

Westfield City Council Members

Mark Keen, President (District 1)

Steve Hoover (District 2)

Robert L. Horkay, (District 5)

Chuck Lehman, (District 4)

Joe Edwards (District 3)

Cindy L. Spoljaric (At Large)

Jim Ake Vice President (At Large)



CITY OF WESTFIELD, IN
CityCouncil_Meeting_Agenda_12_09_2019

Monday, December 09, 2019 at 07:00 PM

BOARD OR COMMISSION: City Council Meeting

MEETING DATE: Monday, December 09, 2019 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-Dr. Marlene Morrison Pedigo with Eagle Creek Evangelical Friends
Church**

Opening of Meeting

Note the presence of a quorum

Announce any changes to Agenda

Approval of Minutes:

Documents: [Minutes 11-25-19](#)

Claims:

Documents: [Docket](#)

Approval of Claims

Miscellaneous Business/Special Recognition:

Special Presentation by: Shannon Russell with the Westfield YMCA

Old Business:

Ordinance 19-26: Legacy Oaks PUD

Council Introduction: July 8, 2019

APC Public Hearing: August 5, 2019

APC Recommendation: October 21, 2019

Adoption Consideration: December 9, 2019

Documents: [Proposed Ordinance Post Public Hearing](#) | [Proposed Ordinance Post Recommendations](#) | [Ordinance 19-26](#) | [Location Map](#) | [Concept Plan](#) | [District Map](#) | [Residential Character Exhibits](#) | [Trailhead Park Site Exhibit](#) | [Focus Group Meeting Handout](#) | [Summary of Project Changes](#) | [City Engineer Statement on Entrance](#) | [APC Certification](#) | [Staff Report](#) | [Petitioners Presentation](#)

Ordinance 19-61: Monon Hills PUD Amendment I

Council Introduction: November 25, 2019

APC Public Hearing: December 2, 2019

APC Recommendation: December 2, 2019

Adoption Consideration: December 9, 2019

Documents: [Ordinance 19-61](#) | [Department Report](#) | [Location Map](#)

Ordinance 19-63: 2020 Elected Officials Salary Ordinance

Council Introduction: November 25, 2019

Adoption Consideration: December 9, 2019

Documents: [Ordinance 19-63](#)

New Business:

Resolution 19-132: Transfer Funds to Facade Improvement Program

Adoption Consideration: December 9, 2019

Documents: [Resolution 19-132](#)

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

Adoption Consideration: December 9, 2019

Documents: [Resolution 19-133](#) | [SB-1 Form](#) | [Concept Plan](#)

Resolution 19-135: Wheeler Landing/Curb Cut

Adoption Consideration: December 9, 2019

Documents: [Resolution 19-135](#)

Ordinance 19-64: 2020 Updated Policies, Procedures and Fee Schedules

Council Introduction: December 9, 2019

Adoption Consideration: December 19, 2019

Documents: [Ordinance 19-64](#)

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

Council Introduction: December 9, 2019

Adoption Consideration: December 19, 2019

Documents: [Ordinance 19-66](#)

Resolution 19-136: Approving Plan Commission Order/Union Square Allocation Area

Adoption Consideration: December 9, 2019

Documents: [Resolution 19-136](#)

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

Council Introduction: December 9, 2019

Adoption Consideration: December 19, 2019

Documents: [Ordinance 19-67](#)

Guests:

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

Council Response to Guest Comments

City Council Comments

Mayor Comments

Adjourn

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

Working Meeting

Legacy Series

Featured at Lantern Park in Westfield



Legacy Series

Legacy Oaks



- 2,397 – 3,415 Base SF
- 2 – 3 bedrooms
- 2.5 bathrooms
- 1 – 1 ½ Story Homes
- Basement, 3rd Car Garage, & Loft Options
- Empty-Nester Buyer
- \$450,000 ASP



Straight Zoning vs. PUD

Legacy Oaks

Underlying Zoning (SF-2):

