE MANAGEMENT CYCLE



Appendix III

City of Westfield, Indiana 2022 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

JOBKNOWLEDGE	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.
PROBLEMSOLVING	You recognize problems that arise in the course of your work activities and develop effective solutions. You apply logic and innovation to workplace situations.
ADAPTABILITY	You respond to shifting requirements, goals and priorities without undue stress or disruption. You can work effectively in a variety of environments and with a variety of people.
ATTITUDE	You display a willingness to do whatever needs to be done on job assignments. You take personal pride in your performance and make a positive contribution to workplace morale.
ATTENDANCE	You report to work as scheduled, with minimal tardiness and unplanned absences. You are fully attentive while at work and seek to avoid unnecessary distractions.
COMPLIANCE	You comply with City policies and procedures, and with written and oral instructions from your supervisors. You show respect for management and department decisions.
LEADERSHIP	You identify and assume all responsibilities associated with supervision. You effectively mentor and motivate subordinates to achieve maximum morale and productivity.

CITY OF WESTFIELD, INDIANA 2022 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: _____

Appendix VI

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

BEL CANTO APARTMENTS
WESTFIELD, IN
DEVELOPMENT AMENITIES AND OPEN SPACE

November 29, 2021

When considering the subject of amenities, it is often reduced to a check list of items that highlight the parts of the community activity opportunities. This list however seldom offers an elaboration on the quality of that amenity execution.

By example: *A 20'x40' pool with a 5' surrounding deck and 4' fence completes the conditions to list a pool as an amenity.* Such an execution fails to invite the full range of complementary uses and values it might potentially engender.

Consider then the following items and the design standards by examples from the applicant's history that underpin not just the inclusion of the amenity but also the quality of its execution and continuing care.

PHYSICAL FEATURES OUTDOORS:

THE POOL is not just to swim in. It is a leisure setting that invites relaxation, sunbathing, afternoon group interaction, water activities and other uses enhanced by the adjacency and synergy of the combination of all features together. Combined they should seek a "resort" style application as might be found in a holiday destination property.

Important features of the pool include:

- Generous deck area with varied seating and lounging
- Accessible entry for use by mobility limited individuals
- A ramped (beach) or ledged entry for sun basking and infant access.
- Selected shade areas such as pavilion or loggia areas to extend the comfort of a leisure afternoon.
- Night lighting intended to promote a theatrical perspective as well as light for safety.
- Fenced enclosures that allow landscape within as well as outside the safety boundary.
- Accessory accommodations that permit special activities such as "pool movie night", organized pool side events, and water aerobics.

OUTDOOR ENTERTAINMENT AREAS are intended to allow for individual and group assemblies where summer kitchen, shaded seating, comfortable table/chair accommodations and suitable night time illumination offer expanded hours of use

YARD SPORT SPACE that invite activities such as beanbag toss, sand volley ball, lawn chess, croquet, and bocce ball.

OPEN LAWN AREAS that permit small competitive field interaction such as Frisbee, ball toss, and tag team play as well as just visual openness to reinforce the reduced intensity of the community.

MEDITATION GARDEN suitable as a passive yoga and outdoor aerobic patio.

CAR AND BIKE CARE STATION where vehicles can be washed and vacuumed and where residents can conduct light maintenance on bikes and other small personal transport devices

PET PARK AND CARE STATION where residents and their pets can enjoy communal outdoor activity, often in the company of other residents with their pets. An indoor pet care space allowing for bathing and grooming would be part of this feature.

CENTRALIZED WASTE MANAGEMENT for the concentrated housing of trash as part of a campus wide program of ground care and pest control.

PHYSICAL FEATURES INDOORS:

SOCIAL GATHERING AND MEDIA EVENT FACILITIES, that enable group gatherings for private and community based social events (Monday night football, World Series, Oscar Award viewing, Kentucky Derby, New Year celebration as examples)

MAIL AND PACKAGE RECEIVING - In a world of online shopping this event has become a major factor in space planning and social interaction. Using Parcel Pending allows residents to have an automated email/text notifications when packages are delivered via a password protected, secured, personal locker.

FITNESS FACILITY styled and equipped to reflect the specific profile of the resident population and where floor area permits video fitness training on call.

WORK PLACE ACCOMMODATION for the occasional and temporary use of residents needing small conference and technical equipment support to optimize their “work at home” needs.

SUPPORT SERVICES:

The most important and most used of amenities are the resident services offered through management and staff. Concierge assistance for identifying everything from a-la-carte service providers to places to dine, worship, learn, or tour in the region.

On sight maintenance staff allowing for urgent attention to periodic maintenance needs and assistance when needed.

SOCIALIZATION FEATURES:

In multi-family settings there is often only limited focus on creating “**neighborhood**”. This word and its implied context are often overlooked in multi-family applications. The land design and building design seek to create evidence of neighborhoods with areas where the “accident of acquaintance” can occur. The promotion of acquaintance through scale and outdoor living focus insure the social opportunity within the community is as optimum as would be found in a single family residential neighborhood.

All of the indoor and outdoor gathering features noted also encourage resident interaction without the need for organized activities.

SUMMARY:

The key to vitality in lifestyle is the care and maintenance of the features that reflect that objective. The standard of care required by the discriminating consumer who seeks this product and location will dictate continuing attention to detail and uncompromising level of maintenance both within and outside each dwelling.

As an intended legacy asset of the applicant, the preservation of the asset and the investment it represents is only assured with scrupulous focus on resident qualification and ongoing efforts to preserve their comfort and satisfaction for the duration of their stay. It is effectively a housing environment that models its management as if it were a destination resort.

The combination of feature, invitation, and care insure a setting of lasting value and contribution to both residents and the surrounding community as well.

**DESIGN NARRATIVE
BEL CANTO APARTMENTS
WESTFIELD, IN**

November 29, 2021

INTRODUCTION:

The following commentary reflect general understandings offered as a guide to the land planning as currently proposed and observations of the site important to its implementation. The proposed site lies currently west of Highway 31 (N Meridian Street) and south of 169th Street (David Brown Drive). Within its boundaries lies a preferred routing (alignment uncertain) for an extension of a main collector road (Westfield Blvd) proposed to generally parallel the highway. These collector road alignments would bifurcate the site and seek alignment with the existing intersection on David Brown Drive and the southwestern corner of the site abutting an existing single family development.

On a portion of the western property line lays an existing car dealership (intersection of David Brown and N. Meridian). To the east lays existing multifamily developments.

The proposed collector road seeks a 120' wide right of way through the site along with a portion of the road to be built initially at two lanes but designed for future widening to a full four lane street.

In general the land use as might be allowed would seek to follow Traditional Neighborhood Design (TND) principals as outlined in an overlay district with mixed use applications at an intensity to be identified. The site thus is arranged with buildings to the street and the majority of parking shielded away from public view. Buildings of stature (4-story) with a more "urban" and commercial identity would appear to be preferred.

While a small measure of wet condition lies in the northwestern corner of the site it initially appears to be non-jurisdictional and available for functional uses as may be proposed.

PROPOSED VISION:

The planning objective is to provide a horizontal mixed use commercial/multi-family community of garden-rise buildings within a unified campus. As part of this vision, proposed unit plans, site plan and character elevation studies have been advanced to offer a basis for further review and input.

The position of the proposed community seeks preferred market positioning for "renters by choice", representing a constituency ranging from late 20's to senior populations, all seeking a lifestyle, "lock and leave" convenience with full service and amenity offerings.

Buildings as proposed would be characterized by interior corridor exit assemblies, elevators, and selective private attached garages. Communal amenities would offer state of the art

amenities and services including items such as resort pool, outdoor activity areas (bag toss, bocce ball court, health and fitness suite, outdoor loggia and summer kitchen, internet café, bicycle storage and maintenance area, pet park and pet care station, car washing area, centralized trash management and maintenance facility, and other appropriate resident activity spaces.

Units would be generously sized with expansive open plan living areas with island kitchens, king bed sized bedroom suites, dressing suites in all master bedrooms, expanded balconies or sunrooms, and defined work areas within each unit as a home office.

State of the art security, technology and internet entertainment access would be a part of each unit infrastructure.

DESIGN CONCEPT:

The frontage on David Brown Drive seeks a corner execution that has non-residential, likely developed as a commercial pad separate from the multifamily structures to the south as the collector road moves from north to south.

The site development plan envisions an alignment of the through collector road seeks placement as close to highway 31 as available based upon road radius limitations. This alignment effectively places the residential structures all east of the collector road with building facades facing not only the collector road but the highway as well. Sidewalks along the collector road would invite pedestrian movement to the commercial areas on David Brown and potentially to the future commercial south along the collector road proposed alignment when finished.

Central to optimizing the softness of road curves in the collector road, it is proposed a clipping of the storm retention pond of the car dealership in their southeast corner. This more compactly effects the turn required and allows also for a secondary access to the dealership from the future collector road should that be desired. Other remnant land areas west of the collector road are assigned for detention and relocation of the dealership storm water collection system.

The majority of buildings align themselves along the collector road enclosing the resident parking and amenity domain. Surface parking and “tuck under” garages are serviced from the development’s internal drive system. Each garage would include a full size parking apron in tandem fashion, allowing the resident to have two “reserved” spaces immediate to the building with every garage unit.

Individual private entries from the street sidewalk for those units on grade that front the collector road orientation could also be provided.

In a reflection of a direction seeking a commercial character, the image of the potential façade of the structure offers a more contemporary urban image with flat roofs, expanded window

areas, and animated building forms within each overall elevation. Flat roofs with parapets would be employed to omit dependency upon ground level condensers and to maintain a clean landscape appearance on all sides of the structure.

The garden-rise residential application provides for a more continuous building edge to the collector road frontage. A typical commercial/office application would result in no more than two buildings with footprints that would be surrounded on three sides with parking fields, as the commercial parking standard that would apply would more than double the parking demand of the same floor area used in residential use. Effectively the continuous building street face would be severely compromised and the parking field fully exposed to the collector road and the expressway.

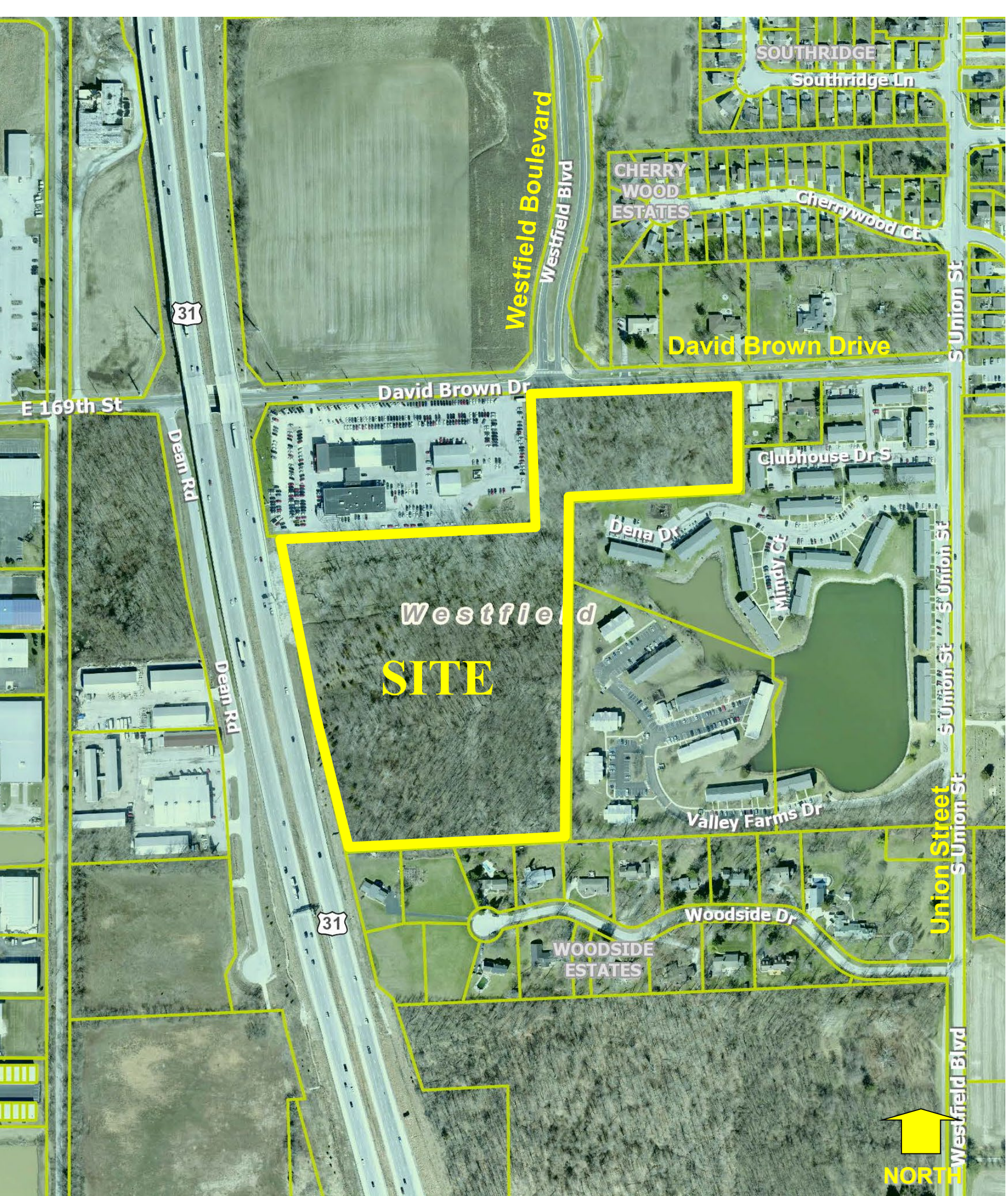
It should also be noted, the units as proposed and the common area amenities are fashioned with a view to the expanding professional work force that primarily “works from home”. The majority of units have designated work areas within them for a home office, and the common area amenity include appointments similar to those found in “We Work” shared business environments, with meeting and technology support infrastructure of a premium standard available for resident use.

For this reason the occupancy proposed seeks to allow for “home office” applications, as an allowable occupancy within residential setting.

SUMMARY:

This proposed development seeks to provide a single master plan development that advances the public agenda of the collector road. Under the understanding the road right of way would likely not be advanced through condemnation proceedings, the linkage this segment of the road as proposed is a critical segment of its ultimate purpose. With this master plan approach both the private investment and the public purpose are advantaged in “time to implement” and in “public investment” for right of way land area.

To that end a collaborative blending of use and planning conformance the public interest is offered as a means to optimize the timely outcome of both applicant and public desires.



Bel Canto
Site Location Map

ORDINANCE NUMBER 21-__

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

“BEL CANTO PUD”

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

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

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

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

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on _____, 2021;

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

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

Section 1. Applicability of Ordinance.

- 1.1 The UDO and Zoning Map are hereby changed to designate the Real Estate as a Planned Unit Development District to be known as the "Bel Canto PUD

District" (the "District").

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

Section 2. **Concept Plan.** The Concept Plan, attached hereto as **Exhibit B** (the "Concept Plan").

- 2.1 The Concept Plan is hereby incorporated in accordance with Article 10.9(F)(2) Planned Unit Development Districts; PUD District Ordinance Requirements; Concept Plan.
- 2.2 The Real Estate shall be developed in substantial compliance with the Concept Plan as determined by the Director.

Section 3. **Underlying Zoning District(s).** The Underlying Zoning Districts for the Real Estate shall be as follows:

- 3.1 GB: General Business for the area of the Real Estate noted as "Commercial Out Parcel" on the Concept Plan.
- 3.2 MF2: Multi-family Medium Density District for the area of the Real Estate not included in Section 3.1 above.

Section 4. **Overlay Districts.** The standards of Chapter 5: Overlay Districts, including the US Highway 31 Overlay District, shall not apply to the development of the District.

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

- 5.1 All uses permitted in the Underlying Zoning District, as set forth in Chapter 4 and Chapter 13 of the UDO, shall be permitted.
- 5.2 Special Exceptions and Prohibited Uses of the Underlying Zoning District shall be prohibited.
- 5.3 The maximum number of Dwelling Units shall not exceed three hundred (300).

Section 6. **General Regulations.** The standards of Chapter 4: Zoning Districts, as

applicable to the Underlying Zoning District, shall apply to the development of the District, except as otherwise modified below for Multi-family Development.

Standard	
Location	Not Applicable
*Maximum Density	Fifteen (15) dwellings per acre
Maximum Dwelling Units per Structure	Eighty (80)
Maximum Number of Dwelling Units	Three-hundred (300)
Minimum Living Area	530 Square Feet
Minimum Road Frontage	70 Feet
Minimum Building Setback Lines	
Front Yard	20 feet
Side Yard (Building Separation)	20 feet
Rear Yard	20 feet
Project Perimeter Setback (Proximity Slope)	Not Applicable
**Maximum Building Height	55 feet
Minimum Distance Between Buildings	20 feet

*Based on area of Real Estate

** Excluding parapets, elevator override and stair roof access

Section 7. **Development Standards.** The standards of Chapter 6: Development Standards shall apply to the development of the District except as otherwise modified or enhanced below.

- 7.1 Article 6.1 (A-E) Accessory Use and Building Standards shall not apply.
- 7.2 Article 6.1(F) Maximum accessory building height: 18 feet except for Clubhouse Structure which shall be 40 feet.
- 7.3 Article 6.1.(J) Home Business: Within each dwelling provisions for a home office of up to 150 square feet shall be allowed as part of each residential occupancy.
- 7.4 Article 6.1(L) Outside Café' and Eating Areas: As part of the common area element (Clubhouse) outdoor kitchen, dining, and gathering areas exclusive to residents and their guests shall be permitted.
- 7.5 Article 6.3 (E) Accessory use and Building Standards shall apply to the District, except as modified or enhanced below:
 - A. Design Intent: In as much as a “commercial impression” with priority over a “residential impression” is sought for the District, the general character and detail of the proposed structures shall favor building materials and expressions commonly found in both higher density residential and commercial

applications; excluding architectural expressions more exclusive to lower density residential applications

- B. Building Elevations: Attached hereto and incorporated herein by reference as Exhibit C (“**Conceptual Architectural Character**”) are typical building elevations, depicting the character of the multi-family dwelling buildings to be constructed upon the Real Estate. Buildings shall be constructed in substantial Compliance with the Conceptual Architectural Character as determined by the Director. Minor deviations may occur subject to code and construction systems to be employed.
 - C. Article 6.3.E.2.b Masonry Materials: Stucco or E.I.F.S shall be allowed as an alternative to Masonry Materials coverage.
 - D. Article 6.3.E.4.a Minimum Pitch: Flat roofs with minimal pitch for proper draining shall be allowed. Parapets of no less than 42” around the roof perimeter shall be required to shield views of roof mounted equipment as may be employed.
 - E. Article 6.3.E.4.b Minimum Overhang: Shall not apply.
 - F. Article 6.3.E.4.c Roof Form: Shall not apply.
 - G. Article 6.3.E.5.a Building elevations shall be of similar character and materials, with variety of feature within so to advance a cohesive impression to the total development as if a single mixed use community
- 7.6 Article 6.5 Height Standards: Article 6.6(B) Residential Districts / 6.6(C) Nonresidential Districts. Building heights of up to 50 feet shall be permitted.
- 8.7 Article 6.8 Landscaping Standards: Shall apply, except as otherwise modified or enhanced below.
- A. Article 6.8.H.1. Mechanical Screening: Roof mounted Mechanical Equipment for nonresidential and multifamily structures shall be screened from eye level surrounding the building for a distance of 200’ by means of a parapet or screen wall of sufficient height to block a line of site view from the distance proposed.
 - B. Article 6.8.M.1 External Street Frontage Landscaping Requirements – Residential use: Adjust distance as required to be no greater than the required setback as provided in 4.11.I herein.
 - C. Article 6.8.N.4 Buffer Yard Requirements – Buffer Yard Types: Buffer Type A shall be applicable to a width of (i) ten (10) feet along the eastern property line of the Real Estate and (i) twenty (20) feet along the south perimeter of the Real Estate.

D. Article 6.8.N.5 Required Buffer Yard: allow for a Buffer Yard A where the Real Estate abuts a single family district.

E. Article 6.8.0.2.a Perimeter Parking Area Landscaping – Application: *(Add)* A minimum of five feet of landscaping between building and parking area shall apply except where parking aprons extend to the building face in service to garages within the building.

8.8 Parking and Loading Standards: Article 6.14.G.11.c Off-street Parking – Required Spaces – Multifamily Dwellings shall be modified to include; private garages as may be provided shall count as part of the off-street parking requirement. When companioned with a tandem parking apron of the required size and leased to a common occupancy for any dwelling the apron may also count as part of the off-street parking requirement.

8.9 Setback Standards: Article 6.16.D Minimum Building Separation: The minimum building separations between multiple buildings upon a single parcel shall be as provided for within the International Building Code, adopted and prevailing edition.

Section 8. **Infrastructure Standards.** The District’s infrastructure shall comply with the Unified Development Ordinance and the City’s Construction Standards (see Chapter 7: Subdivision Regulations), unless otherwise approved by the Plan Commission or Department of Public Works in consideration to the preservation of the natural topography and environment and in consideration to the unique design intent of the District.

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

9.1 Article 8.6 Open Space and Amenity Standards: Shall apply except as otherwise modified or enhanced herein.

A. The Minimum Open Space required shall be as generally illustrated on Exhibit D, attached hereto as (“Conceptual Open Space and Pedestrian Circulation Plan”). Open space and amenity standard shall include any common area element intended for the use of the residential population including but not limited to interior and exterior recreation and amenity areas, appropriately treated retention areas, garden areas between structures, sidewalks, landscape setback and buffer areas as may be prescribed and open areas excluding drive lanes for any right of way contributions made to

public use.

- B. Exhibit E, attached hereto as (“Conceptual Amenities Plan”) illustrate the location and character of the potential Amenities; The individual amenities noted on the Conceptual Amenities Plan are furth illustrated on in Exhibit F attached hereto as the (“Conceptual Amenity Area Images”). Amenities consistent with the number as scope illustrated on the Conceptual Amenity Images shall be provided on the Real Estate as generally illustrated on the Conceptual Amenities Plan.
- C. Article 8.6.H.1 Multi-family Districts shall require six (6) amenities.
- D. Article 8.6.H.2 Qualifying Amenities shall include the following as additional qualifying amenities:
- Indoor and/or outdoor amenity and aerobic areas
 - Indoor and/or outdoor and covered social gathering areas
 - Indoor internet café’
 - Indoor workplace meeting and teaming rooms
 - Indoor conference and private meeting rooms
 - Pet park
 - Pet wash/grooming facility
 - Bike car center
 - Mail and package center delivery center
 - Car wash area
 - Summer kitchen
 - Fitness trail
 - Pool and lounging area
 - Spa/hot tub/whirlpool
 - Shaded relaxation areas
 - Indoor or outdoor movie/entertainment room
 - Indoor or sheltered outdoor children’s play area

- 9.2 Pedestrian Network Standards: The Pedestrian Network Standards shall be provided as generally illustrated on Exhibit D.

Section 9. **Duration.** Failure to obtain Secondary Plat / Construction Plan approval for the District by January 1, 2028 (unless otherwise extended by the Director) shall automatically void this Ordinance and cause the zoning classification of the Real Estate to revert back to its classification at the time this Ordinance was adopted.

Section 10. **Severability.** If any term or provision of this ordinance is held to be illegal or unenforceable, the validity or enforceability of the remainder of this ordinance will not be affected.

[Remainder of page intentionally left blank, signature page follows]

ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF
WESTFIELD, HAMILTON COUNTY, INDIANA THIS _____ DAY OF _____, 2021.

WESTFIELD CITY COUNCIL
HAMILTON COUNTY, INDIANA

Voting For

Voting Against

Abstain

James J. Edwards

James J. Edwards

James J. Edwards

Scott Frei

Scott Frei

Scott Frei

Jake Gilbert

Jake Gilbert

Jake Gilbert

Mike Johns

Mike Johns

Mike Johns

Troy Patton

Troy Patton

Troy Patton

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

Scott Willis

Scott Willis

Scott Willis

ATTEST:

Cindy J. Gossard, Clerk-Treasurer

I hereby certify that **ORDINANCE** __-__ was delivered to the Mayor of Westfield
on the _____ day of _____, 2021, at _____ m.

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE Ordinance __-__
this _____ day of _____, 2021.

I hereby VETO Ordinance __-__
this _____ day of _____, 2021.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document,
unless required by law: Jon C. Dobosiewicz

This document prepared by: James E. Shinaver and Jon C. Dobosiewicz; Nelson & Frankenger
550 Congressional Blvd, Suite 210, Carmel, IN 46032 (317) 844-0106

Bel Canto PUD - 4 120321

SCHEDULE OF EXHIBITS

Exhibit A	Real Estate (Legal Description)
Exhibit B	Concept Plan
Exhibit C	Conceptual Architectural Character
Exhibit D	Conceptual Open Space and Pedestrian Circulation Plan
Exhibit F	Conceptual Amenities Plan
Exhibit G	Conceptual Amenity Area Images

EXHIBIT A
REAL ESTATE
(Page 1 of 2)

Part of the South half of the Southeast Quarter of Section 1, Township 18 North, Range 3 East, Hamilton County, Indiana, described as follows: Beginning South 87 degrees 44 minutes 00 second West 1097.73 feet along the South line of said half-quarter section from the Southeast corner of said half-quarter section; thence South 87 degrees 44 minutes 00 second West 792.74 feet along the South line of said half-quarter section to the centerline of U.S. Highway No. 31; thence Northwesterly 930.10 feet along a curve to the right having a radius of 11,459.15 feet and a long chord having a bearing of North 10 degrees 54 minutes 38 seconds West and a length of 929.855 feet, said curve being the centerline of U.S. Highway No. 31; thence North 87 degrees 42 minutes 00 second East 851.54 feet parallel with the North line of said half-quarter section; thence North 02 degrees 18 minutes 00 second West 400.00 feet to the North line of said half-quarter section, said line being the centerline of 169th Street; thence North 87 degrees 42 minutes 00 second East 619.38 feet along said North line; thence South 00 degree 02 minutes 35 seconds West 348.30 feet parallel with the Eastline of said half-quarter section; thence South 87 degrees 42 minutes 00 second West 484.95 feet parallel with said Northline; thence South 00 degree 02 minutes 35 seconds West 972.66 feet parallel with the East line of said half-quarter section to the point of beginning and containing 23.770 acres, more or less.

Excepting therefrom:

That part of the above described property conveyed to State of Indiana by Warranty Deed recorded October 05, 2012, as Instrument Number [2012060725](#), in the Office of the Recorder of Hamilton County, Indiana, described as follows:

Part of the South half of the Southeast Quarter of Section 1, Township 18 North, Range 3 East in Hamilton County, Indiana, and being that part of the grantors' land lying within the right of way lines depicted on the Right of Way Parcel Plat attached to said deed, marked Exhibit "B", described as follows: Beginning on the South line of said quarter section South 87 degrees 27 minutes 51 seconds West 1,761.96 feet from the Southeast corner of said quarter section; thence continuing South 87 degrees 27 minutes 51 seconds West 34.10 feet along said line to the East boundary of U.S. 31; thence North 14 degrees 14 minutes 16 seconds West 238.37 feet along said boundary; thence along said boundary Northwesterly 693.04 feet along an arc to the right having a radius of 11,372.02 feet and subtended by a long chord having a bearing of North 10 degrees 41 minutes 22 seconds West and a length of 692.93 feet to the North line of said grantors' land; thence North 87 degrees 25 minutes 51 seconds East 23.43 feet along said line; thence Southeasterly 483.36 feet along an arc to the left having a radius of 15,885.00 feet and subtended by a long chord having a bearing of South 11 degrees 05 minutes 27 seconds East and a length of 483.34 feet to point "25102" on said plat; thence South 13 degrees 29 minutes 04 seconds East 449.58 feet to the point of beginning, containing 0.663 acres more or less.

EXHIBIT A
REAL ESTATE
(Page 2 of 2)

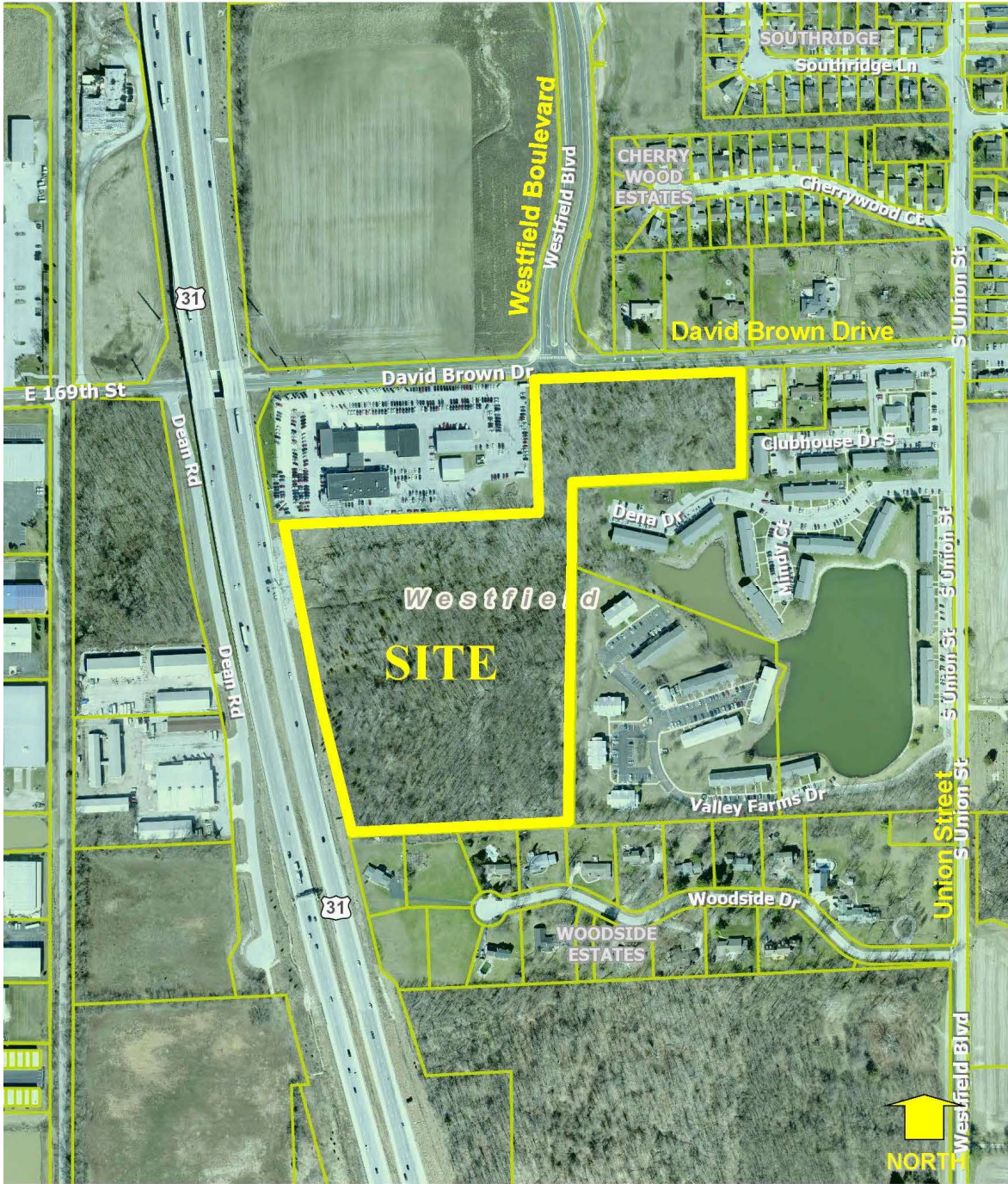


EXHIBIT B
CONCEPT PLAN
(Page 1 of 2)



Note: Larger scale paper and digital copies of the Concept Plan are on file with the Department of Economic and Community Development under Docket Number ____-PUD-__.

EXHIBIT B
CONCEPT PLAN
(Page 1 of 2)

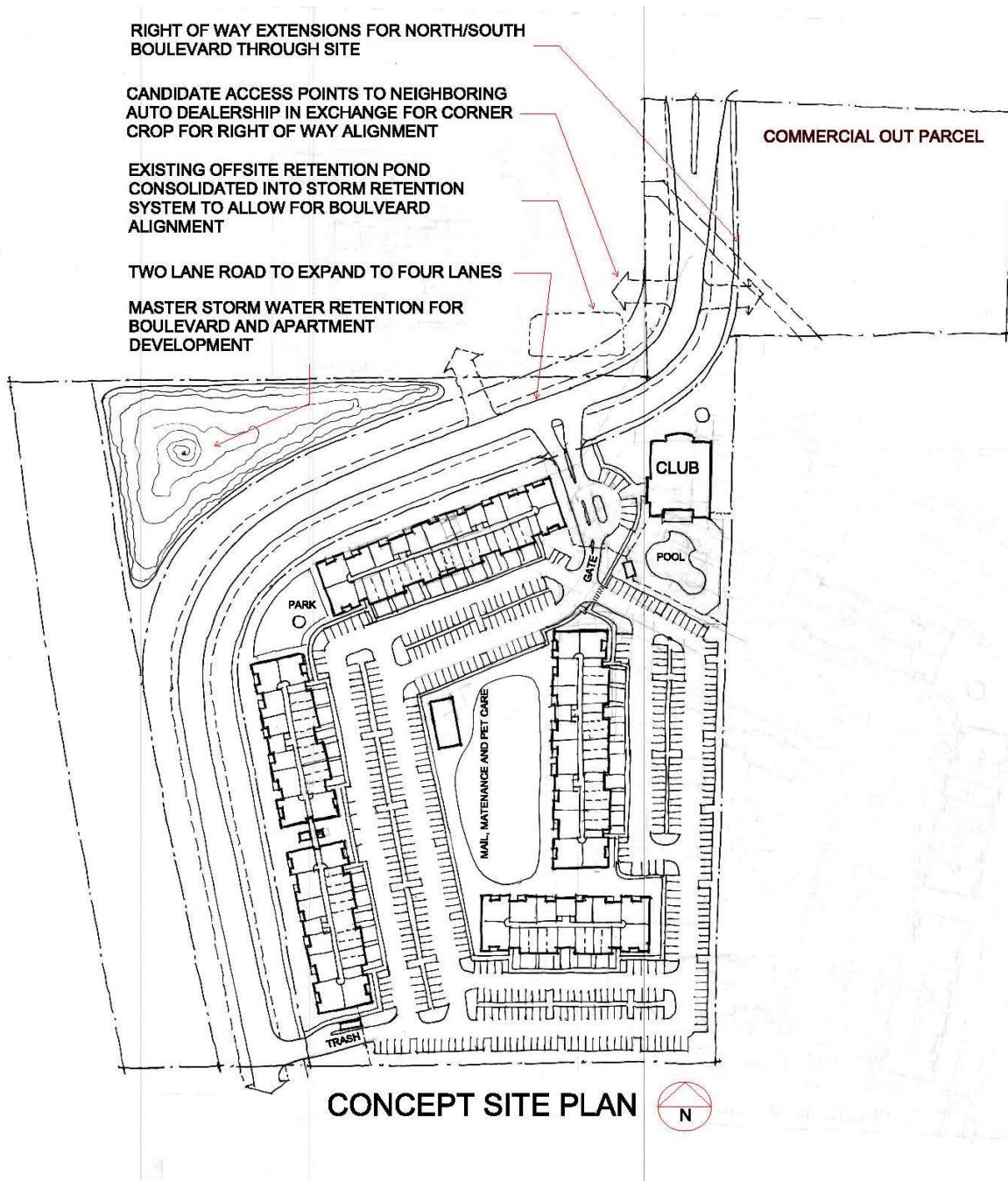


EXHIBIT C
Conceptual Architectural Character
(Page 1 of 4)



EXHIBIT C **Conceptual Architectural Character** (Page 2 of 4)



EXHIBIT C
Conceptual Architectural Character
(Page 3 of 4)



EXHIBIT C
Conceptual Architectural Character
(Page 4 of 4)



EXHIBIT D
Conceptual Open Space and Pedestrian Connectivity Plan
 (Page 1 of 1)

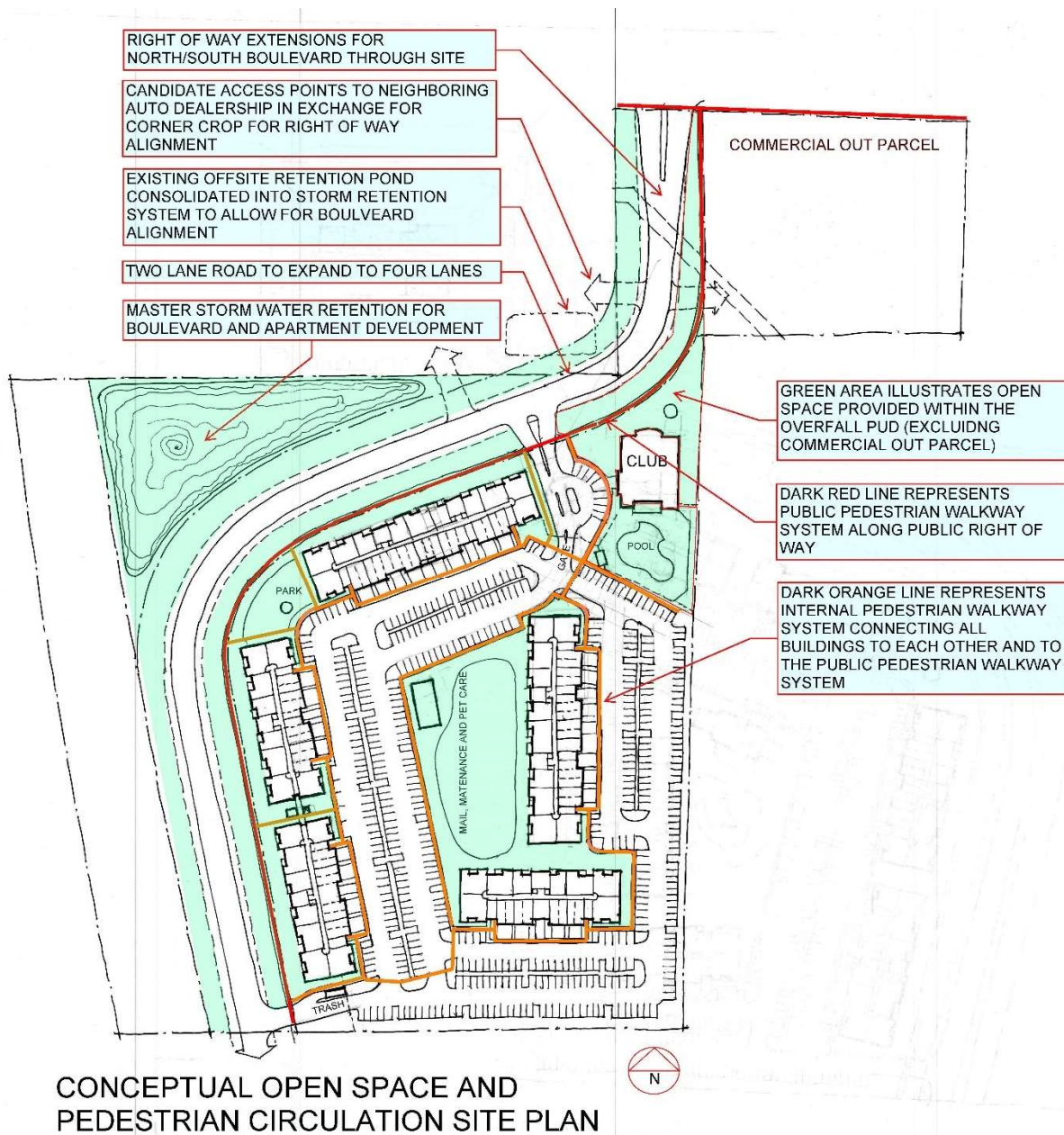


EXHIBIT E **Conceptual Amenities Plan** (Page 1 of 1)

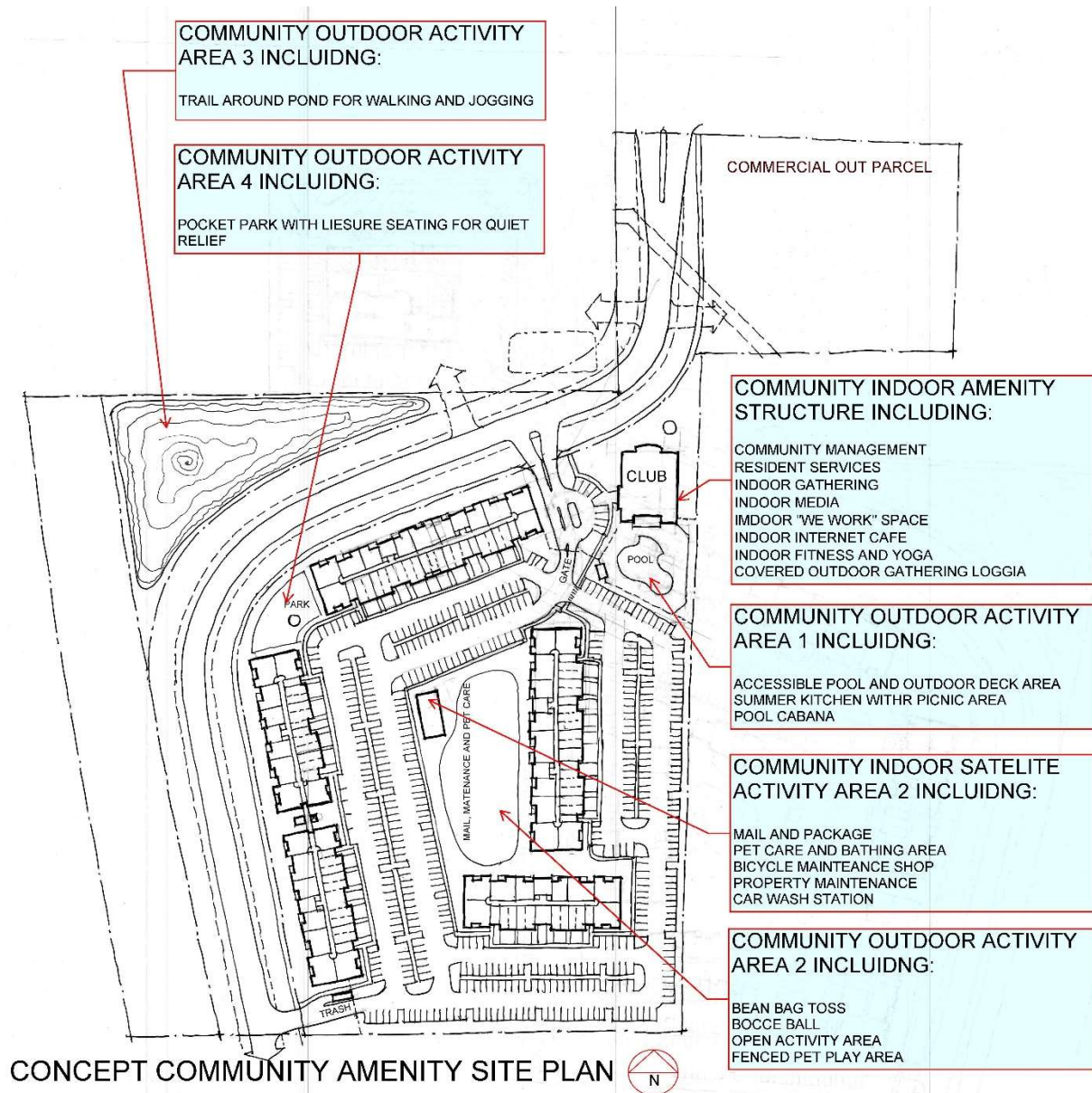


EXHIBIT G
Conceptual Amenity Area Images
(Page 1 of 3)