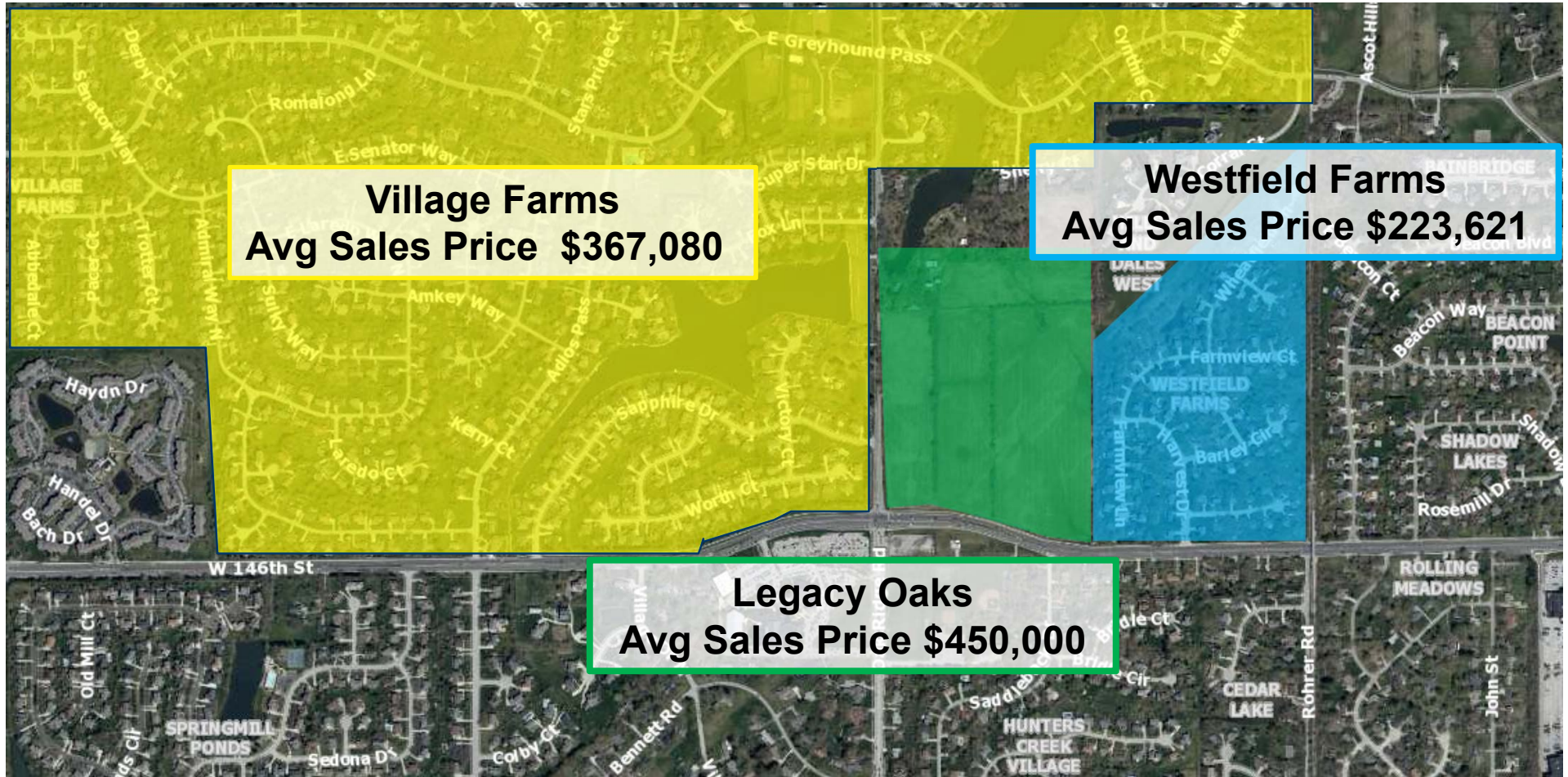
- Min. Lot Area: 15,000 SF
- Min. Lot Width: 100'
- Min. Living Area: 1,200 SF
- Vinyl is a permitted material
- Rear Elevations Face Oak Ridge
- No Amenities
- 67 Lots

Pulte's Revised Proposal (PUD):

- Min. Lot Area: 10,000 SF
- Min. Lot Width: 71'
- Min. Living Area: 2,300 SF
- Vinyl / Aluminum are prohibited materials
- Masonry / Fiber Cement siding
- Dimensional Asphalt Shingles
- Min. 8" Overhangs
- Front Elevations Face Oak Ridge
- Tree Preservation & Proposed Trailhead
- Maintain character of Village Farms with use of Black Board Farm Fence
- 64 Lots