EXHIBIT G
Conceptual Amenity Area Images
(Page 2 of 3)

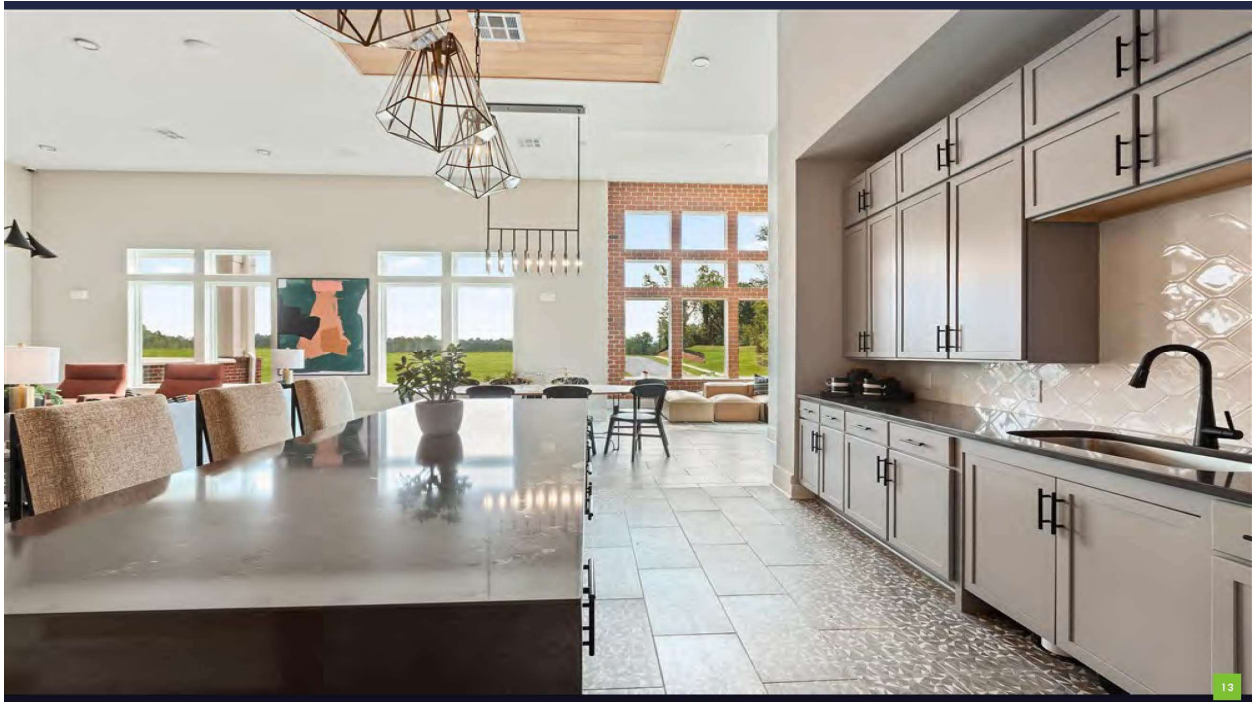
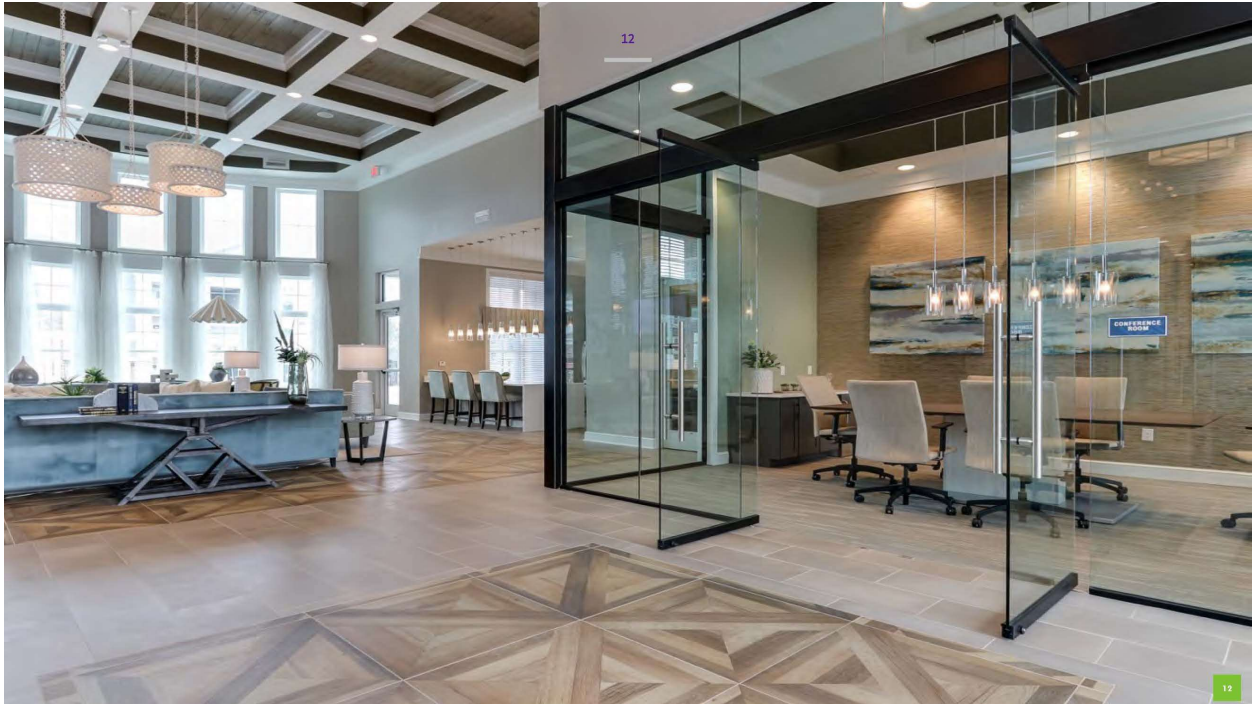


EXHIBIT G
Conceptual Amenity Area Images
(Page 3 of 3)



RESOLUTION NUMBER 21-142

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF WESTFIELD, INDIANA, APPROVING CERTAIN AMENDMENTS TO THE AURORA ECONOMIC DEVELOPMENT AREA AND ALLOCATION AREA

WHEREAS, the City of Westfield, Indiana (the “City”) is a political subdivision of the State of Indiana (the “State”) and is duly organized and existing under the Constitution and laws of the State; and

WHEREAS, the Westfield Redevelopment Commission (the “Commission”), acting in its capacity as the governing body of the Westfield Department of Redevelopment (the “Department”) and the Westfield Redevelopment District (the “District”) under the provisions of Indiana Code 36-7-14 and 36-7-25 *et seq.*, as amended from time to time (the “Act”) previously adopted and confirmed resolutions, as have been amended from time to time, (collectively, the “Declaratory Resolution”), establishing an economic development area known as the East Side Economic Development Area (the “Economic Development Area”), approving a development plan for the Economic Development Area (the “Plan”) pursuant to the Act, and establishing the Aurora 1 Allocation Area as an allocation area (the “Allocation Area”) within the Economic Development Area in accordance with the Act; and

WHEREAS, the Commission adopted a resolution (the “Amending Resolution”), attached hereto and incorporated herein as Exhibit A, on November 15, 2021, to amend the Declaratory Resolution and the Economic Development Area Plan in order to: 1) terminate and dissolve the Allocation Area; 2) designate certain parcels of property within the Economic Development Area as the “Aurora 3 Allocation Area,” as identified in the Amending Resolution; and 3) to provide that during any period of time that any parcels of property are assessed as residential property under the rules of the Indiana Department of Local Government Finance, such parcels shall not be considered part of the Economic Development Area or the Allocation Area (the “2021 Amendments”); and

WHEREAS, the Westfield Area Plan Commission (the “APC”) has reviewed and considered the 2021 Amendments and supporting data at a meeting of the APC held on November 15, 2021, and adopted a written order (the “APC Order”) affirming that the 2021 Amendments are consistent with the comprehensive plan for development of the City, in accordance with the Act; and

WHEREAS, the Act provides that the Council, acting in its capacity as the legislative body of the City, must approve the APC Order and the 2021 Amendments before the same can be considered in a public hearing before the Commission.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Westfield, Indiana, as follows:

Section 1. The 2021 Amendments and APC Order are hereby approved as issued.

Section 2. This resolution shall be in full force and effect upon its adoption.

**ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF
WESTFIELD, HAMILTON COUNTY, INDIANA THIS 13th DAY OF DECEMBER, 2021.**

**WESTFIELD CITY COMMON COUNCIL
HAMILTON COUNTY, INDIANA**

<u>Voting For</u>	<u>Voting Against</u>	<u>Abstain</u>
_____ James J. Edwards	_____ James J. Edwards	_____ James J. Edwards
_____ Scott Frei	_____ Scott Frei	_____ Scott Frei
_____ Jake Gilbert	_____ Jake Gilbert	_____ Jake Gilbert
_____ Mike Johns	_____ Mike Johns	_____ Mike Johns
_____ Troy Patton	_____ Troy Patton	_____ Troy Patton
_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric
_____ Scott Willis	_____ Scott Willis	_____ Scott Willis

ATTEST:

Cindy Gossard, Clerk-Treasurer

I hereby certify that RESOLUTION 21-142 was delivered to the Mayor of Westfield on the _____ day of _____, 2021, at _____ m.

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE Resolution 21-142
This _____ day of _____, 2021

I hereby VETO Resolution 21-142
This _____ day of _____, 2021

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

RESOLUTION NUMBER 21-141

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF WESTFIELD, INDIANA, APPROVING CERTAIN AMENDMENTS TO THE LANTERN COMMONS ECONOMIC DEVELOPMENT AREA AND ALLOCATION AREA

WHEREAS, the City of Westfield, Indiana (the “City”) is a political subdivision of the State of Indiana (the “State”) and is duly organized and existing under the Constitution and laws of the State; and

WHEREAS, the Westfield Redevelopment Commission (the “Commission”), acting in its capacity as the governing body of the Westfield Department of Redevelopment (the “Department”) and the Westfield Redevelopment District (the “District”) under the provisions of Indiana Code 36-7-14 and 36-7-25 *et seq.*, as amended from time to time (the “Act”) previously adopted and confirmed resolutions, as have been amended from time to time, (collectively, the “Declaratory Resolution”), establishing an economic development area known as the Lantern Commons Economic Development Area (the “Economic Development Area”), approving a development plan for the Economic Development Area (the “Plan”) pursuant to the Act, and establishing the Economic Development Area as an allocation area (the “Allocation Area”) in accordance with the Act; and

WHEREAS, the Commission adopted a resolution (the “Amending Resolution”), which is attached hereto and incorporated herein as Exhibit A, on November 15, 2021, to amend the Declaratory Resolution and the Economic Development Area Plan in order to dissolve the Allocation Area (the “2021 Amendment”); and

WHEREAS, the Westfield Area Plan Commission (the “APC”) has reviewed and considered the 2021 Amendment and supporting data at a meeting of the APC held on November 15, 2021, and adopted a written order (the “APC Order”) affirming that the 2021 Amendment is consistent with the comprehensive plan for development of the City, in accordance with the Act; and

WHEREAS, the Act provides that the Council, acting in its capacity as the legislative body of the City, must approve the APC Order and the 2021 Amendments before the same can be considered in a public hearing before the Commission.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Westfield, Indiana, as follows:

Section 1. The 2021 Amendment and APC Order are hereby approved as issued.

Section 2. This resolution shall be in full force and effect upon its adoption.

**ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF
WESTFIELD, HAMILTON COUNTY, INDIANA THIS 13th DAY OF DECEMBER, 2021.**

**WESTFIELD CITY COMMON COUNCIL
HAMILTON COUNTY, INDIANA**

<u>Voting For</u>	<u>Voting Against</u>	<u>Abstain</u>
_____ James J. Edwards	_____ James J. Edwards	_____ James J. Edwards
_____ Scott Frei	_____ Scott Frei	_____ Scott Frei
_____ Jake Gilbert	_____ Jake Gilbert	_____ Jake Gilbert
_____ Mike Johns	_____ Mike Johns	_____ Mike Johns
_____ Troy Patton	_____ Troy Patton	_____ Troy Patton
_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric
_____ Scott Willis	_____ Scott Willis	_____ Scott Willis

ATTEST:

Cindy Gossard, Clerk-Treasurer

**I hereby certify that RESOLUTION 21-141 was delivered to the Mayor of Westfield on the
____ day of _____, 2021, at _____ m.**

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE Resolution 21-141
This _____ day of _____, 2021

J. Andrew Cook, Mayor

I hereby VETO Resolution 21-141
This _____ day of _____, 2021

J. Andrew Cook, Mayor

RESOLUTION NUMBER 21-140

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF WESTFIELD, INDIANA, APPROVING CERTAIN AMENDMENTS TO THE EAGLETOWN ECONOMIC DEVELOPMENT AREA AND ALLOCATION AREA

WHEREAS, the City of Westfield, Indiana (the “City”) is a political subdivision of the State of Indiana (the “State”) and is duly organized and existing under the Constitution and laws of the State; and

WHEREAS, the Westfield Redevelopment Commission (the “Commission”), acting in its capacity as the governing body of the Westfield Department of Redevelopment (the “Department”) and the Westfield Redevelopment District (the “District”) under the provisions of Indiana Code 36-7-14 and 36-7-25 *et seq.*, as amended from time to time (the “Act”) previously adopted and confirmed resolution 10-2008, as has been amended from time to time, (collectively, the “Declaratory Resolution”), establishing an economic development area known as the Eagletown Economic Development Area (the “Economic Development Area”), approving a development plan for the Economic Development Area (the “Plan”) pursuant to the Act, and establishing the Economic Development Area as an allocation area (the “Allocation Area”) in accordance with the Act; and

WHEREAS, the Commission adopted a resolution (the “Amending Resolution”), which is attached hereto and incorporated herein as Exhibit A, on November 15, 2021, to amend the Declaratory Resolution and the Economic Development Area Plan in order to: (i) remove certain parcels of residential property from the Economic Development Area and the Allocation Area; and (ii) to provide that during any period of time that any parcels of property are assessed as residential property under the rules of the Indiana Department of Local Government Finance, such parcels shall not be considered part of the Economic Development Area or the Allocation Area (collectively, the “2021 Amendments”); and

WHEREAS, the Westfield Area Plan Commission (the “APC”) has reviewed and considered the 2021 Amendments and supporting data at a meeting of the APC held on November 15, 2021, and adopted a written order (the “APC Order”) affirming that the 2021 Amendments are consistent with the comprehensive plan for development of the City, in accordance with the Act; and

WHEREAS, the Act provides that the Council, acting in its capacity as the legislative body of the City, must approve the APC Order and the 2021 Amendments before the same can be considered in a public hearing before the Commission.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Westfield, Indiana, as follows:

Section 1. The 2021 Amendments and APC Order are hereby approved as issued.

Section 2. This resolution shall be in full force and effect upon its adoption.

**ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF
WESTFIELD, HAMILTON COUNTY, INDIANA THIS 13th DAY OF DECEMBER, 2021.**

**WESTFIELD CITY COMMON COUNCIL
HAMILTON COUNTY, INDIANA**

<u>Voting For</u>	<u>Voting Against</u>	<u>Abstain</u>
_____ James J. Edwards	_____ James J. Edwards	_____ James J. Edwards
_____ Scott Frei	_____ Scott Frei	_____ Scott Frei
_____ Jake Gilbert	_____ Jake Gilbert	_____ Jake Gilbert
_____ Mike Johns	_____ Mike Johns	_____ Mike Johns
_____ Troy Patton	_____ Troy Patton	_____ Troy Patton
_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric
_____ Scott Willis	_____ Scott Willis	_____ Scott Willis

ATTEST:

Cindy Gossard, Clerk-Treasurer

I hereby certify that RESOLUTION 21-140 was delivered to the Mayor of Westfield on the _____ day of _____, 2021, at _____ m.

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE Resolution 21-140
This _____ day of _____, 2021

I hereby VETO Resolution 21-140
This _____ day of _____, 2021

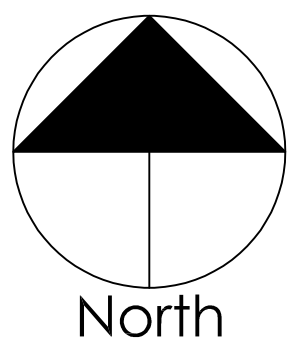
J. Andrew Cook, Mayor

J. Andrew Cook, Mayor



INSERTION SITE PLAN

SCALE 1"= 100'



ISSUE HISTORY		
No.	Date	Description

[illegible]

KENNETH LINIHAN
LICENSE # AR11600125

Westfield Apartments

Westfield, Indiana.

Drawn: _____

Checked: _____

Date: 11-23-2021

Project #: 0000

Site Plan

A1.02

RIGHT OF WAY EXTENSIONS FOR NORTH/SOUTH
BOULEVARD THROUGH SITE

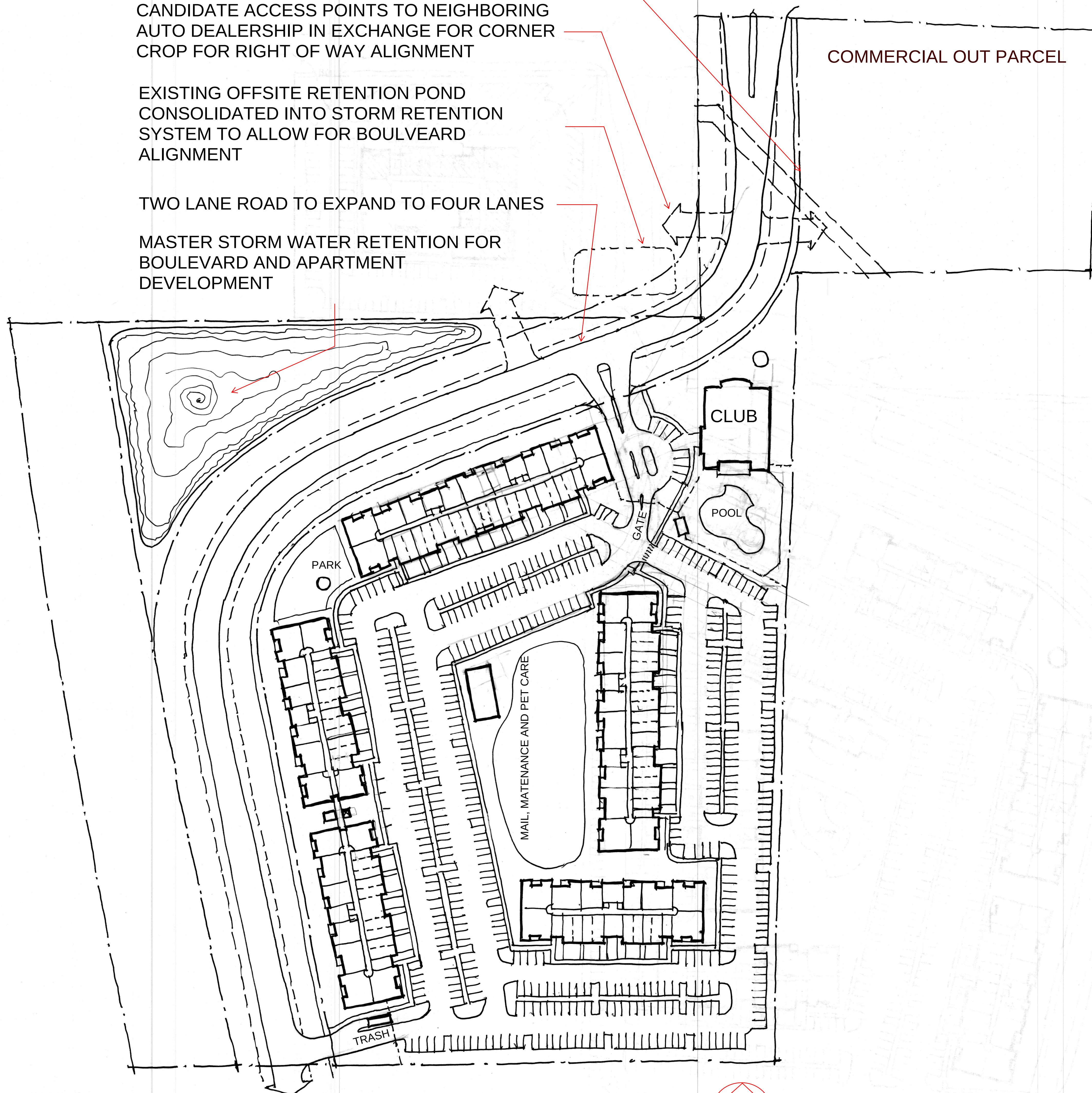
CANDIDATE ACCESS POINTS TO NEIGHBORING
AUTO DEALERSHIP IN EXCHANGE FOR CORNER
CROP FOR RIGHT OF WAY ALIGNMENT

EXISTING OFFSITE RETENTION POND
CONSOLIDATED INTO STORM RETENTION
SYSTEM TO ALLOW FOR BOULEVARD
ALIGNMENT

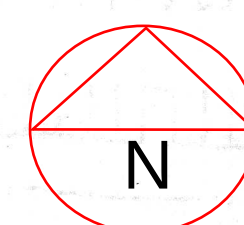
TWO LANE ROAD TO EXPAND TO FOUR LANES

MASTER STORM WATER RETENTION FOR
BOULEVARD AND APARTMENT
DEVELOPMENT

COMMERCIAL OUT PARCEL



CONCEPT SITE PLAN





BEL CANTO
— ASSET GROWTH FUND LLC —

**CAPITALIZE
OPTIMIZE
REALIZE**

BEL CANTO ASSET GROWTH FUND LEADERSHIP

THOMAS A. LEONARD

Chairman

Bel Canto & Forty-Two Apartment Management

- ✓ Firm Chairman of Obermayer, Rebmann, Maxwell & Hippel, full-service law firm and Philadelphia stalwart founded in 1904
- ✓ Invested alongside institutional investors as the Founder and Chairman of Regional Real Estate Investment Corporation (RREIC), an SEC approved full-service Evergreen real estate investment and advisory company managing an aggregate portfolio of \$2B
- ✓ Past member of Board of Directors of the Federal National Mortgage Association (FNMA)
- ✓ Former Chairman of the Disciplinary Board of the Supreme Court of Pennsylvania
- ✓ Elected Controller of the City of Philadelphia during the years 1979-1983
- ✓ Captain, United States Army (INF), Honorable Discharge
- ✓ Serves on various boards including and not limited to Independence Blue Cross, U.S. Facilities, The World Trade Center of Greater Philadelphia, Drexel University, PRWT, and Roman Catholic High School

JENNIFER A. NEVITT

Chief Executive Officer

Bel Canto & Forty-Two Apartment Management

- ✓ Founder and Inventor of YieldStar, the industry revenue pricing software utilized by the nation's top REITS
- ✓ Developed 3,370 multifamily units exceeding \$500M project costs as Development Partner with Rohdie Development
- ✓ Over a 40-year multifamily career, advised over \$10B of capitalized investments
- ✓ Trained over 20,000 multifamily professionals in the United States, national speaker and author
- ✓ Urban Land Institute Faculty – Responsible Multifamily Real Estate Development course
- ✓ Native of Indiana – Hamilton County, IN and attended Marian University, Indianapolis, IN





BEL CANTO ASSET GROWTH FUND LLC

- Formed by Thomas A. Leonard and Jennifer A. Nevitt
- Primary investment vehicle to develop, acquire and hold multifamily assets for the Leonard Family Trust
- Seeks investments in ground-up construction and value-add properties with an above average risk/reward ratio
- Co-investment alongside institutional equity and family offices
- Secures all debt and equity to capitalize opportunity in coordination with the underlying asset strategy
- Asset manager for all acquisitions; streamlined reporting and analytics
- Employs a long-term investment strategy while evaluating market conditions for optimal yield

FORTY-TWO PROPERTY MANAGEMENT LLC

- Formed by Thomas A. Leonard and Jennifer A. Nevitt
- Utilized as the property management platform to provide in house management and construction services for the multifamily investments of the Leonard Family Trust and select “Inner Circle”
- Focuses on consumer trends and construction efficiency, while specifying selections that will reduce maintenance and repair expenses over the asset’s lifetime
- Manages approximately \$1.6 billion AUM comprised of 5,000 apartment units
- Provides best-in-class property and construction management
- Experts in new construction lease-up and value add repositioning
- Nationwide footprint and scalability

CORPORATE OVERVIEW



Bel Canto Asset Growth Fund is a vertically integrated multifamily development company, operating alongside its asset and apartment management company, Forty-Two. Together, they employ over 250 team members with a national footprint from Washington State to Florida.

Bel Canto is built on the fundamentals of focused fiduciary responsibility and management by exception to maximize the value creation of the assets.

Bel Canto's business model focuses on optimizing yields and preserving capital utilizing proven best practices refined over the Principals' combined 90-year careers over ten real estate cycles.

Further, Bel Canto's strategy to build a diverse team bringing different experiences, cultures, and backgrounds, creates a dynamic to learn and adapt to new ideas, driving successful execution and maximizing returns on investments



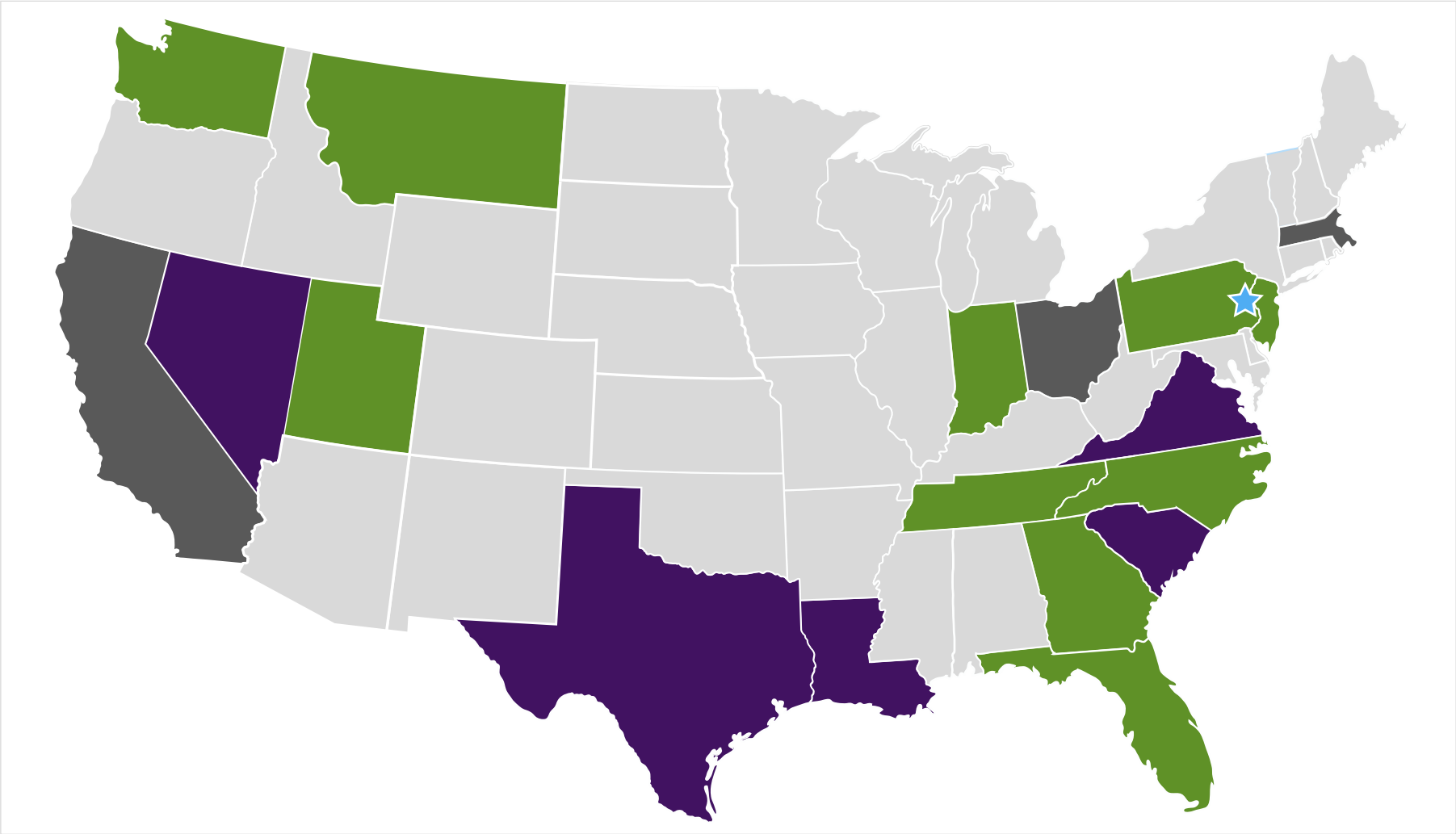
CORPORATE STATEMENT

EMBRACE AND SHARE THE RICHNESS OF DIVERSITY

A diverse pool of talent adds richness through different lenses of **knowledge, experiences, cultures and backgrounds**. Those who are driven to perform, learn, and adapt to new ideas and strive to **execute in real time will flourish and grow in a unique manner**.

Fair Housing is a core philosophy of all housing providers and developers and, to extend this philosophy and ideal to others, we must first provide an **inclusive workplace of equal opportunities** without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, disability, veteran status or any other protected category under federal, state and local law. All team members should be respectful to all persons even when their positions vary from one another, comfortably **bringing their authentic whole selves to work**, and sharing that richness in diversity with clients and fellow team members.

BEL CANTO NATIONAL FOOTPRINT



National Multifamily Relationships & Reach Capabilities

-  Development / Value-Add Assets
-  Forty-Two Management Contracts
-  Forty-Two Consulting Contracts
-  Home Office

WHY WESTFIELD?

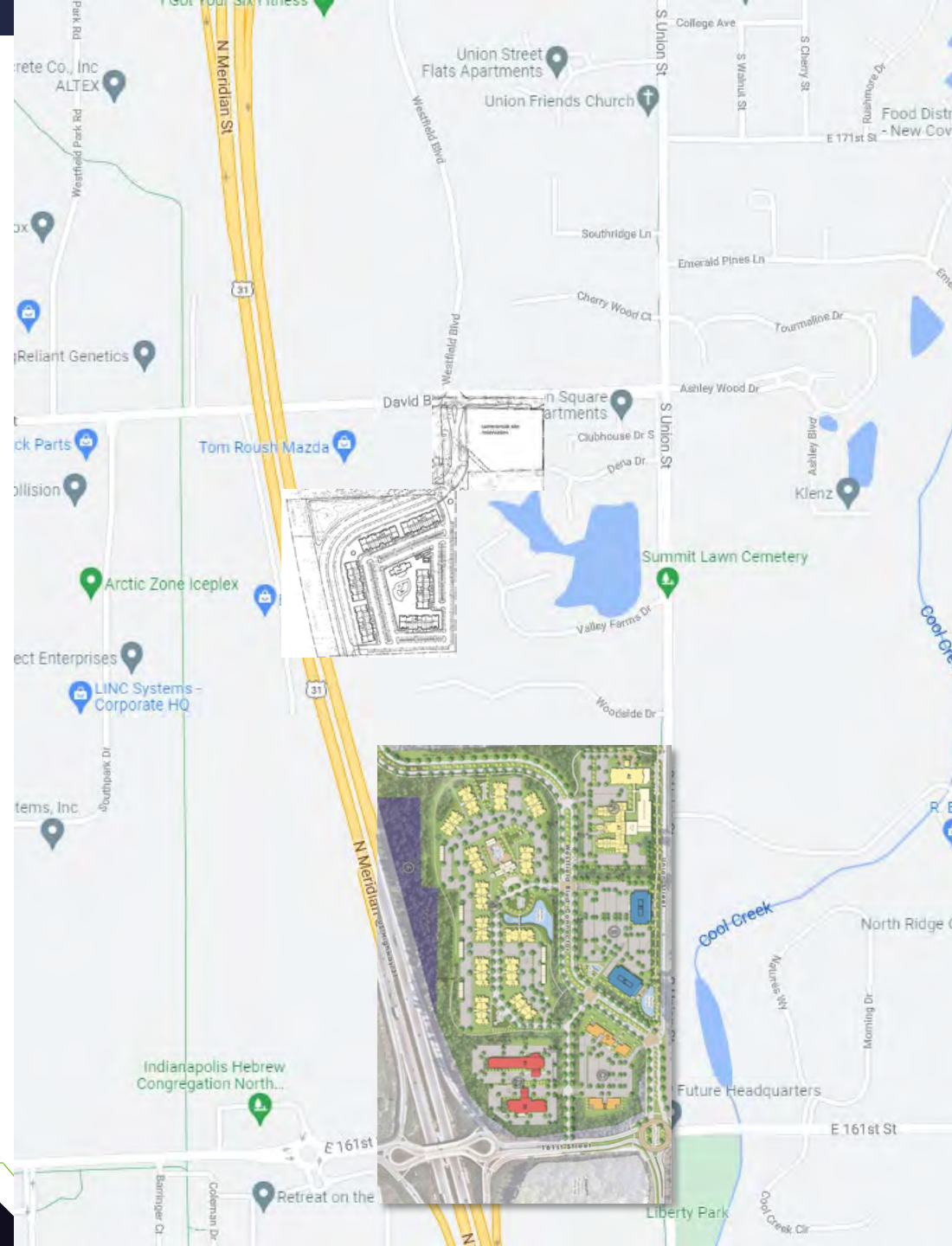
Hamilton County, Indiana native and Bel Canto CEO, Jennifer A. Nevitt has always wanted to come back to her midwestern Indianapolis roots. After working directly under Gene Glick and Frank Basile at the Gene B. Glick Company during her early career, the invaluable experience and skills she gained were some of the most fulfilling in her career.

Committed to being a part of the growth in Hamilton County years later, developing in the Indianapolis suburbs has always been a goal of Nevitt's.

The opportunity to be a part of the Westfield growth corridor and main thoroughfare expansion at its beginning stages is what attracted Bel Canto to this piece of land.



BEL CANTO & LANTERN COMMONS NEIGHBORING DEVELOPMENTS



WESTFIELD ECONOMY AT A GLANCE



POPULATION GROWTH
35.0%

Indianapolis MSA will jump from 30% in 2015 to nearly 35% by 2050, representing the fastest growing counties in the state



HOUSEHOLD INCOME
\$98,376

US median household average is \$62,843



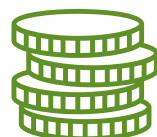
UNEMPLOYMENT RATE
2.9%

Compared to US average of 6.0%



10 YEAR JOB GROWTH
41.0%

Compared to US average of 33.5%



INCOME TAX RATE
4.2%

Compared to US average of 4.6%



HOME VALUE
\$394,461

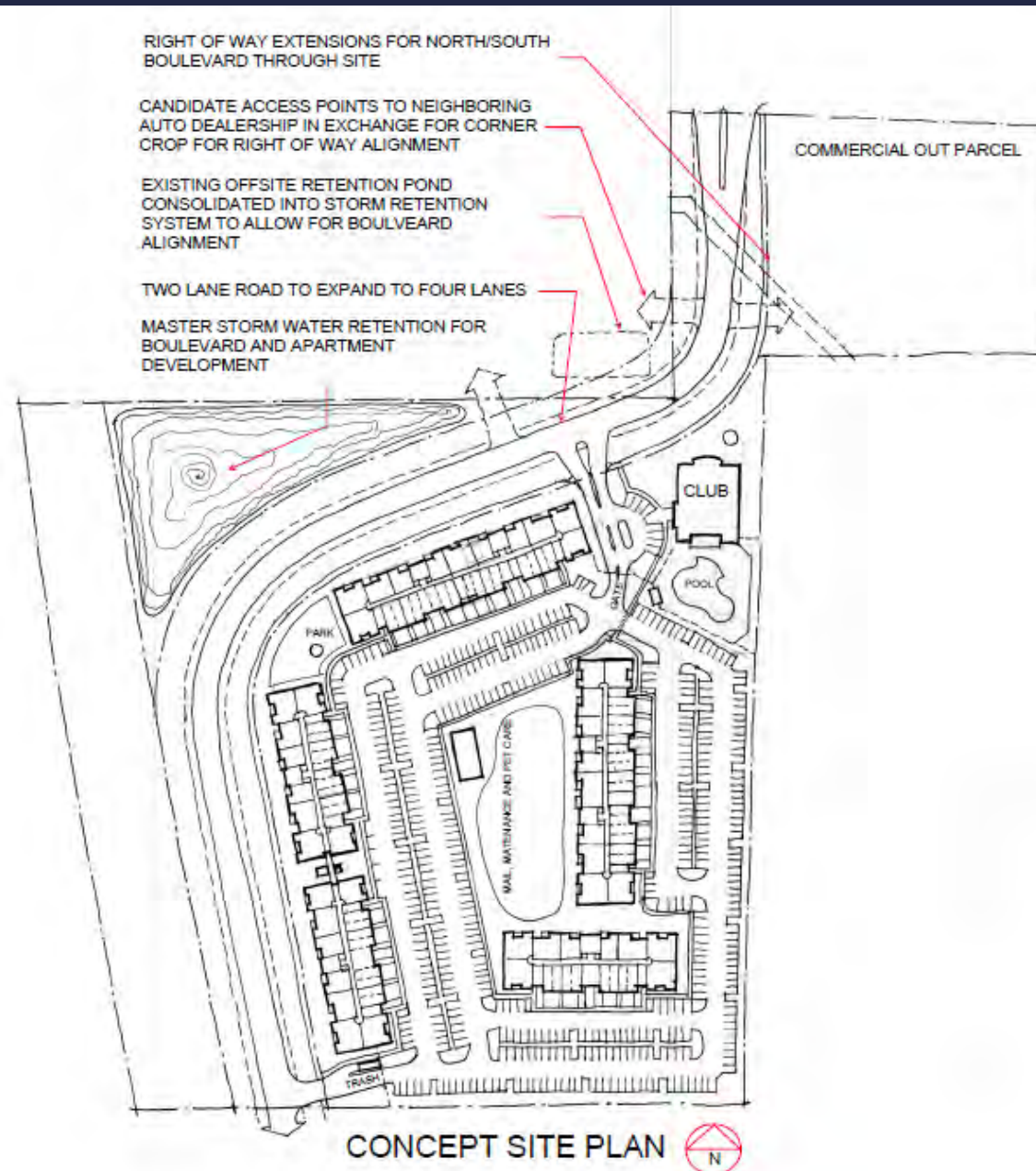
Increase in median sale price of 13.6% year over year

BEL CANTO – WESTFIELD RENDERING



BEL CANTO – WESTFIELD CONCEPTUAL SITE LAYOUT

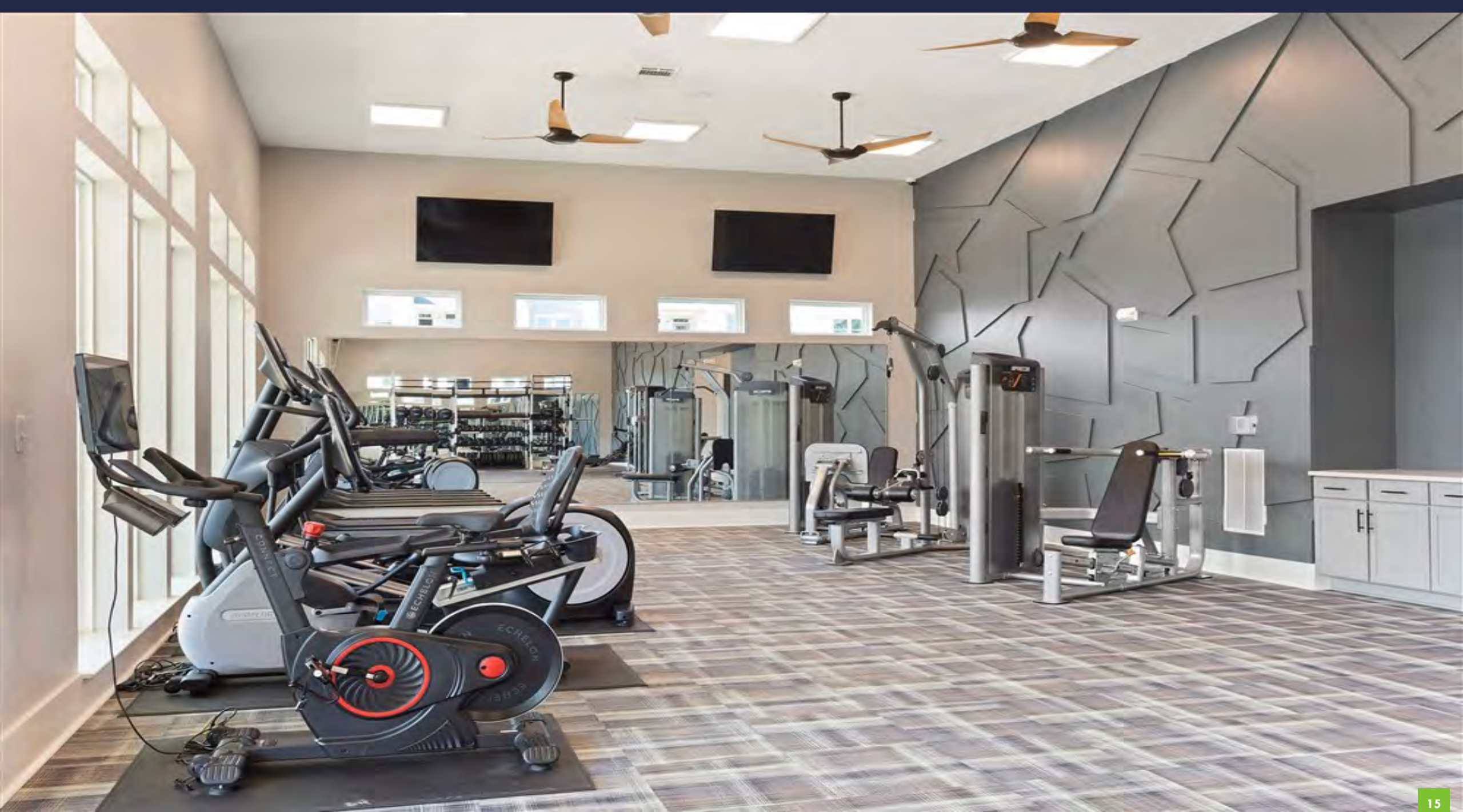
288 TOTAL MULTIFAMILY UNITS



























BEL CANTO
— ASSET GROWTH FUND LLC —



WeRespond@BelCantoAssetGrowthFund.com



6 E Germantown Pike
Plymouth Meeting, PA 19462



888.883.1142



DISCLAIMER

This Presentation is for informational purposes only and does not constitute an offer to sell or a solicitation of an offer to buy any securities of Bel Canto, Forty-Two, LLC or any affiliates.

Certain information contained herein represents or is based upon forward-looking statements or information, including descriptions of anticipated market changes, projected returns from unrealized investments and expectations of future activity.

Although we believe that such statements and information are based upon reasonable estimates and assumptions, forward-looking statements and information are inherently uncertain; accordingly, undue reliance should not be placed on such forward-looking statements and information.

In addition, certain information contained in the Presentation includes calculations or figures which have been prepared internally and have not been audited or verified by a third party. Use of different methods for preparing, calculating or presenting information may lead to different results and such differences may be material. Actual results may differ materially, including the possibility that an investor may lose some or all of any invested capital.

This Presentation may contain statistics and other data that in some cases has been obtained from or compiled from information made available by third-party providers. We have not independently verified such statistics or data.



This Presentation and its contents are strictly confidential. By acceptance, the recipient agrees to keep the Presentation and its contents confidential and not to disclose them to anyone except its legal and financial advisors and such members of its professional staff as are involved in evaluating the Presentation and the contents therein.

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 13, 2021

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 41 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 13 day of December, 2021

_____	_____	_____
_____	_____	_____
_____	_____	_____

Signatures of Governing Board

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

Purchase Invoice Register

City of Westfield

Report Date Range: 11/17/21..12/09/21

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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								
VEN001676	Riverview Hospital	APP087475	11/17/2021	101001119	ADM-HEALTH/DENTAL	Oct Clinic Hours	185.13	71717	11/17/2021
VEN000589	Duke Energy	APP087478	11/17/2021	101001341	ADM-ELECTRICITY	Electric	514.24	71716	11/17/2021
VEN001537	Payroll	APP087567	11/22/2021	101001111	ADM-SALARY	sal	7,047.21	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101001120	ADM-FICA /MEDICARE	fica	417.90	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101001120	ADM-FICA /MEDICARE	med	97.74	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101001121	ADM-PERF	perf	899.84	500000725	11/24/2021
VEN008760	BKD CPAs LLP	APP087634	11/24/2021	101001330	ADM-ATTORNEY/CONSULT	August Services	48,803.00		
VEN000534	Delta Dental	APP087801	12/1/2021	101001119	ADM-HEALTH/DENTAL	Dec Ins	40.62	71812	12/1/2021
VEN008075	Anthem Bank	APP087807	12/1/2021	101001119	ADM-HEALTH/DENTAL	Dec Medical	2,357.83	500000726	12/1/2021
VEN004479	Symetra Life Insurance	APP087814	12/1/2021	101001119	ADM-HEALTH/DENTAL	Dec Ins	6.50	71813	12/1/2021
VEN000513	DavisVision	APP087816	12/1/2021	101001119	ADM-HEALTH/DENTAL	Dec Ins	25.74	71811	12/1/2021
VEN009926	Jaco Indy Inc	APP088021	12/8/2021	101001343	ADM-BUILDING	City Hall back room repair	2,200.00		
VEN008965	First Class Cleaning Services Inc	APP088052	12/3/2021	101001343	ADM-BUILDING	City Hall	350.00		
VEN000917	Humane Society for Hamilton	APP088054	12/3/2021	101001349	ADM-SERVICES	Strays	6,483.00		
VEN001195	Krieg Devault LLP	APP088066	11/30/2021	101001330	ADM-ATTORNEY/CONSULT	Sports Complex	2,398.50		
VEN001195	Krieg Devault LLP	APP088067	11/30/2021	101001330	ADM-ATTORNEY/CONSULT	Trails Apartment Complex	128.00		
VEN001195	Krieg Devault LLP	APP088068	11/30/2021	101001330	ADM-ATTORNEY/CONSULT	Union Square	23,009.28		
VEN001195	Krieg Devault LLP	APP088069	11/30/2021	101001330	ADM-ATTORNEY/CONSULT	GEFT Outdoor	1,763.00		
VEN001195	Krieg Devault LLP	APP088070	11/30/2021	101001330	ADM-ATTORNEY/CONSULT	Fire Station	8,980.50		
VEN001195	Krieg Devault LLP	APP088071	11/30/2021	101001330	ADM-ATTORNEY/CONSULT	May Esler	45.00		
VEN001195	Krieg Devault LLP	APP088071	11/30/2021	101001330	ADM-ATTORNEY/CONSULT	June Esler	699.00		
VEN001195	Krieg Devault LLP	APP088072	11/30/2021	101001330	ADM-ATTORNEY/CONSULT	Wheeler Landing	9,402.40		
	Subtotal for Administration						115,854.43		
	Police								
VEN001676	Riverview Hospital	APP087475	11/17/2021	101002119	POLICE-HEALTH/DENTAL	Oct Clinic Hours	4,602.37	71717	11/17/2021
VEN000589	Duke Energy	APP087478	11/17/2021	101002341	POLICE-ELECTRICITY	Electric	3,236.76	71716	11/17/2021
VEN001537	Payroll	APP087567	11/22/2021	101002111	POLICE-SALARY	sal	243,125.22	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101002120	POLICE-FICA/MEDICARE	fica	14,526.79	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101002120	POLICE-FICA/MEDICARE	med	3,397.43	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101002121	POLICE-PERF	perf	32,973.32	500000725	11/24/2021
VEN006222	SuperFleet Master Card	APP087768	11/30/2021	101002226	POLICE-VEHICLE GAS/SUPP	Vehicle Gas	199.63	71807	11/30/2021
VEN000478	Crown Trophy	APP087769	11/30/2021	101002347	POLICE-PROMOTIONS	Service Awards	426.00		

Purchase Invoice Register

City of Westfield

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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									
Police									
VEN000345	Cave and Company Printing	APP087772	11/30/2021	101002337	POLICE-PRINTING	Department Letterhead	185.00		
VEN000569	Don Hinds Ford Inc	APP087773	11/30/2021	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	279.62		
VEN004465	Precision Arms of Indiana	APP087774	11/30/2021	101002345	POLICE-EQUIP REPAIR	8 Patrol Optics	3,227.00		
VEN001230	Leadsonline	APP087775	11/30/2021	101002350	POLICE-SUBSCRIPTIONS/D	Annual Subscription	2,062.06		
VEN000747	Galls	APP087776	11/30/2021	101002229	POLICE-UNIFORMS	ISP AX Vest	585.00		
VEN000747	Galls	APP087776	11/30/2021	101002229	POLICE-UNIFORMS	ISP AX Vest	603.00		
VEN009277	Nelson and Co LLC	APP087777	11/30/2021	101002229	POLICE-UNIFORMS	Uniforms-Gehlhausen	260.78		
VEN009277	Nelson and Co LLC	APP087777	11/30/2021	101002229	POLICE-UNIFORMS	Uniforms-Woods	62.89		
VEN002353	Boldens Cleaners	APP087778	11/30/2021	101002229	POLICE-UNIFORMS	Dry Cleaning	996.10		
VEN001993	Treasurer Of State of Indiana	APP087780	11/30/2021	101002349	POLICE-SERVICES	Breath Test Instrument Mainte	650.00		
VEN000534	Delta Dental	APP087801	12/1/2021	101002119	POLICE-HEALTH/DENTAL	Dec Ins	3,375.54	71812	12/1/2021
VEN008075	Anthem Bank	APP087807	12/1/2021	101002119	POLICE-HEALTH/DENTAL	Dec Medical	72,571.70	500000726	12/1/2021
VEN004479	Symetra Life Insurance	APP087814	12/1/2021	101002119	POLICE-HEALTH/DENTAL	Dec Ins	221.00	71813	12/1/2021
VEN000513	DavisVision	APP087816	12/1/2021	101002119	POLICE-HEALTH/DENTAL	Dec Ins	667.67	71811	12/1/2021
VEN001417	Napa Auto Parts	APP087997	12/8/2021	101002360	POLICE-VEHICLE REPAIR	Vehicle Battery	177.99		
VEN001417	Napa Auto Parts	APP087997	12/8/2021	101002360	POLICE-VEHICLE REPAIR	Vehicle Battery	222.75		
VEN001154	Kahlo Jeep	APP087998	12/8/2021	101002360	POLICE-VEHICLE REPAIR	LAMP-LICEN	43.28		
VEN009277	Nelson and Co LLC	APP087999	12/8/2021	101002229	POLICE-UNIFORMS	Uniforms-Adley	169.95		
VEN002116	Westfield Tire and Muffler	APP088000	12/8/2021	101002360	POLICE-VEHICLE REPAIR	Vehicle Tires	4,732.00		
VEN000478	Crown Trophy	APP088001	12/8/2021	101002347	POLICE-PROMOTIONS	Top Gun Awards	195.00		
VEN000314	C.A.R. Clinic	APP088002	12/8/2021	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	3,341.72		
VEN008965	First Class Cleaning Services Inc	APP088052	12/3/2021	101002343	POLICE-BUILDING MAINTEN	PSB	450.00		
VEN008965	First Class Cleaning Services Inc	APP088052	12/3/2021	101002343	POLICE-BUILDING MAINTEN	Lobby	50.00		
VEN005581	Newton Oil Company	APP088055	12/3/2021	101002226	POLICE-VEHICLE GAS/SUPP	Unleaded fuel	12,313.27		
VEN000942	Imagery LLC	APP088191	12/8/2021	101002347	POLICE-PROMOTIONS	PR Mugs	679.32		
VEN000942	Imagery LLC	APP088191	12/8/2021	101002347	POLICE-PROMOTIONS	Junior Clip on Badges	348.76		
VEN000942	Imagery LLC	APP088191	12/8/2021	101002347	POLICE-PROMOTIONS	Flashing Reflector Lights	539.72		
VEN000405	Citizens Energy Group	APP088196	12/8/2021	101002342	POLICE-WATER/SEWER	40 percent - police	334.32		
Subtotal for Police							411,832.96		
Economic and Community Development									
VEN001676	Riverview Hospital	APP087475	11/17/2021	101003119	ECD-HEALTH/DENTAL	Oct Clinic Hours	704.09	71717	11/17/2021
VEN001537	Payroll	APP087567	11/22/2021	101003111	ECD-SALARY	sal	29,576.49	500000725	11/24/2021

Purchase Invoice Register

City of Westfield

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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									
Economic and Community Development										
VEN001537	Payroll	APP087567	11/22/2021	101003120	ECD-FICA/MEDICARE	fica	1,769.02	500000725	11/24/2021	
VEN001537	Payroll	APP087567	11/22/2021	101003120	ECD-FICA/MEDICARE	med	413.71	500000725	11/24/2021	
VEN001537	Payroll	APP087567	11/22/2021	101003121	ECD-PERF	perf	4,199.86	500000725	11/24/2021	
VEN000534	Delta Dental	APP087801	12/1/2021	101003119	ECD-HEALTH/DENTAL	Dec Ins	535.38	71812	12/1/2021	
VEN008075	Anthem Bank	APP087807	12/1/2021	101003119	ECD-HEALTH/DENTAL	Dec Medical	10,872.02	500000726	12/1/2021	
VEN004479	Symetra Life Insurance	APP087814	12/1/2021	101003119	ECD-HEALTH/DENTAL	Dec Ins	36.92	71813	12/1/2021	
VEN000513	DavisVision	APP087816	12/1/2021	101003119	ECD-HEALTH/DENTAL	Dec Ins	118.09	71811	12/1/2021	
Subtotal for Economic and Community Development							48,225.58			
Parks										
VEN001676	Riverview Hospital	APP087475	11/17/2021	101005119	PARKS-HEALTH/DENTAL	Oct Clinic Hours	179.06	71717	11/17/2021	
VEN001537	Payroll	APP087567	11/22/2021	101005111	PARKS-SALARY	sal	9,747.95	500000725	11/24/2021	
VEN001537	Payroll	APP087567	11/22/2021	101005120	PARKS-FICA/MEDICARE	fica	580.19	500000725	11/24/2021	
VEN001537	Payroll	APP087567	11/22/2021	101005120	PARKS-FICA/MEDICARE	med	135.69	500000725	11/24/2021	
VEN001537	Payroll	APP087567	11/22/2021	101005121	PARKS-PERF	perf	1,245.04	500000725	11/24/2021	
VEN000876	Heinzman Lights at Night Inc	APP087728	11/30/2021	101005349	PARKS-SERVICES	Lights for WIL	2,591.00			
VEN000534	Delta Dental	APP087801	12/1/2021	101005119	PARKS-HEALTH/DENTAL	Dec Ins	155.48	71812	12/1/2021	
VEN008075	Anthem Bank	APP087807	12/1/2021	101005119	PARKS-HEALTH/DENTAL	Dec Medical	3,422.32	500000726	12/1/2021	
VEN004479	Symetra Life Insurance	APP087814	12/1/2021	101005119	PARKS-HEALTH/DENTAL	Dec Ins	13.00	71813	12/1/2021	
VEN000513	DavisVision	APP087816	12/1/2021	101005119	PARKS-HEALTH/DENTAL	Dec Ins	36.94	71811	12/1/2021	
VEN000480	CSI Signs	APP088019	12/8/2021	101005347	PARKS-PROMOTION	Dry Erase on Foamboard	133.41			
VEN000876	Heinzman Lights at Night Inc	APP088026	12/8/2021	101005349	PARKS-SERVICES	WIL	713.00			
VEN005717	Background Investigation Bureau	APP088038	12/2/2021	101005349	PARKS-SERVICES	0	501.30			
VEN009810	Kayla Arnold	APP088061	12/6/2021	101005223	PARKS-OFFICE SUPPLIES	Office Supplies	223.00			
VEN009928	Oglebay Resort and Conference	APP088167	12/9/2021	101005334	PARKS-TRAVEL/TRAINING/S	Mix and McCarty Training	3,208.54			
Subtotal for Parks							22,885.92			
Economic Dev										
VEN001676	Riverview Hospital	APP087475	11/17/2021	101006119	ECONOMIC DEV-HEALTH/D	Oct Clinic Hours	34.90	71717	11/17/2021	
VEN001537	Payroll	APP087567	11/22/2021	101006111	ECONOMIC DEV-SALARY	sal	3,367.31	500000725	11/24/2021	
VEN001537	Payroll	APP087567	11/22/2021	101006120	ECONOMIC DEV-FICA/MEDI	fica	208.55	500000725	11/24/2021	
VEN001537	Payroll	APP087567	11/22/2021	101006120	ECONOMIC DEV-FICA/MEDI	med	48.77	500000725	11/24/2021	
VEN001537	Payroll	APP087567	11/22/2021	101006121	ECONOMIC DEV-PERF	perf	478.16	500000725	11/24/2021	

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Fund No.	Fund Name									
101	General									
	Economic Dev									
	VEN000534	Delta Dental	APP087801	12/1/2021	101006119	ECONOMIC DEV-HEALTH/D	Dec Ins	20.86	71812	12/1/2021
	VEN008075	Anthem Bank	APP087807	12/1/2021	101006119	ECONOMIC DEV-HEALTH/D	Dec Medical	579.00	500000726	12/1/2021
	VEN004479	Symetra Life Insurance	APP087814	12/1/2021	101006119	ECONOMIC DEV-HEALTH/D	Dec Ins	3.25	71813	12/1/2021
	VEN000513	DavisVision	APP087816	12/1/2021	101006119	ECONOMIC DEV-HEALTH/D	Dec Ins	5.60	71811	12/1/2021
	Subtotal for Economic Dev							4,746.40		
	Informatics									
	VEN001676	Riverview Hospital	APP087475	11/17/2021	101007119	IT-HEALTH/DENTAL	Oct Clinic Hours	391.50	71717	11/17/2021
	VEN001537	Payroll	APP087567	11/22/2021	101007111	IT-SALARY	sal	16,785.42	500000725	11/24/2021
	VEN001537	Payroll	APP087567	11/22/2021	101007120	IT-FICA/MEDICARE	fica	975.23	500000725	11/24/2021
	VEN001537	Payroll	APP087567	11/22/2021	101007120	IT-FICA/MEDICARE	med	228.07	500000725	11/24/2021
	VEN001537	Payroll	APP087567	11/22/2021	101007121	IT-PERF	perf	2,383.53	500000725	11/24/2021
	VEN002050	Verizon Wireless	APP087676	11/29/2021	101007332	IT-CELLULAR/PAGERS/MOBI	Cell phones and air cards	5,509.85	71804	11/30/2021
	VEN006394	GoToKiosk LLC	APP087677	11/29/2021	101007331	IT-CONSULTING	GHP kiosk updates	2,000.00		
	VEN008285	EnvelopIQ LLC	APP087678	11/29/2021	101007451	IT-COMPUTER/EQUIP	GP Audio System Maint	562.50		
	VEN008285	EnvelopIQ LLC	APP087679	11/29/2021	101007451	IT-COMPUTER/EQUIP	TF Media room service	1,275.00		
	VEN000534	Delta Dental	APP087801	12/1/2021	101007119	IT-HEALTH/DENTAL	Dec Ins	269.80	71812	12/1/2021
	VEN008075	Anthem Bank	APP087807	12/1/2021	101007119	IT-HEALTH/DENTAL	Dec Medical	6,390.93	500000726	12/1/2021
	VEN004479	Symetra Life Insurance	APP087814	12/1/2021	101007119	IT-HEALTH/DENTAL	Dec Ins	19.50	71813	12/1/2021
	VEN000513	DavisVision	APP087816	12/1/2021	101007119	IT-HEALTH/DENTAL	Dec Ins	62.68	71811	12/1/2021
	VEN003729	Metronet	APP087939	12/2/2021	101007335	IT-TELEPHONE	Land lines and long distance	2,456.80	71818	12/7/2021
	VEN000604	Eastern Engineering Supply	APP087996	12/2/2021	101007224	IT-OPERATING SUPPLIES	Vinyl Banner and cartridges	839.70		
	VEN005146	Konica Minolta Business	APP088031	11/30/2021	101007337	IT-PRINTING	Click charges	199.36		
	VEN007067	Service Express Inc	APP088058	12/3/2021	101007349	IT-SERVICES	Annual Maint coverage	5,220.00		
	VEN009256	Leane Hieber	APP088059	11/29/2021	101007334	IT-TRAVEL/TRAINING/SEMIN	URISA Conference	27.85		
	VEN000616	Egov Strategies	APP088065	11/30/2021	101007331	IT-CONSULTING	Website Project Grand Juncti	5,705.00		
	VEN006331	enVista llc	APP088169	12/8/2021	101007349	IT-SERVICES	SharePoint Monitoring	920.00		
	VEN004591	Virtusa Corporation	APP088176	12/8/2021	101007331	IT-CONSULTING	November Firewall Protection	1,400.00		
	VEN005996	Konica Minolta Premier Fin	APP088177	12/8/2021	101007337	IT-PRINTING	Copy Machine rentals	1,053.89		
	VEN005134	Lifeline Data Centers	APP088178	12/8/2021	101007349	IT-SERVICES	Dec services	778.50		
	VEN008516	Granite Telecommunications	APP088180	12/8/2021	101007349	IT-SERVICES	Nov services	843.16		
	VEN008516	Granite Telecommunications	APP088180	12/8/2021	101007349	IT-SERVICES	Dec services	845.17		
	VEN004591	Virtusa Corporation	APP088185	12/9/2021	101007349	IT-SERVICES	Nov Firewall services	789.00		

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Fund No.	Fund Name									
101	General									
	Informatics									
	VEN007897	Konica Minolta Prem Fin 2	APP088199	12/9/2021	101007337	IT-PRINTING	Copy machine rentals Sta 82	77.70		
	VEN000604	Eastern Engineering Supply	APP088205	12/9/2021	101007223	IT-OFFICE SUPPLIES	Tyvek Banner	839.70		
	Subtotal for Informatics							58,849.84		
	Clerk Treasurer									
	VEN001676	Riverview Hospital	APP087475	11/17/2021	101008119	CT-HEALTH/DENTAL	Oct Clinic Hours	259.48	71717	11/17/2021
	VEN001537	Payroll	APP087567	11/22/2021	101008111	CT-SALARY	sal	22,790.74	500000725	11/24/2021
	VEN001537	Payroll	APP087567	11/22/2021	101008120	CT-FICA/MEDICARE	fica	1,351.08	500000725	11/24/2021
	VEN001537	Payroll	APP087567	11/22/2021	101008120	CT-FICA/MEDICARE	med	315.98	500000725	11/24/2021
	VEN001537	Payroll	APP087567	11/22/2021	101008121	CT-PERF	perf	2,799.07	500000725	11/24/2021
	VEN007097	Webster and Garino LLC	APP087706	11/29/2021	101008330	CT-LEGAL CONSULTING	November retainer	4,000.00		
	VEN007097	Webster and Garino LLC	APP087706	11/29/2021	101008330	CT-LEGAL CONSULTING	December retainer	4,000.00		
	VEN007097	Webster and Garino LLC	APP087707	11/29/2021	101008330	CT-LEGAL CONSULTING	Mayor Appointed Review	10,309.50		
	VEN007097	Webster and Garino LLC	APP087708	11/29/2021	101008330	CT-LEGAL CONSULTING	Mayors 3rd Lawsuit	1,652.00		
	VEN007097	Webster and Garino LLC	APP087709	11/29/2021	101008330	CT-LEGAL CONSULTING	IT issues	1,298.50		
	VEN001940	The Times	APP087730	11/30/2021	101008338	CT-LEGAL NOTICES	Addl Appropriations	19.34		
	VEN001940	The Times	APP087731	11/30/2021	101008338	CT-LEGAL NOTICES	Addl Appropriation	21.19		
	VEN001349	Micha Farrar	APP087762	11/30/2021	101008223	CT-OFFICE SUPPLIES	Office Chair	198.99	71805	11/30/2021
	VEN000140	APT US&C	APP087779	11/30/2021	101008350	CT-SUBSCRIPTIONS/DUES/	Membership renewal	199.00		
	VEN001469	O W Krohn and Associates	APP087783	11/30/2021	101008349	CT-SERVICES	Oct services	1,177.50		
	VEN000534	Delta Dental	APP087801	12/1/2021	101008119	CT-HEALTH/DENTAL	Dec Ins	220.74	71812	12/1/2021
	VEN008075	Anthem Bank	APP087807	12/1/2021	101008119	CT-HEALTH/DENTAL	Dec Medical	4,230.68	500000726	12/1/2021
	VEN004479	Symetra Life Insurance	APP087814	12/1/2021	101008119	CT-HEALTH/DENTAL	Dec Ins	18.46	71813	12/1/2021
	VEN000513	DavisVision	APP087816	12/1/2021	101008119	CT-HEALTH/DENTAL	Dec Ins	62.68	71811	12/1/2021
	VEN001406	Municipal Code	APP087870	12/3/2021	101008349	CT-SERVICES	Annual support fee	250.00		
	VEN001826	Staples	APP088013	12/9/2021	101008223	CT-OFFICE SUPPLIES	Office Supplies	223.69		
	VEN001826	Staples	APP088014	12/9/2021	101008223	CT-OFFICE SUPPLIES	Office Supplies	229.35		
	Subtotal for Clerk Treasurer							55,627.97		
	Mayor									
	VEN001676	Riverview Hospital	APP087475	11/17/2021	101009119	MAYOR-HEALTH/DENTAL	Oct Clinic Hours	91.05	71717	11/17/2021
	VEN001537	Payroll	APP087567	11/22/2021	101009111	MAYOR-SALARY	sal	4,575.54	500000725	11/24/2021
	VEN001537	Payroll	APP087567	11/22/2021	101009120	MAYOR- FICA/MEDICARE	fica	275.02	500000725	11/24/2021
	VEN001537	Payroll	APP087567	11/22/2021	101009120	MAYOR- FICA/MEDICARE	med	64.32	500000725	11/24/2021

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Fund No.	Fund Name								
101	General								
	Mayor								
VEN001537	Payroll	APP087567	11/22/2021	101009121	MAYOR-PERF	perf	649.73	500000725	11/24/2021
VEN000534	Delta Dental	APP087801	12/1/2021	101009119	MAYOR-HEALTH/DENTAL	Dec Ins	40.62	71812	12/1/2021
VEN008075	Anthem Bank	APP087807	12/1/2021	101009119	MAYOR-HEALTH/DENTAL	Dec Medical	1,271.53	500000726	12/1/2021
VEN004479	Symetra Life Insurance	APP087814	12/1/2021	101009119	MAYOR-HEALTH/DENTAL	Dec Ins	1.69	71813	12/1/2021
VEN000513	DavisVision	APP087816	12/1/2021	101009119	MAYOR-HEALTH/DENTAL	Dec Ins	12.87	71811	12/1/2021
VEN001913	The Bridgewater Club LLC	APP088051	12/1/2021	101009347	MAYOR-PROMOTIONS	Lunch Meetings	48.26		
	Subtotal for Mayor						7,030.63		
	Public Works								
VEN001676	Riverview Hospital	APP087475	11/17/2021	101013119	PW-HEALTH AND DENTAL	Oct Clinic Hours	1,619.10	71717	11/17/2021
VEN000589	Duke Energy	APP087478	11/17/2021	101013341	PW-ELECTRIC	Electric	2,882.23	71716	11/17/2021
VEN000589	Duke Energy	APP087478	11/17/2021	101013341	PW-ELECTRIC	Electric	815.82	71716	11/17/2021
VEN002336	Citizens Westfield	APP087543	11/19/2021	101013342	PW-WATER/SEWER	PW	102.78	71738	11/23/2021
VEN000589	Duke Energy	APP087556	11/22/2021	101013341	PW-ELECTRIC	PW	70.30	71718	11/22/2021
VEN001537	Payroll	APP087567	11/22/2021	101013111	PW-SALARY	sal	47,782.56	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101013120	PW-FICA/MEDICARE	fica	2,812.09	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101013120	PW-FICA/MEDICARE	med	657.67	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101013121	PW-PERF	perf	7,395.28	500000725	11/24/2021
VEN005709	Service Sanitation Inc	APP087630	11/24/2021	101013349	PW-CONTRACTUAL SERVIC	Deer Walk	134.75		
VEN005709	Service Sanitation Inc	APP087630	11/24/2021	101013349	PW-CONTRACTUAL SERVIC	166th St	117.75		
VEN002139	Williams Creek Management	APP087680	11/29/2021	101013349	PW-CONTRACTUAL SERVIC		8,800.00		
VEN000534	Delta Dental	APP087801	12/1/2021	101013119	PW-HEALTH AND DENTAL	Dec Ins	1,015.80	71812	12/1/2021
VEN008075	Anthem Bank	APP087807	12/1/2021	101013119	PW-HEALTH AND DENTAL	Dec Medical	22,689.43	500000726	12/1/2021
VEN004479	Symetra Life Insurance	APP087814	12/1/2021	101013119	PW-HEALTH AND DENTAL	Dec Ins	81.25	71813	12/1/2021
VEN000513	DavisVision	APP087816	12/1/2021	101013119	PW-HEALTH AND DENTAL	Dec Ins	214.37	71811	12/1/2021
VEN000589	Duke Energy	APP087836	12/1/2021	101013341	PW-ELECTRIC	PW	69.52	71815	12/1/2021
VEN002336	Citizens Westfield	APP087837	12/1/2021	101013328	PW-HEAT/GAS	Mill St	37.76	71814	12/1/2021
VEN002336	Citizens Westfield	APP087837	12/1/2021	101013342	PW-WATER/SEWER	PW	665.04	71814	12/1/2021
VEN005403	BrightView Landscapes LLC	APP088016	12/8/2021	101013349	PW-CONTRACTUAL SERVIC	November Janitorial	11,562.76		
VEN005403	BrightView Landscapes LLC	APP088016	12/8/2021	101013349	PW-CONTRACTUAL SERVIC	November US 31	11,460.00		
VEN009860	Appraising Indiana LLC	APP088025	12/8/2021	101013349	PW-CONTRACTUAL SERVIC	17001 Ditch Rd	1,200.00		
VEN005717	Background Investigation Bureau	APP088038	12/2/2021	101013349	PW-CONTRACTUAL SERVIC	Background check	11.95		
VEN008965	First Class Cleaning Services Inc	APP088052	12/3/2021	101013343	PW-BLDG MAINT	CSC cleaning	600.00		

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Fund No.	Fund Name								
101	General								
	Public Works								
VEN008965	First Class Cleaning Services Inc	APP088052	12/3/2021	101013343	PW-BLDG MAINT	CSC floor cleaning	200.00		
VEN008965	First Class Cleaning Services Inc	APP088052	12/3/2021	101013343	PW-BLDG MAINT	PW workout facility	60.00		
VEN000608	Eco-Infrastructure Solution	APP088078	12/2/2021	101013224	PW-OPERATING SUPPLIES	Paint	1,663.75		
VEN003736	Wesco Distribution	APP088095	11/29/2021	101013229	PW-UNIFORMS	Liners for jackets	95.39		
VEN003323	Recreation InSites LLC	APP088096	11/29/2021	101013345	PW-EQUIP REPAIR	Kompan repair	294.00		
	Subtotal for Public Works						125,111.35		
	Grand Park								
VEN000920	Huntington National Bank	APP087626	11/23/2021	101015131	GP-TAX LEASE BD 2016 TSF	revenue BD 2016 Adm fee	400.00	71803	11/23/2021
	Subtotal for Grand Park						400.00		
	Communications								
VEN001676	Riverview Hospital	APP087475	11/17/2021	101020119	COMM-HEALTH/DENTAL	Oct Clinic Hours	294.38	71717	11/17/2021
VEN001537	Payroll	APP087567	11/22/2021	101020111	COMM-SALARY	sal	3,995.20	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101020120	COMM-FICA/MEDICARE	fica	239.80	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101020120	COMM-FICA/MEDICARE	med	56.09	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101020121	COMM-PERF	perf	567.32	500000725	11/24/2021
VEN000534	Delta Dental	APP087801	12/1/2021	101020119	COMM-HEALTH/DENTAL	Dec Ins	41.72	71812	12/1/2021
VEN008075	Anthem Bank	APP087807	12/1/2021	101020119	COMM-HEALTH/DENTAL	Dec Medical	1,158.00	500000726	12/1/2021
VEN004479	Symetra Life Insurance	APP087814	12/1/2021	101020119	COMM-HEALTH/DENTAL	Dec Ins	6.50	71813	12/1/2021
VEN000513	DavisVision	APP087816	12/1/2021	101020119	COMM-HEALTH/DENTAL	Dec Ins	11.20	71811	12/1/2021
	Subtotal for Communications						6,370.21		
	Customer Service								
VEN001676	Riverview Hospital	APP087475	11/17/2021	101021119	CUSTOMER SERV-HEALTH/	Oct Clinic Hours	440.05	71717	11/17/2021
VEN001537	Payroll	APP087567	11/22/2021	101021111	CUSTOMER SERV-SALARY	sal	5,783.57	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101021120	CUSTOMER SERV- FICA/ME	fica	338.36	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101021120	CUSTOMER SERV- FICA/ME	med	79.14	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101021121	CUSTOMER SERV- PERF	perf	821.27	500000725	11/24/2021
VEN000534	Delta Dental	APP087801	12/1/2021	101021119	CUSTOMER SERV-HEALTH/	Dec Ins	183.24	71812	12/1/2021
VEN008075	Anthem Bank	APP087807	12/1/2021	101021119	CUSTOMER SERV-HEALTH/	Dec Medical	4,156.92	500000726	12/1/2021
VEN004479	Symetra Life Insurance	APP087814	12/1/2021	101021119	CUSTOMER SERV-HEALTH/	Dec Ins	9.75	71813	12/1/2021
VEN000513	DavisVision	APP087816	12/1/2021	101021119	CUSTOMER SERV-HEALTH/	Dec Ins	25.74	71811	12/1/2021
VEN005717	Background Investigation Bureau	APP088038	12/2/2021	101021349	CUSTOMER SERV-SERV CO	Background check	11.95		
	Subtotal for Customer Service						11,849.99		

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Fund No. Fund Name									
101 General									
Human Resources									
VEN001676	Riverview Hospital	APP087475	11/17/2021	101022119	HR-HEALTH/DENTAL	Oct Clinic Hours	145.67	71717	11/17/2021
VEN001537	Payroll	APP087567	11/22/2021	101022111	HR -SALARY	sal	5,844.20	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101022120	HR-FICA/MEDICARE	fica	349.56	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101022120	HR-FICA/MEDICARE	med	81.75	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	101022121	HR PERF	perf	829.88	500000725	11/24/2021
VEN000534	Delta Dental	APP087801	12/1/2021	101022119	HR-HEALTH/DENTAL	Dec Ins	106.32	71812	12/1/2021
VEN008075	Anthem Bank	APP087807	12/1/2021	101022119	HR-HEALTH/DENTAL	Dec Medical	2,373.84	500000726	12/1/2021
VEN004479	Symetra Life Insurance	APP087814	12/1/2021	101022119	HR-HEALTH/DENTAL	Dec Ins	6.50	71813	12/1/2021
VEN000513	DavisVision	APP087816	12/1/2021	101022119	HR-HEALTH/DENTAL	Dec Ins	25.74	71811	12/1/2021
VEN009058	ISolved Benefit Services	APP088011	12/8/2021	101022334	HR- TRAINING	Open Enrollment	504.00		
Subtotal for Human Resources							10,267.46		
Subtotal for Fund 101 General							879,052.74		
Fund No. Fund Name									
201 Motor Vehicle Highway (MVH)									
Public Works									
VEN001676	Riverview Hospital	APP087475	11/17/2021	201013119	MVH-HEALTH/DENTAL	Oct Clinic Hours	216.98	71717	11/17/2021
VEN000589	Duke Energy	APP087478	11/17/2021	201013341	MVH-ELECTRIC	Electric	2,706.69	71716	11/17/2021
VEN001537	Payroll	APP087567	11/22/2021	201013111	MVH-SALARY	sal	7,833.74	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	201013120	MVH-FICA/MEDICARE	fica	459.60	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	201013120	MVH-FICA/MEDICARE	med	107.49	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	201013121	MVH-PERF	perf	1,112.39	500000725	11/24/2021
VEN006426	DISA, Inc	APP087632	11/24/2021	201013349	MVH-CONTRACTUAL SERV	Drug testing	179.25		
VEN001676	Riverview Hospital	APP087635	11/24/2021	201013349	MVH-CONTRACTUAL SERV	Physical	85.00		
VEN001173	Kenworth of Indianapolis	APP087636	11/24/2021	201013345	MVH-EQUIP REPAIR	Repairs to 1192	7,557.77		
VEN001173	Kenworth of Indianapolis	APP087637	11/24/2021	201013345	MVH-EQUIP REPAIR	Repairs to 1192	135.92		
VEN000534	Delta Dental	APP087801	12/1/2021	201013119	MVH-HEALTH/DENTAL	Dec Ins	191.78	71812	12/1/2021
VEN008075	Anthem Bank	APP087807	12/1/2021	201013119	MVH-HEALTH/DENTAL	Dec Medical	3,547.61	500000726	12/1/2021
VEN004479	Symetra Life Insurance	APP087814	12/1/2021	201013119	MVH-HEALTH/DENTAL	Dec Ins	9.75	71813	12/1/2021
VEN000513	DavisVision	APP087816	12/1/2021	201013119	MVH-HEALTH/DENTAL	Dec Ins	25.74	71811	12/1/2021
VEN001384	Milestone Contractors LP	APP088003	12/9/2021	201013231	MVH-SUBGRADE MATERIAL	Surface	226.00		
VEN009767	General Truck Sales	APP088004	12/9/2021	201013345	MVH-EQUIP REPAIR	Western Star repair	2,320.84		

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Fund No.	Fund Name								
201	Motor Vehicle Highway (MVH)								
	Public Works								
VEN000166	Auto Outfitters	APP088005	12/9/2021	201013360	MVH-VEHICLE REPAIR	Blue Tooth Radios	2,925.00		
VEN001758	SealMaster Indianapolis	APP088008	12/9/2021	201013231	MVH-SUBGRADE MATERIAL	Asphalt Binder	227.97		
VEN001758	SealMaster Indianapolis	APP088008	12/9/2021	201013231	MVH-SUBGRADE MATERIAL	Asphalt Binder	354.95		
VEN001464	Northside Garage Door System	APP088015	12/8/2021	201013349	MVH-CONTRACTUAL SERV	Street Barn garage doors	399.00		
VEN006285	Ceres Solutions Cooperative	APP088017	12/8/2021	201013226	MVH-VEHICLE GAS/ SUPPLI	Fuel	312.40		
VEN000223	Best Equipment Co Inc	APP088034	11/30/2021	201013345	MVH-EQUIP REPAIR	Street Sweeper Repairs	857.40		
VEN001363	Mid-state Truck Equipment	APP088048	12/1/2021	201013345	MVH-EQUIP REPAIR	Snow Plows	1,592.47		
VEN005581	Newton Oil Company	APP088055	12/3/2021	201013226	MVH-VEHICLE GAS/ SUPPLI	Unleaded fuel	10,198.89		
VEN001384	Milestone Contractors LP	APP088073	11/29/2021	201013231	MVH-SUBGRADE MATERIAL	Surface	234.09		
VEN003382	McGavic Outdoor Power	APP088080	11/29/2021	201013345	MVH-EQUIP REPAIR	Snow Blower	284.79		
VEN003382	McGavic Outdoor Power	APP088081	11/29/2021	201013345	MVH-EQUIP REPAIR	Salt Spreader for Kubota UTV	3,838.25		
VEN003382	McGavic Outdoor Power	APP088082	11/29/2021	201013345	MVH-EQUIP REPAIR	Brine Unit for Kubota UTVs	7,331.80		
VEN006426	DISA Inc	APP088089	11/29/2021	201013349	MVH-CONTRACTUAL SERV	Drug testing	101.00		
VEN000258	Bobcat Of Indy North	APP088094	11/29/2021	201013345	MVH-EQUIP REPAIR	Parts for Echo Hedge Trimme	28.15		
VEN001708	RPM Machinery	APP088098	12/2/2021	201013345	MVH-EQUIP REPAIR	Stump Grinder	6,225.00		
VEN001723	Scott K Osborne	APP088099	12/2/2021	201013345	MVH-EQUIP REPAIR	Plow parts	281.08		
VEN000975	Indiana Oxygen Company	APP088101	12/2/2021	201013345	MVH-EQUIP REPAIR	Acetylene	168.44		
VEN001498	Ott Equipment Service	APP088168	12/9/2021	201013472	MVH-EQUIP	Jack Stand Fore and Aft Kit	7,755.00		
	Subtotal for Public Works						69,832.23		
	Subtotal for Fund 201 Motor Vehicle Highway (MVH)						69,832.23		
Fund No.	Fund Name								
202	Local Road and Street (LRS)								
	Public Works								
VEN002038	USI Consultants Inc	APP087722	11/29/2021	202013349	LRS-SERVICES	Preliminary Engineering for 1	9,650.40		
VEN002038	USI Consultants Inc	APP087723	11/29/2021	202013349	LRS-SERVICES	161st St Drainage Improveme	4,454.00		
VEN002842	Precision Concrete	APP088006	12/9/2021	202013432	LRS-SIDEWALK	Sidewalk Repair	3,353.44		
VEN002842	Precision Concrete	APP088007	12/9/2021	202013432	LRS-SIDEWALK	Sidewalk repair	816.38		
VEN003309	Cripe	APP088085	11/29/2021	202013349	LRS-SERVICES	COW Parking Lot layout	2,750.00		
VEN007388	Boone County Resource	APP088100	12/2/2021	202013432	LRS-SIDEWALK	Street Sweeper	1,166.00		

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Fund No. Fund Name									
202 Local Road and Street (LRS)									
Public Works									
VEN001778	Shelby Materials	APP088102	12/2/2021	202013432	LRS-SIDEWALK	Concrete Replacement	437.50		
Subtotal for Public Works							22,627.72		
Subtotal for Fund 202 Local Road and Street (LRS)							22,627.72		
Fund No. Fund Name									
203 Fire Operating									
Fire									
VEN001676	Riverview Hospital	APP087475	11/17/2021	203012119	FIRE-HEALTH/DENTAL	Oct Clinic Hours	5,100.09	71717	11/17/2021
VEN000589	Duke Energy	APP087478	11/17/2021	203012341	FIRE-ELECTRIC	Electric	3,236.76	71716	11/17/2021
VEN000589	Duke Energy	APP087478	11/17/2021	203012341	FIRE-ELECTRIC	Electric	1,041.72	71716	11/17/2021
VEN000589	Duke Energy	APP087478	11/17/2021	203012341	FIRE-ELECTRIC	Electric	820.07	71716	11/17/2021
VEN000589	Duke Energy	APP087478	11/17/2021	203012346	FIRE-TORNADO SIREN	Sirens	75.95	71716	11/17/2021
VEN009231	CenterPoint Energy	APP087544	11/19/2021	203012328	FIRE-GAS/HEAT	Sta 82	66.05	71733	11/23/2021
VEN001537	Payroll	APP087567	11/22/2021	203012111	FIRE-SALARY	sal	224,546.86	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	203012111	FIRE-SALARY	fire ltd	2,599.18	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	203012120	FIRE-FICA AND MEDICARE	fica	13,303.44	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	203012120	FIRE-FICA AND MEDICARE	med	3,111.26	500000725	11/24/2021
VEN001537	Payroll	APP087567	11/22/2021	203012121	FIRE-PERF	perf	36,950.18	500000725	11/24/2021
VEN000903	Hoosier Fire Equipment	APP087682	11/29/2021	203012229	FIRE-UNIFORMS	cairns visor	319.85		
VEN007814	Teleflex	APP087683	11/29/2021	203012224	FIRE-OPERATING SUPPLIES	Needles - EMS Supplies	62.50		
VEN000266	Bound Tree Medical	APP087684	11/29/2021	203012224	FIRE-OPERATING SUPPLIES	EMS Supplies	5.25		
VEN000065	Airgas Mid America	APP087685	11/29/2021	203012224	FIRE-OPERATING SUPPLIES	oxygen	39.36		
VEN002148	Witmer Public Safety Group	APP087687	11/29/2021	203012229	FIRE-UNIFORMS	gloves and gear bag	692.76		
VEN008762	Henry Schein Inc	APP087688	11/29/2021	203012224	FIRE-OPERATING SUPPLIES	EMS Supplies	625.39		
VEN009863	Taylor DeBaun	APP087689	11/29/2021	203012229	FIRE-UNIFORMS	shoe reimbursement	65.00		
VEN009862	Tracy Rumble	APP087690	11/29/2021	203012334	FIRE-TRAVEL/TRAINING/SE	Fire Inspector 1 Class	300.00		
VEN007353	Reliable Transmission Serv Midwest	APP087691	11/29/2021	203012360	FIRE-VEHICLE MAINT	Engine 82-transmission contr	1,429.90		
VEN001464	Northside Garage Door System	APP087692	11/29/2021	203012343	FIRE-BUILDING MAINTENAN	Station 83 Garage door 4 rep	1,925.94		
VEN001676	Riverview Hospital	APP087693	11/29/2021	203012224	FIRE-OPERATING SUPPLIES	EMS Supplies	1,499.16		
VEN001341	MES-Indiana	APP087694	11/29/2021	203012229	FIRE-UNIFORMS	interceptor hoods	1,131.10		