Average Sales Prices

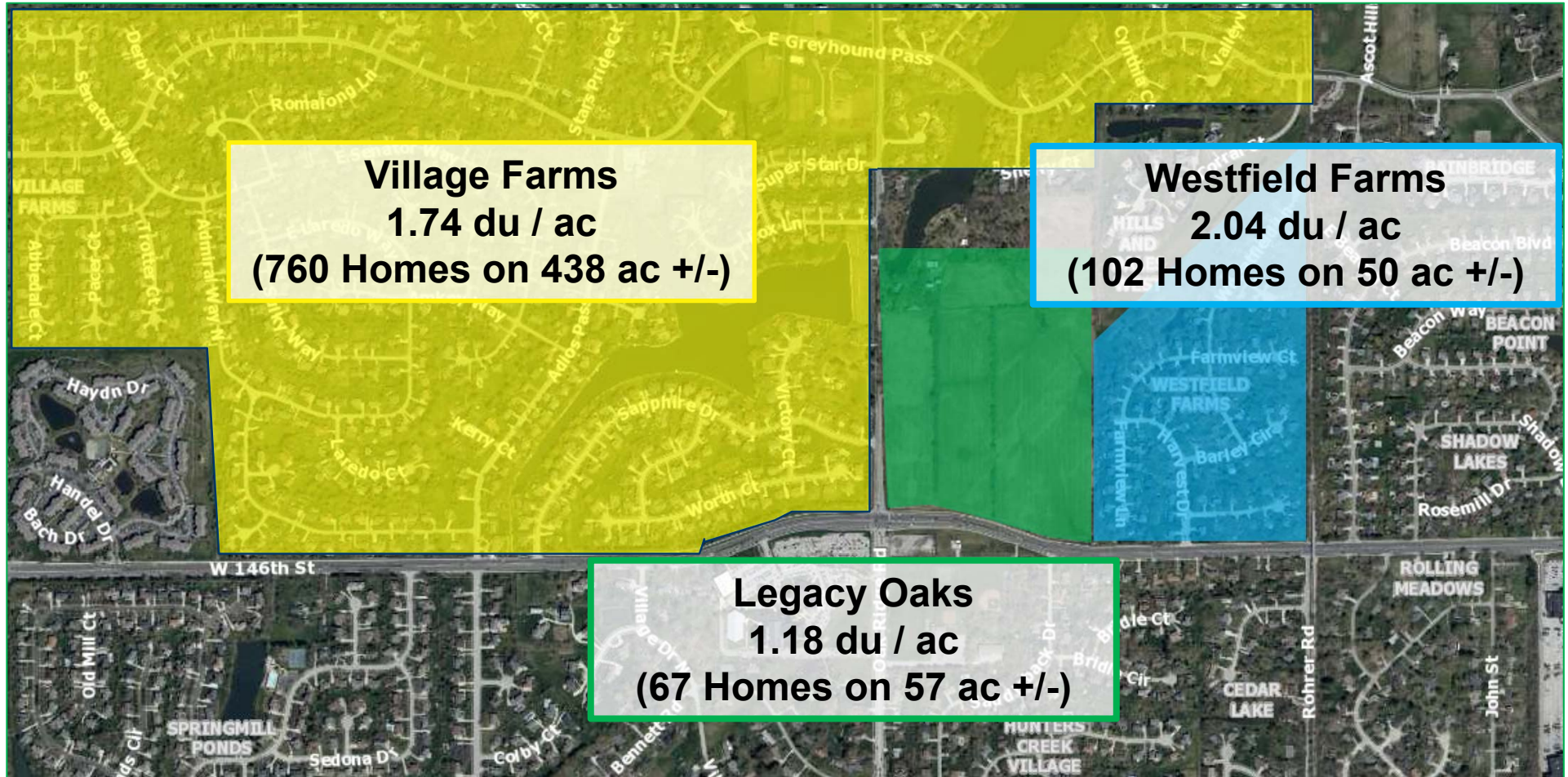
Neighborhoods Adjacent to Legacy Oaks



*Data from MIBOR (1/1/17 – 7/31/19)