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Fund No. Fund Name									
203 Fire Operating									
Fire									
VEN000534	Delta Dental	APP087801	12/1/2021	203012119	FIRE-HEALTH/DENTAL	Dec Ins	3,901.65	71812	12/1/2021
VEN008075	Anthem Bank	APP087807	12/1/2021	203012119	FIRE-HEALTH/DENTAL	Dec Medical	79,493.51	500000726	12/1/2021
VEN004479	Symetra Life Insurance	APP087814	12/1/2021	203012119	FIRE-HEALTH/DENTAL	Dec Ins	240.50	71813	12/1/2021
VEN000513	DavisVision	APP087816	12/1/2021	203012119	FIRE-HEALTH/DENTAL	Dec Ins	814.25	71811	12/1/2021
VEN002336	Citizens Westfield	APP087838	12/1/2021	203012342	FIRE-WATER/SEWER	Sta 82	232.75	71814	12/1/2021
VEN005584	The Accumed Group	APP087869	12/3/2021	203012349	FIRE-SERVICES	Billing Service Fee	4,244.54		
VEN005403	BrightView Landscapes LLC	APP087871	12/3/2021	203012343	FIRE-BUILDING MAINTENAN	Fertilizer - 81,82,83	560.00		
VEN005651	ISFSI	APP087872	12/3/2021	203012350	FIRE-SUBSCRIPTIONS/DUE	membership renewal	125.00		
VEN000689	Federal Field Services LLC	APP087873	12/3/2021	203012346	FIRE-TORNADO SIREN	siren inspections	4,550.00		
VEN007356	Ascension St Vincent	APP087874	12/3/2021	203012354	FIRE-MEDICAL EXAMS/TEST	Fit for duty exam	130.55		
VEN007296	First Arriving LLC	APP087875	12/3/2021	203012350	FIRE-SUBSCRIPTIONS/DUE	renewal	3,504.00		
VEN006285	Ceres Solutions Cooperative	APP087876	12/3/2021	203012226	FIRE-VEHICLE GAS/SUPPLIE	fuel - 81	1,560.07		
VEN007441	Conway Shields	APP087878	12/3/2021	203012229	FIRE-UNIFORMS	shield for photographer	55.00		
VEN000065	Airgas Mid America	APP087879	12/3/2021	203012224	FIRE-OPERATING SUPPLIES	oxygen	148.00		
VEN008762	Henry Schein Inc	APP087880	12/3/2021	203012224	FIRE-OPERATING SUPPLIES	EMS Supplies	980.32		
VEN000483	Cummins Crosspoint LLC	APP087881	12/3/2021	203012360	FIRE-VEHICLE MAINT	sensors-E82 and thermostat,g	678.50		
VEN000266	Bound Tree Medical	APP087882	12/3/2021	203012224	FIRE-OPERATING SUPPLIES	EMS Supplies	918.72		
VEN000644	Enviro-max Inc	APP087948	12/3/2021	203012343	FIRE-BUILDING MAINTENAN	Ice machine repair sta 81	300.70		
VEN002123	Westfield-Washington Schools	APP087950	12/2/2021	203012223	FIRE-OFFICE SUPPLIES	Paper	28.55		
VEN006285	Ceres Solutions Cooperative	APP087951	12/2/2021	203012226	FIRE-VEHICLE GAS/SUPPLIE	fuel	3,300.78		
VEN009225	Meridian Health Services	APP087952	12/2/2021	203012354	FIRE-MEDICAL EXAMS/TEST	testing	95.00		
VEN000903	Hoosier Fire Equipment	APP087953	12/2/2021	203012229	FIRE-UNIFORMS	5 helmets	1,614.10		
VEN001676	Riverview Hospital	APP087954	12/2/2021	203012224	FIRE-OPERATING SUPPLIES	Nov. EMS Supplies	458.45		
VEN008965	First Class Cleaning Services Inc	APP088052	12/3/2021	203012343	FIRE-BUILDING MAINTENAN	Lobby	50.00		
VEN005581	Newton Oil Company	APP088055	12/3/2021	203012226	FIRE-VEHICLE GAS/SUPPLIE	Unleaded fuel	1,707.49		
VEN000266	Bound Tree Medical	APP088143	12/8/2021	203012224	FIRE-OPERATING SUPPLIES	EMS Supplies	915.96		
VEN005980	Fire Services Inc	APP088186	12/8/2021	203012360	FIRE-VEHICLE MAINT	Engine 81,82,83	1,557.94		
VEN000903	Hoosier Fire Equipment	APP088187	12/8/2021	203012472	FIRE-EQUIP	repairs on Scott X3 Pro	232.05		
VEN002326	OREILLY AUTO	APP088188	12/8/2021	203012360	FIRE-VEHICLE MAINT	parts for 2019 F150	260.27		
VEN001417	Napa Auto Parts	APP088189	12/8/2021	203012360	FIRE-VEHICLE MAINT	supplies for vehicle maint.	1,234.80		
VEN000488	Custom Truck and Auto	APP088190	12/8/2021	203012360	FIRE-VEHICLE MAINT	tire repair	22.00		
VEN006285	Ceres Solutions Cooperative	APP088192	12/8/2021	203012226	FIRE-VEHICLE GAS/SUPPLIE	fuel	2,629.93		

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Fund No. Fund Name									
203 Fire Operating									
Fire									
VEN008762	Henry Schein Inc	APP088193	12/8/2021	203012224	FIRE-OPERATING SUPPLIES	EMS Supplies	107.96		
VEN002148	Witmer Public Safety Group	APP088195	12/8/2021	203012229	FIRE-UNIFORMS	gear bags - 7	396.83		
VEN000405	Citizens Energy Group	APP088196	12/8/2021	203012342	FIRE-WATER/SEWER	60 percent - Fire	501.47		
VEN003382	McGavic Outdoor Power	APP088197	12/8/2021	203012360	FIRE-VEHICLE MAINT	Ladder 381	270.17		
Subtotal for Fire							416,769.58		
Subtotal for Fund 203 Fire Operating							416,769.58		
Fund No. Fund Name									
204 Park Impact									
Public Works									
VEN003323	Recreation InSites LLC	APP087633	11/24/2021	204013474	PW-PARK IMPACT CONSTR	Drain tile	7,500.00		
VEN006597	ATEC Inc	APP088018	12/8/2021	204013472	PARK IMPACT-EQUIPMENT	161st Monon Trail Camera	1,073.00		
VEN005272	SHI International	APP088029	11/30/2021	204013472	PARK IMPACT-EQUIPMENT	Trail camera server	10,284.67		
VEN005272	SHI International	APP088084	11/29/2021	204013472	PARK IMPACT-EQUIPMENT	GJ camera server	10,284.67		
Subtotal for Public Works							29,142.34		
Subtotal for Fund 204 Park Impact							29,142.34		
Fund No. Fund Name									
206 Parks Programming/Events									
Parks									
VEN009865	Carmel Road Racing Group	APP087729	11/30/2021	206005349	PARKS PROGRAM-SERVICE	Donut 5K	250.00		
VEN006806	HVAF of Indiana	APP087883	12/3/2021	206005347	PARKS PROGRAM-PROMOT	Grand Run Partnership	700.00		
VEN001716	Runyon Equipment Rental	APP088020	12/8/2021	206005347	PARKS PROGRAM-PROMOT	WIL	1,145.00		
VEN009810	Kayla Arnold	APP088061	12/6/2021	206005347	PARKS PROGRAM-PROMOT	Supplies for WIL 11/25	51.96		
VEN009810	Kayla Arnold	APP088061	12/6/2021	206005347	PARKS PROGRAM-PROMOT	Event Supply 12/1	13.95		
VEN009810	Kayla Arnold	APP088061	12/6/2021	206005347	PARKS PROGRAM-PROMOT	Event Supply WIL 12/2	47.97		
VEN000917	Humane Society for Hamilton	APP088182	12/8/2021	206005347	PARKS PROGRAM-PROMOT	Barktoberfest	3,000.00		
Subtotal for Parks							5,208.88		
Subtotal for Fund 206 Parks Programming/Events							5,208.88		

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Fund No. Fund Name									
239 Law Enforcement									
Police									
VEN001052	Indiana University	APP087767	11/30/2021	239002334	LAW ENFORCE-TRAVEL/TR	Tuition-Stubbs	1,593.88	71806	11/30/2021
VEN009783	Vance's Law Enforcement	APP087770	11/30/2021	239002334	LAW ENFORCE-TRAVEL/TR	Training Ammo	2,495.06		
VEN004910	NASRO	APP087771	11/30/2021	239002334	LAW ENFORCE-TRAVEL/TR	Basic SRO Class-Hopkins	520.00		
Subtotal for Police							4,608.94		
Subtotal for Fund 239 Law Enforcement							4,608.94		
Fund No. Fund Name									
264 Road and Street Improvement (Road Impact)									
Public Works									
VEN000833	Hamilton Co Superior Court	APP087681	11/29/2021	264013400	ROAD IMPACT-LAND PURC	Ferraro case	36,900.00	71808	12/1/2021
VEN009864	Pure SEP LLC	APP087695	11/29/2021	264013474	ROAD IMPACT-CONSTRUCT	road impact fee reimburseme	310,880.00		
VEN000103	American Structurepoint Inc	APP087724	11/29/2021	264013349	ROAD IMPACT-SERVICES	SR 32 Reconstruction Prelimi	49,097.00		
VEN002709	Lochmueller Group Inc	APP087726	11/29/2021	264013474	ROAD IMPACT-CONSTRUCT	East Street North Ext - CE - 2	52,612.76		
VEN005475	Estridge Development Mgmt	APP088056	12/3/2021	264013349	ROAD IMPACT-SERVICES	Harmony Road Impact	51,273.60		
VEN001364	Midwest Paving LLC	APP088088	11/29/2021	264013474	ROAD IMPACT-CONSTRUCT	Carrington Resurface	83,801.09		
VEN002067	VS Engineering	APP088097	12/2/2021	264013474	ROAD IMPACT-CONSTRUCT	Westfield Connector Trails Ju	8,435.13		
VEN002067	VS Engineering	APP088097	12/2/2021	264013474	ROAD IMPACT-CONSTRUCT	Westfield Connector Trails Ju	10,933.00		
Subtotal for Public Works							603,932.58		
Subtotal for Fund 264 Road and Street Improvement (Road Impact)							603,932.58		
Fund No. Fund Name									
269 Training Facility Center									
Public Safety (Police and Fire)									
VEN000589	Duke Energy	APP087478	11/17/2021	269014341	TRAINING FAC-ELECTRIC	Electric	355.06	71716	11/17/2021
VEN000405	Citizens Energy Group	APP087542	11/19/2021	269014342	TRAINING FAC-WATER/SE	Training Facility	33.74	71737	11/23/2021
VEN000434	Comcast Cable	APP087545	11/19/2021	269014350	TRAINING FAC-SUBSCRIPTI	Training Facility	294.64	71739	11/23/2021
VEN008965	First Class Cleaning Services Inc	APP088052	12/3/2021	269014343	TRAINING FAC-BUILDING M	Training Facility	95.00		
VEN007763	Jeff's Lawn Care	APP088194	12/8/2021	269014349	TRAINING FAC-SERVICES	October-November Mowing	540.00		
Subtotal for Public Safety (Police and Fire)							1,318.44		
Subtotal for Fund 269 Training Facility Center							1,318.44		

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Fund No. Fund Name									
326 LIT Bond 2018									
Grand Park									
VEN002178	Capital One Public Funding	APP087865	12/3/2021	326015380	LIT BONDS 2018-PRINCIPAL	LIT Bonds 2018	435,000.00	500000728	12/6/2021
VEN002178	Capital One Public Funding	APP087865	12/3/2021	326015381	LIT BONDS 2018-INTEREST	LIT Bonds 2018	433,538.00	500000728	12/6/2021
Subtotal for Grand Park							868,538.00		
Subtotal for Fund 326 LIT Bond 2018							868,538.00		
Fund No. Fund Name									
347 Go Bond7 2018 Debt Service									
Police									
VEN007501	Chase	APP087863	12/3/2021	347002380	GO BOND7 2018 DB PRINCI	2018 GO Bond	152,224.47	500000727	12/30/2021
VEN007501	Chase	APP087863	12/3/2021	347002381	GO BOND7 2018 DB INT-PD	2018 GO Bond	2,186.37	500000727	12/30/2021
Subtotal for Police							154,410.84		
Fire									
VEN007501	Chase	APP087863	12/3/2021	347012380	GO BOND7 2018 DB PRINCI	2018 GO Bond	132,984.47	500000727	12/30/2021
VEN007501	Chase	APP087863	12/3/2021	347012381	GO BOND7 2018 DB INT-FD	2018 GO Bond	1,910.27	500000727	12/30/2021
Subtotal for Fire							134,894.74		
Public Works									
VEN007501	Chase	APP087863	12/3/2021	347013380	GO BOND7 2018 DB PRINCI	2018 GO Bond	234,384.47	500000727	12/30/2021
VEN007501	Chase	APP087863	12/3/2021	347013381	GO BOND7 2018 DB INT-PW	2018 GO Bond	3,365.36	500000727	12/30/2021
Subtotal for Public Works							237,749.83		
Subtotal for Fund 347 Go Bond7 2018 Debt Service							527,055.41		
Fund No. Fund Name									
348 GO Bond 2019									
Public Works									
VEN002019	United Consulting	APP087725	11/29/2021	348013474	GO BOND 2019 PW CONST	Monon Tunnel at 161st PE Se	23,381.40		
Subtotal for Public Works							23,381.40		
Subtotal for Fund 348 GO Bond 2019							23,381.40		
Fund No. Fund Name									
349 GO Bond8 2019 Debt Service									
Police									
VEN007501	Chase	APP087864	12/3/2021	349002380	GO BOND8 2019 DB PRIN-P	2019 GO Bond	156,740.22	71817	12/6/2021

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Fund No.	Fund Name								
349	GO Bond8 2019 Debt Service								
	Police								
VEN007501	Chase	APP087864	12/3/2021	349002381	GO BOND8 2019 DB INT-PD	2019 GO Bond	9,910.08	71817	12/6/2021
	Subtotal for Police						166,650.30		
	Informatics								
VEN007501	Chase	APP087864	12/3/2021	349007380	GO BOND8 2019 DB PRIN-IT	2019 GO Bond	8,900.22	71817	12/6/2021
VEN007501	Chase	APP087864	12/3/2021	349007381	GO BOND8 2019 DB INT-IT	2019 GO Bond	566.59	71817	12/6/2021
	Subtotal for Informatics						9,466.81		
	Fire								
VEN007501	Chase	APP087864	12/3/2021	349012380	GO BOND8 2019 DB PRIN-F	2019 GO Bond	97,890.22	71817	12/6/2021
VEN007501	Chase	APP087864	12/3/2021	349012380	GO BOND8 2019 DB PRIN-F	2019 GO Bond	6,190.76	71817	12/6/2021
	Subtotal for Fire						104,080.98		
	Public Works								
VEN007501	Chase	APP087864	12/3/2021	349013380	GO BOND8 2019 DB PRIN-P	2019 GO Bond	286,210.22	71817	12/6/2021
VEN007501	Chase	APP087864	12/3/2021	349013381	GO BOND8 2019 DB INT-PW	2019 GO Bond	18,092.58	71817	12/6/2021
	Subtotal for Public Works						304,302.80		
	Subtotal for Fund 349 GO Bond8 2019 Debt Service						584,500.89		
Fund No.	Fund Name								
350	GO Bond 2020								
	Fire								
VEN000903	Hoosier Fire Equipment	APP087686	11/29/2021	350012472	GO BOND 2020 FD EQUIP	equip - new hires	55,720.00		
VEN000903	Hoosier Fire Equipment	APP087877	12/3/2021	350012472	GO BOND 2020 FD EQUIP	nozzles	13,984.70		
	Subtotal for Fire						69,704.70		
	Subtotal for Fund 350 GO Bond 2020						69,704.70		
Fund No.	Fund Name								
361	Grand Junction Ban Construction								
	Public Works								
VEN008079	F A Wilhelm Construction Co	APP087718	11/29/2021	361013474	GRAND JUNC BAN CONST-	GMP #2 and #3 as approved	4,940,130.87		
VEN008765	RATIO Architects	APP087720	11/29/2021	361013349	GRAND JUN BAN CONST-C	Grand Junction Plaza CA, VE	31,745.00		
VEN008079	F A Wilhelm Construction Co	APP087995	12/9/2021	361013474	GRAND JUNC BAN CONST-	GMP #2 and #3 as approved	1,643,416.24		
VEN002234	Land Collective LLC	APP088087	11/29/2021	361013349	GRAND JUN BAN CONST-C	GJP CA Bidding Sept	11,575.00		

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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									
361	Grand Junction Ban Construction								
	Public Works								
VEN002234	Land Collective LLC	APP088087	11/29/2021	361013349	GRAND JUN BAN CONST-C	GJP CA Bidding Oct	5,923.85		
	Subtotal for Public Works						6,632,790.96		
	Subtotal for Fund 361 Grand Junction Ban Construction						6,632,790.96		
Fund No. Fund Name									
440	Cash w/Fiscal Agent-COIT 2016 Sinkfd								
	Grand Park								
VEN000920	Huntington National Bank	APP087867	12/3/2021	440015380	CWFA-COIT BD16 PRINCIPA	2016 Bond	665,000.00	400000106	12/6/2021
VEN000920	Huntington National Bank	APP087867	12/3/2021	440015381	CWFA-COIT BD16 INTERES	2016 Bond	299,907.88	400000106	12/6/2021
	Subtotal for Grand Park						964,907.88		
	Subtotal for Fund 440 Cash w/Fiscal Agent-COIT 2016 Sinkfd						964,907.88		
Fund No. Fund Name									
442	Cash W/Fiscal Agent-Operating								
	Grand Park								
VEN000920	Huntington National Bank	APP087547	11/19/2021	442015349	CWFA-COIT BD16 OPER TR	Bond 2016 Admin fees	400.00		
VEN000920	Huntington National Bank	APP087867	12/3/2021	442015349	CWFA-COIT BD16 OPER TR	2016 Bond	1,092.12	400000106	12/6/2021
	Subtotal for Grand Park						1,492.12		
	Subtotal for Fund 442 Cash W/Fiscal Agent-Operating						1,492.12		
Fund No. Fund Name									
556	Community Crossing Grant								
	Public Works								
VEN009766	DC Construction Services Inc	APP087781	11/30/2021	556013349	COMMUNITY CROSSING GR	2021 Resurfacing	735,724.81		
	Subtotal for Public Works						735,724.81		
	Subtotal for Fund 556 Community Crossing Grant						735,724.81		

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Fund No. Fund Name									
560	NE 196th-SR38 Grant								
	Public Works								
VEN002709	Lochmueller Group Inc	APP087726	11/29/2021	560013349	NE ST 196TH-SR38 SERV	East Street North Ext - CE - 8	210,451.03		
	Subtotal for Public Works						210,451.03		
	Subtotal for Fund 560 NE 196th-SR38 Grant						210,451.03		
Fund No. Fund Name									
640	Sports Campus Operating								
	Grand Park								
VEN001676	Riverview Hospital	APP087476	11/17/2021	640015119	SPORTS CAMPUS-HEALTH/	Oct Clinic Hours	245.82	3706	11/17/2021
VEN000589	Duke Energy	APP087479	11/17/2021	640015341	SPORTS CAMPUS-ELECTRI	Diam	6,860.80	3705	11/17/2021
VEN000589	Duke Energy	APP087479	11/17/2021	640015341	SPORTS CAMPUS-ELECTRI	Field	7,311.03	3705	11/17/2021
VEN000589	Duke Energy	APP087479	11/17/2021	640015341	SPORTS CAMPUS-ELECTRI	General	2,562.66	3705	11/17/2021
VEN001537	Payroll	APP087566	11/22/2021	640015111	SPORTS CAMPUS-SALARY	sal	12,694.46	100000181	11/24/2021
VEN001537	Payroll	APP087566	11/22/2021	640015120	SPORTS CAMPUS-FICA/ME	fica	771.28	100000181	11/24/2021
VEN001537	Payroll	APP087566	11/22/2021	640015120	SPORTS CAMPUS-FICA/ME	med	180.38	100000181	11/24/2021
VEN001537	Payroll	APP087566	11/22/2021	640015121	SPORTS CAMPUS-PERF	perf	1,597.86	100000181	11/24/2021
VEN002336	Citizens Westfield	APP087697	11/29/2021	640015342	SPORTS CAMPUS-WAT SE	Field	134.38	3735	11/29/2021
VEN002336	Citizens Westfield	APP087697	11/29/2021	640015342	SPORTS CAMPUS-WAT SE	Field	135.66	3735	11/29/2021
VEN000534	Delta Dental	APP087802	12/1/2021	640015119	SPORTS CAMPUS-HEALTH/	Dec Ins	188.66	3737	12/1/2021
VEN008075	Anthem Bank	APP087805	12/1/2021	640015119	SPORTS CAMPUS-HEALTH/	Dec Medical	4,000.60	100000180	12/1/2021
VEN004479	Symetra Life Insurance	APP087811	12/1/2021	640015119	SPORTS CAMPUS-HEALTH/	Dec Ins	13.00	3738	12/1/2021
VEN000513	DavisVision	APP087815	12/1/2021	640015119	SPORTS CAMPUS-HEALTH/	Dec Ins	42.54	3736	12/1/2021
VEN002336	Citizens Westfield	APP087839	12/1/2021	640015342	SPORTS CAMPUS-WAT SE	Field	258.57	3739	12/1/2021
VEN002336	Citizens Westfield	APP087839	12/1/2021	640015342	SPORTS CAMPUS-WAT SE	Field	266.80	3739	12/1/2021
VEN003729	Metronet	APP087940	12/2/2021	640015224	SPORTS CAMPUS-OPERATI	Field	59.61	3740	12/7/2021
VEN003729	Metronet	APP087940	12/2/2021	640015224	SPORTS CAMPUS-OPERATI	Diam	59.61	3740	12/7/2021
VEN000480	CSI Signs	APP088024	12/8/2021	640015337	SPORTS CAMPUS-PRINTIN	Field Closed Signs	968.82		
VEN002228	Indiana Sports Properties	APP088027	11/30/2021	640015349	SPORTS CAMPUS-SERVICE	October IN Fire Juniors	5,250.00		
VEN009061	Trimax Mowing Systems	APP088030	11/30/2021	640015345	SPORTS CAMPUS-EQUIP R	Parts for mower	724.92		
VEN001277	Macallister Machinery Co	APP088032	11/30/2021	640015472	SPORTS CAMPUS-EQUIPME	Straight Boom	50.00		
VEN001716	Runyon Equipment Rental	APP088033	11/30/2021	640015472	SPORTS CAMPUS-EQUIPME	Tractor Drawbar	1,100.00		
VEN001637	Ray's Trash Service	APP088035	11/30/2021	640015349	SPORTS CAMPUS-SERVICE	Trash	750.00		
VEN009859	Gage Wrin	APP088039	12/2/2021	640015347	SPORTS CAMPUS-PROMOTI	GP Football coaching	120.00		

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Fund No. Fund Name									
640 Sports Campus Operating									
Grand Park									
VEN009858	Evan Wright	APP088040	12/2/2021	640015347	SPORTS CAMPUS-PROMOTI	GP Football coaching	120.00		
VEN009857	Jackson Smart	APP088041	12/2/2021	640015347	SPORTS CAMPUS-PROMOTI	GP Football coaching	120.00		
VEN009856	Jacob Paska	APP088042	12/2/2021	640015347	SPORTS CAMPUS-PROMOTI	GP Football coaching	120.00		
VEN009439	Brady Simmons	APP088043	12/2/2021	640015347	SPORTS CAMPUS-PROMOTI	GP Football coaching	120.00		
VEN009853	Justin Donahoe	APP088044	12/2/2021	640015347	SPORTS CAMPUS-PROMOTI	GP Football coaching	120.00		
VEN009852	Benjamin Decker	APP088045	12/2/2021	640015347	SPORTS CAMPUS-PROMOTI	GP Football coaching	120.00		
VEN009854	Patrick ORourke	APP088046	12/2/2021	640015347	SPORTS CAMPUS-PROMOTI	GP Football coaching	120.00		
VEN009855	Andrew Page	APP088047	12/2/2021	640015347	SPORTS CAMPUS-PROMOTI	GP Football coaching	120.00		
VEN009851	Evan Castor	APP088050	12/2/2021	640015347	SPORTS CAMPUS-PROMOTI	GP Football coaching	120.00		
VEN006285	Ceres Solutions Cooperative	APP088062	11/30/2021	640015226	SPORTS CAMPUS-GAS	Fuel	662.44		
VEN009260	Scheib OHara Scheib LLC	APP088074	11/29/2021	640015331	SPORT CAMPUS-CONSULTI	Dec GP Footbal	5,000.00		
VEN008257	Ferguson Facilities Supply	APP088079	11/19/2021	640015224	SPORTS CAMPUS-OPERATI	Restroom soap	503.27		
VEN001277	Macallister Machinery Co	APP088083	11/29/2021	640015472	SPORTS CAMPUS-EQUIPME	Dry Prime Diesel Trash Pum	4,285.00		
VEN001277	Macallister Machinery Co	APP088083	11/29/2021	640015472	SPORTS CAMPUS-EQUIPME	Dry Prime Diesel Trash Pum	135.00		
VEN001277	Macallister Machinery Co	APP088083	11/29/2021	640015472	SPORTS CAMPUS-EQUIPME	Landscape Tiller	305.00		
VEN001277	Macallister Machinery Co	APP088083	11/29/2021	640015472	SPORTS CAMPUS-EQUIPME	Scissor	173.00		
VEN001465	Northside Trailer LLC	APP088086	11/29/2021	640015345	SPORTS CAMPUS-EQUIP R	Parts for Trailer	312.80		
VEN006537	Total Marketing Group LLC	APP088091	11/29/2021	640015331	SPORT CAMPUS-CONSULTI	Fan Guide	2,519.00		
VEN006329	Bullpen Tournaments	APP088093	11/29/2021	640015349	SPORTS CAMPUS-SERVICE	November	14,475.00		
VEN009229	Sports Field Maintenance LLC	APP088103	12/2/2021	640015349	SPORTS CAMPUS-SERVICE	Nov services	20,200.00		
VEN006285	Ceres Solutions Cooperative	APP088166	12/1/2021	640015226	SPORTS CAMPUS-GAS	Fuel	1,820.49		
VEN000733	Freije Engineered Solutions Co	APP088171	12/8/2021	640015343	SPORTS CAMPUS-BLDG MA	Check valves in the baseball b	1,075.16		
VEN000733	Freije Engineered Solutions Co	APP088172	12/8/2021	640015343	SPORTS CAMPUS-BLDG MA	Drain cleared Main boys bathr	208.00		
VEN000733	Freije Engineered Solutions Co	APP088173	12/8/2021	640015343	SPORTS CAMPUS-BLDG MA	Rebuild backflow concession	461.73		
VEN006537	Total Marketing Group LLC	APP088179	12/8/2021	640015331	SPORT CAMPUS-CONSULTI	GP Fan Guide	2,321.01		
VEN006898	Supply Warehouse Inc	APP088181	12/8/2021	640015224	SPORTS CAMPUS-OPERATI	Restroom supplies	742.70		
VEN006898	Supply Warehouse Inc	APP088183	12/8/2021	640015224	SPORTS CAMPUS-OPERATI	Restroom supplies	177.46		
VEN009927	G and G Fabrication	APP088184	12/9/2021	640015345	SPORTS CAMPUS-EQUIP R	Golf Cart additions	2,937.80		
Subtotal for Grand Park							105,742.32		
Sport Campus Indoor Event Ctr									
VEN001676	Riverview Hospital	APP087476	11/17/2021	640023119	GP INDOOR-HEALTH/DENT	Oct Clinic Hours	103.19	3706	11/17/2021
VEN000589	Duke Energy	APP087479	11/17/2021	640023341	GP INDOOR-ELECTRIC	GPEC	12,376.74	3705	11/17/2021

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Fund No. Fund Name									
640 Sports Campus Operating									
Sport Campus Indoor Event Ctr									
VEN003729	Metronet	APP087536	11/19/2021	640023224	GP INDOOR-OPERATING SU	GPEC	630.75	3707	11/19/2021
VEN001537	Payroll	APP087566	11/22/2021	640023111	GP INDOOR-SALARY	sal	11,706.30	100000181	11/24/2021
VEN001537	Payroll	APP087566	11/22/2021	640023120	GP INDOOR-FICA/MEDICAR	fica	718.90	100000181	11/24/2021
VEN001537	Payroll	APP087566	11/22/2021	640023120	GP INDOOR-FICA/MEDICAR	med	168.12	100000181	11/24/2021
VEN001537	Payroll	APP087566	11/22/2021	640023121	GP INDOOR-PERF	perf	1,223.80	100000181	11/24/2021
VEN000534	Delta Dental	APP087802	12/1/2021	640023119	GP INDOOR-HEALTH/DENT	Dec Ins	41.72	3737	12/1/2021
VEN008075	Anthem Bank	APP087805	12/1/2021	640023119	GP INDOOR-HEALTH/DENT	Dec Medical	1,669.55	100000180	12/1/2021
VEN004479	Symetra Life Insurance	APP087811	12/1/2021	640023119	GP INDOOR-HEALTH/DENT	Dec Ins	13.00	3738	12/1/2021
VEN000513	DavisVision	APP087815	12/1/2021	640023119	GP INDOOR-HEALTH/DENT	Dec Ins	18.47	3736	12/1/2021
VEN002958	Indiana Soccer Asso	APP088028	11/30/2021	640023349	GP INDOOR-SERVICES	November commission	1,583.63		
VEN001637	Ray's Trash Service	APP088036	11/30/2021	640023349	GP INDOOR-SERVICES	Trash	1,286.30		
VEN009608	A Coy Protection LLC	APP088037	11/30/2021	640023349	GP INDOOR-SERVICES	GPEC	1,712.50		
VEN008257	Ferguson Facilities Supply	APP088075	11/19/2021	640023224	GP INDOOR-OPERATING SU	Disinfect	73.54		
VEN006496	KTD Productions LLC	APP088076	11/19/2021	640023349	GP INDOOR-SERVICES	Indiana Farm Equip and Tech	18,100.00		
VEN008257	Ferguson Facilities Supply	APP088079	11/19/2021	640023224	GP INDOOR-OPERATING SU	Restroom soap	46.93		
VEN006390	Ecolab Pest	APP088090	11/29/2021	640023349	GP INDOOR-SERVICES	GPEC pest control	437.95		
VEN005826	LST Venues LLC	APP088092	11/29/2021	640023334	GP INDOOR-TRAVEL/TRAINI	GP Conference Birmingham	311.40		
VEN000733	Freije Engineered Solutions Co	APP088170	12/8/2021	640023343	GP INDOOR-BLDG MAINT	Drain cleared concession	247.50		
VEN000733	Freije Engineered Solutions Co	APP088175	12/8/2021	640023343	GP INDOOR-BLDG MAINT	East air rotation unit needs lo	2,381.56		
VEN006898	Supply Warehouse Inc	APP088183	12/8/2021	640023224	GP INDOOR-OPERATING SU	Restroom supplies	674.80		
Subtotal for Sport Campus Indoor Event Ctr							55,526.65		
Subtotal for Fund 640 Sports Campus Operating							161,268.97		
Fund No. Fund Name									
701 Payroll									
Clerk Treasurer									
VEN000920	Huntington National Bank	APP087540	11/19/2021	701008131	PAYROLL-EMPLOYER'S FIC	FICA	40,326.37	700001146	11/19/2021
VEN000920	Huntington National Bank	APP087540	11/19/2021	701008132	PAYROLL-EMPLOYER'S ME	Medicare	9,431.17	700001146	11/19/2021
VEN000920	Huntington National Bank	APP087540	11/19/2021	701008921	PAYROLL-FEDERAL WITHH	Federal	59,126.03	700001146	11/19/2021
VEN000920	Huntington National Bank	APP087540	11/19/2021	701008922	PAYROLL-EMPLOYEE FICA	FICA	40,326.31	700001146	11/19/2021
VEN000920	Huntington National Bank	APP087540	11/19/2021	701008922	PAYROLL-EMPLOYEE FICA	Medicare	9,431.17	700001146	11/19/2021
VEN000959	Indiana Dept Of Revenue	APP087541	11/19/2021	701008923	PAYROLL-STATE WITHHOL	State	19,667.15	700001147	11/19/2021

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701 Payroll									
Clerk Treasurer									
VEN000959	Indiana Dept Of Revenue	APP087541	11/19/2021	701008923	PAYROLL-STATE WITHHOL	COIT	7,972.74	700001147	11/19/2021
VEN000703	Fire Fighters Credit Union	APP087548	11/22/2021	701008141	PAYROLL-UNION DUES	Union Dues WFD	75.00	17808	11/22/2021
VEN000703	Fire Fighters Credit Union	APP087549	11/22/2021	701008141	PAYROLL-UNION DUES	Union Dues 4416	2,886.05	17808	11/22/2021
VEN000948	IN Family and Social Services	APP087550	11/22/2021	701008140	PAYROLL-SUPPORT WITHH	Child Support	2,160.00	700001149	11/23/2021
VEN001390	MISDU	APP087551	11/22/2021	701008140	PAYROLL-SUPPORT WITHH	Child Support	844.14	17809	11/22/2021
VEN009775	Clerk of Marion Circuit	APP087552	11/22/2021	701008142	PAYROLL-GARNISHMENT	Garnishment	138.46	17806	11/22/2021
VEN001864	Supporting Heroes	APP087553	11/22/2021	701008991	PAYROLL-MISC	Supporting Heroes	83.92	17811	11/22/2021
VEN004836	Nationwide Retirement Solutions	APP087554	11/22/2021	701008931	PAYROLL-401A MATCHING-	Contributions and loan pmts	3,788.59	17810	11/22/2021
VEN007701	DiMartino Associates	APP087555	11/22/2021	701008930	PAYROLL-INS. DED	Fire LTD	2,599.18	17807	11/22/2021
VEN001537	Payroll	APP087564	11/22/2021	701008110	PAYROLL-NET SALARIES	net sal	476,316.72	700001150	11/23/2021
VEN000163	Aul Retirement	APP087628	11/19/2021	701008931	PAYROLL-401A MATCHING-	11/24/21 Aul	27,060.83	700001151	11/20/2021
VEN002177	Indiana Members Credit Union	APP087675	11/29/2021	701008930	PAYROLL-INS. DED	HSA	1,050.00	17812	11/29/2021
VEN000008	77 Police and Fire Fund	APP087745	11/24/2021	701008133	PAYROLL-PERF	Non Civilian PERF	71,346.90	700001152	11/24/2021
VEN001550	PERF	APP087746	11/24/2021	701008133	PAYROLL-PERF	Civilian PERF	45,000.44	700001153	11/24/2021
VEN000534	Delta Dental	APP087803	12/1/2021	701008930	PAYROLL-INS. DED	Dec Ins	4,562.87	17816	12/1/2021
VEN008075	Anthem Bank	APP087804	12/1/2021	701008930	PAYROLL-INS. DED	Dec Medical	14,328.11	700001154	12/1/2021
VEN000058	AFLAC	APP087808	12/1/2021	701008930	PAYROLL-INS. DED	Dec Ins	5,085.00	17813	12/1/2021
VEN005722	Aflac Premium Holding	APP087809	12/1/2021	701008930	PAYROLL-INS. DED	Dec Ins	2,709.97	17814	12/1/2021
VEN004479	Symetra Life Insurance	APP087813	12/1/2021	701008930	PAYROLL-INS. DED	Dec Ins	2,129.42	17817	12/1/2021
VEN000513	DavisVision	APP087818	12/1/2021	701008930	PAYROLL-INS. DED	Dec Ins	69.95	17815	12/1/2021
VEN001390	MISDU	APP087925	12/7/2021	701008140	PAYROLL-SUPPORT WITHH	12/9/21 Child Support	844.14	17821	12/7/2021
VEN000959	Indiana Dept Of Revenue	APP087926	12/7/2021	701008923	PAYROLL-STATE WITHHOL	12/9/21 State	20,089.05	700001156	12/7/2021
VEN000959	Indiana Dept Of Revenue	APP087926	12/7/2021	701008923	PAYROLL-STATE WITHHOL	12/9/21 COIT	7,926.80	700001156	12/7/2021
VEN009775	Clerk of Marion Circuit	APP087927	12/7/2021	701008142	PAYROLL-GARNISHMENT	12/9/21 M. Reese	138.46	17818	12/7/2021
VEN000920	Huntington National Bank	APP087928	12/7/2021	701008132	PAYROLL-EMPLOYER'S ME	Medicare	9,434.97	700001155	12/7/2021
VEN000920	Huntington National Bank	APP087928	12/7/2021	701008921	PAYROLL-FEDERAL WITHH	12-9 Federal	62,915.76	700001155	12/7/2021
VEN000920	Huntington National Bank	APP087928	12/7/2021	701008921	PAYROLL-FEDERAL WITHH	FICA	40,342.64	700001155	12/7/2021
VEN000920	Huntington National Bank	APP087928	12/7/2021	701008922	PAYROLL-EMPLOYEE FICA	Medicare	9,434.96	700001155	12/7/2021
VEN000920	Huntington National Bank	APP087928	12/7/2021	701008922	PAYROLL-EMPLOYEE FICA	FICA	40,342.72	700001155	12/7/2021
VEN002177	Indiana Members Credit Union	APP087929	12/7/2021	701008930	PAYROLL-INS. DED	HSA deposit Wygant	50.00	17820	12/7/2021
VEN001864	Supporting Heroes	APP087930	12/7/2021	701008991	PAYROLL-MISC	Employee Contribution 12-9	83.92	17822	12/7/2021
VEN000703	Fire Fighters Credit Union	APP087931	12/7/2021	701008141	PAYROLL-UNION DUES	Union Dues 12-9	2,886.05	17819	12/7/2021

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Fund No. Fund Name									
701 Payroll									
Clerk Treasurer									
VEN000703	Fire Fighters Credit Union	APP087932	12/7/2021	701008141	PAYROLL-UNION DUES	Union Dues Dec 9	75.00	17819	12/7/2021
VEN000948	IN Family and Social Services	APP088009	12/8/2021	701008140	PAYROLL-SUPPORT WITHH	Child Support	2,514.00		
VEN004836	Nationwide Retirement Solutions	APP088010	12/8/2021	701008931	PAYROLL-401A MATCHING-	Contributions and Loan Paym	3,988.59		
Subtotal for Clerk Treasurer									
Subtotal for Fund 701 Payroll							1,049,583.55		
							1,049,583.55		
Fund No. Fund Name									
805 Anthem Bank									
Clerk Treasurer									
VEN008076	Anthem Group Health Plan	APP087557	11/22/2021	805008119	ANTHEM BANK GROUP HEA	Coverage Period Nov 11 thru	122,468.62	800000206	11/23/2021
VEN008076	Anthem Group Health Plan	APP087748	11/30/2021	805008119	ANTHEM BANK GROUP HEA	Coverage Period Nov 18 thru	82,325.83	800000207	11/30/2021
VEN008076	Anthem Group Health Plan	APP087868	12/3/2021	805008119	ANTHEM BANK GROUP HEA	Coverage Period Nov 23 thru	25,968.71	800000208	12/7/2021
Subtotal for Clerk Treasurer									
Subtotal for Fund 805 Anthem Bank							230,763.16		
							230,763.16		
Fund No. Fund Name									
900 Stormwater									
Stormwater									
VEN001676	Riverview Hospital	APP087477	11/17/2021	900016119	STORM-HEALTH/DENTAL	Oct Clinic Hours	561.45	41312	11/17/2021
VEN001537	Payroll	APP087565	11/22/2021	900016111	STORM-SALARY	sal	20,814.56	900000268	11/24/2021
VEN001537	Payroll	APP087565	11/22/2021	900016120	STORM-FICA/MEDICARE	fica	1,229.56	900000268	11/24/2021
VEN001537	Payroll	APP087565	11/22/2021	900016120	STORM-FICA/MEDICARE	med	287.56	900000268	11/24/2021
VEN001537	Payroll	APP087565	11/22/2021	900016121	STORM-PERF	perf	2,345.50	900000268	11/24/2021
VEN008075	Anthem Bank	APP087806	12/1/2021	900016119	STORM-HEALTH/DENTAL	Dec Medical	9,154.83	900000267	12/1/2021
VEN000534	Delta Dental	APP087810	12/1/2021	900016119	STORM-HEALTH/DENTAL	Dec Ins	541.62	41407	12/1/2021
VEN004479	Symetra Life Insurance	APP087812	12/1/2021	900016119	STORM-HEALTH/DENTAL	Dec Ins	22.75	41408	12/1/2021
VEN000513	DavisVision	APP087817	12/1/2021	900016119	STORM-HEALTH/DENTAL	Dec Ins	95.69	41406	12/1/2021
VEN003987	Indiana Reclamation and Excavating	APP088022	12/8/2021	900016433	STORM-INFRASTRUCTURE	169th and Kingsbridge	3,521.92		
VEN003987	Indiana Reclamation and Excavating	APP088022	12/8/2021	900016433	STORM-INFRASTRUCTURE	Windskip Cir	2,573.92		
VEN003987	Indiana Reclamation and Excavating	APP088049	12/2/2021	900016434	STORM-STORMWATER MIS	Rutherford Dr	3,060.92		
VEN003987	Indiana Reclamation and Excavating	APP088053	12/3/2021	900016433	STORM-INFRASTRUCTURE	Farmview Ln Concrete Restor	6,233.00		
VEN002424	IUPPS	APP088057	12/3/2021	900016309	STORM-CONSULTING FEES	November tickets	1,319.55		

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Fund No.	Fund Name								
900	Stormwater								
	Stormwater								
VEN000608	Eco-Infrastruclture Solution	APP088077	11/30/2021	900016434	STORM-STORMWATER MIS	169th and Springmill	615.00		
VEN009869	Alfred McClure	APP088104	12/3/2021	900016370	STORMWATER-REFUND		8.55		
VEN009870	Vernon Mikalouski	APP088105	12/6/2021	900016370	STORMWATER-REFUND		9.77		
VEN009871	Nhon Nguyen	APP088106	12/3/2021	900016370	STORMWATER-REFUND		8.55		
VEN009872	K Kingshill	APP088107	12/3/2021	900016370	STORMWATER-REFUND		9.77		
VEN009873	Pam Rider	APP088108	12/3/2021	900016370	STORMWATER-REFUND		6.65		
VEN004197	Teresa Miller	APP088109	12/3/2021	900016370	STORMWATER-REFUND		10.04		
VEN003720	A Step Ahead Mngmt	APP088110	12/3/2021	900016370	STORMWATER-REFUND		9.90		
VEN003720	A Step Ahead Mngmt	APP088111	12/3/2021	900016370	STORMWATER-REFUND		9.90		
VEN002589	Judy Tidwell	APP088112	12/3/2021	900016370	STORMWATER-REFUND		8.14		
VEN009874	John Ashby	APP088113	12/3/2021	900016370	STORMWATER-REFUND		10.58		
VEN009875	Ronald Block	APP088114	12/3/2021	900016370	STORMWATER-REFUND		8.95		
VEN009876	Scott Drlik	APP088115	12/3/2021	900016370	STORMWATER-REFUND		6.65		
VEN009877	Cecil Moran	APP088116	12/3/2021	900016370	STORMWATER-REFUND		7.73		
VEN009878	Beverly Robinson	APP088117	12/3/2021	900016370	STORMWATER-REFUND		6.92		
VEN009879	Rich Montague	APP088118	12/3/2021	900016370	STORMWATER-REFUND		9.09		
VEN009880	Robert Sprague	APP088119	12/3/2021	900016370	STORMWATER-REFUND		8.55		
VEN009881	William Dierolf	APP088120	12/3/2021	900016370	STORMWATER-REFUND		8.27		
VEN009882	Ruth Rader	APP088121	12/3/2021	900016370	STORMWATER-REFUND		6.24		
VEN009883	Robert Scott	APP088122	12/3/2021	900016370	STORMWATER-REFUND		10.04		
VEN009137	Judy Cohen	APP088123	12/3/2021	900016370	STORMWATER-REFUND	Over Payment	130.27		
VEN009884	Kristy Huntwork	APP088124	12/3/2021	900016370	STORMWATER-REFUND		6.65		
VEN009884	Kristy Huntwork	APP088124	12/3/2021	900016370	STORMWATER-REFUND	Over Payment	301.92		
VEN009885	Rich Benich	APP088125	12/3/2021	900016370	STORMWATER-REFUND		6.65		
VEN009886	Brad Roe	APP088126	12/3/2021	900016370	STORMWATER-REFUND		7.60		
VEN009887	Phillip Sack	APP088127	12/3/2021	900016370	STORMWATER-REFUND	Over Payment	123.04		
VEN009888	Andrew Winn	APP088128	12/3/2021	900016370	STORMWATER-REFUND		9.77		
VEN009889	Jordan Bedford	APP088129	12/3/2021	900016370	STORMWATER-REFUND		6.24		
VEN009890	David and Cindy Adams	APP088130	12/3/2021	900016370	STORMWATER-REFUND		6.92		
VEN009891	Don Howe	APP088131	12/3/2021	900016370	STORMWATER-REFUND		6.65		
VEN009892	Megan Harshman	APP088132	12/3/2021	900016370	STORMWATER-REFUND		7.05		
VEN009893	Charles Looney	APP088133	12/3/2021	900016370	STORMWATER-REFUND		6.92		

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Fund No.	Fund Name										
900	Stormwater										
	Stormwater										
	VEN009894	Douglas Peet	APP088134	12/3/2021	900016370	STORMWATER-REFUND			9.50		
	VEN009895	Adam Gribble	APP088135	12/3/2021	900016370	STORMWATER-REFUND			9.90		
	VEN009896	K Club LLC	APP088136	12/3/2021	900016370	STORMWATER-REFUND			9.50		
	VEN009897	Edward Flanagan	APP088137	12/3/2021	900016370	STORMWATER-REFUND			7.19		
	VEN009898	Tim Christianson	APP088138	12/3/2021	900016370	STORMWATER-REFUND			9.09		
	VEN009899	Brian Walker	APP088139	12/6/2021	900016370	STORMWATER-REFUND			9.09		
	VEN009900	Sarah Capie	APP088140	12/6/2021	900016370	STORMWATER-REFUND			9.50		
	VEN009901	Arnel Macy	APP088141	12/6/2021	900016370	STORMWATER-REFUND			9.63		
	VEN009901	Arnel Macy	APP088141	12/6/2021	900016370	STORMWATER-REFUND	OVER PAYMENT		82.75		
	VEN009902	Greg Mink	APP088142	12/6/2021	900016370	STORMWATER-REFUND			8.82		
	VEN009902	Greg Mink	APP088142	12/6/2021	900016370	STORMWATER-REFUND	OVER PAYMENT		428.46		
	VEN009904	Elizabeth Kent	APP088144	12/6/2021	900016370	STORMWATER-REFUND			7.60		
	VEN009905	Timothy and Abigail Recker	APP088145	12/6/2021	900016370	STORMWATER-REFUND			7.87		
	VEN009905	Timothy and Abigail Recker	APP088145	12/6/2021	900016370	STORMWATER-REFUND	OVER PAYMENT		770.44		
	VEN009906	Rebecca Morrow	APP088146	12/6/2021	900016370	STORMWATER-REFUND			9.22		
	VEN009907	Nancy and Gary McFarland	APP088147	12/6/2021	900016370	STORMWATER-REFUND			8.14		
	VEN009908	Scott Noth	APP088148	12/6/2021	900016370	STORMWATER-REFUND			9.50		
	VEN009909	Elizabeth and Joseph Hlebasko	APP088149	12/6/2021	900016370	STORMWATER-REFUND			7.60		
	VEN009910	Deborah Holick	APP088150	12/6/2021	900016370	STORMWATER-REFUND			6.51		
	VEN009911	Greggory Bell	APP088151	12/6/2021	900016370	STORMWATER-REFUND			9.63		
	VEN009912	Maryae Peers	APP088152	12/6/2021	900016370	STORMWATER-REFUND			8.00		
	VEN009913	Farida Redvanova	APP088153	12/6/2021	900016370	STORMWATER-REFUND			6.65		
	VEN009914	Kenneth Dorn	APP088154	12/6/2021	900016370	STORMWATER-REFUND			7.19		
	VEN009915	Michael Rader	APP088155	12/6/2021	900016370	STORMWATER-REFUND			7.60		
	VEN009916	Nevin Mikhian	APP088156	12/6/2021	900016370	STORMWATER-REFUND			7.87		
	VEN009917	Lance Grubb	APP088157	12/6/2021	900016370	STORMWATER-REFUND			8.14		
	VEN009918	Kari Baker	APP088158	12/6/2021	900016370	STORMWATER-REFUND			6.92		
	VEN009919	Linda Kemble	APP088159	12/6/2021	900016370	STORMWATER-REFUND			8.55		
	VEN009920	Tonya Peacock	APP088160	12/6/2021	900016370	STORMWATER-REFUND			7.60		
	VEN009921	Michael Davis	APP088161	12/6/2021	900016370	STORMWATER-REFUND			8.55		
	VEN009412	James Bryan	APP088162	12/6/2021	900016370	STORMWATER-REFUND	OVER PAYMENT		182.30		
	VEN009922	Dora Burks	APP088163	12/6/2021	900016370	STORMWATER-REFUND			6.92		

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Fund No. Fund Name									
900	Stormwater								
	Stormwater								
VEN009923	Donna Lilly	APP088164	12/6/2021	900016370	STORMWATER-REFUND		6.65		
VEN009924	Benjamin Adams	APP088165	12/6/2021	900016370	STORMWATER-REFUND		9.50		
VEN009903	Blue Doors Real Estate LLC	APP088198	12/6/2021	900016370	STORMWATER-REFUND		7.87		
VEN009868	Mary Leonard	APP088200	12/3/2021	900016370	STORMWATER-REFUND	Over Payment	271.00		
VEN009925	Rahul Mishera	APP088201	12/3/2021	900016370	STORMWATER-REFUND	Over Payment	984.38		
	Subtotal for Stormwater						56,137.43		
Subtotal for Fund 900 Stormwater							56,137.43		
Fund No. Fund Name									
902	SW 2017 B and I Sinking								
	Stormwater								
VEN000920	Huntington National Bank	APP087866	12/3/2021	902016380	STORM-2017 BD SINKING F	2017 Bond	155,000.00	900000269	12/30/2021
VEN000920	Huntington National Bank	APP087866	12/3/2021	902016381	STORM-2017 BD SINKING F	2017 Bond	27,520.00	900000269	12/30/2021
	Subtotal for Stormwater						182,520.00		
Subtotal for Fund 902 SW 2017 B and I Sinking							182,520.00		
Fund No. Fund Name									
950	Trash								
	Trash								
VEN001637	Ray's Trash Service	APP087884	12/3/2021	950017851	TRASH-RES QRTLY FEE CO	Rays Nov Collection	23,334.33		
VEN001637	Ray's Trash Service	APP087959	12/7/2021	950017349	TRASH-ADM SERVICES	Nov Serv	1,733.80		
VEN008448	Springbrook Holding LLC	APP088023	12/8/2021	950017371	TRASH-CREDIT CARD PRO	CivicPay Fees	374.00		
VEN009869	Alfred McClure	APP088104	12/3/2021	950017370	TRASH-REFUND		2.05		
VEN009869	Alfred McClure	APP088104	12/3/2021	950017370	TRASH-REFUND		25.52		
VEN009870	Vernon Mikalowski	APP088105	12/6/2021	950017370	TRASH-REFUND		2.35		
VEN009870	Vernon Mikalowski	APP088105	12/6/2021	950017370	TRASH-REFUND		29.16		
VEN009871	Nhon Nguyen	APP088106	12/3/2021	950017370	TRASH-REFUND		2.05		
VEN009871	Nhon Nguyen	APP088106	12/3/2021	950017370	TRASH-REFUND		25.52		
VEN009872	K Kingshill	APP088107	12/3/2021	950017370	TRASH-REFUND		2.35		
VEN009872	K Kingshill	APP088107	12/3/2021	950017370	TRASH-REFUND		29.16		
VEN009873	Pam Rider	APP088108	12/3/2021	950017370	TRASH-REFUND		1.60		
VEN009873	Pam Rider	APP088108	12/3/2021	950017370	TRASH-REFUND		19.84		

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Fund No. Fund Name									
950 Trash									
Trash									
VEN004197	Teresa Miller	APP088109	12/3/2021	950017370	TRASH-REFUND		2.41		
VEN004197	Teresa Miller	APP088109	12/3/2021	950017370	TRASH-REFUND		29.97		
VEN003720	A Step Ahead Mngmt	APP088110	12/3/2021	950017370	TRASH-REFUND		2.38		
VEN003720	A Step Ahead Mngmt	APP088110	12/3/2021	950017370	TRASH-REFUND		29.57		
VEN003720	A Step Ahead Mngmt	APP088111	12/3/2021	950017370	TRASH-REFUND		2.38		
VEN003720	A Step Ahead Mngmt	APP088111	12/3/2021	950017370	TRASH-REFUND		29.57		
VEN002589	Judy Tidwell	APP088112	12/3/2021	950017370	TRASH-REFUND		1.96		
VEN002589	Judy Tidwell	APP088112	12/3/2021	950017370	TRASH-REFUND		24.30		
VEN009874	John Ashby	APP088113	12/3/2021	950017370	TRASH-REFUND		2.54		
VEN009874	John Ashby	APP088113	12/3/2021	950017370	TRASH-REFUND		31.59		
VEN009875	Ronald Block	APP088114	12/3/2021	950017370	TRASH-REFUND		2.15		
VEN009875	Ronald Block	APP088114	12/3/2021	950017370	TRASH-REFUND		26.73		
VEN009876	Scott Drlik	APP088115	12/3/2021	950017370	TRASH-REFUND		1.60		
VEN009876	Scott Drlik	APP088115	12/3/2021	950017370	TRASH-REFUND		19.84		
VEN009877	Cecil Moran	APP088116	12/3/2021	950017370	TRASH-REFUND		1.86		
VEN009877	Cecil Moran	APP088116	12/3/2021	950017370	TRASH-REFUND		23.09		
VEN009878	Beverly Robinson	APP088117	12/3/2021	950017370	TRASH-REFUND		1.66		
VEN009878	Beverly Robinson	APP088117	12/3/2021	950017370	TRASH-REFUND		20.65		
VEN009879	Rich Montague	APP088118	12/3/2021	950017370	TRASH-REFUND		2.18		
VEN009879	Rich Montague	APP088118	12/3/2021	950017370	TRASH-REFUND		27.14		
VEN009880	Robert Sprague	APP088119	12/3/2021	950017370	TRASH-REFUND		2.05		
VEN009880	Robert Sprague	APP088119	12/3/2021	950017370	TRASH-REFUND		25.52		
VEN009881	William Dierolf	APP088120	12/3/2021	950017370	TRASH-REFUND		1.99		
VEN009881	William Dierolf	APP088120	12/3/2021	950017370	TRASH-REFUND		24.70		
VEN009882	Ruth Rader	APP088121	12/3/2021	950017370	TRASH-REFUND		1.50		
VEN009882	Ruth Rader	APP088121	12/3/2021	950017370	TRASH-REFUND		18.63		
VEN009883	Robert Scott	APP088122	12/3/2021	950017370	TRASH-REFUND		2.41		
VEN009883	Robert Scott	APP088122	12/3/2021	950017370	TRASH-REFUND		29.97		
VEN009884	Kristy Huntwork	APP088124	12/3/2021	950017370	TRASH-REFUND		1.60		
VEN009884	Kristy Huntwork	APP088124	12/3/2021	950017370	TRASH-REFUND		19.84		
VEN009885	Rich Benich	APP088125	12/3/2021	950017370	TRASH-REFUND		1.60		
VEN009885	Rich Benich	APP088125	12/3/2021	950017370	TRASH-REFUND		19.84		

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Fund No.	Fund Name								
950	Trash								
	Trash								
VEN009886	Brad Roe	APP088126	12/3/2021	950017370	TRASH-REFUND		1.83		
VEN009886	Brad Roe	APP088126	12/3/2021	950017370	TRASH-REFUND		22.68		
VEN009888	Andrew Winn	APP088128	12/3/2021	950017370	TRASH-REFUND		2.35		
VEN009888	Andrew Winn	APP088128	12/3/2021	950017370	TRASH-REFUND		29.16		
VEN009889	Jordan Bedford	APP088129	12/3/2021	950017370	TRASH-REFUND		1.50		
VEN009889	Jordan Bedford	APP088129	12/3/2021	950017370	TRASH-REFUND		18.63		
VEN009890	David and Cindy Adams	APP088130	12/3/2021	950017370	TRASH-REFUND		1.66		
VEN009890	David and Cindy Adams	APP088130	12/3/2021	950017370	TRASH-REFUND		20.65		
VEN009891	Don Howe	APP088131	12/3/2021	950017370	TRASH-REFUND		1.60		
VEN009891	Don Howe	APP088131	12/3/2021	950017370	TRASH-REFUND		19.84		
VEN009892	Megan Harshman	APP088132	12/3/2021	950017370	TRASH-REFUND		1.70		
VEN009892	Megan Harshman	APP088132	12/3/2021	950017370	TRASH-REFUND		21.06		
VEN009893	Charles Looney	APP088133	12/3/2021	950017370	TRASH-REFUND		1.66		
VEN009893	Charles Looney	APP088133	12/3/2021	950017370	TRASH-REFUND		20.65		
VEN009894	Douglas Peet	APP088134	12/3/2021	950017370	TRASH-REFUND		2.28		
VEN009894	Douglas Peet	APP088134	12/3/2021	950017370	TRASH-REFUND		28.35		
VEN009895	Adam Gribble	APP088135	12/3/2021	950017370	TRASH-REFUND		2.38		
VEN009895	Adam Gribble	APP088135	12/3/2021	950017370	TRASH-REFUND		29.57		
VEN009896	K Club LLC	APP088136	12/3/2021	950017370	TRASH-REFUND		2.80		
VEN009896	K Club LLC	APP088136	12/3/2021	950017370	TRASH-REFUND		28.35		
VEN009897	Edward Flanagan	APP088137	12/3/2021	950017370	TRASH-REFUND		1.73		
VEN009897	Edward Flanagan	APP088137	12/3/2021	950017370	TRASH-REFUND		21.47		
VEN009898	Tim Christianson	APP088138	12/3/2021	950017370	TRASH-REFUND		2.18		
VEN009898	Tim Christianson	APP088138	12/3/2021	950017370	TRASH-REFUND		27.14		
VEN009899	Brian Walker	APP088139	12/6/2021	950017370	TRASH-REFUND		2.18		
VEN009899	Brian Walker	APP088139	12/6/2021	950017370	TRASH-REFUND		27.14		
VEN009900	Sarah Capie	APP088140	12/6/2021	950017370	TRASH-REFUND		2.28		
VEN009900	Sarah Capie	APP088140	12/6/2021	950017370	TRASH-REFUND		28.35		
VEN009901	Arnel Macy	APP088141	12/6/2021	950017370	TRASH-REFUND		2.32		
VEN009901	Arnel Macy	APP088141	12/6/2021	950017370	TRASH-REFUND		28.75		
VEN009902	Greg Mink	APP088142	12/6/2021	950017370	TRASH-REFUND		2.12		
VEN009902	Greg Mink	APP088142	12/6/2021	950017370	TRASH-REFUND		26.32		

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Fund No.	Fund Name								
950	Trash								
	Trash								
VEN009904	Elizabeth Kent	APP088144	12/6/2021	950017370	TRASH-REFUND		1.83		
VEN009904	Elizabeth Kent	APP088144	12/6/2021	950017370	TRASH-REFUND		22.68		
VEN009905	Timothy and Abigail Recker	APP088145	12/6/2021	950017370	TRASH-REFUND		1.89		
VEN009905	Timothy and Abigail Recker	APP088145	12/6/2021	950017370	TRASH-REFUND		23.49		
VEN009906	Rebecca Morrow	APP088146	12/6/2021	950017370	TRASH-REFUND		2.22		
VEN009906	Rebecca Morrow	APP088146	12/6/2021	950017370	TRASH-REFUND		27.54		
VEN009907	Nancy and Gary McFarland	APP088147	12/6/2021	950017370	TRASH-REFUND		1.96		
VEN009907	Nancy and Gary McFarland	APP088147	12/6/2021	950017370	TRASH-REFUND		24.30		
VEN009908	Scott Noth	APP088148	12/6/2021	950017370	TRASH-REFUND		2.28		
VEN009908	Scott Noth	APP088148	12/6/2021	950017370	TRASH-REFUND		28.35		
VEN009909	Elizabeth and Joseph Hlebasko	APP088149	12/6/2021	950017370	TRASH-REFUND		1.83		
VEN009909	Elizabeth and Joseph Hlebasko	APP088149	12/6/2021	950017370	TRASH-REFUND		22.68		
VEN009910	Deborah Holick	APP088150	12/6/2021	950017370	TRASH-REFUND		1.57		
VEN009910	Deborah Holick	APP088150	12/6/2021	950017370	TRASH-REFUND		19.44		
VEN009911	Greggory Bell	APP088151	12/6/2021	950017370	TRASH-REFUND		2.32		
VEN009911	Greggory Bell	APP088151	12/6/2021	950017370	TRASH-REFUND		28.75		
VEN009912	Maryae Peers	APP088152	12/6/2021	950017370	TRASH-REFUND		1.92		
VEN009912	Maryae Peers	APP088152	12/6/2021	950017370	TRASH-REFUND		23.89		
VEN009913	Farida Redvanova	APP088153	12/6/2021	950017370	TRASH-REFUND		1.60		
VEN009913	Farida Redvanova	APP088153	12/6/2021	950017370	TRASH-REFUND		19.84		
VEN009914	Kenneth Dorn	APP088154	12/6/2021	950017370	TRASH-REFUND		1.73		
VEN009914	Kenneth Dorn	APP088154	12/6/2021	950017370	TRASH-REFUND		21.47		
VEN009915	Michael Rader	APP088155	12/6/2021	950017370	TRASH-REFUND		1.83		
VEN009915	Michael Rader	APP088155	12/6/2021	950017370	TRASH-REFUND		22.68		
VEN009916	Nevin Mikhian	APP088156	12/6/2021	950017370	TRASH-REFUND		1.89		
VEN009916	Nevin Mikhian	APP088156	12/6/2021	950017370	TRASH-REFUND		23.49		
VEN009917	Lance Grubb	APP088157	12/6/2021	950017370	TRASH-REFUND		1.96		
VEN009917	Lance Grubb	APP088157	12/6/2021	950017370	TRASH-REFUND		24.30		
VEN009918	Kari Baker	APP088158	12/6/2021	950017370	TRASH-REFUND		1.66		
VEN009918	Kari Baker	APP088158	12/6/2021	950017370	TRASH-REFUND		20.65		
VEN009919	Linda Kemble	APP088159	12/6/2021	950017370	TRASH-REFUND		2.05		
VEN009919	Linda Kemble	APP088159	12/6/2021	950017370	TRASH-REFUND		25.52		

Report Date Range: 11/17/21..12/09/21

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Vendor No.	Vendor Name	Cr. Memo No.	Date	GL Acct.	GL Account Name	Description	Amount
Fund No.	Fund Name						
442	Cash W/Fiscal Agent-Operating						
	Grand Park						
VEN000920	Huntington National Bank	ACP002285	11/19/2021	442015349	CWFA-COIT BD16 Oper trust	CWFA-COIT BD16 Oper	400.00
	Subtotal for						400.00
	Subtotal by Fund 442 Cash W/Fiscal Agent-Operating						400.00
	Credit Memo Total						400.00

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Buy-From Vendor No.	Buy-From Vendor Name	Document No.	Posting Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No.	Fund Name								
101	General								
Administration									
351466852	COURT STREET ASSOCIATES	GJPCARD0082379	12/10/2021	101001334	Adm-Travel/Training/Seminar	IEDC MEETING PARKING	10.00		
Subtotal for Administration							10.00		
Police									
VEN001189	KOHL'S DEPARTMENT STORES	GJPCARD0082272	12/10/2021	101002229	Police-Uniforms	DETECTIVE CLOTHING-	183.94		
560748358	LOWES COMPANIES, INC.	GJPCARD0082278	12/10/2021	101002345	Police-Equip Repair	40 GALLON TOTE	147.92		
800250758	WEPAY, INC	GJPCARD0082315	12/10/2021	101002345	Police-Equip Repair	WEDGE FOR SPOTLIGHT	24.30		
202936165	AMAZON.COM, INC.	GJPCARD0082327	12/10/2021	101002345	Police-Equip Repair	REPLACEMENT FLASHLI	215.94		
202936165	AMAZON.COM, INC.	GJPCARD0082337	12/10/2021	101002345	Police-Equip Repair	REAR SWITCH ASSEMBL	143.38		
202936165	AMAZON.COM, INC.	GJPCARD0082349	12/10/2021	101002345	Police-Equip Repair	POWER CONNECTOR A	91.66		
202936165	AMAZON.COM, INC.	GJPCARD0082383	12/10/2021	101002345	Police-Equip Repair	REPLACEMENT WRESTL	1,199.97		
820544687	AMAZON.COM, INC.	GJPCARD0082392	12/10/2021	101002345	Police-Equip Repair	REPLACEMENT PARTS F	139.04		
202936165	AMAZON.COM, INC.	GJPCARD0082394	12/10/2021	101002345	Police-Equip Repair	REPLACEMENT BULBS F	26.97		
VEN008382	Talent Auto Body	GJPCARD0082396	12/10/2021	101002360	Police-Vehicle Repair	VEHICLE DAMAGE REPAI	2,000.00		
465248117	DRONE NERDS	GJPCARD0082411	12/10/2021	101002345	Police-Equip Repair	MAVIC 2 ENTERPRISE, M	6,969.00		
351696078	AUTOMOTIVE ACTION II INC	GJPCARD0082450	12/10/2021	101002360	Police-Vehicle Repair	REPAIR TIRE	20.00		
202936165	AMAZON.COM, INC.	GJPCARD0082451	12/10/2021	101002345	Police-Equip Repair	REPLACE DT'S EQUIPME	149.00		
202936165	AMAZON.COM, INC.	GJPCARD0082464	12/10/2021	101002345	Police-Equip Repair	REPLACE DT'S EQUIPME	1,315.02		
453832516	BLACKPOINT TACTICAL, LLC	GJPCARD0082484	12/10/2021	101002229	Police-Uniforms	FIREARMS HOLSTER	94.98		
592044869	SAFARILAND, LLC	GJPCARD0082508	12/10/2021	101002229	Police-Uniforms	UNIFORM BOOTS-WYGA	85.59		
560748358	LOWES COMPANIES, INC.	GJPCARD0082528	12/10/2021	101002343	Police-Building Maintenance	MOLD/MILDEW SPRAY	13.16		
VEN001357	MICHAELS STORES INC	GJPCARD0082533	12/10/2021	101002224	Police-Operating Supplies	FRAME FOR DEPARTME	74.89		
202936165	AMAZON.COM, INC.	GJPCARD0082536	12/10/2021	101002345	Police-Equip Repair	REPLACE DT'S EQUIPME	415.11		
560748358	LOWES COMPANIES, INC.	GJPCARD0082542	12/10/2021	101002224	Police-Operating Supplies	LARGE BOXES FOR PRO	47.76		
202936165	AMAZON.COM, INC.	GJPCARD0082545	12/10/2021	101002345	Police-Equip Repair	REPLACE DT'S EQUIPME	229.99		
202936165	AMAZON.COM, INC.	GJPCARD0082551	12/10/2021	101002345	Police-Equip Repair	REPLACE DT'S EQUIPME	309.10		
356002041	PURDUE UNIVERSITY HQ	GJPCARD0082558	12/10/2021	101002349	Police-Services	ANIMAL DISEASE DIAGN	780.00		
020809769	HULU, LLC	GJPCARD0082561	12/10/2021	101002349	Police-Services	MONTHLY STATEMENT	80.98		
811361842	VIKTOS LLC	GJPCARD0082570	12/10/2021	101002229	Police-Uniforms	BERSHERKEN JACKET	146.01		
202936165	AMAZON.COM, INC.	GJPCARD0082583	12/10/2021	101002224	Police-Operating Supplies	NITRILE GLOVES	233.89		
202936165	AMAZON.COM, INC.	GJPCARD0082587	12/10/2021	101002223	Police-Office Supplies	MEMO BOOKS	49.96		
VEN009930	ARLO TECH	GJPCARD0082592	12/10/2021	101002349	Police-Services	ARLO TECH	61.95		

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Fund No. Fund Name									
101	General								
Police									
VEN009931	THOMSON WEST	GJPCARD0082593	12/10/2021	101002349	Police-Services	THOMSON WEST	736.45		
Subtotal for Police							15,985.96		
Economic and Community Development									
470912023	LINKEDIN CORPORATION	GJPCARD0082273	12/10/2021	101003347	ECD-Promotions	LINKEDIN ADVERTISEME	150.89		
770510487	PAYPAL	GJPCARD0082318	12/10/2021	101003338	ECD-Legal	HCR.PUBLIC LEGAL NOT	28.00		
770510487	PAYPAL	GJPCARD0082319	12/10/2021	101003338	ECD-Legal	HCR.PUBLIC LEGAL NOT	38.27		
VEN001030	International Code Council	GJPCARD0082320	12/10/2021	101003223	ECD-Office Supplies	INSPCODEBOOKS_#1011	374.95		
452342647	SOUTHERN ROCK RESTAURANT	GJPCARD0082364	12/10/2021	101003347	ECD-Promotions	MCALISTERS1364_174.06	174.06		
VEN000832	Hamilton Co Leadership Academy	GJPCARD0082370	12/10/2021	101003347	ECD-Promotions	HCLA_10510750_100.00.K	100.00		
770510487	PAYPAL	GJPCARD0082382	12/10/2021	101003347	ECD-Promotions	ASSOCIATE PLANNER J	50.00		
VEN001820	SQUARE, INC.	GJPCARD0082403	12/10/2021	101003337	ECD-Printing	CAVE_#22799_99.38. BU	99.38		
VEN001820	SQUARE, INC.	GJPCARD0082406	12/10/2021	101003347	ECD-Promotions	APA_JOBPOSTING-06312	50.00		
770034661	INTUIT PAYMENT SOLUTIONS,	GJPCARD0082467	12/10/2021	101003310	ECD-Planning Consulting	NNOVATIVE_PLANNING.	1,650.00		
473709630	THE ESCAPE ROOM LLC	GJPCARD0082519	12/10/2021	101003347	ECD-Promotions	ESCAPEROOM.NLQM-04	100.00		
Subtotal for Economic and Community Development							2,815.55		
Parks									
202936165	AMAZON.COM, INC.	GJPCARD0082290	12/10/2021	101005223	Parks-Office Supplies	AMAZON - BINDER CLIPB	71.27		
202936165	AMAZON.COM, INC.	GJPCARD0082424	12/10/2021	101005347	Parks-Promotion	A-FRAME PLASTICADE SI	87.99		
314024850	SLASHDEVSLASHFINANCE INC	GJPCARD0082481	12/10/2021	101005334	Parks-Travel/Training/Semina	U CAN SAVE LIVES - CPR	475.00		
VEN002097	Westfield Chamber Of Commerce	GJPCARD0082517	12/10/2021	101005334	Parks-Travel/Training/Semina	WOMEN OF WESTFIELD	150.00		
VEN009226	FERGUSON ENT	GJPCARD0082594	12/10/2021	101005349	Parks-Services	FERGUSON ENT	336.25		
VEN000365	Chapman Electric Supply	GJPCARD0082595	12/10/2021	101005349	Parks-Services	CHAPMAN ELECTRIC	160.63		
Subtotal for Parks							1,281.14		
Economic Dev									
VEN002097	Westfield Chamber Of Commerce	GJPCARD0082373	12/10/2021	101006334	Economic Dev-Travel/Training	WESTFIELD CHAMBER O	40.00		
351466852	COURT STREET ASSOCIATES	GJPCARD0082378	12/10/2021	101006334	Economic Dev-Travel/Training	PARKING IN INDIANAPOL	10.00		
Subtotal for Economic Dev							50.00		
Informatics									
202936165	AMAZON.COM, INC.	GJPCARD0082274	12/10/2021	101007451	IT-Computer/Equip	EMERGENCY TONE AMP	779.27		
VEN000718	FORMSPRING LLC	GJPCARD0082286	12/10/2021	101007389	IT-Software Licensing	MONTHLY RENEWAL	105.93		

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Fund No.	Fund Name								
101	General								
	Informatics								
820544687	AMAZON.COM, INC.	GJPCARD0082293	12/10/2021	101007451	IT-Computer/Equip	NETWORK PATCH CABL	220.10		
820544687	AMAZON.COM, INC.	GJPCARD0082311	12/10/2021	101007451	IT-Computer/Equip	NETWORK PATCH CABL	42.60		
820544687	AMAZON.COM, INC.	GJPCARD0082333	12/10/2021	101007223	IT-Office Supplies	SUGAR FOR UL BREAKR	9.78		
202936165	AMAZON.COM, INC.	GJPCARD0082335	12/10/2021	101007451	IT-Computer/Equip	PROJECTOR LAMPS	320.43		
820544687	AMAZON.COM, INC.	GJPCARD0082336	12/10/2021	101007451	IT-Computer/Equip	4X LAPTOP BAGS	43.96		
202936165	AMAZON.COM, INC.	GJPCARD0082348	12/10/2021	101007451	IT-Computer/Equip	PROJECTOR LAMPS	320.43		
202936165	AMAZON.COM, INC.	GJPCARD0082359	12/10/2021	101007343	IT-Building Maintenance	NETWORK JACK PLATE	88.71		
202936165	AMAZON.COM, INC.	GJPCARD0082372	12/10/2021	101007223	IT-Office Supplies	CREAMER FOR UL BREA	29.65		
202936165	AMAZON.COM, INC.	GJPCARD0082374	12/10/2021	101007343	IT-Building Maintenance	SPRAY PAINT FOR NET	34.90		
202936165	AMAZON.COM, INC.	GJPCARD0082375	12/10/2021	101007223	IT-Office Supplies	COFFEE FOR UL BREAK	93.98		
560748358	LOWES COMPANIES, INC.	GJPCARD0082385	12/10/2021	101007343	IT-Building Maintenance	NETWORK BOX MATERI	42.32		
611648780	ZOOM VIDEO COMMUNICATIONS	GJPCARD0082386	12/10/2021	101007389	IT-Software Licensing	CITY BACKUP VIRTUAL C	140.00		
820544687	AMAZON.COM, INC.	GJPCARD0082387	12/10/2021	101007343	IT-Building Maintenance	SPRAY PAINT FOR NET	5.94		
202936165	AMAZON.COM, INC.	GJPCARD0082388	12/10/2021	101007451	IT-Computer/Equip	NETWORK PATCH CABL	23.46		
560748358	LOWES COMPANIES, INC.	GJPCARD0082410	12/10/2021	101007343	IT-Building Maintenance	NETWORK BOX MATERI	55.08		
VEN000388	CHIPOTLE MEXICAN GRILL	GJPCARD0082449	12/10/2021	101007347	IT-Promotion	DIGITAL SIGNAGE WORK	17.55		
820544687	AMAZON.COM, INC.	GJPCARD0082462	12/10/2021	101007343	IT-Building Maintenance	BUILDING NETWORK AN	2,877.19		
VEN007922	Kroger Limited Partnership	GJPCARD0082477	12/10/2021	101007347	IT-Promotion	UPPER LEVEL BREAKRO	48.06		
202936165	AMAZON.COM, INC.	GJPCARD0082507	12/10/2021	101007332	IT-Cellular/Pagers/Mobile	IPAD CASE	39.98		
202936165	AMAZON.COM, INC.	GJPCARD0082523	12/10/2021	101007343	IT-Building Maintenance	NETWORK LOCKBOX PA	184.60		
202936165	AMAZON.COM, INC.	GJPCARD0082531	12/10/2021	101007451	IT-Computer/Equip	CRADLEPOINT POWER	131.94		
820544687	AMAZON.COM, INC.	GJPCARD0082534	12/10/2021	101007332	IT-Cellular/Pagers/Mobile	IPAD CASE	47.32		
202936165	AMAZON.COM, INC.	GJPCARD0082547	12/10/2021	101007451	IT-Computer/Equip	HDMI SPLITTER	31.99		
VEN005135	FP Mailing Solutions	GJPCARD0082548	12/10/2021	101007333	IT-Postage	ADDITIONAL POSTAGE T	1,035.00		
202936165	AMAZON.COM, INC.	GJPCARD0082566	12/10/2021	101007451	IT-Computer/Equip	CRADLEPOINT ANTENN	49.95		
770510487	PAYPAL	GJPCARD0082567	12/10/2021	101007389	IT-Software Licensing	PUBLIC DNS	9.72		
202936165	AMAZON.COM, INC.	GJPCARD0082569	12/10/2021	101007343	IT-Building Maintenance	TOUGHBOOK POWER C	102.90		
262031581	VM CONSOLIDATED, INC.	GJPCARD0082571	12/10/2021	101007334	IT-Travel/Training/Seminars	URISA CONFERENCE	11.95		
770034661	INTUIT PAYMENT SOLUTIONS,	GJPCARD0082572	12/10/2021	101007331	IT-Consulting	CRM CUSTOM PW INSPE	1,620.00		
453481385	GO DADDY OPERATING COMPAN	GJPCARD0082591	12/10/2021	101007389	IT-Software Licensing	WELLBEINGCOALITION	29.16		
	Subtotal for Informatics						8,593.85		

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Fund No. Fund Name									
101	General								
	Clerk Treasurer								
462967004	FINNER LLC	GJPCARD0082361	12/10/2021	101008347	CT-Promotions	CT STAFF WORKING LU	30.03		
VEN001261	LOS TOROS MEXICAN RESTAU	GJPCARD0082468	12/10/2021	101008347	CT-Promotions	CT STAFF LUNCH	102.09		
	Subtotal for Clerk Treasurer						132.12		
	Mayor								
465339406	BORSHA INC LLC	GJPCARD0082413	12/10/2021	101009347	Mayor-Promotions	LINCOLN SQUARE BREA	40.64		
	Subtotal for Mayor						40.64		
	Public Works								
844332073	WESTFIELD ACE, LLC	GJPCARD0082284	12/10/2021	101013224	PW-Operating Supplies	TAPE MEASURES FOR T	35.08		
461729327	ESCAPE THIS LIVE	GJPCARD0082304	12/10/2021	101013347	PW-Promotions	DEPOSIT FOR PW HOLID	64.00		
461729327	ESCAPE THIS LIVE	GJPCARD0082305	12/10/2021	101013347	PW-Promotions	DEPOSIT FOR PW HOLID	500.00		
844332073	WESTFIELD ACE, LLC	GJPCARD0082308	12/10/2021	101013224	PW-Operating Supplies	SHOP TOOLS, INCLUDIN	58.98		
350823544	G W BERKHEIMER CO INC	GJPCARD0082312	12/10/2021	101013343	PW-Bldg Maint	PW BARN FURNACE	791.32		
844332073	WESTFIELD ACE, LLC	GJPCARD0082324	12/10/2021	101013224	PW-Operating Supplies	DUCT TAPE	5.39		
VEN001983	Tractor Supply Company	GJPCARD0082331	12/10/2021	101013229	PW-Uniforms	THREE PAIR OF PANTS	75.00		
465339406	BORSHA INC LLC	GJPCARD0082346	12/10/2021	101013347	PW-Promotions	I PURCHASED BREAKFA	47.82		
VEN000347	CBDM INC	GJPCARD0082347	12/10/2021	101013347	PW-Promotions	LUNCH WITH ED BUKOV	47.24		
VEN008108	Kimball Midwest	GJPCARD0082354	12/10/2021	101013224	PW-Operating Supplies	INV.#9392361, ELECTRIC	434.87		
844332073	WESTFIELD ACE, LLC	GJPCARD0082376	12/10/2021	101013229	PW-Uniforms	WINTER GLOVES FOR S	282.70		
VEN006898	Supply Warehouse Inc	GJPCARD0082400	12/10/2021	101013343	PW-Bldg Maint	PW CLEANING SUPPLIES	598.20		
VEN008108	Kimball Midwest	GJPCARD0082418	12/10/2021	101013224	PW-Operating Supplies	INV. #9378562 CUTTING	188.18		
752347158	SAN ANTONIO RESORT LIMIT	GJPCARD0082423	12/10/2021	101013334	PW-Travel/Training/Seminars	HOTEL STAY FOR NATIO	254.04		
VEN001983	Tractor Supply Company	GJPCARD0082425	12/10/2021	101013224	PW-Operating Supplies	CHRIS PAGE OFFICE TR	17.99		
VEN001337	Menards	GJPCARD0082433	12/10/2021	101013224	PW-Operating Supplies	SHOP TOOLS - DEADBL	54.92		
464013297	MIDWEST PARTS TEAM LLC	GJPCARD0082436	12/10/2021	101013224	PW-Operating Supplies	SPLIT -IMPACT SOCKET	9.68		
842937741	EL SMITH INVESTMENTS INC	GJPCARD0082438	12/10/2021	101013229	PW-Uniforms	WORK BOOTS FOR TRA	150.00		
842937741	EL SMITH INVESTMENTS INC	GJPCARD0082440	12/10/2021	101013229	PW-Uniforms	WORK BOOTS FOR ROB	150.00		
842937741	EL SMITH INVESTMENTS INC	GJPCARD0082441	12/10/2021	101013229	PW-Uniforms	WORK BOOTS FOR TRA	150.00		
VEN000992	INDIANAPOLIS AIRPORT AUTH	GJPCARD0082446	12/10/2021	101013334	PW-Travel/Training/Seminars	AIRPORT PARKING FOR	80.00		
440618012	O'REILLY AUTOMOTIVE STOR	GJPCARD0082456	12/10/2021	101013224	PW-Operating Supplies	INV. #4333-489433 SHOP	75.96		
VEN000416	CLANCYS INC	GJPCARD0082469	12/10/2021	101013347	PW-Promotions	LUNCH WITH WHITESTO	100.66		
820544687	AMAZON.COM, INC.	GJPCARD0082470	12/10/2021	101013451	PW-Computer Equipment	REFUND FOR MISTAKEN	21.39		
VEN008108	Kimball Midwest	GJPCARD0082490	12/10/2021	101013224	PW-Operating Supplies	INV. #9334184, TAPE FO	52.07		

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Fund No. Fund Name									
101 General									
Public Works									
454168768	TOAST, INC.	GJPCARD0082497	12/10/2021	101013347	PW-Promotions	DEPARTMENT LUNCH -	350.00		
VEN002073	WALGREEN CO	GJPCARD0082516	12/10/2021	101013223	PW-Office Supplies	BIRTHDAY CARDS FOR S	19.74		
820544687	AMAZON.COM, INC.	GJPCARD0082537	12/10/2021	101013229	PW-Uniforms	SCOTT SHEPHERD WOR	24.99		
202936165	AMAZON.COM, INC.	GJPCARD0082543	12/10/2021	101013229	PW-Uniforms	SCOTT SHEPHERD WOR	164.95		
351423155	MCGAVIC OUTDOOR POWER EQU	GJPCARD0082546	12/10/2021	101013224	PW-Operating Supplies	REPAIR PART FOR POLE	3.89		
440618012	O'REILLY AUTOMOTIVE STOR	GJPCARD0082556	12/10/2021	101013343	PW-Bldg Maint	PW GENERATOR FUEL T	31.98		
VEN001337	Menards	GJPCARD0082586	12/10/2021	101013343	PW-Bldg Maint	PW SHOPVAC BAG	14.49		
Subtotal for Public Works							4,855.53		
Communications									
VEN001820	SQUARE, INC.	GJPCARD0082276	12/10/2021	101020347	Comm-Promotions	PLEASE TAKE FROM PR	5.90		
VEN001820	SQUARE, INC.	GJPCARD0082277	12/10/2021	101020347	Comm-Promotions	COFFEE MEETING WITH	5.54		
582554149	THE ROCKET SCIENCE GROUP,	GJPCARD0082299	12/10/2021	101020347	Comm-Promotions	MAILCHIMP ACCOUNT F	52.99		
472390983	GANNETT CO., INC.	GJPCARD0082352	12/10/2021	101020347	Comm-Promotions	INDYSTAR SUBSCRIPTIO	1.00		
770510487	PAYPAL	GJPCARD0082371	12/10/2021	101020334	Comm- Training	PLEASE TAKE FROM TR	48.17		
273142461	DISAREA LLC	GJPCARD0082398	12/10/2021	101020389	Comm- software licence	PLEASE TAKE FROM 101	64.00		
VEN002097	Westfield Chamber Of Commerce	GJPCARD0082460	12/10/2021	101020347	Comm-Promotions	WOMEN OF WESTFIELD	30.00		
843871927	LOS AGAVE	GJPCARD0082461	12/10/2021	101020347	Comm-Promotions	TEAM LUNCH WITH WES	67.71		
473894444	SLASHDEVSLASHFINANCE INC	GJPCARD0082488	12/10/2021	101020337	Comm-Printing	PLEASE TAKE FROM PRI	752.85		
202936165	AMAZON.COM, INC.	GJPCARD0082492	12/10/2021	101020334	Comm- Training	PLEASE TAKE FROM 101	46.34		
202936165	AMAZON.COM, INC.	GJPCARD0082494	12/10/2021	101020334	Comm- Training	PLEASE TAKE FROM 101	227.33		
202936165	AMAZON.COM, INC.	GJPCARD0082495	12/10/2021	101020334	Comm- Training	PLEASE TAKE FROM 101	26.66		
271771199	PRINTBEAR, LLC	GJPCARD0082511	12/10/2021	101020337	Comm-Printing	PLEASE TAKE FROM PRI	483.00		
202936165	AMAZON.COM, INC.	GJPCARD0082512	12/10/2021	101020223	Comm- Office supp	PLEASE TAKE FROM OF	119.01		
Subtotal for Communications							1,930.50		
Customer Service									
462852392	PALO ALTO DELIVERY INC.	GJPCARD0082300	12/10/2021	101021347	Cust Serv-Promo	GUEST SERVICES TEAM	94.66		
042896127	STAPLES INC	GJPCARD0082314	12/10/2021	101021223	Customer serv- office supp	GUEST SERVICES SUPP	70.12		
Subtotal for Customer Service							164.78		
Human Resources									
VEN001805	Society For Human Resource Mgmt	GJPCARD0082367	12/10/2021	101022350	HR-Dues membership	2022 ANNUAL SHRM ME	219.00		
VEN001476	Office Depot	GJPCARD0082426	12/10/2021	101022223	HR- Office supp	2 WIRELESS KEYBOARD	124.98		
VEN000944	IN ASSN CITIES & TOWNS	GJPCARD0082493	12/10/2021	101022334	HR- Training	2021 WINTER IMPACT M	25.00		