Neighborhood Densities

Neighborhoods Adjacent to Legacy Oaks



Site Plan Comparison

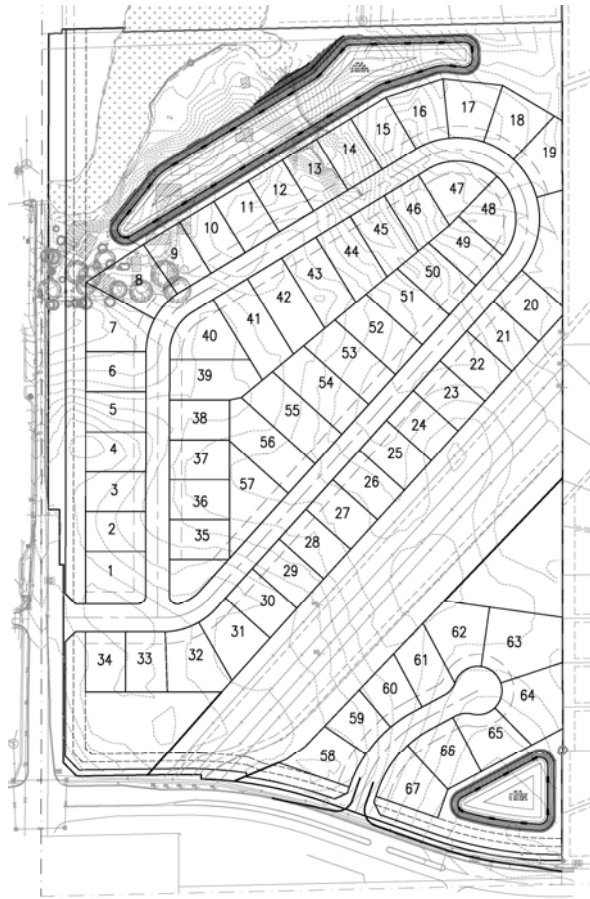
Landings at Village Farms vs. Legacy Oaks



Original Proposal



Underlying Zoning (SF-2)



Revised Proposal



Updated Site Plan

Legacy Oaks



ORDINANCE NUMBER 19-63

2020 Elected Officials Salary Ordinance

AN ORDINANCE OF THE CITY OF WESTFIELD CONCERNING SALARIES, WAGES, BENEFITS, STIPENDS AND OTHER COMPENSATION FOR THE 2020 CALENDAR YEAR

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

Section 1.

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

Section 2.

The salaries of the elected officials of the City of Westfield, Indiana for the year 2020 shall be as follows:

Mayor	\$118,964
Clerk Treasurer	\$87,738
City Council	\$16,493 each

Section 3.

Additional compensation for the year 2020 shall be as follows:

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

Section 4.

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

Section 5.

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

ALL OF WHICH IS ORDAINED THIS _____ DAY OF _____ 2019.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark Keen

Mark Keen

Mark Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy J. Gossard, Clerk Treasurer

I hereby certify that ORDINANCE 19-63 was delivered to the Mayor of Westfield
on the _____ day of _____, 2019, at _____ m.

Cindy J. Gossard, Clerk Treasurer

I hereby APPROVE ORDINANCE 19-63

this _____ day of _____, 2019.

I hereby VETO ORDINANCE 19-63

this _____ day of _____, 2019.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

ATTEST:

Cindy J. Gossard, Clerk Treasurer

**ATTACHMENT A
ELECTED OFFICIAL BENEFIT SUMMARIES
2020
Mayor and Clerk Treasurer**

INSURANCE

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

SOCIAL SECURITY/MEDICARE CONTRIBUTIONS – As provided for all employees

EMPLOYEE ASSISTANCE PROGRAM – As provided for all employees

RETIREMENT

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

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

457 Plan (Supplemental Retirement Plan)

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

City Matching Contribution

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

Westfield City Council November 25, 2019

The Westfield City Council met on November 25, 2019 at Westfield City Hall. Members present were Mark Keen, Chuck Lehman, Joe Edwards, Bob Horkay, Jim Ake, Cindy Spoljaric and Steve Hoover. Also present were Clerk Treasurer, Cindy Gossard, Mayor Andy Cook and Brian Zaiger, legal counsel.

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

Approval of Minutes:

Jim Ake made a motion to approve the November 11, 2019 minutes as presented.
Steve Hoover seconded. Vote: Yes-7; No-0. Motion carries.

Claims:

Cindy Spoljaric made a motion to approve the claims as presented. Jim Ake seconded.
Vote: Yes-7; No-0. Motion carries.

Miscellaneous Business/Special Presentations:

None

Old Business:

Ordinance 19-33: Poplar Street Townhomes PUD

Council Introduction: August 12, 2019

APC Public Hearing: September 3, 2019

APC Recommendation: September 16, 2019

Adoption Consideration: November 25, 2019

Jonathan Dorsey presented stating this a zoning change request of 1.26 acres located on the West side of Poplar Street between Jersey and Park streets. The change would allow for a maximum of 24 townhome dwellings.

Paul Estridge spoke on the commitments of the project.

Joe Edwards made a motion to approve Ordinance 19-33 as presented.
Steve Hoover seconded. Vote: Yes-4; No-3. (C. Spoljaric, B. Horkay, C. Lehman) Motion carries.

[Type here]

Ordinance 19-46: Claiborne Farms by Del Webb

Council Introduction: September 9, 2019

APC Public Hearing: October 7, 2019

APC Recommendation: November 6, 2019

Adoption Consideration: November 25, 2019

Jonathan Dorsey presented stating this is a zoning change request that would allow for an age-restricted development on the 245 acres North and adjacent of 146th Street and West of Towne Road.