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Fund No. Fund Name									
101	General								
Human Resources									
VEN000944	IN ASSN CITIES & TOWNS	GJPCARD0082496	12/10/2021	101022334	HR- Training	2021 IMPACT WINTER M	25.00		
Subtotal for Human Resources							393.98		
Subtotal for Fund 101 General							36,254.05		
Fund No. Fund Name									
201	Motor Vehicle Highway (MVH)								
Public Works									
202936165	AMAZON.COM, INC.	GJPCARD0082283	12/10/2021	201013345	MVH-Equip Repair	NEW MIRROR FOR THE	87.00		
VEN008967	J and F Distributing Co	GJPCARD0082285	12/10/2021	201013345	MVH-Equip Repair	INV. #1218804 HYDRAULI	36.24		
440618012	O'REILLY AUTOMOTIVE STOR	GJPCARD0082294	12/10/2021	201013360	MVH-Vehicle Repair	INV. #4333-491441 RADIO	9.99		
440618012	O'REILLY AUTOMOTIVE STOR	GJPCARD0082295	12/10/2021	201013360	MVH-Vehicle Repair	SPLIT -WIPER BLADES F	28.17		
440618012	O'REILLY AUTOMOTIVE STOR	GJPCARD0082296	12/10/2021	201013345	MVH-Equip Repair	SPLIT -ELECTRICAL JUN	17.71		
440618012	O'REILLY AUTOMOTIVE STOR	GJPCARD0082301	12/10/2021	201013345	MVH-Equip Repair	SPLIT -INV. #4333-491440	82.33		
440618012	O'REILLY AUTOMOTIVE STOR	GJPCARD0082302	12/10/2021	201013360	MVH-Vehicle Repair	SPLIT -INV. #4333-491440	70.80		
351423155	MCGAVIC OUTDOOR POWER EQU	GJPCARD0082309	12/10/2021	201013345	MVH-Equip Repair	INV. #N2111294 - EXTRA	208.85		
VEN001983	Tractor Supply Company	GJPCARD0082317	12/10/2021	201013345	MVH-Equip Repair	METAL TO REPAIR SNO	32.98		
351117198	CARMEL WELDING SUPPLY C	GJPCARD0082321	12/10/2021	201013345	MVH-Equip Repair	STEEL TO REPAIR SALT	25.58		
440618012	O'REILLY AUTOMOTIVE STOR	GJPCARD0082322	12/10/2021	201013360	MVH-Vehicle Repair	INV. #4333-491331 CORE	134.39		
381784454	EXOTIC RUBBER PLASTICS	GJPCARD0082323	12/10/2021	201013345	MVH-Equip Repair	INV. #1219517 HYDRAULI	28.11		
440618012	O'REILLY AUTOMOTIVE STOR	GJPCARD0082326	12/10/2021	201013360	MVH-Vehicle Repair	DETAILING SUPPLIES AS	86.25		
844332073	WESTFIELD ACE, LLC	GJPCARD0082329	12/10/2021	201013360	MVH-Vehicle Repair	BATTERIES FOR THE SH	102.57		
381909144	BELLE TIRE DISTRIBUTORS I	GJPCARD0082330	12/10/2021	201013360	MVH-Vehicle Repair	NEW TIRES FOR TRUCK	693.00		
VEN008967	J and F Distributing Co	GJPCARD0082338	12/10/2021	201013345	MVH-Equip Repair	INV. 1218626 HYDRAULIC	573.23		
381909144	BELLE TIRE DISTRIBUTORS I	GJPCARD0082351	12/10/2021	201013360	MVH-Vehicle Repair	TIRES FOR BRENT CLIN	775.39		
VEN001603	ProSafeCDL	GJPCARD0082356	12/10/2021	201013360	MVH-Vehicle Repair	BRANDON SPELBRING C	100.00		
202936165	AMAZON.COM, INC.	GJPCARD0082360	12/10/2021	201013345	MVH-Equip Repair	BACK UP BEEPERS, HAN	236.90		
VEN000166	Auto Outfitters	GJPCARD0082368	12/10/2021	201013360	MVH-Vehicle Repair	INV. #384212 VENT VISO	64.97		
351516486	MID STATE TRUCK EQUIPMENT	GJPCARD0082380	12/10/2021	201013360	MVH-Vehicle Repair	INV. #116819 SALT SPRE	590.89		
844332073	WESTFIELD ACE, LLC	GJPCARD0082381	12/10/2021	201013360	MVH-Vehicle Repair	SUPPLIES FOR SALT SP	19.44		
VEN001983	Tractor Supply Company	GJPCARD0082384	12/10/2021	201013345	MVH-Equip Repair	REPAIR PARTS FOR #11	9.99		
464013297	MIDWEST PARTS TEAM LLC	GJPCARD0082393	12/10/2021	201013360	MVH-Vehicle Repair	INV. #715233 CORE RET	-18.00		

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Fund No.	Fund Name								
201	Motor Vehicle Highway (MVH)								
Public Works									
351516486	MID STATE TRUCK EQUIPMENT	GJPCARD0082395	12/10/2021	201013360	MVH-Vehicle Repair	INV. #116785 SALT SPRE	120.19		
440618012	O'REILLY AUTOMOTIVE STOR	GJPCARD0082397	12/10/2021	201013360	MVH-Vehicle Repair	CORE RETURNS - TWO	-90.00		
202936165	AMAZON.COM, INC.	GJPCARD0082401	12/10/2021	201013345	MVH-Equip Repair	TWO BLUETOOTH RADI	89.96		
202936165	AMAZON.COM, INC.	GJPCARD0082402	12/10/2021	201013360	MVH-Vehicle Repair	METAL TAGS TO ORGAN	13.99		
820544687	AMAZON.COM, INC.	GJPCARD0082404	12/10/2021	201013360	MVH-Vehicle Repair	KEY BOX FOR THE STRE	47.49		
464013297	MIDWEST PARTS TEAM LLC	GJPCARD0082405	12/10/2021	201013360	MVH-Vehicle Repair	REPLACEMENT ROTORS	171.62		
844332073	WESTFIELD ACE, LLC	GJPCARD0082407	12/10/2021	201013345	MVH-Equip Repair	REPAIR PARTS FOR PLO	11.00		
VEN001983	Tractor Supply Company	GJPCARD0082409	12/10/2021	201013360	MVH-Vehicle Repair	SALT SPREADER PINS	27.96		
VEN001972	Tom Roush Inc	GJPCARD0082412	12/10/2021	201013360	MVH-Vehicle Repair	INV. #5046385 PASSENG	299.34		
VEN008967	J and F Distributing Co	GJPCARD0082415	12/10/2021	201013345	MVH-Equip Repair	INV. #1218183 HYDRAULI	43.44		
440618012	O'REILLY AUTOMOTIVE STOR	GJPCARD0082419	12/10/2021	201013226	MVH-Vehicle Gas/ Supplies	SPLIT - SHOP SUPPLIES	29.85		
440618012	O'REILLY AUTOMOTIVE STOR	GJPCARD0082420	12/10/2021	201013360	MVH-Vehicle Repair	SPLIT - BRAKES REPAIR	581.08		
VEN000657	Esler's Auto Repair	GJPCARD0082422	12/10/2021	201013345	MVH-Equip Repair	INV. #116598, BATTERIES	500.85		
381909144	BELLE TIRE DISTRIBUTORS I	GJPCARD0082431	12/10/2021	201013360	MVH-Vehicle Repair	REPAIRS TO CARLTON'S	35.30		
381909144	BELLE TIRE DISTRIBUTORS I	GJPCARD0082432	12/10/2021	201013360	MVH-Vehicle Repair	REPAIRS TO AUSTIN'S T	56.70		
381909144	BELLE TIRE DISTRIBUTORS I	GJPCARD0082434	12/10/2021	201013360	MVH-Vehicle Repair	ORDER #37918153 TIRES	1,251.36		
464013297	MIDWEST PARTS TEAM LLC	GJPCARD0082435	12/10/2021	201013360	MVH-Vehicle Repair	SPLIT -BATTERY CORE	179.49		
202936165	AMAZON.COM, INC.	GJPCARD0082439	12/10/2021	201013345	MVH-Equip Repair	ANTENNA REPLACEMEN	47.98		
VEN001603	ProSafeCDL	GJPCARD0082452	12/10/2021	201013360	MVH-Vehicle Repair	ROBERT DORSEY CDL T	100.00		
351845000	ROUDEBUSH EQUIPMENT INC	GJPCARD0082453	12/10/2021	201013345	MVH-Equip Repair	INV. #17904, REPAIRS/PA	113.14		
381909144	BELLE TIRE DISTRIBUTORS I	GJPCARD0082487	12/10/2021	201013360	MVH-Vehicle Repair	NEW TIRES FOR 1571	423.36		
VEN001277	Macallister Machinery Co	GJPCARD0082489	12/10/2021	201013345	MVH-Equip Repair	INV. #R78436809501; AIR	75.00		
VEN000657	Esler's Auto Repair	GJPCARD0082504	12/10/2021	201013360	MVH-Vehicle Repair	INV. #116553 REPAIRS T	550.91		
VEN000657	Esler's Auto Repair	GJPCARD0082506	12/10/2021	201013360	MVH-Vehicle Repair	INV. #116510 REPAIR TO	267.56		
440618012	O'REILLY AUTOMOTIVE STOR	GJPCARD0082524	12/10/2021	201013345	MVH-Equip Repair	INV. #4333-488159; CRED	-66.00		
340526850	SHERWIN WILLIAMS CO	GJPCARD0082526	12/10/2021	201013345	MVH-Equip Repair	INV. #3612-9. XYLENE - U	114.88		
440618012	O'REILLY AUTOMOTIVE STOR	GJPCARD0082527	12/10/2021	201013345	MVH-Equip Repair	INV. #4333-488142 BATTE	408.81		
202936165	AMAZON.COM, INC.	GJPCARD0082555	12/10/2021	201013472	MVH-Equip	"HEAD" LIGHT FOR NIGH	26.99		
381909144	BELLE TIRE DISTRIBUTORS I	GJPCARD0082559	12/10/2021	201013360	MVH-Vehicle Repair	OIL CHANGE FOR TRUC	47.27		
381909144	BELLE TIRE DISTRIBUTORS I	GJPCARD0082560	12/10/2021	201013360	MVH-Vehicle Repair	OIL CHANGE FOR TRUC	62.05		
VEN001337	Menards	GJPCARD0082568	12/10/2021	201013345	MVH-Equip Repair	STORAGE RACK FOR SH	629.97		
232790555	ASBURY AUTOMOTIVE GROUP	GJPCARD0082573	12/10/2021	201013360	MVH-Vehicle Repair	INV. #327100 REPAIRS T	878.33		

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Fund No. Fund Name									
201	Motor Vehicle Highway (MVH)								
	Public Works								
VEN003173	AMAZON MKTPLACE	GJPCARD0082596	12/10/2021	201013472	MVH-Equip	AMAZON MKT	7.60		
	Subtotal for Public Works						11,054.25		
	Subtotal for Fund 201 Motor Vehicle Highway (MVH)						11,054.25		
Fund No. Fund Name									
202	Local Road and Street (LRS)								
	Public Works								
VEN008108	Kimball Midwest	GJPCARD0082303	12/10/2021	202013228	LRS-Signs and Posts	INV. #9392609 NUTS WA	496.50		
VEN008108	Kimball Midwest	GJPCARD0082339	12/10/2021	202013228	LRS-Signs and Posts	INV. #9395537 WASHER	103.50		
VEN001337	Menards	GJPCARD0082342	12/10/2021	202013228	LRS-Signs and Posts	SIGN MATERIALS TOOL	108.49		
VEN001337	Menards	GJPCARD0082357	12/10/2021	202013228	LRS-Signs and Posts	MAILBOX REPAIR FROM	199.49		
VEN001337	Menards	GJPCARD0082363	12/10/2021	202013228	LRS-Signs and Posts	SIGN MATERIALS - WED	54.40		
VEN001337	Menards	GJPCARD0082417	12/10/2021	202013228	LRS-Signs and Posts	MAILBOX POSTS	347.60		
VEN001829	Stello Products Inc	GJPCARD0082444	12/10/2021	202013228	LRS-Signs and Posts	INV. #33624 CAREY ROA	241.68		
VEN001337	Menards	GJPCARD0082509	12/10/2021	202013432	LRS-Sidewalk	TOP SOIL FOR BACKFILL	139.30		
VEN001829	Stello Products Inc	GJPCARD0082515	12/10/2021	202013228	LRS-Signs and Posts	INV. #33545; VARIOUS TR	14,349.31		
VEN001337	Menards	GJPCARD0082582	12/10/2021	202013228	LRS-Signs and Posts	MAILBOX PARTS - STOC	370.80		
	Subtotal for Public Works						16,411.07		
	Subtotal for Fund 202 Local Road and Street (LRS)						16,411.07		
Fund No. Fund Name									
203	Fire Operating								
	Fire								
VEN006898	Supply Warehouse Inc	GJPCARD0082275	12/10/2021	203012224	Fire-Operating Supplies	STATION SUPPLIES	22.99		
VEN000800	Grainger	GJPCARD0082280	12/10/2021	203012343	Fire-Building Maintenance	RETURN ADAPTORS	-207.44		
861769749	SWSS ACQUISITION LLC	GJPCARD0082282	12/10/2021	203012343	Fire-Building Maintenance	STATION 81 DOOR OPE	45.00		
202936165	AMAZON.COM, INC.	GJPCARD0082297	12/10/2021	203012343	Fire-Building Maintenance	2 VACUUM CLEANERS -	327.90		
161687235	MEIJER GREAT LAKES LIMITE	GJPCARD0082310	12/10/2021	203012347	Fire-Promotions	CHIEF REED RETIREMEN	239.93		
VEN006898	Supply Warehouse Inc	GJPCARD0082325	12/10/2021	203012224	Fire-Operating Supplies	STATION SUPPLIES	253.54		
844332073	WESTFIELD ACE, LLC	GJPCARD0082341	12/10/2021	203012224	Fire-Operating Supplies	FIRE HOSE MARKING - M	29.47		
VEN000800	Grainger	GJPCARD0082343	12/10/2021	203012224	Fire-Operating Supplies	EMS STORAGE CLOSET	312.29		
VEN000800	Grainger	GJPCARD0082344	12/10/2021	203012343	Fire-Building Maintenance	SWIVEL HOSE ADAPTOR	157.76		

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Fund No.	Fund Name								
203	Fire Operating								
	Fire								
202597227	GOOGLE PAYMENT CORP.	GJPCARD0082358	12/10/2021	203012349	Fire-Services	CABLE	64.99		
VEN000800	Grainger	GJPCARD0082365	12/10/2021	203012224	Fire-Operating Supplies	EMS STORAGE CLOSET	872.42		
VEN001820	SQUARE, INC.	GJPCARD0082369	12/10/2021	203012347	Fire-Promotions	CHIEF REED RETIREMEN	216.00		
770034661	INTUIT PAYMENT SOLUTIONS,	GJPCARD0082389	12/10/2021	203012472	Fire-Equip	APPARATUS EQUIPMEN	123.00		
237051157	NAT ASSOC OF FIRE INVEST	GJPCARD0082390	12/10/2021	203012350	Fire-Subscriptions/Dues	RENEWAL	165.00		
VEN000800	Grainger	GJPCARD0082399	12/10/2021	203012224	Fire-Operating Supplies	EMS BINS	39.93		
202936165	AMAZON.COM, INC.	GJPCARD0082414	12/10/2021	203012224	Fire-Operating Supplies	IPHONE CASE	15.70		
VEN000800	Grainger	GJPCARD0082416	12/10/2021	203012343	Fire-Building Maintenance	SWIVEL HOSE ADAPTOR	207.44		
VEN000800	Grainger	GJPCARD0082421	12/10/2021	203012224	Fire-Operating Supplies	EMS BINS	49.00		
VEN000800	Grainger	GJPCARD0082429	12/10/2021	203012224	Fire-Operating Supplies	EMS SUPPLY CLOSET BI	162.98		
202936165	AMAZON.COM, INC.	GJPCARD0082430	12/10/2021	203012224	Fire-Operating Supplies	SILICONE GRIP WRAP F	59.94		
VEN001817	Spill 911 Inc	GJPCARD0082447	12/10/2021	203012242	Fire-HazMat	WOOD HOLE PLUGS	90.04		
VEN000800	Grainger	GJPCARD0082454	12/10/2021	203012224	Fire-Operating Supplies	EMS SUPPLY CLOSET BI	1,159.02		
VEN000800	Grainger	GJPCARD0082458	12/10/2021	203012224	Fire-Operating Supplies	EMS SUPPLY CLOSET BI	502.88		
VEN006898	Supply Warehouse Inc	GJPCARD0082463	12/10/2021	203012224	Fire-Operating Supplies	STATION SUPPLIES	376.72		
310806232	NATIONAL REGISTRY OF EMER	GJPCARD0082465	12/10/2021	203012334	Fire-Travel/Training/Seminars	NEES APPLICATION FEE	152.00		
820544687	AMAZON.COM, INC.	GJPCARD0082476	12/10/2021	203012343	Fire-Building Maintenance	WATER FILTER - STATIO	46.46		
820544687	AMAZON.COM, INC.	GJPCARD0082478	12/10/2021	203012242	Fire-HazMat	MESH BAG FOR HAZMAT	19.99		
VEN000800	Grainger	GJPCARD0082480	12/10/2021	203012224	Fire-Operating Supplies	EMS SUPPLY CLOSET BI	315.98		
451413084	EOA LLC	GJPCARD0082491	12/10/2021	203012334	Fire-Travel/Training/Seminars	MEALS WHILE OUT OF T	93.66		
351811116	CALUMET LUBRICANTS CO, L.	GJPCARD0082499	12/10/2021	203012226	Fire-Vehicle Gas/Supplies	TRUFUEL	1,072.00		
820767002	OSHTMO HOTELS LLC	GJPCARD0082505	12/10/2021	203012334	Fire-Travel/Training/Seminars	HOTEL STAY FOR TRAIN	188.70		
820767002	OSHTMO HOTELS LLC	GJPCARD0082510	12/10/2021	203012334	Fire-Travel/Training/Seminars	HOTEL STAY FOR TRAIN	188.70		
VEN006898	Supply Warehouse Inc	GJPCARD0082525	12/10/2021	203012224	Fire-Operating Supplies	STATION SUPPLIES	65.88		
710727492	MURPHY OIL USA, INC.	GJPCARD0082530	12/10/2021	203012334	Fire-Travel/Training/Seminars	FUEL FOR TRAVEL FOR	65.53		
202597227	GOOGLE PAYMENT CORP.	GJPCARD0082535	12/10/2021	203012349	Fire-Services	CABLE	64.99		
383389989	WM LIMITED PARTNERSHIP -	GJPCARD0082538	12/10/2021	203012334	Fire-Travel/Training/Seminars	3 PEOPLE TRAINING CLA	32.44		
VEN006898	Supply Warehouse Inc	GJPCARD0082549	12/10/2021	203012224	Fire-Operating Supplies	STATION SUPPLIES	326.13		
VEN001029	International Assoc of Fire Chiefs	GJPCARD0082550	12/10/2021	203012350	Fire-Subscriptions/Dues	RENEWALS	2,365.00		
464417786	INDEPENDENT PURCHASING CO	GJPCARD0082553	12/10/2021	203012334	Fire-Travel/Training/Seminars	3 PEOPLE - TRAINING CL	42.34		
272439821	LOS AMIGOS OF KALAMAZOO	GJPCARD0082554	12/10/2021	203012334	Fire-Travel/Training/Seminars	3 PEOPLE TRAINING CLA	55.55		
610310025	PLUMBERS SUPPLY COMPANY	GJPCARD0082557	12/10/2021	203012343	Fire-Building Maintenance	STATION 81 - WATER HE	103.00		

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Fund No.	Fund Name								
203	Fire Operating								
	Fire								
087680061	SHOIFY PAYMENTS (USA) IN	GJPCARD0082574	12/10/2021	203012224	Fire-Operating Supplies	FIRE WIPES	214.92		
820544687	AMAZON.COM, INC.	GJPCARD0082575	12/10/2021	203012224	Fire-Operating Supplies	PHONE CASE	29.80		
202936165	AMAZON.COM, INC.	GJPCARD0082576	12/10/2021	203012472	Fire-Equip	NEW HOSE SUPPLIES	103.72		
	Subtotal for Fire						10,833.29		
	Subtotal for Fund 203 Fire Operating						10,833.29		
Fund No.	Fund Name								
206	Parks Programming/Events								
	Parks								
202936165	AMAZON.COM, INC.	GJPCARD0082289	12/10/2021	206005347	Parks Program-Promotions	SUPPLIES FOR WESTFIE	163.97		
274811963	ORIENTAL TRADING COMPANY	GJPCARD0082291	12/10/2021	206005347	Parks Program-Promotions	CARNIVAL GAME PRIZES	120.18		
201665019	FACEBOOK INC.	GJPCARD0082292	12/10/2021	206005347	Parks Program-Promotions	FACEBOOK AD FOR MEL	31.70		
770510487	PAYPAL	GJPCARD0082306	12/10/2021	206005347	Parks Program-Promotions	CARNIVAL GAME PRIZES	101.00		
202936165	AMAZON.COM, INC.	GJPCARD0082307	12/10/2021	206005347	Parks Program-Promotions	CRAYONS FOR CRAFT S	98.00		
770510487	PAYPAL	GJPCARD0082328	12/10/2021	206005347	Parks Program-Promotions	CARNIVAL GAME PRIZES	188.29		
VEN000894	HOBBY LOBBY STORES INC	GJPCARD0082366	12/10/2021	206005347	Parks Program-Promotions	CARNIVAL GAME SUPPLI	137.10		
274811963	ORIENTAL TRADING COMPANY	GJPCARD0082500	12/10/2021	206005347	Parks Program-Promotions	GIFT GREET SUPPLIES,	733.74		
274791180	OTC BRANDS INC	GJPCARD0082513	12/10/2021	206005347	Parks Program-Promotions	GINGERBREAD PLASTIC	178.33		
VEN000480	CSI Signs	GJPCARD0082518	12/10/2021	206005347	Parks Program-Promotions	ROADSIDE BANNERS FO	390.00		
202936165	AMAZON.COM, INC.	GJPCARD0082563	12/10/2021	206005347	Parks Program-Promotions	PHOTO FOLDERS FOR P	110.00		
202936165	AMAZON.COM, INC.	GJPCARD0082564	12/10/2021	206005347	Parks Program-Promotions	CANDY CANES FOR SAN	25.38		
	Subtotal for Parks						2,277.69		
	Subtotal for Fund 206 Parks Programming/Events						2,277.69		
Fund No.	Fund Name								
239	Law Enforcement								
	Police								
VEN001207	LA HACIENDA NO 8 INC	GJPCARD0082350	12/10/2021	239002334	Law Enforce-Travel/Train	HIRING PROCESS-JORD	28.96		
981044288	WAVEPAY CUSTOMER	GJPCARD0082408	12/10/2021	239002334	Law Enforce-Travel/Train	DE-ESCALATION AND SM	150.00		
VEN000384	CHICK-FIL-A CORP	GJPCARD0082442	12/10/2021	239002334	Law Enforce-Travel/Train	LT. TRAINING/MEETING-	40.28		
362679879	PORTILLO'S HOT DOGS, LLC	GJPCARD0082443	12/10/2021	239002334	Law Enforce-Travel/Train	LT. TRAINING/MEETING-	60.77		
810692135	LAW ENFORCEMENT RISK MANA	GJPCARD0082445	12/10/2021	239002334	Law Enforce-Travel/Train	NEW DETECTIVE AND C	325.00		

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Fund No. Fund Name									
239 Law Enforcement									
Police									
351890782	GPR INC.	GJPCARD0082448	12/10/2021	239002334	Law Enforce-Travel/Train	LEADERSHIP ACADEMY	111.89		
952043126	FAA	GJPCARD0082455	12/10/2021	239002334	Law Enforce-Travel/Train	DRONE REGISTRATIONS	20.00		
351531493	RONIN INC	GJPCARD0082457	12/10/2021	239002334	Law Enforce-Travel/Train	INVESTIGATIONS MEETI	78.67		
VEN002025	University of Louisville	GJPCARD0082471	12/10/2021	239002334	Law Enforce-Travel/Train	SEX CRIMES INVESTIGA	850.00		
VEN002025	University of Louisville	GJPCARD0082472	12/10/2021	239002334	Law Enforce-Travel/Train	HOTEL DURING TRAININ	400.00		
VEN002337	Alice Training Institute LLC	GJPCARD0082473	12/10/2021	239002334	Law Enforce-Travel/Train	ALICE INSTRUCTOR - MC	695.00		
462967004	FINNER LLC	GJPCARD0082474	12/10/2021	239002334	Law Enforce-Travel/Train	LT. TRAINING/MEETING-	78.50		
530227813	INTERNATIONAL ASSOCIATIO	GJPCARD0082482	12/10/2021	239002334	Law Enforce-Travel/Train	REFUND FOR CANCELLE	-560.00		
475423981	SHARONVILLE HILLS, LLC	GJPCARD0082498	12/10/2021	239002334	Law Enforce-Travel/Train	HOTEL DURING TRAININ	484.24		
814869913	BT4 LLC	GJPCARD0082501	12/10/2021	239002334	Law Enforce-Travel/Train	MEALS DURING TRAININ	29.39		
340968162	ARBYS RESTAURANT MANAGEM	GJPCARD0082502	12/10/2021	239002334	Law Enforce-Travel/Train	MEALS DURING TRAININ	12.18		
231743283	BFS FOODS #41	GJPCARD0082503	12/10/2021	239002334	Law Enforce-Travel/Train	MEALS DURING TRAININ	8.59		
871264070	HAZA FOODS OF NORTHEAST,	GJPCARD0082520	12/10/2021	239002334	Law Enforce-Travel/Train	MEALS DURING TRAININ	14.47		
834435648	INDEPENDENT PURCHASING CO	GJPCARD0082521	12/10/2021	239002334	Law Enforce-Travel/Train	MEALS DURING TRAININ	13.73		
814869913	BT4 LLC	GJPCARD0082522	12/10/2021	239002334	Law Enforce-Travel/Train	MEALS DURING TRAININ	15.96		
834289026	TYO JAPANESE RESTAURANT I	GJPCARD0082529	12/10/2021	239002334	Law Enforce-Travel/Train	MEALS DURING TRAININ	34.11		
VEN000388	CHIPOTLE MEXICAN GRILL	GJPCARD0082539	12/10/2021	239002334	Law Enforce-Travel/Train	MEALS DURING TRAININ	12.70		
863357429	BRIDGESTONE RESTAURANT GR	GJPCARD0082541	12/10/2021	239002334	Law Enforce-Travel/Train	SGT. TRAINING/MEETIN	112.73		
042103580	PRESIDENT FELLOWS OF	GJPCARD0082562	12/10/2021	239002334	Law Enforce-Travel/Train	STRATEGIC MANAGEME	4,390.00		
800787290	TOAST INC	GJPCARD0082565	12/10/2021	239002334	Law Enforce-Travel/Train	MEALS DURING TRAININ	21.24		
204984015	BJ'S RESTAURANTS, INC.	GJPCARD0082577	12/10/2021	239002334	Law Enforce-Travel/Train	MEALS DURING TRAININ	30.60		
263744467	DRURY HOTELS COMPANY, LLC	GJPCARD0082578	12/10/2021	239002334	Law Enforce-Travel/Train	HOTEL DURING TRAININ	663.80		
VEN001503	P.F. CHANG'S CHINA BISTR	GJPCARD0082579	12/10/2021	239002334	Law Enforce-Travel/Train	MEALS DURING TRAININ	33.42		
Subtotal for Police							8,156.23		
Subtotal for Fund 239 Law Enforcement							8,156.23		

Fund No. Fund Name

269 Training Facility Center

Public Safety (Police and Fire)

VEN000365	Chapman Electric Supply	GJPCARD0082345	12/10/2021	269014343	Training Fac-Building Maint	HCTC EXIT LIGHTS	125.39		
800678125	BPI ENTERPRISES, LLC	GJPCARD0082353	12/10/2021	269014343	Training Fac-Building Maint	HCTC EXIT LIGHT BATTE	216.86		
541211771	FERGUSON ENTERPRISES LLC	GJPCARD0082427	12/10/2021	269014343	Training Fac-Building Maint	SPLIT - HCTC (24.36)	108.30		

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Fund No. Fund Name									
269	Training Facility Center								
Public Safety (Police and Fire)									
VEN001820	SQUARE, INC.	GJPCARD0082466	12/10/2021	269014343	Training Fac-Building Maint	HCTC GRINDER PUMP R	3,096.60		
VEN001337	Menards	GJPCARD0082514	12/10/2021	269014343	Training Fac-Building Maint	HCTC TOILET REPAIRS	114.28		
VEN001337	Menards	GJPCARD0082532	12/10/2021	269014343	Training Fac-Building Maint	HCTC TOILET REPAIRS	36.30		
Subtotal for Public Safety (Police and Fire)							3,697.73		
Subtotal for Fund 269 Training Facility Center							3,697.73		
Fund No. Fund Name									
640	Sports Campus Operating								
Grand Park									
464013297	MIDWEST PARTS TEAM LLC	GJPCARD0082340	12/10/2021	640015360	Sports Campus-Veh Repair	BATTERY	55.57		
561577639	CARROT TOP INDUSTRIES INC	GJPCARD0082362	12/10/2021	640015224	Sports Campus-Operating Su	FLAG	82.33		
VEN001983	Tractor Supply Company	GJPCARD0082391	12/10/2021	640015472	Sports Campus-Equipment	GROUND SUPPLIES	11.75		
710415188	WAL-MART STORES, INC.	GJPCARD0082544	12/10/2021	640015224	Sports Campus-Operating Su	BALL AIR PUMP	8.50		
813878272	GO4ELLIS, LLC	GJPCARD0082552	12/10/2021	640015224	Sports Campus-Operating Su	ATHLETIC TRAINER	405.00		
813878272	GO4ELLIS, LLC	GJPCARD0082580	12/10/2021	640015224	Sports Campus-Operating Su	ATHLETIC TRAINER	562.50		
813878272	GO4ELLIS, LLC	GJPCARD0082581	12/10/2021	640015224	Sports Campus-Operating Su	ATHLETIC TRAINER	90.00		
861280451	UPTOWN BIRMINGHAM PARTNER	GJPCARD0082584	12/10/2021	640015334	Sport Campus-Travel Training	SPORTSETA: LAND, STA	96.12		
VEN000992	INDIANAPOLIS AIRPORT AUTH	GJPCARD0082585	12/10/2021	640015334	Sport Campus-Travel Training	SPORTSETA PARKING	100.00		
630568679	BRININGHAM JEFFERSON CIVI	GJPCARD0082588	12/10/2021	640015334	Sport Campus-Travel Training	SPORTS ETA	1,009.11		
630568679	BRININGHAM JEFFERSON CIVI	GJPCARD0082589	12/10/2021	640015334	Sport Campus-Travel Training	SPORTS ETA	999.00		
630568679	BRININGHAM JEFFERSON CIVI	GJPCARD0082590	12/10/2021	640015334	Sport Campus-Travel Training	SPORTS ETA CONFERE	999.00		
VEN001810	SOUTHWEST AIRLINES CO	GJPCARD0082597	12/10/2021	640015334	Sport Campus-Travel Training	SOUTHWEST AIRLINES	743.97		
Subtotal for Grand Park							5,162.85		
Sport Campus Indoor Event Ctr									
351374015	FAMILY EXPRESS CORP	GJPCARD0082279	12/10/2021	640023347	GP Indoor-Promotion	STAFF LUNCH	72.95		
813878272	GO4ELLIS, LLC	GJPCARD0082288	12/10/2021	640023224	GP Indoor-Operating Supplies	ATHLETIC TRAINER	315.00		
844332073	WESTFIELD ACE, LLC	GJPCARD0082313	12/10/2021	640023343	GP Indoor-Bldg Maint	BOLTS	1.95		
844342621	LEGACY SPORTS GROUP LLC	GJPCARD0082316	12/10/2021	640023347	GP Indoor-Promotion	TEST REGISTRATION	1.00		
981044288	WAVEPAY CUSTOMER	GJPCARD0082355	12/10/2021	640023349	GP Indoor-Services	CAMPUS MAP	600.00		
202936165	AMAZON.COM, INC.	GJPCARD0082377	12/10/2021	640023224	GP Indoor-Operating Supplies	AED BATTERIES AND SC	514.69		
582554149	THE ROCKET SCIENCE GROUP,	GJPCARD0082479	12/10/2021	640023347	GP Indoor-Promotion	MAILCHIMP MARKETING	430.00		
VEN009273	MOOD PANDORA	GJPCARD0082598	12/10/2021	640023349	GP Indoor-Services	MOOD PANDORA	28.84		

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Fund No. Fund Name									
640	Sports Campus Operating								
Sport Campus Indoor Event Ctr									
VEN009814	WIX COM	GJPCARD0082599	12/10/2021	640023349	GP Indoor-Services	WIX	17.00		
Subtotal for Sport Campus Indoor Event Ctr							1,981.43		
Subtotal for Fund 640 Sports Campus Operating							7,144.28		
Posted Invoices Total							95,828.59		

ORDINANCE 21-62
AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF
WESTFIELD, INDIANA AMENDING THE FEE SCHEDULES SET
FORTH IN ORDINANCE 19-64

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 established a fee schedule for the certification, copying, and transmission of City documents, as well as standardized inspections and charges; and

WHEREAS, the fee schedule should now be amended to ensure that the fees charged conform with Indiana Law.

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Indiana, that:

Section 1. The foregoing Recitals are fully incorporated herein by this reference.

Section 2. As set forth below each Department of the City shall charge the following fees, which fees shall not exceed the fees allowed by Indiana state law.

(A) Community Development- With respect to all fees set forth in the tables below: (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.

1) Planning and Zoning Fees:

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)	\$250 + \$35/lot
Condominium Review	\$55 + \$15/unit
Minor Plat/Lot Combination	\$250 + \$35/lot
Certificate of Correction	\$250 + \$35/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
Variance of Use	\$650
Special Exception	\$650
Administrative Appeal	\$550
Renewal Request and/or Modification of Condition	\$250
Each Additional Request (VS, VU, or SE)	\$150

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

Required Inspections	
Commercial Landscaping Inspection	\$100 per 100 total plants (rounded to the nearest 100 plants)
Residential Common Area Landscaping Inspection	\$100 per \$100 total plants (rounded to the nearest 100 plants)
First Re-Inspection	n/a
Second Re-Inspection	Same as Initial Inspection Fee
Third Re-Inspection	Double the Initial Inspection Fee
Subsequent Re-Inspections	Triple the Initial Inspection Fee

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

2) Building Fees:

Agriculture	
Agriculture/farm buildings (major electrical, plumbing, sewage or water installations)	\$105 + \$.10/sq. ft.
Agriculture/farm buildings without major electrical, plumbing, sewage or water installations	\$105 + \$.10/sq. ft.

Residential	
Single-family/two-family/tri-quad dwelling	\$600 + \$.10/sq. ft.
Multi-family dwelling	\$750 + \$.10/sq. ft.
RESIDENTIAL ACCESSORY STRUCTURES	
(e.g. w/foundations, pools)	\$250 + \$.10/sq. ft.
Residential Addition	\$150 + \$.10/sq. ft.

Non-Residential	
New Construction	\$600 + \$.20/sq. ft.
Remodel/Tenant Finish	\$350 + \$.20/sq. ft.
Commercial Addition	\$600 + \$.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
Replacement Permit Card	\$30
<i>Occupying Structure without Certificate of Occupancy</i>	
- Residential	\$2,500
- Non-Residential	\$5,000
<i>Commencing Construction without Required Permit(s):</i>	
- Residential	\$400
- Non-Residential	\$1,250

3) Inspection Fees:

Residential	
Footing	\$70
Foundation/Underslab Plumbing	\$70
Rough-in	\$70
Dry-wall	\$70
Final	\$70
Fire Marshal	n/a
Missed	\$300
Cancelled Inspection (not available for Footings)	\$70
Commercial	
Footing	\$100
Foundation/Underslab Plumbing	\$100
Rough-in	\$100
Dry-wall	\$100
Final	\$100
Fire Marshall	\$100
Missed	\$300
Cancelled Inspection (not available for Footings)	\$100
Pool Inspections	
Rough Bonding	\$70
Bonding Grid	\$70
Final	\$70

4) Other Inspection Fees When Required or Requested:

Residential	
Above Ceiling	\$70
Porch	\$70
Pre-Final	\$70
Energy-Insulation	\$70
Trunk line	\$70
Same-day Inspection Request	n/a
All Other Inspections	\$70
After hours or weekend inspection (not to exceed 4 hours door-to-door including inspection time)	\$250

Commercial	
Above Ceiling	\$100
Porch	n/a
Pre-Final	\$100
Energy-Insulation	\$100
Trunk line	n/a
Same-day Inspection Request	n/a
All Other Inspections	\$100
After hours or weekend inspection (not to exceed 4 hours door-to-door including inspection time)	\$250

5) 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

(B) Public Works Department -

1) Erosion Control Fees:

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 (punch list)	\$75/hour
Punch List Completion Inspection	\$75/hour
Maintenance Bond Walkthrough (punch list)	\$75/hour
Punch List Completion Inspection (bond release)	\$75/hour

2) Streets and 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 (punch list)	\$75/hour
Maintenance Bond Walkthrough (punch list)	\$75/hour
Punch List Completion Inspection (bond release)	\$75/hour

3) Storm Sewers:

Daily Installation Inspection (installation quality control)	\$75/hour
Performance Bond Walkthrough (punch list)	\$75/hour
Pipe Televising Efforts	\$75/hour
Punch list Completion Inspection	\$75/hour
Maintenance Bond Walkthrough (punch list)	\$75/hour
Punch List Completion Inspection (bond release)	\$75/hour

4) 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

5) 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

6) Rezone Plan Review Fees:

Plan Review Fee	\$100
Additional Fee per Sheet	
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

7) Planned Unit Development (PUD) Plan Review Fees:

Plan Review Fee	\$750
Additional Fee per Sheet	
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

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

Plan Review Fee	\$1050
Additional Fee per Sheet	
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

9) Specialty Plan Review & Other 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 three (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 One Hundred and Twenty Dollars (\$120) per hour. The Public Works Department may elect to hire a consultant to perform this review in order to meet deadline requirements.

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 (see above)

(C) Police Department-

Copy of Incident or Case Report (I.C. 5-14-3-8)	
• 0-19 pages (black and white)	\$0.00 per page
• 20 + pages (black and white)	\$2.00 plus \$0.10 per page
• Any color page	\$.25 per page
Crash Report (I.C. 9-26-9-3)	\$5.00
Police Audio/Visual Recording (I.C. 5-14-3-8 and I.C. 5-14-3-2(d)) Law Enforcement Recording (I.C. 5-14-3-2(k))	\$10.00 or direct cost, not to exceed \$150.00
Photo CD (I.C. 5-14-3-8 and I.C. 5-14-3-2(d))	\$10.00
Golf Cart Permit (Ord. 11-16)	\$25.00 (2-year permit)
Secondhand Entity Registration (Ord. 14-53)	\$50.00
Fingerprint Card	\$5.00 per card

Gun Permits (I.C. 35-47-2-3; I.C. 35-47-2-4)	
5-year hunting and target	\$0 (effective 7/1/2020)
5-year person protection	\$0 (effective 7/1/2020)
Lifetime hunting and target	\$0 (effective 7/1/2020)
Lifetime personal protection	\$0 (effective 7/1/2020)
Retired Law Enforcement Officer	Fee Exempt
Retired Correctional Officer	Fee Exempt
Officers with at least 20 years of Service	Fee Exempt

(D) Fire Department-

1) Ambulance Fees:

BLS	\$538
ALS	\$653
ALS-2	\$945
ALS-Non	\$412
Mileage for Ambulance Fees	\$16.00/per mile
Non-Resident Fee	\$200- outside of Westfield, Noblesville, Sheridan, Carmel
1 Critical Care Transport= FRP on board with crew, providing continual monitoring with any one of the following: mechanical ventilation, IV infusion on electromechanical pump	

2) EMS Special Events Billing Rates: BLS services include an AED, basic airway adjuncts, oxygen, equipment for bleeding control & injury immobilization. ALS services include all BLS service equipment with the addition of ECG monitoring/defibrillation/cardioversion/pacing, equipment for advanced airway management including endotracheal intubation, vascular access (IV/IO), medication administration.

BLS-1 EMS provider with radio & BLS equipment	\$100/provider per hour
ALS-1 paramedic with radio & ALS equipment	\$200/provider per hour
WFD EMS 80 (ATV) or EMS 81 (cart), staff not included	\$50.00 per hour
M380 or M389 (ambulance), staff not included	\$100 per hour
EMS Chief or Captain for incident support	\$100 per hour

3) Fire Inspection Fees for New Business:

Occupancy Permit	\$104.00
If Final Inspection fails:	
1 st Re-inspection	\$104.00
2 nd Re-inspection	\$208.00
3 rd Re-inspection	\$500.00
Apartments	\$102 per building, plus \$102 per unit in each building.

4) Report Fees:

Basic NFIRS	\$10.00
EMS Reports	\$20.00
Report with Pictures	\$30.00

5) Miscellaneous Fees:

Fireworks Fee	\$1000.00
False Alarm Fees (Commercial)	3 rd alarm-\$300/ 4 th alarm-\$400/ 5 th alarm-\$500

6) Hourly Fee for Fire & EMS Apparatus including Hazmat Response: Westfield Fire Department bills for incidents involving the release of hazardous materials in accordance with the State of Indiana spiller pay law and the Hamilton County spiller pay ordinance. All billing is at the discretion of the Westfield Fire Department.

Engines/Ladder/Decon/Hazmat/Ambulance/Rescue Vehicles (For each vehicle that responds to incident)	\$250.00/First Hour \$150.00/per hour after first hour
Battalion/Command Unit Vehicle	\$100.00/First Hour \$50.00/per hour after first hour Spill containment supplies will be billed at our cost from our vendors per state code and may include \$200.00 shipping cost

(E) Parks Department/Westfield Welcome-

1) Shelter Rentals: All Park Shelters are rented in four (4) hour increments as follows:

For Westfield residents	\$50
For Non-Westfield residents	\$75

2) Annual Farm Land Rental- Osborne Park: \$150 to \$300 per acre, paid annually

3) Special Event Rental Fees- Assessed per event- See, Special Event Policy PK01-11, attached hereto as Exhibit A.

4) 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. Event fees under this section do not apply and are not related to Grand Park.

Section 3. All prior ordinances or parts thereof inconsistent with any provision of this Ordinance are hereby repealed, to the extent of such inconsistency only, as of the effective date of this Ordinance. However, the repeal or amendment of this Ordinance of any other Ordinance does not affect any rights or liabilities accrued, penalties incurred or proceedings begun prior to the effective date of this Ordinance. Those rights, liabilities and proceedings are continued and penalties shall be imposed and enforced under such repealed or amended ordinance as if this Ordinance had not been adopted.

Section 4. If any portion of this Ordinance is for any reason declared to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance so long as enforcement of the same can be given the same effect.

Section 5. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

PASSED THIS ____ DAY OF _____ 2021 BY THE WESTFIELD COMMON COUNCIL, HAMILTON COUNTY, INDIANA.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Scott Willis

Scott Willis

Scott Willis

Jake Gilbert

Jake Gilbert

Jake Gilbert

Joe Edwards

Joe Edwards

Joe Edwards

Scott Frei

Scott Frei

Scott Frei

Mike Johns

Mike Johns

Mike Johns

Troy Patton

Troy Patton

Troy Patton

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that ORDINANCE 21-_____ was delivered to the Mayor of Westfield
on the _____ day of _____, 2021, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 21-_____ I hereby VETO ORDINANCE 21-_____
this _____ day of _____, 2021. this _____ day of _____, 2021.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

ORDINANCE 21-61

AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF WESTFIELD, INDIANA TO ADOPT AMENDED PERSONNEL POLICIES, PROCEDURES AND BENEFITS MANUAL

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

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

WHEREAS, the City provides its employees with a comprehensive benefits program, which is outline in personnel policy handbooks; and

WHEREAS, the City is in the process of a periodic review of its personnel policy handbook; and

WHEREAS, such review brings light to policies that are outdated, subject to misinterpretation or inconsistent with federal and state law or local ordinance; and

WHEREAS, such findings may necessitate changes to the underlying City code and require the Personnel Policies, Procedures, and Benefits Manual as outlined in Exhibit A attached hereto, to be adopted and modified in order to remain current and useful to all City employees.

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Indiana, that:

Section 1. The foregoing recitals are incorporated herein by this reference.

Section 2. That the City hereby adopts the changes to the City of Westfield Personnel Policy, Procedure and Benefits Manual as outlined by Exhibit “A”, attached hereto and incorporated herein by reference.

Section 3. All current employees of the City shall receive and acknowledge in writing the receipt of the City Personnel Policies, Procedures, and Benefits Manual in the form attached hereto and set forth in Exhibit “A”, and each person who becomes an employee of the City hereafter shall also receive a copy of such manual (or any amended version thereof that is approved hereafter by the Council) and acknowledge such receipt in writing.

Section 4. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

PASSED THIS ____ DAY OF _____ 2021 BY THE WESTFIELD COMMON COUNCIL, HAMILTON COUNTY, INDIANA.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Scott Willis

Scott Willis

Scott Willis

Jake Gilbert

Jake Gilbert

Jake Gilbert

Joe Edwards

Joe Edwards

Joe Edwards

Scott Frei

Scott Frei

Scott Frei

Mike Johns

Mike Johns

Mike Johns

Troy Patton

Troy Patton

Troy Patton

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that ORDINANCE 21-_____ was delivered to the Mayor of Westfield
on the _____ day of _____, 2021, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 21-_____ I hereby VETO ORDINANCE 21-_____
this _____ day of _____, 2021. this _____ day of _____, 2021.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor



CITY OF

Westfield

INDIANA

PERSONNEL POLICIES,
PROCEDURES AND BENEFITS
MANUAL

2020~~1~~

2



**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 Ordinance 18-55 Dated December 20, 2018)
(This Policy Manual updated with Ordinance 19-64 Dated December 19, 2019)

RESOLUTION 17-102

RESOLUTION TO ADOPT AMENDED PERSONNEL POLICIES, PROCEDURES AND BENEFITS MANUAL

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

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

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

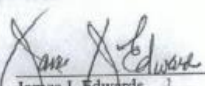
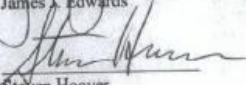
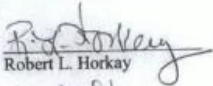
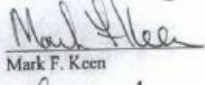
NOW, THEREFORE, BE IT RESOLVED by the Westfield City Common Council meeting in session as follows:

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

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

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

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

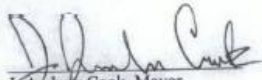
ATTEST:


Cindy Gossard, Clerk Treasurer

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


Cindy Gossard, Clerk-Treasurer

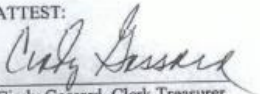
I hereby APPROVE RESOLUTION 17-XX
this _____ day of _____,
2016.


J. Andrew Cook, Mayor

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

J. Andrew Cook, Mayor

ATTEST:


Cindy Gossard, Clerk Treasurer

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

Resolution 17-XX

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1.00 STATEMENT OF PURPOSE

1.01 Mission Statement 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.

Remainder of page left blank intentionally.



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, sexual orientation, gender identity or expression, pregnancy, ~~national~~ national origin, age, disability, genetic information, protected veteran status, or any other characteristic 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, sexual orientation, gender identity or expression, pregnancy, religion, age, national origin, ~~ancestry~~, disability, genetic information, 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, sexual orientation, gender identity or expression, pregnancy, age, religion, national origin, ~~ancestry~~genetic information, 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).

Any employee who believes he or she may need a reasonable accommodation to perform the essential functions of his or her job should contact their supervisor or the Human Resources Department.

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~~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~~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~~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~~alcohol-free workplace program that balances our respect for individuals with the need to maintain a drug and ~~alcohol-free~~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 he or she is involved in an accident. 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.
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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 ~~generally scheduled able to work~~ no more than 25 ~~or less~~ hours per week, ~~no more and less~~ than 1000 hours per calendar year, and ~~have~~ successfully completed ~~their 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.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' their~~ 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~~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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4.01 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

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4.00 PERSONAL BENEFITS

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

Retirement Programs

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

4.02

City of Westfield sponsors and maintains various group health and welfare plans for the sole benefit of its eligible employees and their dependents, including coverage arrangements or insurance policies for the provision of medical, dental, vision, and life benefits. The City Council is responsible for establishing annual coverage parameters for each benefit plan, as well as the City's contribution toward the employee-only portion of premiums for the medical, dental, vision, and life benefits. These benefit plans are offered to all full-time employees of the City – defined as any employee who is regularly scheduled to work 30 or more hours a week and has successfully completed the mandatory period of employment. City Council members are offered the same medical, dental and vision benefits but are required to pay both the employee and employer portion of the cost of the coverage and may only elect these benefits during their term as Council members.

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~~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.~~

4.00 PERSONAL BENEFITS

Employees who elect to participate in the medical, dental, or vision benefit plans may also elect additional coverage for a spouse, dependent(s) or the entire family 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 may establish annually the amount or percentage, if any, that the City will contribute toward this additional coverage for family members.

Access to services provided by the City of Westfield's Employee Healthcare Clinic (the "Clinic") is tied to participation in the City's medical plan. Accordingly, an individual's ability to access Clinic services will cease automatically upon termination of their medical plan coverage (this notwithstanding an election of continuation coverage under the medical plan).

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 Human Resources Manager for additional information.

Early Retiree Health Plan Coverage:

General Eligibility Rule: Subject to meeting the terms of eligibility described below, a former employee whose retirement date (or disability date) occurs prior to attaining age 65 (an "Early Retiree") may elect to continue participation in the City of Westfield's group medical, dental, or vision benefit plans, which may include, if elected, coverage for the retiree's participating spouse and/or dependent(s) who remain eligible. Coverage is available for Early Retirees only under the following conditions:

- The Early Retiree timely pays 100% of the monthly premiums.
- The Early Retiree properly submits an election of coverage to Human Resources within 30 days of their retirement date or disability date.
- The Early Retiree (i) prior to their retirement date, attained a combination of years of service with the City and age that equals at least 70 years, or (ii) is determined to be "disabled" for purposes of PERF disability.

Examples of age-plus-service eligibility: 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.

- Immediately prior to their retirement date (or disability date), the Early Retiree (and any participating spouse and/or dependents who remain eligible and for whom the retiree elects coverage) must have completed a minimum of five (5) continuous years of coverage under the City's particular benefit plan (i.e. medical, dental or vision) for which retiree coverage is elected.

Example of continuous coverage eligibility: Employee A is age 63 and by his retirement date will have attained a combined age plus years of service of at least 70 years. For the seven consecutive years immediately prior to his retirement date, Employee A was enrolled in family coverage under the City's medical and dental plans, which covered himself, his spouse (age 61) and his dependent child (age 24). Upon Employee A's retirement date, he may elect to continue coverage as an Early Retiree for himself, his spouse and his dependent child under both the City's medical and/or dental plans.

Special Eligibility Rule for Sworn Firefighters: Subject to the labor agreement in effect among the City of Westfield, the Westfield Fire Department, and the Westfield Professional Fire Fighters –

4.00 PERSONAL BENEFITS

International Association of Fire Fighters, Local 4416, sworn firefighters shall be eligible for Early Retiree coverage (i) when vested in the 1977 Police Officers and Firefighters Pension and Disability Fund (the "Fund") or (ii) are determined to be "disabled" by the Fund. Notwithstanding this special rule, sworn firefighters are subject to all other terms applicable to Early Retiree coverage.

Other Information Applicable to Early Retiree Coverage:

- A separate eligibility determination is made for each benefit plan (medical, dental or vision) and level of coverage thereunder (retiree-only, retiree + spouse, retiree + dependent(s), or family coverage). Early Retirees may only elect to continue the same coverage in which they were enrolled immediately prior to their retirement date (or disability date).
- Termination of Medical Coverage at Age 65: The Early Retiree's coverage under the City's medical plan (if elected) will terminate effective as of the first of the month in which the retiree attains age 65. Notwithstanding this, the Early Retiree's participating spouse may continue their coverage under the City's medical plan, subject to the payment of 100% of the monthly premiums, until such coverage automatically terminates effective as of the first of the month in which the spouse attains age 65. The Early Retiree's participating dependents may continue their coverage under the City's medical plan, subject to the payment of 100% of the monthly premiums, until such coverage terminates effective as of the last day of the month in which the dependent attains age 26.
- The City's annual open enrollment does not apply to Early Retirees or their participating spouse and/or dependents. Early Retirees are not eligible for a special enrollment due to loss of other coverage. Similarly, Early Retirees who are not currently participating in City's medical, dental or vision benefit plans will not be eligible to enroll upon acquiring a new dependent. Early Retirees may, however, request to terminate coverage at any time in accordance with the general provisions of the particular benefit plan.
- If the City makes a significant change to the underlying coverage of a benefit plan or terminates a plan option in which the Early Retiree (and any participating spouse and/or dependent) is enrolled, the Early Retiree will be automatically enrolled by Human Resources in the most similar coverage option made available to current employees.

Nothing in the policies and procedures described in this manual may affect the City's right to change any term of any benefit plan provided by the City in any way at any time or to terminate any group health coverage (including Early Retiree coverage) described herein at any time. In the event of a conflict between the eligibility terms contained in this Section 4.02 and the underlying plan document, the plan document will govern. The City of Westfield retains authority to interpret the terms of eligibility contained in the benefit plan documents and this Section 4.02.

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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.



4.00 PERSONAL BENEFITS

~~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 ~~and Symetra Life~~ 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 ~~and voluntary life and long term disability~~ is/are 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 ~~1/2 or full day~~ 1 hour 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:

2022~~210~~ Holiday Schedule for Civilian Employees

New Year's Day Celebrated	Monday Wednesday Friday	January 31 , 202 210
Martin Luther King Jr. Day	Monday	January 17 20 202 012
Presidents' Day	Monday	February 21 75 , 202 210
Memorial Day	Monday	May 25 31 0 , 202 012
<u>Juneteenth</u> <u>Observed</u>	<u>Monday</u>	<u>June 20, 2022</u>
Independence Day <u>Observed</u>	<u>Monday</u> <u>Friday</u>	July 35 4 , 202 210
Labor Day	Monday	September 7 65 , 202 210
Thanksgiving Day	Thursday	November 26 54 , 202 012
Day after Thanksgiving	Friday	November 27 65 , 202 012
Christmas Eve Holiday, <u>Observed</u>	<u>Thurs</u> <u>Friday</u> <u>Friday</u> <u>Thursday</u>	December 23 44 , 202 012
Christmas Holiday, <u>Observed</u>	<u>Fri</u> <u>Monday</u> <u>Monday</u> <u>Friday</u>	December 25 74 6 , 202 012
New Year's Eve	<u>Friday</u> <u>Thursday</u>	December 31 0 , 202 012

Two Floating Holidays

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

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

1. **Fixed and Floating Holidays during Training Probation**
Employees are eligible for **all fixed holidays** (excluding Professional Police and 24-hour Fire Personnel) during their training probation. Employees are eligible for **floating holidays** after the completion of their training probation. Professional Police (8-hour and 12-hour) and 24-hour Fire Personnel are eligible to take floating holidays during their training probation period after 90 days of employment.
2. **Fixed and Floating Holidays during Disciplinary Probation**
Employees are eligible for **all fixed and floating holidays, including vacation and sick time**, during their disciplinary probationary period.

3. Any employee terminated during either of these probationary periods is not required to “pay back” those fixed or floating holidays they have already used.

4. **Professional Police Officer Fixed and Floating Holidays.**

Because of different shift requirements, sworn professional police personnel will be eligible for eight (8) hours (not 12 hours) each fixed and floating holiday approved by the City Council (for example, if the City Council approved 13 total holidays, then sworn professional police personnel will receive 104 hours). These hours may be used at the employee's choosing and may be used in one-hour increments. Civilian office personnel working Monday through Friday will observe the fixed holiday schedule as approved by City Council. During the first partial year of employment, sworn Professional Police officers are eligible for the remaining fixed holidays occurring after their employment date to be taken as floating holidays. These hours may be used after 90 days of employment, at the employee's choosing and may be used in one-hour increments.

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

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

5. **Professional Fire Personnel Fixed and Floating Holidays.**

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

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

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

6. If a regular or probationary full-time employee (non-public safety) works on a fixed holiday that is approved by the City Council, the employee will receive pay at 1.5 times his or her regular rate of pay for the time worked in addition to the straight time pay for the holiday. There is no special holiday pay for professional fire and police personnel.

7. Floating Holidays are not paid upon termination from employment.

4.14 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~~Five (65) 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.
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- (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.
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- (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
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- (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.
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- 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
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- (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. .
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- (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.

Sick leave with COVID-19; if an employee has tested positive- Option 1: CDC recommends a 14-day quarantine (it is most effective way to prevent the spread of COVID-19). However, CDC also recognized that a 14-day quarantine can be burdensome. They have given two other options for reduced quarantine periods. Option 2: No testing is required. The employee may return to work after a 10-day quarantine provided they are completely asymptomatic (no symptoms). Option 3: The employee gets a COVID test on day 5 of the quarantine. If the test comes back negative and the employee asymptomatic, the employee may return to work on day 8.

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.



7.00 LEAVES OF ABSENCE

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
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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.
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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 as set forth below. 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.

In addition to the unpaid leave provided above, any employee of the City who is a member of the Indiana National Guard, a member of a reserve component, or a member of the retired personnel of the naval, air, or ground forces of the United States is entitled to a maximum of 120 work-day hours per calendar year, without loss of pay or vacation leave, for the time when the employee is: (1) on training duties of the state under the order of the governor as commander in chief; or (2) a member of any reserve component under the order of the reserve component authority. (I.C. 10-16-7-5(b)). An employee may be required to present copies of military orders or other notification papers to his/her supervisor to substantiate a requested leave. The portion of any military leaves of absence in excess of 120 work-day hours per calendar year will not be compensated by the City. Unused leave will not carry over into the following year.

Any employee of the City who is a member of the Indiana National Guard, a member of a reserve component, or a member of the retired personnel of the naval, air, or ground forces of the United States is entitled to receive an [unpaid] leave of absence for the time when the employee is on

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state active duty under I.C. 10-16-7-7 or other active duty described in I.C. 10-16-7-23 (referred hereafter as "active duty"). (I.C. 10-16-7-5(c)).

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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.

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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.

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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)

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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.

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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 and time is to be taken in full-day increments.

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~~for nursing mothers to express milk; and;
3. Make reasonable efforts to provide a refrigerator or other cold storage space for expressed breast milk or allow the employee to provide her own portable cold storage device for keeping milk that has been expressed until the end of the employee's work day.

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

7.09 Family and Medical Leave Act of 1993

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

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

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

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

parent in the Armed Forces in support of a contingency operation ("qualifying exigency military leave").

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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/perfmbbrforms.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%.

Annual Base Salary	<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>
\$25,000	\$1,500	\$1,000

If you invest \$1,500 into the 457 Retirement Plan or Roth 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 or Roth 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 ~~45701a~~ 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~~Informatics 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
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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 or 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-~~1-1-34~~.

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, 1-1-43, 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 following 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~~12~~ schedule is outlined below.

- a) Supervisor provides employee with self-assessment form no earlier than September 3, 2020~~12~~, and no later than October 18~~7~~, 2020~~12~~, 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~~5~~, 2020~~12~~. 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~~12~~. 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~~12~~. 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~~12~~. Original signed form is sent to Human Resources no later than March 7, 2020~~12~~. 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~~12~~, 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



Appendix III

City of Westfield, Indiana 2020~~12~~ 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 202~~01~~12
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 ☐
Comments (required for anything other than Meets Expectations):			
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 ☐
Comments (required for anything other than Meets Expectations):			
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 ☐
Comments (required for anything other than Meets Expectations):			
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 ☐
Comments (required for anything other than Meets Expectations):			
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 ☐
Comments (required for anything other than Meets Expectations):			

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 ☐
Comments (required for anything other than Meets Expectations):			
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 ☐
Comments (required for anything other than Meets Expectations):			
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 ☐
Comments (required for anything other than Meets Expectations):			
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 ☐
Comments (required for anything other than Meets Expectations):			
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 ☐
Comments (required for anything other than Meets Expectations):			

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 ☐
Comments (required for anything other than Meets Expectations):			
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 ☐
Comments (required for anything other than Meets Expectations):			
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 ☐
Comments (required for anything other than Meets Expectations):			

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

<i>Additional supervisor comments (optional):</i>
<i>Employee feedback (optional):</i>

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

*“Creating a **community** where all can **thrive**.”*

2021 Stakeholder Update



2021 Board of Directors



Our Board of Directors have been working hard and the chemistry amongst us is exceptional. There have, however, been changes since our last update. Our current board consists of:

- **Jake Gilbert** – President
- **Kyle Miller** – Vice President
- **Adenike Makinde** – Secretary
- **Lauren Guynn** – Non-Profit Liaison
- **Kristy Murphy** – HCCF Liaison
- **Michelle Leonard McConnell** – Marketing Chair
- **Anuar Velazquez** – Community Outreach Co-Chair

*“Creating a **community** where all can **thrive**.”*

Exciting New Updates!



We have filed for non-profit status.

We hope to become an official 501(c)(3) organization very soon; we are currently waiting to hear back regarding our status.

501(c)(3)



We have hired our first WCW employee!

Sarah Hague is now serving as our Program Assistant, and is currently working to help us with grants, scheduling, communications, special projects, and administrative details. This position has been funded by the generous donations of several community members.

*“Creating a **community** where all can **thrive**.”*

“Creating a **community** where all can **thrive**.”

Committee Highlights:



Community Outreach Committee

- Collaborated with North Glen Village Property Management; met with residents to build relationships, be informed of needs, and offered information regarding support and resources in Westfield and surrounding areas.
- Partnered with Westfield Washington School District; met with parents and students during back to school events to inform them of resources and non-profit organizations in Westfield and Hamilton County.
- Created a Resource Guide that includes information regarding Mental Health, Financial Support, Housing, Food and Medical Assistance in Westfield and Hamilton County.
- Organized a day of service in North Glen to clean up properties, paint, and perform maintenance.
- Performed community outreach to Casey Acres. Met residents, addressed needs, provided resources, invited residents to Thanksgiving Dinner.

Casey Acres



"Creating a **community** where all can **thrive**."

Committee Highlights:



Mental Health Committee

- Trained over 50 community members in QPR & Psychological First Aid, including a training specifically for veterans and families.
- Hosted a community wide awareness campaign for Mental Health Awareness Month "You Are Enough" in cooperation with Chamber, Township, Schools, Coalition, Parent University, City of Westfield, NAMI Greater Indianapolis.
- Cultivated a relationship with National Alliance of Mental Illness (NAMI)
- Presented at the Chamber Lunch (Stigma-Free Workplace) - 2 - 3 businesses have connected with NAMI.
- Provided an 8 week Mind Body Medicine Skills Group to 21 local leaders.



“Creating a **community** where all can **thrive**.”

Committee Highlights:



Connections Committee:



- Collaborated with 6 local organizations on their events to help promote and engage the community. Organizations include Westfield Library, Westfield Police Department, Westfield Welcome, Christ United Methodist Church of Westfield, YMCA of Westfield IN.
- Raised visibility for Wellbeing Coalition and touched multiple families with numbers totaling more than 500 people across all events.
- Raised donations totaling \$1,785.00 for local organization such as Heart and Soul Clinic, Fallen Hoosier Heroes, Youth Assistance and the Wellbeing Coalition.
- Had several local sponsors including Jan's Pizza, Your CBD store, G&G Custom Homes, WKRP Indy, Joyfully Career Strategy & Confidence Coaching and Sundown Gardens make generous donations.
- Partnered with CUMC for Friendsgiving Dinner



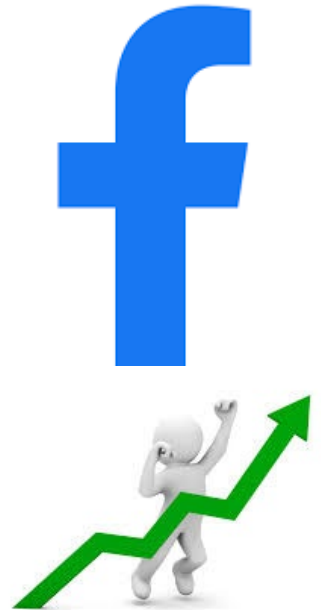
*“Creating a **community** where all can **thrive**.”*

Committee Highlights:



Marketing Committee:

- Marketing committee became a stand-alone group, supporting the Outreach, Connections, and Mental Health committees
- Increased social media presence with nearly 600 followers on Facebook.
- Focused on consistent messaging and branding with additional collateral created to increase visibility.
- Continuously updates website which supports the mission, strategic work of the committees, needs of the community, and continues to provide a user-friendly environment.



*“Creating a **community** where all can **thrive**.”*

What's Next?



The Wellbeing Coalition of Westfield:

- Will host our city's first Westfield Wellbeing Fair
- Will be sending out an end of the year newsletter highlighting past events, future events, and ways for to volunteers to get involved.
- Will be creating digital flyers the Westfield Welcome will distribute in their packets to all new Westfield families.
- Will work on adding all events to the Westfield Calendar that were planned at our 2022 Connections Planning Meeting last week.



*“Creating a **community** where all can **thrive**.”*



For continuing updates, please visit our website at: www.wellbeingcoalitionwestfield.com

A1.03

Westfield Redevelopment Commission

Economic Development (TIF) Areas

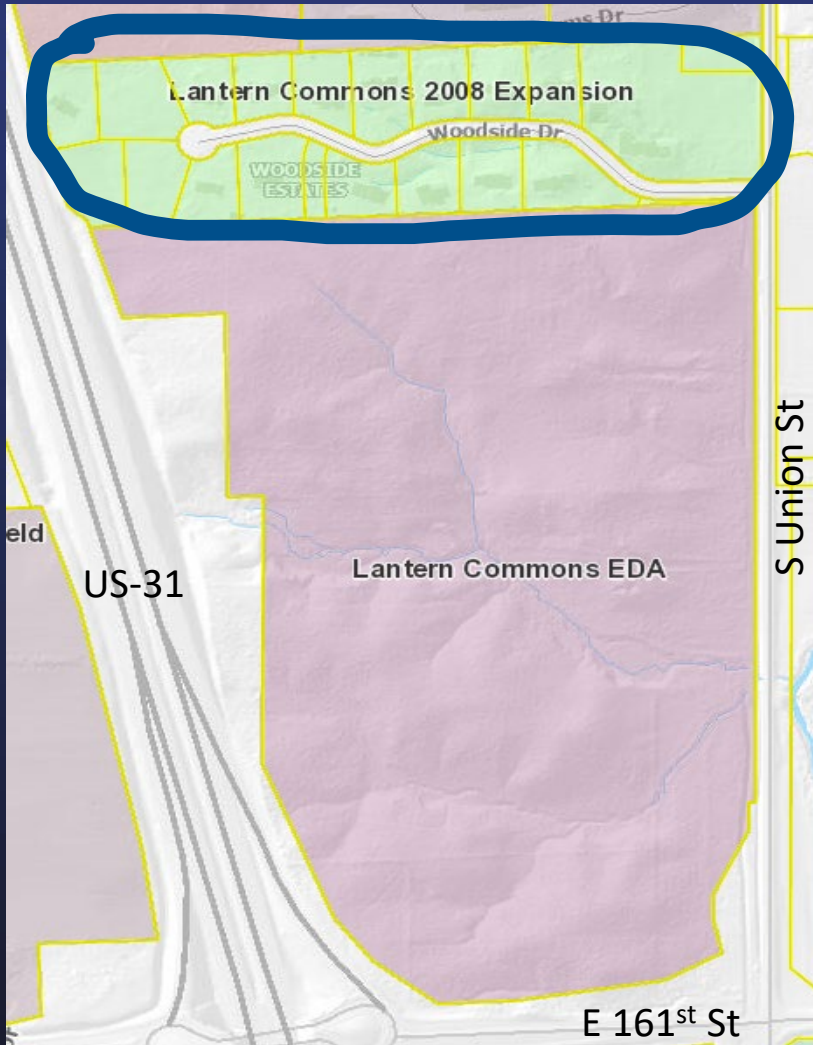
November 15, 2022

**Presented by:
O.W. Krohn & Associates LLP
Jim Treat, CPA
jtreat@owkcpa.com**

- Terminating residential expansion from the Lantern Commons Economic Development Area
- Dissolve Aurora 1 Allocation Area from and create Aurora 3 Allocation Area in the East Side Economic Development Area
- Removal of residential parcels from the Eagletown Economic Development Area

Lantern Commons Economic Development Area

Westfield RDC



- Formed in 2008
- Property in the Lantern Commons EDA will be classified as commercial vacant instead of residential vacant beginning January 1, 2022
- Has never generated any TIF revenue since establishment
- All parcels up to now classified residential

KROHN
&
ASSOCIATES
CPAS AND CONSULTANTS

Lantern Commons Economic Development Area

Westfield RDC

Lantern Commons Economic Development Area

	<u>Base AV</u>	<u>Current NAV</u>	Potential <u>Captured AV</u>	<u>TIF Revenues</u>
2021 Pay 2022	\$ 5,997,376	\$ 3,945,650	\$ (2,051,726)	\$ -
2020 Pay 2021	5,668,240	3,858,955	(1,809,285)	-
2019 Pay 2020	4,636,968	3,303,310	(1,333,658)	-
2018 Pay 2019	4,450,326	3,220,201	(1,230,125)	-
2017 Pay 2018	4,341,196	3,126,530	(1,214,666)	-

Aurora 1 Allocation Area

Westfield RDC



- Aurora 1 & 2 Allocation Areas are parts of the East Side Economic Development Area
- Aurora 1 produced minimal TIF Revenue before dropping to zero dollars in Pay 2021 and projected in 2022
- Dissolve Aurora 1 Allocation Area
- Create Aurora 3 Allocation Area
- Automatically remove future residential parcels from EDA

Aurora 1 Allocation Area

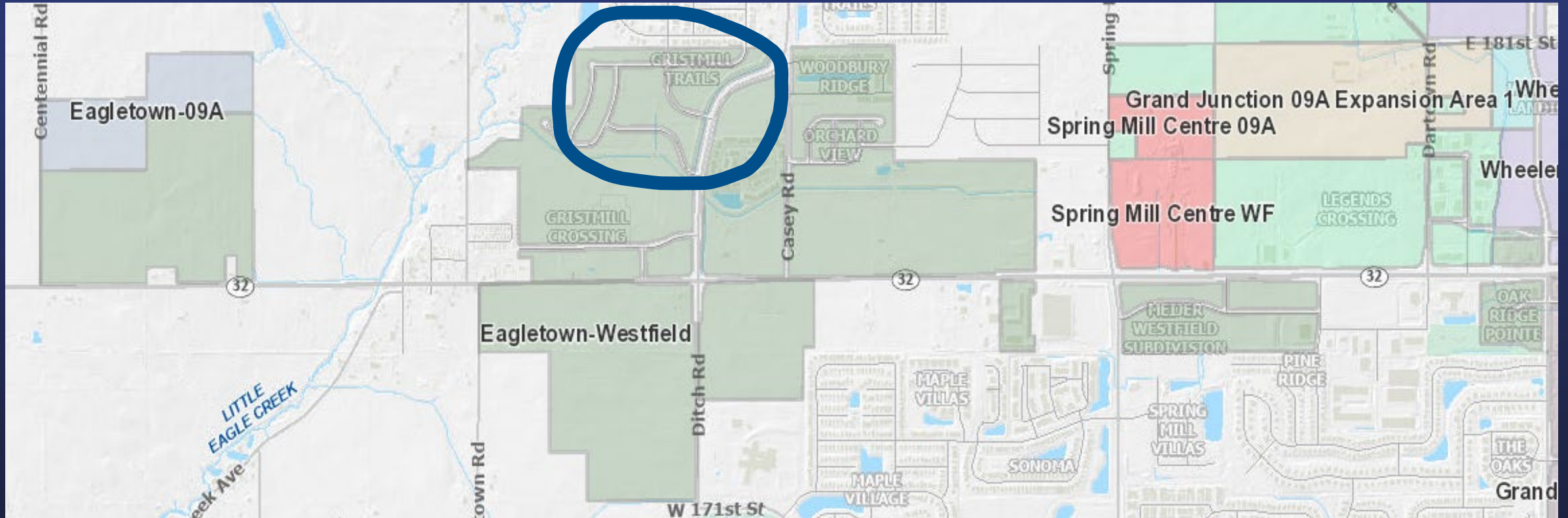
Westfield RDC

Aurora 1 Economic Development Area

		<u>Base AV</u>	<u>Current NAV</u>	Potential <u>Captured AV</u>	<u>TIF Revenues</u>
2021 Pay 2022	\$	35,440,463	\$ 21,489,208	\$ (13,951,255)	\$ -
2020 Pay 2021		11,038,689	7,385,892	(3,652,797)	-
2019 Pay 2020		277,205	378,900	101,695	2,169
2018 Pay 2019		239,301	428,100	188,799	3,522
2017 Pay 2018		274,967	491,900	216,933	4,697

Eagletown Economic Development Area

Westfield RDC



- Darker green areas on graphic represent Eagletown EDA
- Residential parcels in Gristmill Trails will be removed from the TIF Area

Eagletown Economic Development Area

Westfield RDC



- Blue highlighted area includes all 114 residential parcels to be removed from the Eagletown EDA
- More residential parcels will be automatically removed from the area as they are developed
- Removal of residential parcels will prevent lost TIF Revenues in the future

Eagletown Economic Development Area

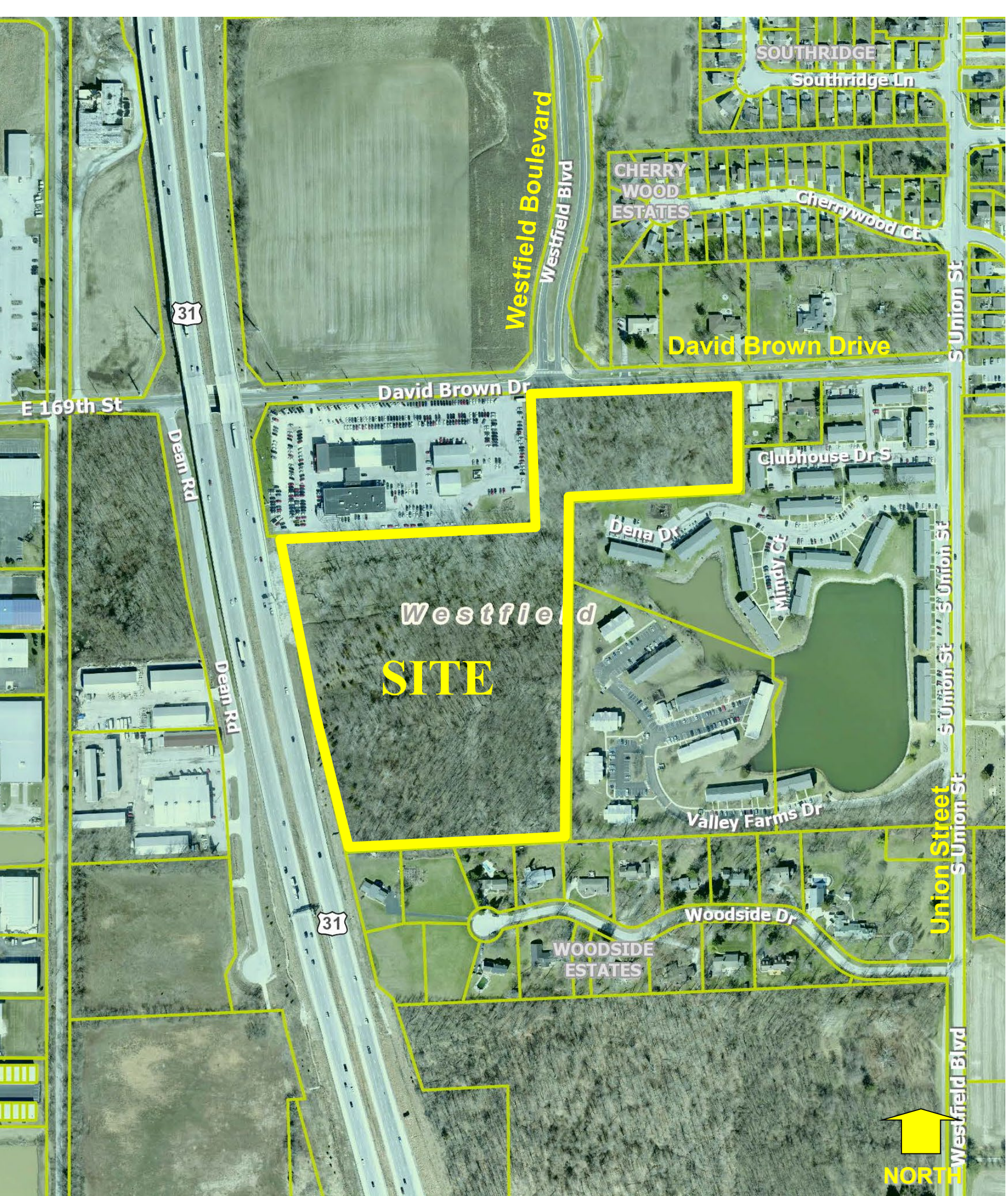
Westfield RDC

Eagletown Economic Development Area

		<u>Base AV</u>	<u>Current NAV</u>	Potential <u>Captured AV</u>	<u>TIF Revenues</u>
2021 Pay 2022	\$	5,372,657	\$ 66,352,829	\$ 60,980,172	\$ 1,340,000
2020 Pay 2021		1,231,918	43,838,300	42,606,382	871,958*
2019 Pay 2020		1,204,715	40,971,200	39,766,485	742,184
2018 Pay 2019		1,297,139	34,989,600	33,692,461	707,410
2017 Pay 2018		1,256,185	31,131,800	29,875,615	635,733

* Billed in 2021

Questions, comments or discussion?

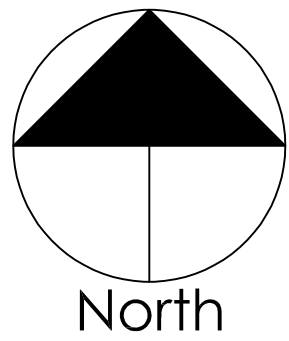


Bel Canto
Site Location Map



INSERTION SITE PLAN

SCALE 1"= 100'



ISSUE HISTORY		
No.	Date	Description

[illegible]

KENNETH LINIHAN
LICENSE # AR11600125

Westfield Apartments

Westfield, Indiana.

Drawn: _____

Checked: _____

Approval: _____
Date: 11-23-2021

Project #:	0000
------------	------

Site Plan

A1.02



PERSPECTIVE VIEW
N.T.S



CONCEPT ELEVATION
N.T.S

CONSULTANT

ISSUE HISTORY

No.	Date	Description

REVISION HISTORY

No.	Date	Description

KENNETH LINDEMAN
LICENSE # 481160125

Westfield Apartments

Westfield, Indiana.

Drawn: —
Checked: —
Approval: —
Date: 11-23-2021
Project #: 0000

Concept Renderings





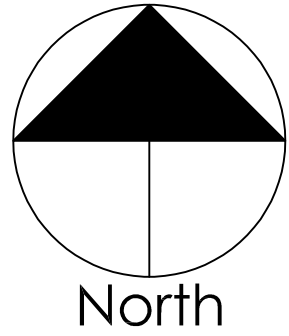






INSERTION SITE PLAN

SCALE 1"= 100'



ISSUE HISTORY		
No.	Date	Description

[illegible]

KENNETH LINEHAN
LICENSE # AR116001

Westfield Apartments

Westfield, Indiana.

Drawn: _____

Checked: _____

Date: 11-23-2021

Project #: 0000

Site Plan

A1.02



CANDIDATE ACCESS POINTS TO NEIGHBORING
AUTO DEALERSHIP IN EXCHANGE FOR
CORNER CROP FOR RIGHT OF WAY
ALIGNMENT

EXISTING OFFSITE RETENTION POND
CONSOLIDATED INTO STORM RETENTION
SYSTEM TO ALLOW FOR BOULEVARD
ALIGNMENT

TWO LANE ROAD TO EXPAND TO FOUR LANES

MASTER STORM WATER RETENTION FOR BOULEVARD AND APARTMENT DEVELOPMENT

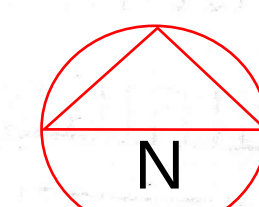
COMMERCIAL OUT PARCEL

GREEN AREA ILLUSTRATES OPEN SPACE PROVIDED WITHIN THE OVERFALL PUD (EXCLUDING COMMERCIAL OUT PARCEL)

DARK RED LINE REPRESENTS
PUBLIC PEDESTRIAN WALKWAY
SYSTEM ALONG PUBLIC RIGHT OF
WAY

DARK ORANGE LINE REPRESENTS
INTERNAL PEDESTRIAN WALKWAY
SYSTEM CONNECTING ALL
BUILDINGS TO EACH OTHER AND TO
THE PUBLIC PEDESTRIAN WALKWAY
SYSTEM

CONCEPTUAL OPEN SPACE AND PEDESTRIAN CIRCULATION SITE PLAN



No.	Date	Description

No.	Date	Description

KENNETH LINDEMAN
LICENSE # AR1160012

Westfield Apartments

Westfield, Indiana.

Drawn: _____

Checked: _____

Approval: _____
Date: 11-23-2021

Project #: 0000

Concept Site plan
diagrams

A1.03

2021 Guest Service Write Offs

DATE	ACCT #	NAME	AMOUNT	PROPERTY ADDRESS	CITY	STATE	ZIP
1/28/2021	009203-000	L J DEBLECOURT	\$0.57	556 ATHENS PL	WESTFIELD	IN	46074
1/28/2021	010089-000	ANNY BUFFUM	\$0.57	3702 SLIPPERY ROCK CT	WESTFIELD	IN	46074
1/28/2021	011560-000	BRETT MCKAMEY	\$1.71	531 APOLLO PKWY	WESTFIELD	IN	46074
1/28/2021	015506-001	TODD SEVERSON	\$1.18	2223 W 166TH ST	WESTFIELD	IN	46074
1/28/2021	017341-000	MEGAN HOWARD	\$1.14	1587 ROSEBANK DR	WESTFIELD	IN	46074
1/28/2021	018372-000	JOHN CONAGHAN	\$1.72	14809 ADIOS PASS	CARMEL	IN	46032
1/28/2021	024139-000	UZMA KAZMI	\$0.12	4454 MILLER WAY	WESTFIELD	IN	46062
1/28/2021	024207-001	JIM AL & JANICE MALONE	\$1.95	16262 DITCH RD	WESTFIELD	IN	46074
1/28/2021	025582-000	SHARON KROKER	\$0.73	573 MCNAMARA CT	CARMEL	IN	46032
1/28/2021	026869-000	GREGORY FEIDNER	\$1.37	4004 AYERS LN	CARMEL	IN	46038
1/28/2021	028222-000	SUI LI	\$1.14	16244 MILHOUSEN TRL	WESTFIELD	IN	46074
1/28/2021	029368-000	GARY & JOANNE MITCHENER	\$0.77	20907 PROMONTORY LN	WESTFIELD	IN	46074
1/28/2021	030024-000	RHONDA HOFFMAN	\$1.15	15367 MAPLE RIDGE DR	CARMEL	IN	46033
4/13/2021	024185-000	HAMILTON WESTERN UTILITIES, INC	\$9.14	0 W 159TH ST	WESTFIELD	IN	46074
4/13/2021	027410-000	ZANE ARTHUR	\$9.23	458 FILMORE DR	WESTFIELD	IN	46074
		Total	\$32.49				

REASON
FINAL 2020 BALANCE UNDER \$2
FINAL 2020 BALANCE UNDER \$2
FINAL 2020 BALANCE UNDER \$2
FINAL 2020 BALANCE UNDER \$2
FINAL 2020 BALANCE UNDER \$2
FINAL 2020 BALANCE UNDER \$2
FINAL 2020 BALANCE UNDER \$2
FINAL 2020 BALANCE UNDER \$2
FINAL 2020 BALANCE UNDER \$2
FINAL 2020 BALANCE UNDER \$2
FINAL 2020 BALANCE UNDER \$2
FINAL 2020 BALANCE UNDER \$2
FINAL 2020 BALANCE UNDER \$2
ORIGINAL FINAL BALANCE FROM 2016 WAS UNDER \$2 - PRIOR TO QUARTERLY PAST DUE PENALTIES ACCUMULATING.
ORIGINAL FINAL BALANCE FROM 2017 WAS UNDER \$2 - PRIOR TO QUARTERLY PAST DUE PENALTIES ACCUMULATING.