Jon Dobosiewicz spoke giving the details and plans for the community with the updated architectural standards, updated standards for landscaping, required amenities and the timeline they will follow.

Steve Hoover made a motion to approve Ordinance 19-46 with the modification of Section 6 (6.2) to read, A minimum of 195 dwellings shall have a living area greater than 1,500 square feet.

Bob Horkay seconded. Vote: Yes-5; No-2 (C. Spoljaric J. Edwards) Motion carries.

There was council discussion. Jeremy Lollar addressed/spoke on the traffic concerns.

Ordinance 19-50: Maple Knoll PUD Amendment IV

Council Introduction: September 9, 2019

APC Public Hearing: October 7, 2019

APC Recommendation: November 6, 2019

Adoption Consideration: November 25, 2019

Caleb Ernest presented stating this is an amendment to the current PUD and would modify sign standards and architectural standards for the Meijer property located on the SE corner of Springmill Road and State Road 32.

Ashley Mack, representing Meijer spoke on the changes since introduction (reduced signage areas, reduced height of signage, architectural enhancements to the gas station, and revised exhibit for outdoor sales areas.)

There was council discussion. Steve Hoover asked that additional text be included, to remove **ALL** outdoor sales areas that are not screened. This commitment was agreed upon.

Cindy Spoljaric made the motion to table Ordinance 19-50 as presented. Joe Edwards seconded.

Vote: Yes-2; No-5. Motion fails.

Steve Hoover made a motion to approve Ordinance 19-50 with the current changes and newly added commitment. Chuck Lehman seconded. Voter: Yes-5 No-2. (C. Spoljaric J. Edwards). Motion carries.

Since this item came from APC with a 0-7 unfavorable recommendation. This will be returned to APC with the changes made from Council. If there are no changes from APC this may be approved by that committee.

[Type here]

Resolution 19-128: Approving a Road Cut on State Highway 32

Adoption Consideration: November 25, 2019

Jon Sheidler, engineer with Woolpert, Inc presented stating this is a request from Meijer for a single full access curb cut, located on the south side of State Highway 32 and east of Spring Mill Road. Traffic studies have been done and a request has been submitted to INDOT and pending approval.

There was council discussion. Jeremy Lollar spoke on the value and safety of this project.

Chuck Lehman made the motion to approve Resolution 19-128 as presented. Jim Ake seconded.

Vote: Yes-5; No-2. (C. Spoljaric, J. Edwards) Motion carries.

Ordinance 19-56: Westgate PUD Amendment

Council Introduction: October 14, 2019

APC Public Hearing: November 6, 2019

APC Recommendation: November 18, 2019

Adoption Consideration: November 25, 2019

Caleb Ernest presented stating this amendment would modify architectural standards and amenity requirements. Since introduction revisions of architectural standards of townhomes have been modified and front garage offsets changed.

Bob Horkay made the motion to approve Ordinance 19-56 as presented. Jim Ake seconded.

Vote: Yes-7; No-0. Motion carries.

Ordinance 19-57: Northpoint PUD Amendment I (Project 19/GFS)

Council Introduction: October 14, 2019

APC Public Hearing: November 6, 2019

APC Recommendation: November 18, 2019

Adoption Consideration: November 25, 2019

Pam Howard presented stating the amendment is to accommodate a new distribution facility. (Gordon Food Service) on 81.86 acres at the NW corner of 196th Street & Grassy Branch Road. Since introduction buffer yard landscaping and parking area lighting have been modified.

Joe Edwards made the motion to approve Ordinance 19-57 as presented. Bob Horkay seconded.

Vote: Yes-7; No-0. Motion carries.

[Type here]

Ordinance 19-62: Wheeler Landing PUD Amendment II

Council Introduction: November 11, 2019

APC Public Hearing: November 18, 2019

APC Recommendation: November 18, 2019

Adoption Consideration: November 25, 2019

Caleb Ernest presented stating the amendment would involve changes to the West side façade and architectural standards on the proposed Westfield Washington School Aquatic Center located on 9 acres at the SW corner of 181st Street & Wheeler Rd.

Bob Horkay made the motion to approve Ordinance 19-62 as presented. Joe Edwards seconded.
Vote: Yes-7; No-0. Motion carries.

New Business:

Resolution 19-134: City of Westfield Authorizing Sale of Property

Adoption Consideration: November 25, 2019

Brian Zaiger presented stating the city owns property that no longer is needed. Selling the property, would have the potential to spur economic development in those areas. Appraisals have been done on the parcels and bids will be taken with a required time period for development.

Steve Hoover made the motion to approve Resolution 19-134 as presented. Bob Horkay seconded.
Vote: Yes-7; No-0. Motion carries.

Ordinance 19-61: Monon Hills PUD Amendment I

Council Introduction: November 25, 2019

APC Public Hearing: December 2, 2019

APC Recommendation: January 21, 2020

Adoption Consideration: February 10, 2020

Jonathan Dorsey presented stating this would modify the architectural standards (specifically garage standards) and reimplement UDO standards in the Common Areas. The property involves eight acres on 156th Street which will have four residential lots.

Moves on to APC.

Ordinance 19-63: 2020 Elected Officials Salary

Council Introduction: November 25, 2019

Adoption Consideration: December 9, 2019

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

[Type here]

Guests:

None

Council Responses to Guest Comments:

None

City Council Comments:

Steve Hoover gave APC update

Mayor Comments:

Pulse Point App introduced

Mill Street Parking will be closing for construction to start on Grand Junction Plaza

December 7th Westfield in Lights

Wished everyone a Happy Thanksgiving

Without any further business, the meeting adjourned at 8:28 pm

Clerk-Treasurer

President

[Type here]

RESOLUTION 19-132

RESOLUTION TO TRANSFER FUNDS TO THE FAÇADE IMPROVEMENT PROGRAM OF THE CITY OF WESTFIELD

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 wishes to emphasize and foster the development and redevelopment of the downtown area of the City; and,

WHEREAS, the City had previously deposited sums into a fund for the Façade Improvement Program (“Program”) developed and managed by the Westfield Economic Development Department.

WHEREAS, the Program has been enthusiastically received by the downtown businesses benefitting the community as a whole.

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

- Section 1.** That the City hereby pledges its support to the Program and the continued participation by the private sector and finds that the Program should continue with City support.
- Section 2.** The City hereby authorizes the transfer of Ten Thousand Dollars (\$10,000.00) from the City Council Budget to fund 511 (Façade Improvement Program).
- 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 _____ DAY OF _____ 2019.

WESTFIELD CITY COUNCIL

<u>Voting For</u>	<u>Voting Against</u>	<u>Abstain</u>
_____ Jim Ake	_____ Jim Ake	_____ Jim Ake
_____ James J. Edwards	_____ James J. Edwards	_____ James J. Edwards
_____ Steven Hoover	_____ Steven Hoover	_____ Steven Hoover
_____ Robert L. Horkay	_____ Robert L. Horkay	_____ Robert L. Horkay
_____ Mark F. Keen	_____ Mark F. Keen	_____ Mark F. Keen
_____ Charles Lehman	_____ Charles Lehman	_____ Charles Lehman
_____ Cindy Spoljaric	_____ Cindy Spoljaric	_____ Cindy Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that RESOLUTION 19-132 was delivered to the Mayor of Westfield
on the _____ day of _____, 2019, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE RESOLUTION 19-132

this _____ day of _____,
2019.

J. Andrew Cook, Mayor

I hereby VETO RESOLUTION 19-132

this _____ day of _____,
2019.

J. Andrew Cook, Mayor

ATTEST:

Cindy Gossard, Clerk Treasurer

This document prepared by
Amanda Rubadue, Economic Development Director
Mayor's Office
City of Westfield, Indiana

ORDINANCE NUMBER 19~~—~~26

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

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

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

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**Petition No. 19~~—~~1908-PUD~~—~~;20**), requesting an amendment to the Unified Development Ordinance 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. 19~~—~~1908-PUD~~—~~-20** to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a ~~_____~~**FAVORABLE** recommendation (~~---~~)(9-0) 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 ~~_____~~**October 22**, 2019;

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

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

Section 1. Applicability of Ordinance.

- 1.1 The Unified Development Ordinance and Zoning Map are hereby changed to designate the Real Estate as a Planned Unit Development District to be known as the "~~The Landings at Village Farms~~**Legacy Oaks 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 Unified Development Ordinance, as amended and applicable to the Underlying Zoning District or a

Planned Unit Development District, except as modified, revised, supplemented or expressly made inapplicable by this Ordinance.

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

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

- 2.1 District Map: The map as illustrated on what is attached hereto as **Exhibit C** which outlines the two (2) individual Areas of the District.
- 2.2 Area A: The part of the Real Estate depicted on the District Map as Area A.
- 2.3 Area B: The part of the Real Estate depicted on the District Map as Area B.