RESOLUTION NUMBER 21-139

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF WESTFIELD, INDIANA DECLARING A CERTAIN AREA WITHIN THE CITY OF WESTFIELD AN ECONOMIC REVITALIZATION AREA, QUALIFYING CERTAIN REAL PROPERTY IMPROVEMENTS FOR TAX ABATEMENT, AND SETTING THE TIME AND PLACE FOR A PUBLIC HEARING REGARDING THE SAME

(Orthoindy)

WHEREAS, under I.C. 6-1.1-12.1-1, *et. seq.* (the "Act"), the City of Westfield, Indiana, (the "City") by and through its Common Council acting in its capacity as the fiscal body of the City and as the designating body identified in the Act (the "Council"), has the right and opportunity to abate the payment of real property taxes for real estate located within an area declared by the Council to be an Economic Revitalization Area; and

WHEREAS, under the Act, the Council may find that a particular area within the jurisdiction of the City is an Economic Revitalization Area and may, by adoption of a resolution, declare such area to be an Economic Revitalization Area, which resolution must be confirmed, modified, or rescinded; and

WHEREAS, the Council desires to declare the area within the corporate boundaries of the City of generally located at 250 E 175th Street, Westfield, Indiana, more particularly described in Exhibit A (the "Area"), attached hereto and made a part hereof, which Area is also shown on the map attached hereto and made a part hereof as Exhibit B, as an Economic Revitalization Area in which property making application to the City pursuant to the Act may receive real property tax abatement pursuant to the applicable procedures of the Act; and

WHEREAS, Orthoindy (the "Applicant") has filed with this Council a Statement of Benefits, Real Property (Form SB-1/Real Property) ("Form SB-1") attached hereto as Exhibit C which describes the proposed project (the "Project") to be developed by the Applicant, in order to receive real property tax abatement for the Project; and

WHEREAS, the Project includes the construction of a 15,289 square foot facility on approximately six (6) acres of land; and

WHEREAS, this Council has reviewed the Form SB-1; and

WHEREAS, the improvement of the Area will be of public utility and will be to the benefit and welfare of the citizens and taxpayers of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF
THE CITY OF WESTFIELD, INDIANA AS FOLLOWS:**

SECTION I. The Area described and/or depicted in Exhibit A is located within the corporate boundaries of the City and is found to meet the criteria set forth in the Act for designation as an Economic Revitalization Area.

SECTION II. The Area described and/or depicted in Exhibit A is hereby declared to be an Economic Revitalization Area, as defined in the Act, to be known as the Orthoindy Economic Revitalization Area.

SECTION III. A public hearing shall be held at the time and place of the regular meeting of the Council on December 27, 2021 at the Westfield City Hall, 130 Penn Street, Westfield, Indiana. The Council shall publish or cause to be published, pursuant to the Act, notice (the "Notice") of the adoption and substance of this Resolution in accordance with I.C. 5-3-1 one (1) time at least ten (10) days before the date of the public hearing on this matter (the "Public Hearing"), which Notice shall state the date and time for the Public Hearing, that the Council will hear all remonstrance's and objections from interested persons at the Public Hearing, that at the conclusion of the Public Hearing the Council may take final action on the proposed designation determining whether the qualifications for an economic revitalization area have been met and confirming, modifying, or rescinding this Resolution, and that a copy of this Resolution, including the description of the Area, has been filed with and shall be available for inspection in the office of the Hamilton County Assessor.

SECTION IV. Under Section 2.5(b) of the Act, a copy of this Resolution shall be filed with the Hamilton County Assessor and made available for public inspection.

SECTION V. Under Section 2.5(c) of the Act, the Council shall file a copy of the Notice with each taxing unit that has authority to levy property taxes in the geographic area where the Area is located. Such information shall be filed with the officers of the taxing unit who are authorized to fix budgets, tax rates, and tax levies under I.C. 6 1.1-17-5 at least ten (10) days prior to the date of the Public Hearing.

SECTION VI. The proposed Project will be located in the Area which has been declared as an Economic Revitalization Area pursuant to the Act.

SECTION VII. Based upon the information in the Form SB-1, the Council makes the following findings:

- (1) The estimate of Twelve Million Four Hundred and Forty-Five Dollars (\$12,445,000.00) as the assessed value of the Project is reasonable.

- (2) The estimate of hiring Eight (8) new individuals who will be employed through term of the abatement period can be reasonably expected to result from the proposed Project.
- (3) The estimate of One Million Three Hundred and Seventy-Four (\$1,374,000) for the aggregate annual salaries without benefits of those individuals who will be employed can be reasonably expected to result from the proposed Project.
- (4) The other benefits about which information has been presented to this Council are benefits that can be reasonably expected to result from the proposed Project.
- (5) The totality of benefits is sufficient to justify the granting of a ten (10) year real property tax abatement to the Applicant.

SECTION VIII. The Form SB-1 submitted by the Applicant is approved.

SECTION IX. The Council hereby determines that it is in the best interest to allow the real property tax deductions for the Project, and the same are hereby approved. The period for real property tax deductions under the Act for the Project shall be ten (10) years, utilizing the following schedule:

Year 1 – 70%
Year 2 – 65%
Year 3 – 60%
Year 4 – 55%
Year 5 – 50%
Year 6 – 45%
Year 7 – 40%
Year 8 – 35%
Year 9 – 30%
Year 10 – 25%

SECTION X. The real property tax deductions described in Section IX are specifically contingent upon Orthoindy's construction of the Surgery Center as part of the Project not less than five (5) years following the date of this resolution. If Orthoindy fails to construct a Surgery Center within five (5) years of the date of this resolution, the approval of real property tax deductions can be revoked and the City shall have the right to recoup any tax revenues foregone relative to such real property tax deductions and any fees associated with the preparation, approval, or recovery of such revenues.

SECTION XI. Pursuant to the Act, the Council shall cause to be filed a certified copy of this Resolution with the Hamilton County Auditor.

SECTION XII. The sections, paragraphs, sentences, clauses, and phrases of this Resolution are separable, and if any phrase, clause, sentence, paragraph, or section of this Resolution shall be declared unconstitutional, invalid, or unenforceable by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality, invalidity, or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Resolution, and a suitable and equitable provision shall be substituted for such provision in order to carry out, so far as may be valid and enforceable, the intent and purpose of the provision and this Resolution.

SECTION XIII. This Resolution shall be in full force and effect immediately upon its adoption.

THE REMAINDER OF THIS PAGE IS BLANK INTENTIONALLY

**ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF
WESTFIELD, HAMILTON COUNTY, INDIANA THIS 13TH DAY OF DECEMBER,
2021.**

**WESTFIELD CITY COMMON COUNCIL
HAMILTON COUNTY, INDIANA**

Voting For

Voting Against

Abstain

James J. Edwards

James J. Edwards

James J. Edwards

Scott Frei

Scott Frei

Scott Frei

Jake Gilbert

Jake Gilbert

Jake Gilbert

Mike Johns

Mike Johns

Mike Johns

Troy Patton

Troy Patton

Troy Patton

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

Scott Willis

Scott Willis

Scott Willis

ATTEST:

Cindy Gossard, Clerk-Treasurer

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

I hereby certify that RESOLUTION 21-139 was delivered to the Mayor of Westfield on the _____ day of _____, 2021, at _____ m.

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE Resolution 21-139
This _____ day of _____, 2021

I hereby VETO Resolution 21-139
This _____ day of _____, 2021

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

Prepared By:
Kai Chuck, Economic Development Director
Mayor's Office
City of Westfield, Indiana

EXHIBIT A

Legal Description of Area

Lot 3 in the replat of block 'A' in Austrian Pine PUD, the plat of which is recorded as instrument number 2021064385, on file in the Office of the Recorder of Hamilton County, Indiana.

EXHIBIT B

City of Westfield, Hamilton County



EXHIBIT C

Statement of Benefits Form – Real Property



STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51767 (R7 / 1-21)

Prescribed by the Department of Local Government Finance

This statement is being completed for real property that qualifies under the following Indiana Code (check one box):

- ☐ Redevelopment or rehabilitation of real estate improvements (IC 6-1.1-12.1-4)
☐ Residentially distressed area (IC 6-1.1-12.1-4.1)

INSTRUCTIONS:

1. This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise, this statement must be submitted to the designating body **BEFORE** the redevelopment or rehabilitation of real property for which the person wishes to claim a deduction.
2. The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the initiation of the redevelopment or rehabilitation for which the person desires to claim a deduction.
3. To obtain a deduction, a Form 322/RE must be filed with the county auditor before May 10 in the year in which the addition to assessed valuation is made or not later than thirty (30) days after the assessment notice is mailed to the property owner if it was mailed after April 10. A property owner who failed to file a deduction application within the prescribed deadline may file an application between January 1 and May 10 of a subsequent year.
4. A property owner who files for the deduction must provide the county auditor and designating body with a Form CF-1/Real Property. The Form CF-1/Real Property should be attached to the Form 322/RE when the deduction is first claimed and then updated annually for each year the deduction is applicable. IC 6-1.1-12.1-5.1(b)
5. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/Real Property that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. IC 6-1.1-12.1-17

20 ____ PAY 20 ____
FORM SB-1 / Real Property
PRIVACY NOTICE
Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

SECTION 1 TAXPAYER INFORMATION					
Name of taxpayer Orthoindy					
Address of taxpayer (number and street, city, state, and ZIP code) 8400 Northwest Blvd., Indianapolis, IN 46278					
Name of contact person Anthony Gioia			Telephone number (317) 802-2042	E-mail address agioia@orthoindy.com	
SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT					
Name of designating body City of Westfield			Resolution number		
Location of property 250 E. 175th Street, Westfield			County Hamilton	DLGF taxing district number 29015	
Description of real property improvements, redevelopment, or rehabilitation (use additional sheets if necessary) Medical Office Building to include clinic, physical therapy and other medical services.				Estimated start date (month, day, year) 09/14/2021	
				Estimated completion date (month, day, year) 07/18/2022	
SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT					
Current Number 15.00	Salaries \$798,000.00	Number Retained 15.00	Salaries \$798,000.00	Number Additional 8.00	Salaries \$576,000.00
SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT					
			REAL ESTATE IMPROVEMENTS		
			COST	ASSESSED VALUE	
Current values			3,645,000.00		
Plus estimated values of proposed project			8,800,000.00		
Less values of any property being replaced					
Net estimated values upon completion of project			12,445,000.00		
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER					
Estimated solid waste converted (pounds) _____			Estimated hazardous waste converted (pounds) _____		
Other benefits					
SECTION 6 TAXPAYER CERTIFICATION					
I hereby certify that the representations in this statement are true.					
Signature of authorized representative 			Date signed (month, day, year) 9/1/21		
Printed name of authorized representative Anthony Gioia			Title CFO		

FOR USE OF THE DESIGNATING BODY

We find that the applicant meets the general standards in the resolution adopted or to be adopted by this body. Said resolution, passed or to be passed under IC 6-1.1-12.1, provides for the following limitations:

- A. The designated area has been limited to a period of time not to exceed _____ calendar years* (see below). The date this designation expires is _____. *NOTE: This question addresses whether the resolution contains an expiration date for the designated area.*
- B. The type of deduction that is allowed in the designated area is limited to:
1. Redevelopment or rehabilitation of real estate improvements ☐ Yes ☐ No
 2. Residentially distressed areas ☐ Yes ☐ No
- C. The amount of the deduction applicable is limited to \$ _____.
- D. Other limitations or conditions (specify) _____
- E. Number of years allowed: ☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 (* see below)
☐ Year 6 ☐ Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10
- F. For a statement of benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17?
☐ Yes ☐ No
 If yes, attach a copy of the abatement schedule to this form.
 If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

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

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

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

- A. For residentially distressed areas where the Form SB-1/Real Property was approved prior to July 1, 2013, the deductions established in IC 6-1.1-12.1-4.1 remain in effect. The deduction period may not exceed five (5) years. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. Except as provided in IC 6-1.1-12.1-18, the deduction period may not exceed ten (10) years. (See IC 6-1.1-12.1-17 below.)
- B. For the redevelopment or rehabilitation of real property where the Form SB-1/Real Property was approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. (See IC 6-1.1-12.1-17 below.)

IC 6-1.1-12.1-17

Abatement schedules

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

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

(b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. Except as provided in IC 6-1.1-12.1-18, an abatement schedule may not exceed ten (10) years.

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

**WESTFIELD REDEVELOPMENT COMMISSION
RESOLUTION NO. 05-2021**

**RESOLUTION OF THE
WESTFIELD REDEVELOPMENT COMMISSION
AMENDING THE DECLARATORY RESOLUTION FOR THE
EAGLETOWN ECONOMIC DEVELOPMENT AREA**

WHEREAS, the Westfield Redevelopment Commission (the “Commission”) of the City of Westfield (the “City”), the governing body of the Westfield Department of Redevelopment (the “Department”) and the Westfield Redevelopment District (the “District”), exists and operates under the provisions of Indiana Code 36-7-14 and 36-7-25 *et seq.*, as amended from time to time (the “Act”); and

WHEREAS, the Commission previously adopted and confirmed resolution 10-2008, as has been amended from time to time, (collectively, the “Declaratory Resolution”), establishing an economic development area known as the Eagletown Economic Development Area (the “Economic Development Area”) and approving a development plan for the Economic Development Area (the “Plan”) pursuant to the Act; and

WHEREAS, the Declaratory Resolution established the Economic Development Area as an allocation area (the “Allocation Area”) within the Area in accordance with Section 39 of the Act; and

WHEREAS, the Commission desires to amend the Declaratory Resolution and the Economic Development Area Plan to: (i) remove certain parcels of residential property, as described on Exhibit A attached hereto, from the Economic Development Area and the Allocation Area; and (ii) to provide that during any period of time that any parcels of property are assessed as residential property under the rules of the Indiana Department of Local Government Finance, such parcels shall not be considered part of the Economic Development Area or the Allocation Area (collectively, the “2021 Amendments”); and

WHEREAS, the Commission has reviewed and considered the 2021 Amendments and the supporting data at a meeting of the Commission held on the date below; and

WHEREAS, the Commission desires to approve the 2021 Amendments.

NOW, THEREFORE, BE IT RESOLVED by the Westfield Redevelopment Commission as follows:

1. It will be of public utility and benefit to amend the Declaratory Resolution and the Plan for the Economic Development Area in the manner provided for in the 2021 Amendments and to continue to develop the Economic Development Area pursuant to the Act.

2. The Declaratory Resolution and the Plan, as amended by this Resolution, conform to the comprehensive plan of development for the City of Westfield.

3. The 2021 Amendments are reasonable and appropriate when considered in relation to the Declaratory Resolution and Plan, as well as the purposes of the Act.

4. The findings and determinations set forth in the Declaratory Resolution are hereby reaffirmed.

5. The parcels described in Exhibit A are hereby removed from the Economic Development Area and the Allocation Area, and it is the desire of the Commission to ensure that all parcels of property assessed as residential property under the rules of the Indiana Department of Local Government Finance (collectively, "Residential Parcels") are *not* to be considered as part of the Economic Development Area or Allocation Area. Accordingly, the Commission finds that during any period of time that any parcels of property within the geographic boundaries of the Economic Development Area are assessed as residential under the rules of the Indiana Department of Local Government Finance, such parcels shall not be part of the Economic Development Area or Allocation Area.

6. The 2021 Amendments are hereby in all respects approved.

7. This Resolution and data in support thereof shall be submitted to the Westfield Plan Commission (the "Plan Commission") and the Westfield Common Council (the "Council") pursuant to the Act. If approved by the Plan Commission and the Council, the 2021 Amendments shall be the subject of a public hearing held by the Commission, which public hearing shall be publicly noticed in the manner provided for by the Act.

Adopted the 15th day of November, 2021.

WESTFIELD REDEVELOPMENT COMMISSION
HAMILTON COUNTY, INDIANA

By: Joseph Plunkin
President

By: Douglas J. Holt
Vice President

By: Ann Doyle
Secretary

By: Linda Neas
Member

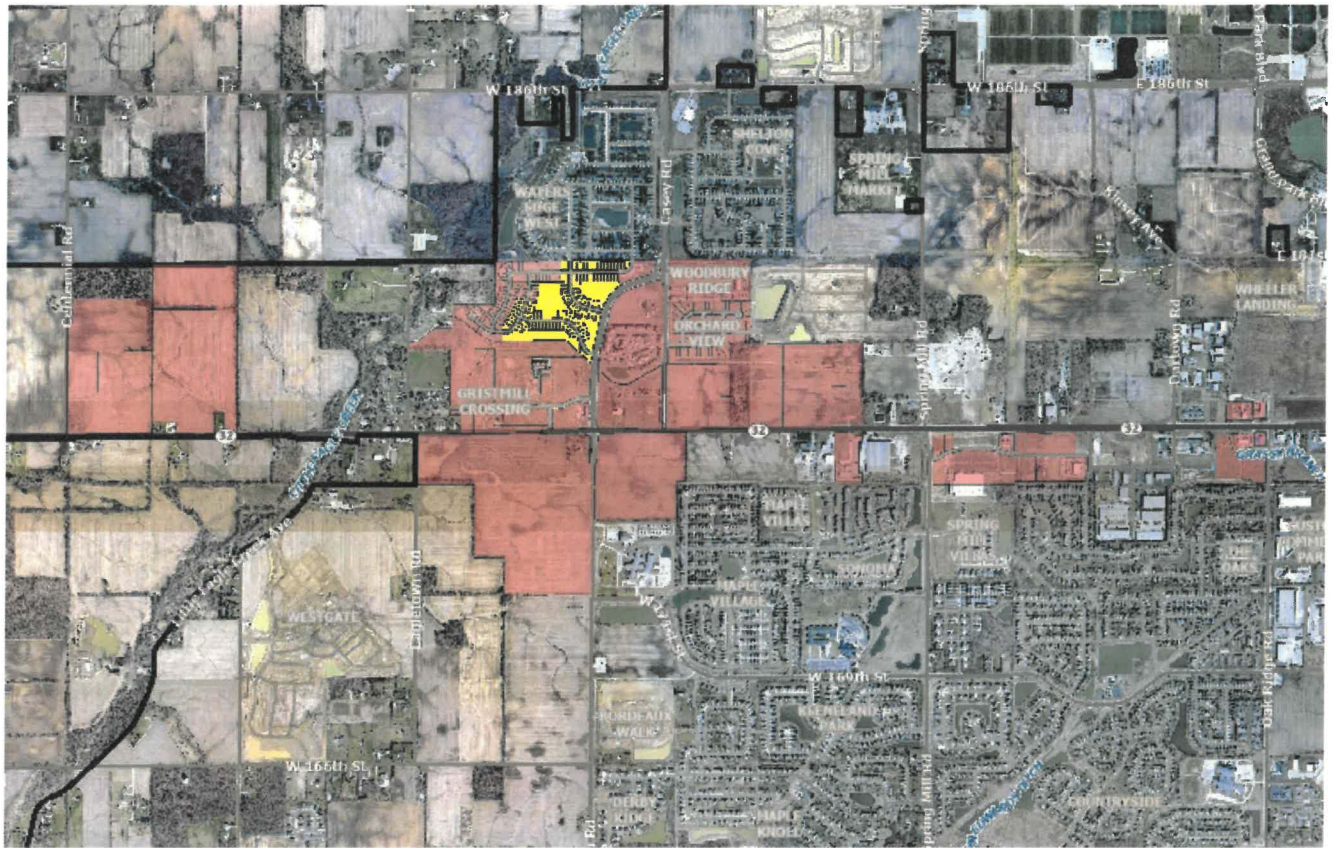
By: _____
Member

EXHIBIT A

[Parcels to be Removed from Economic Development Area and Allocation Area]

Parcel Number	Property Class
08-05-34-00-00-025.005	500 - Res - Vacant Platted lot
08-05-34-00-15-001.000	500 - Res - Vacant Platted lot
08-05-34-00-15-002.000	500 - Res - Vacant Platted lot
08-05-34-00-15-003.000	500 - Res - Vacant Platted lot
08-05-34-00-15-004.000	500 - Res - Vacant Platted lot
08-05-34-00-15-005.000	500 - Res - Vacant Platted lot
08-05-33-00-04-005.000	500 - Res - Vacant Platted lot
08-05-33-00-04-007.000	500 - Res - Vacant Platted lot
08-05-33-00-04-009.000	500 - Res - Vacant Platted lot
08-05-33-00-04-010.000	500 - Res - Vacant Platted lot
08-05-33-00-04-011.000	500 - Res - Vacant Platted lot
08-05-33-00-04-012.000	500 - Res - Vacant Platted lot
08-05-33-00-04-014.000	500 - Res - Vacant Platted lot
08-05-33-00-04-015.000	500 - Res - Vacant Platted lot
08-05-33-00-04-016.000	500 - Res - Vacant Platted lot
08-05-33-00-04-017.000	500 - Res - Vacant Platted lot
08-05-33-00-04-018.000	500 - Res - Vacant Platted lot
08-05-33-00-04-019.000	500 - Res - Vacant Platted lot
08-05-33-00-04-020.000	500 - Res - Vacant Platted lot
08-05-33-00-04-021.000	500 - Res - Vacant Platted lot
08-05-33-00-04-022.000	500 - Res - Vacant Platted lot
08-05-33-00-04-023.000	500 - Res - Vacant Platted lot
08-05-33-00-04-024.000	500 - Res - Vacant Platted lot
08-05-33-00-04-028.000	500 - Res - Vacant Platted lot
08-05-33-00-04-030.000	500 - Res - Vacant Platted lot
08-05-33-00-04-031.000	500 - Res - Vacant Platted lot
08-05-33-00-04-032.000	500 - Res - Vacant Platted lot
08-05-33-00-04-033.000	500 - Res - Vacant Platted lot
08-05-33-00-04-034.000	500 - Res - Vacant Platted lot
08-05-33-00-04-035.000	500 - Res - Vacant Platted lot
08-05-33-00-04-036.000	500 - Res - Vacant Platted lot
08-05-33-00-04-037.000	500 - Res - Vacant Platted lot
08-05-33-00-04-038.000	500 - Res - Vacant Platted lot
08-05-33-00-04-039.000	500 - Res - Vacant Platted lot
08-05-33-00-04-040.000	500 - Res - Vacant Platted lot
08-05-33-00-04-043.000	500 - Res - Vacant Platted lot
08-05-33-00-04-044.000	500 - Res - Vacant Platted lot
08-05-33-00-04-045.000	500 - Res - Vacant Platted lot
08-05-33-00-04-046.000	500 - Res - Vacant Platted lot
08-05-33-00-04-047.000	500 - Res - Vacant Platted lot
08-05-34-00-16-002.000	500 - Res - Vacant Platted lot
08-05-34-00-16-003.000	500 - Res - Vacant Platted lot
08-05-34-00-16-004.000	500 - Res - Vacant Platted lot
08-05-34-00-16-005.000	500 - Res - Vacant Platted lot
08-05-34-00-16-006.000	500 - Res - Vacant Platted lot
08-05-34-00-16-007.000	500 - Res - Vacant Platted lot
08-05-34-00-16-008.000	500 - Res - Vacant Platted lot
08-05-34-00-16-009.000	500 - Res - Vacant Platted lot
08-05-34-00-16-010.000	500 - Res - Vacant Platted lot
08-05-34-00-16-011.000	500 - Res - Vacant Platted lot
08-05-34-00-16-012.000	500 - Res - Vacant Platted lot
08-05-34-00-16-013.000	500 - Res - Vacant Platted lot
08-05-34-00-16-014.000	500 - Res - Vacant Platted lot
08-05-34-00-16-015.000	500 - Res - Vacant Platted lot
08-05-34-00-16-016.000	500 - Res - Vacant Platted lot

08-05-34-00-16-017.000	500 - Res - Vacant Platted lot
08-05-34-00-16-018.000	500 - Res - Vacant Platted lot
08-05-34-00-16-019.000	500 - Res - Vacant Platted lot
08-05-34-00-16-020.000	500 - Res - Vacant Platted lot
08-05-34-00-16-021.000	500 - Res - Vacant Platted lot
08-05-34-00-16-022.000	500 - Res - Vacant Platted lot
08-05-34-00-16-023.000	500 - Res - Vacant Platted lot
08-05-34-00-16-024.000	500 - Res - Vacant Platted lot
08-05-34-00-16-025.000	500 - Res - Vacant Platted lot
08-05-34-00-16-026.000	500 - Res - Vacant Platted lot
08-05-34-00-16-028.000	500 - Res - Vacant Platted lot
08-05-34-00-16-029.000	500 - Res - Vacant Platted lot
08-05-34-00-16-031.000	500 - Res - Vacant Platted lot
08-05-34-00-16-032.000	500 - Res - Vacant Platted lot
08-05-34-00-16-033.000	500 - Res - Vacant Platted lot
08-05-34-00-16-034.000	500 - Res - Vacant Platted lot
08-05-34-00-16-035.000	500 - Res - Vacant Platted lot
08-05-34-00-16-036.000	500 - Res - Vacant Platted lot
08-05-34-00-16-037.000	500 - Res - Vacant Platted lot
08-05-33-00-05-002.000	500 - Res - Vacant Platted lot
08-05-33-00-05-004.000	500 - Res - Vacant Platted lot
08-05-33-00-05-005.000	500 - Res - Vacant Platted lot
08-05-33-00-05-007.000	500 - Res - Vacant Platted lot
08-05-33-00-05-008.000	500 - Res - Vacant Platted lot
08-05-33-00-05-009.000	500 - Res - Vacant Platted lot
08-05-33-00-05-010.000	500 - Res - Vacant Platted lot
08-05-33-00-05-011.000	500 - Res - Vacant Platted lot
08-05-33-00-05-012.000	500 - Res - Vacant Platted lot
08-05-33-00-05-013.000	500 - Res - Vacant Platted lot
08-05-33-00-05-015.000	500 - Res - Vacant Platted lot
08-05-33-00-05-016.000	500 - Res - Vacant Platted lot
08-05-33-00-05-017.000	500 - Res - Vacant Platted lot
08-05-33-00-05-018.000	500 - Res - Vacant Platted lot
08-05-33-00-05-019.000	500 - Res - Vacant Platted lot
08-05-33-00-05-020.000	500 - Res - Vacant Platted lot
08-05-33-00-05-021.000	500 - Res - Vacant Platted lot
08-05-33-00-05-022.000	500 - Res - Vacant Platted lot
08-05-33-00-05-023.000	500 - Res - Vacant Platted lot
08-05-33-00-05-024.000	500 - Res - Vacant Platted lot
08-05-33-00-04-001.000	510 - One Family Dwelling Platted
08-05-33-00-04-002.000	510 - One Family Dwelling Platted
08-05-33-00-04-003.000	510 - One Family Dwelling Platted
08-05-33-00-04-004.000	510 - One Family Dwelling Platted
08-05-33-00-04-006.000	510 - One Family Dwelling Platted
08-05-33-00-04-008.000	510 - One Family Dwelling Platted
08-05-33-00-04-013.000	510 - One Family Dwelling Platted
08-05-33-00-04-025.000	510 - One Family Dwelling Platted
08-05-33-00-04-026.000	510 - One Family Dwelling Platted
08-05-33-00-04-027.000	510 - One Family Dwelling Platted
08-05-33-00-04-029.000	510 - One Family Dwelling Platted
08-05-33-00-04-041.000	510 - One Family Dwelling Platted
08-05-33-00-04-042.000	510 - One Family Dwelling Platted
08-05-34-00-16-001.000	510 - One Family Dwelling Platted
08-05-34-00-16-027.000	510 - One Family Dwelling Platted
08-05-34-00-16-030.000	510 - One Family Dwelling Platted
08-05-33-00-05-001.000	510 - One Family Dwelling Platted
08-05-33-00-05-003.000	510 - One Family Dwelling Platted
08-05-33-00-05-006.000	510 - One Family Dwelling Platted
08-05-33-00-05-014.000	510 - One Family Dwelling Platted



Eagletown TIF Removed
 Eagletown TIF Current

Eagletown TIF

11/15/2021



**WESTFIELD REDEVELOPMENT COMMISSION
RESOLUTION NO. 04-2021**

**RESOLUTION OF THE
WESTFIELD REDEVELOPMENT COMMISSION
AMENDING THE DECLARATORY RESOLUTION FOR THE
LANTERN COMMONS ECONOMIC DEVELOPMENT AREA**

WHEREAS, the Westfield Redevelopment Commission (the “Commission”) of the City of Westfield (the “City”), the governing body of the Westfield Department of Redevelopment (the “Department”) and the Westfield Redevelopment District (the “District”), exists and operates under the provisions of Indiana Code 36-7-14 and 36-7-25 *et seq.*, as amended from time to time (the “Act”); and

WHEREAS, the Commission has previously adopted and confirmed certain resolutions, as have been amended from time to time, (collectively, the “Declaratory Resolution”), establishing an economic development area known as the Lantern Commons Economic Development Area (the “Economic Development Area”) and approving a development plan for the Economic Development Area (the “Plan”) pursuant to the Act; and

WHEREAS, the Declaratory Resolution established the Economic Development Area as an allocation area (the “Allocation Area”) within the Area in accordance with Section 39 of the Act; and

WHEREAS, the Commission desires to amend the Declaratory Resolution and the Economic Development Area Plan to terminate and dissolve the Lantern Commons Allocation Area (collectively, the “2021 Amendments”); and

WHEREAS, the Commission has reviewed and considered the 2021 Amendments and the supporting data at a meeting of the Commission held on the date below; and

WHEREAS, the Commission desires to approve the 2021 Amendments.

NOW, THEREFORE, BE IT RESOLVED by the Westfield Redevelopment Commission as follows:

1. It will be of public utility and benefit to amend the Declaratory Resolution and the Plan for the Economic Development Area in the manner provided for in the 2021 Amendments and to continue to develop the Economic Development Area pursuant to the Act.
2. The Declaratory Resolution and the Plan, as amended by this Resolution, conform to the comprehensive plan of development for the City of Westfield.

3. The 2021 Amendments are reasonable and appropriate when considered in relation to the Declaratory Resolution and Plan, as well as the purposes of the Act.

4. The findings and determinations set forth in the Declaratory Resolution are hereby reaffirmed.

5. The Lantern Commons Allocation Area is hereby terminated and dissolved.

6. The 2021 Amendments are hereby in all respects approved.

7. This Resolution and data in support thereof shall be submitted to the Westfield Plan Commission (the "Plan Commission") and the Westfield Common Council (the "Council") pursuant to the Act. If approved by the Plan Commission and the Council, the 2021 Amendments shall be the subject of a public hearing held by the Commission, which public hearing shall be publicly noticed in the manner provided for by the Act.

Adopted the 15th day of November, 2021.

WESTFIELD REDEVELOPMENT COMMISSION
HAMILTON COUNTY, INDIANA

By: _____

President

By: _____

Vice President

By: _____

Secretary

By: _____

Member

By: _____

Member

EXHIBIT A

[Allocation Area to be Terminated]

Parcel Number	Deeded Owner
09-09-12-02-01-001.000	Yang, Ta Lang & Linh
09-09-12-02-01-002.000	Yang, Ta Lang & Linh
09-09-12-02-01-003.000	Pringle, Lindsay M
09-09-12-02-01-004.000	Bruce, Melvin C & Marilyn
09-09-12-02-01-005.000	Porter, Paul & Angela Gapinski jtrs
09-09-12-02-01-006.000	Long, John
09-09-12-02-01-007.000	Green Bay LLC
09-09-12-02-01-008.000	Hinshaw , Teresa Elaine Trustee of Elaine Hinshaw Trust
09-09-12-02-01-009.000	Gapinski, Rebecca L & Brian C Coon h&w
09-09-12-02-01-010.000	Sommer, Joel S Trust
09-09-12-02-01-010.001	Sommer, Joel S Trust
09-09-12-02-01-011.000	Sommer, Joel S Trust
09-09-12-02-01-012.000	Reed, Jennifer & Eric Alan Sherer w&h
09-09-12-02-01-013.000	Agee, Greg & Sara h&w
09-09-12-02-01-014.000	Christianson, Gwendolyn S & John D mc
09-09-12-02-01-015.000	Honig, Christina
09-09-12-02-01-016.000	Honig, Christina
09-09-12-02-01-017.000	Norris, Nicole R
09-09-12-02-01-018.000	Pucci, David
09-09-12-02-01-019.000	Yang, Ta Lang & Linh
09-09-12-02-01-020.000	Yang, Ta Lang & Linh

09-09-12-00-00-010.000	Land Holding LLC	no longer exists
09-09-12-00-00-011.000	Land Holding LLC	no longer exists
09-09-12-00-00-012.000	Land Holding LLC	no longer exists
09-09-12-00-00-013.000	Land Holding LLC	now owned by Lantern Commons Master LLC



- Lantern Commons TIF Removed
- Lantern Commons TIF Current

Lantern Commons TIF

11/15/2021



**WESTFIELD REDEVELOPMENT COMMISSION
RESOLUTION NO. 06-2021**

**RESOLUTION OF THE
WESTFIELD REDEVELOPMENT COMMISSION
AMENDING THE DECLARATORY RESOLUTION FOR THE
AURORA ECONOMIC DEVELOPMENT AREA**

WHEREAS, the Westfield Redevelopment Commission (the "Commission") of the City of Westfield (the "City"), the governing body of the Westfield Department of Redevelopment (the "Department") and the Westfield Redevelopment District (the "District"), exists and operates under the provisions of Indiana Code 36-7-14 and 36-7-25 *et seq.*, as amended from time to time (the "Act"); and

WHEREAS, the Commission previously adopted and confirmed certain resolutions, as have been amended from time to time, establishing an economic development area known as the East Side Economic Development Area (the "Economic Development Area") and approved a development plan for the Economic Development Area (the "Plan") pursuant to the Act. By virtue of Resolution 8-2008, adopted on April 30, 2008, and later confirmed following a public hearing on the matter (the "Declaratory Resolution"), the Commission amended the Economic Development Area and the Plan to designate the Aurora 1 Allocation Area (the "Allocation Area"), in accordance with Section 39 of the Act; and

WHEREAS, the Commission now desires to amend the Declaratory Resolution and the Plan to: (i) terminate and dissolve the Aurora 1 Allocation Area; (ii) to designate certain parcels of property within the Economic Development Area, which parcels are identified in Exhibit A attached hereto and incorporated herein, as an allocation area, to be known as the "Aurora 3 Allocation Area," pursuant to Section 26 of the Act; and (iii) to provide that during any period of time that any parcels of property are assessed as residential property under the rules of the Indiana Department of Local Government Finance, such parcels shall not be considered part of the Economic Development Area or the Allocation Area (collectively, the "2021 Amendments"); and

WHEREAS, the Commission has reviewed and considered the 2021 Amendments and the supporting data at a meeting of the Commission held on the date below; and

WHEREAS, the Commission desires to approve the 2021 Amendments.

NOW, THEREFORE, BE IT RESOLVED by the Westfield Redevelopment Commission as follows:

1. It will be of public utility and benefit to amend the Declaratory Resolution and the Plan for the Economic Development Area in the manner provided for in the 2021 Amendments and to continue to develop the Economic Development Area pursuant to the Act.

2. The Declaratory Resolution and the Plan, as amended by this Resolution, conform to the comprehensive plan of development for the City of Westfield.

3. The 2021 Amendments are reasonable and appropriate when considered in relation to the Declaratory Resolution and Plan, as well as the purposes of the Act.

4. The findings and determinations set forth in the Declaratory Resolution are hereby reaffirmed.

5. The Aurora 1 Allocation Area is hereby terminated and dissolved.

6. The parcels described in Exhibit A are designated as Aurora 3 Allocation Area pursuant to Section 26 of the Act for purposes of the allocation and distribution of property tax revenues for the purposes and in the manner provided in the Act. Any taxes imposed on real property subsequently levied by or for the benefit of any public body entitled to a distribution of property taxes on taxable property in the said allocation area shall be allocated and distributed as follows:

Except as otherwise provided in said Section 26, the proceeds of taxes attributable to the lesser of the assessed value of the property for the assessment date with respect to which the allocation and distribution is made, or the base assessed value, shall be allocated to and when collected paid into the funds of the respective taxing units. Except as otherwise provided in Section 26, property tax proceeds in excess of those described in the previous sentence shall be allocated to the redevelopment district and when collected paid into the allocation fund for the Aurora 3 Allocation Area and may be used by the redevelopment district to do one or more of the things specified in Section 26(b)(3) of the Act, as the same may be amended from time to time. Said allocation fund may not be used for operating expenses of the Commission. Except as otherwise provided in the Act, before June 15 of each year, the Commission shall take the actions set forth in Section 26(b)(4) of the Act.

7. The allocation provisions herein relating to the Aurora 3 Allocation Area shall expire on the date that is twenty-five (25) years after the date on which the first obligation is incurred to pay principal and interest on bonds or lease rentals on leases payable from tax increment revenues derived from the Aurora 3 Allocation Area. The base assessment date for the Aurora 3 Allocation Area, comprised of the parcels of property described in Exhibit A, is January 1, 2021.

8. The Commission hereby finds that the adoption of the foregoing allocation provisions will result in new property taxes that would not have been generated but for the adoption of the allocation provisions. Specifically, the capture of new property taxes in the Aurora 3 Allocation Area as tax increment will assist the Commission in its capacity to fund or bond for future projects in the, including, without limitation, public infrastructure improvements to support the development of the Aurora 3 Allocation Area and the surrounding Economic Development Area, which will generate new property taxes.

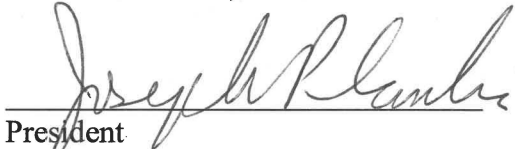
9. It is the desire of the Commission to ensure that all parcels of property assessed as residential property under the rules of the Indiana Department of Local Government Finance (collectively, "Residential Parcels") are *not* to be considered as part of the Economic Development Area or Allocation Area. Accordingly, the Commission finds that during any period of time that any parcels of property within the geographic boundaries of the Economic Development Area are assessed as residential under the rules of the Indiana Department of Local Government Finance, such parcels shall not be part of the Economic Development Area or Allocation Area.

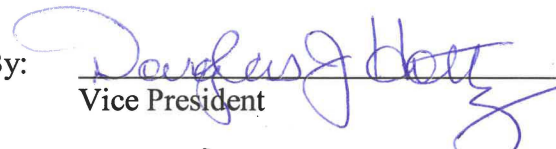
10. The 2021 Amendments are hereby in all respects approved.

11. This Resolution and data in support thereof shall be submitted to the Westfield Plan Commission (the "Plan Commission") and the Westfield Common Council (the "Council") pursuant to the Act. If approved by the Plan Commission and the Council, the 2021 Amendments shall be the subject of a public hearing held by the Commission, which public hearing shall be publicly noticed in the manner provided for by the Act.

Adopted the 15th day of November, 2021.

WESTFIELD REDEVELOPMENT COMMISSION
HAMILTON COUNTY, INDIANA

By: 
President

By: 
Vice President

By: 
Secretary

By: _____
Member

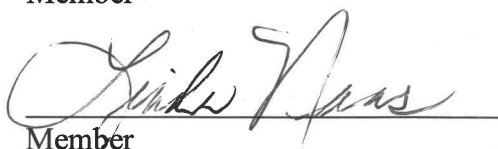
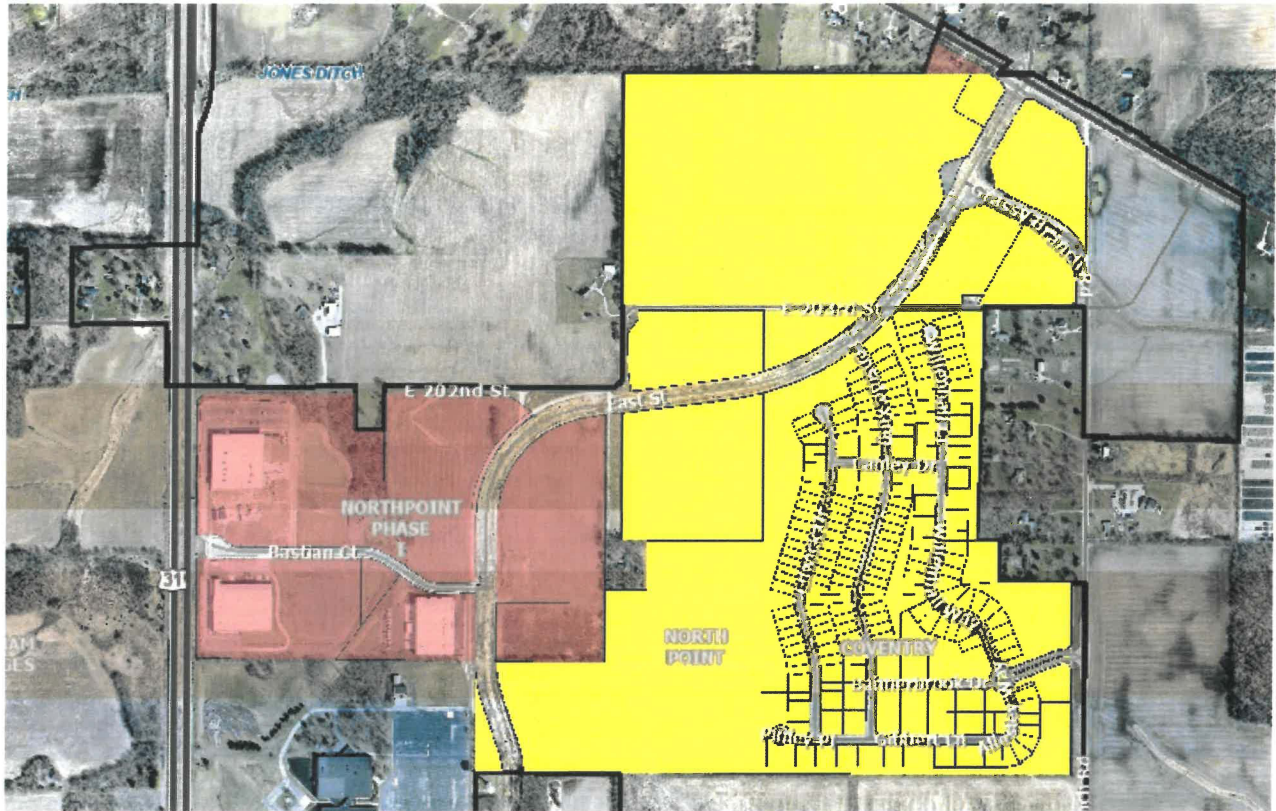
By: 
Member

EXHIBIT A

[Parcels to be Designated as the Aurora 3 Allocation Area]

09-06-19-00-00-004.000	100 - Ag - Vacant lot	
09-06-19-00-00-004.001	100 - Ag - Vacant lot	
09-06-19-00-00-004.102	400 - Comm. - Vacant land	
09-06-19-00-00-004.202	400 - Comm. - Vacant land	
09-06-19-00-00-004.302	400 - Comm. - Vacant land	
09-06-19-00-00-004.402	400 - Comm. - Vacant land	
09-06-19-00-01-001.004	100 - Ag - Vacant lot	
09-06-19-00-01-001.115	400 - Comm. - Vacant land	
09-06-19-00-01-001.125	400 - Comm. - Vacant land	
09-06-19-00-01-001.205	400 - Comm. - Vacant land	
09-06-19-00-01-001.206	100 - Ag - Vacant lot	
09-06-19-00-01-001.215	400 - Comm. - Vacant land	



AuroraTIF Removed
 AuroraTIF Current

Aurora TIF
 11/15/2021