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

- 3.1 The Real Estate shall be developed in compliance with Article 10.9(F) Planned Unit Development Districts; PUD District Ordinance Requirements. The details and determination between dry or wet detention/retention areas shall be finalized at the time of Secondary Plat and Construction Plan review.
- 3.2 The District is hereby divided into two (2) areas as illustrated on the District Map and labeled as Areas A and B (individually or collectively, “Area”). Development of each Area shall be regulated as set forth in this Ordinance.

Section 4. **Underlying Zoning District(s).** The Underlying Zoning Districts shall be as set forth below as illustrated on the attached District Map.

- 4.1 Area A: ~~SF4~~**SF3**: Single-Family ~~High~~**Medium**-Density District.
- 4.2 Area B: ~~LB: Local Business~~**SF2: Single-Family Low-Density** District.

Section 5. **Permitted Uses.** All uses permitted in the Underlying Zoning District, as set forth in Chapter 4 and Chapter 13 of the UDO, shall be permitted except as modified below:

- 5.1 Special Exceptions ~~and Prohibited Uses~~ of the Underlying Zoning District shall be

prohibited.

5.2 The total number of Dwelling Units on the Real Estate shall not exceed sixty-seven (67).

5.3 A Public Park shall be a Permitted Use in Area B.

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:

6.1 Common Areas shall not be subject to the Minimum Lot Frontage provisions of the Underlying Zoning District; however, Article 8.6(C) shall apply.

~~6.1~~ 6.2 The following standards shall be applied to the Area A as depicted on the District Map:

Standard	Area A
Minimum Lot Area	6 10,000sqft
Minimum Lot Frontage	35 50'
Minimum Building Setback	
Front Yard	20'
Side Yard / Building Separation	5' / 10 '
Rear Yard	20 15'
Minimum Lot Width	45 71'
Maximum Building Height	2 1/2 Stories 30'
Minimum Living Area (Total)	2,300 square feet
Single Story	1,600sqft
Two Story	2,300sqft

~~6.2~~ The following standards shall be applied to the Area B as depicted on the District Map:

Standard	Area B
Minimum Lot Frontage	0 '
Minimum Building Setback	
Front Yard	0 '
Side Yard (Perimeter)	20 '
Side Yard (Internal)	0 '
Rear Yard	0 '
Maximum Building Height	45 '
Building Size Requirement	

Minimum Business Size	800sqft
Maximum Business Size	30,000sqft
Maximum Aggregate of all Buildings of Area B	90,000sqft

- 6.3 The Minimum Front Yard Building Setback shall be randomly set and vary by four (4) feet in two (2) foot increments (20', 22', and 24' setbacks) along all the street segments of the District. The random Front Yard Building Setbacks shall be illustrated on the Primary and Secondary Plat.

Section 7. Development Standards. The standards of Chapter 6: Development Standards shall apply to the development of the District.

Area A:

- 7.1 Article 6.3 Architectural Standards: Shall apply to all dwellings in Area A, except as modified below:

- A. Single-Family Dwelling Character Exhibit: The "Single Family Dwelling Character Exhibit" attached hereto as **Exhibit D**, is hereby incorporated as a compilation of images designed to capture the intended architecture of Dwellings to be constructed in Area A. It is not the intent to limit the architecture shown in the Single-Family Character Exhibit, but to encourage a diversity in architecture of Dwellings within Area A.
- B. Building Materials: In addition to Article 6.3(C)(3) Building Materials, vinyl and aluminum siding shall be prohibited.
- C. Exterior Trim Materials: Wood, fiber cement or equivalent trim shall be used for corners, frieze boards, window wraps, door wraps, and as a transitional material between two different exterior materials, ~~provided,~~. However, trim shall not be required for windows, doors, corners, and the like that are surrounded by Masonry Materials; ~~and provided further, that.~~ If windows have shutters, then such windows shall not require a trim wrap. Required trim shall be a minimum of four inches by one inch (4"x1") nominal wide.
- D. Windows: All homes shall have a minimum of one (1) window on all four (4) sides of the home, ~~except~~with the ~~exception of~~ garage ~~sidesides~~ of a ranch style ~~home~~homes, which may have no windows provided the other three (3) elevations have a minimum of nine (9) windows total.

For the ~~purposes~~purpose of this calculation, (i) a twin window shall be counted as two (2) windows, and (ii) a service door to the garage with a

window shall be counted as one (1) window.

~~D.E.~~ Minimum Overhangs: All homes shall have a minimum of 8" roof overhangs measured prior to the application of siding material.

~~E.F.~~ Roof Pitches: ~~For a two-story home,~~ The minimum roof pitch for the main roof shall be ~~6/12. A 5/12 roof pitch shall be permitted for ranch style homes.~~ Gable, dormer and porch roof pitches may vary to achieve various architectural styles.

~~F.G.~~ Shingles: All homes shall have dimensional or architectural grade shingles.

~~G.H.~~ Perimeter Lots: ~~A minimum of fifty percent (50%) of the~~ Dwellings shall be oriented toward / front facing Oak Ridge Road ~~shall (i) incorporate a side loading or courtyard loading garage or (ii) the External Street Frontage Landscape Requirements of Article 6.8(M) shall apply~~ for Lots 1 thru 9, 17, 18, and 19 as shown on the Concept Plan.

~~H.I.~~ Garages: All homes must have at least a 2-car attached garage and meet the following requirements:

- i. For front loading garages, the garage door total width may not exceed fifty percent (50%) of the linear footage of the front elevation of the home. A third car garage shall not be counted when calculating the linear frontage of the front elevation.
- ii. Two (2) dusk-to-dawn coach lights shall be provided on all garages.
- iii. If a home has a third car garage, the third car bay shall be offset by a minimum of two (2) feet.
- iv. Garage elevations shall include a variety of design elements to vary the appearance of the garage façade. Design elements include the garage door, garage door windows and/or hardware, garage door header, roof gable brackets, multiple building materials, gable accent windows and gable decorative louver. All homes shall have decorative garage doors with windows and be painted a color to match the dominant exterior material or a color to accent the dominant exterior material.

~~I.J.~~ Side Building Facades with Gable: All Dwellings (i) on Corner Lots (side facing a street) or (ii) with a side lot line abutting a Common Area (side facing the common area) which have a gable end on the side Building Façade shall incorporate a minimum of one of the following elements on the side Building Façade. ~~A variety~~ At least one (1) of the following elements ~~should~~ shall be used across the subdivision and the incorporated element(s) ~~should~~ shall be consistent with elements on the Front Building

Façade:

- i. A Masonry Material a minimum of thirty-six (36) inches tall;
- ii. A change in the exterior color separated by trim;
- iii. A change in the Exterior Material pattern separated by trim;
- iv. A change in the Exterior Material separated by trim;
- v. A gable end architectural detail (e.g., brackets, louvers, pediment, corbel, decorative window detail created with shutters, etc.)
- vi. A minimum ~~of~~ ten (10) square foot gable window;
- vii. A gable peak with a change in Exterior Material; or
- viii. A projecting chimney running the ~~full~~ full height of the side Building Façade constructed with Masonry Material.

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

A. Article 6.8(J)(3) Street Trees Spacing Requirements: Shall apply except as modified below:

- i. One (1) Street Tree shall be required per Lot, per street frontage.

~~A.B.~~ Article 6.8(K) Minimum Lot Landscaping Requirements: Shall apply except as modified below;

- i. A minimum of ten (10) shrubs shall be provided at the foundation of the home in the Front Yard.
- ii. A minimum of one (1) shade or evergreen tree and one (1) ornamental tree shall be provided. At least one (1) of the trees shall be located in the Front Yard.
- iii. Front yards must be planted with sod and Side and Rear Yards may be either seeded or sodded. For Corner Lots, sod must be planted in both ~~“front”~~ Front Yards.
- iv. Lots 20 thru 43, as identified on the Concept Plan, shall require one (1) additional tree (shade of evergreen) in the Rear Yard.

~~B.C.~~ External Street Frontage Landscaping Requirements: Article 6.8(M) shall

apply except as modified below:

- i. ~~A black “4 board” fence shall be provided along a minimum of sixty five percent (65%) of the Street Frontage Planting Area of all Areas of the Real Estate along Oak Ridge Road.~~

Area B:

~~7.3 Article 6.1 Accessory Buildings: The Accessory Building requirements of the UDO (Article 6.1 Accessory Use and Building Standards) shall apply; however, Article 6.1(H)(2) and Article 6.1(H)(5) Screening of Receptacles and Loading areas shall be modified to permit trash enclosures to be located within the Established Front Yard of the internal street. If the enclosures are attached to the Principal Building(s), then the opaque gates may be oriented towards the internal street.~~

~~7.4 Article 6.3 Architectural Standards: Shall not apply; rather, the Architectural Design Requirements of Article 5.3(J) State Highway 32 Overlay District (the “32 Overlay”) shall apply except as modified below:~~

~~A. Commercial Character Exhibit: The “Commercial Character Exhibit” attached hereto as **Exhibit E**, is hereby incorporated as a compilation of images designed to capture the intended architecture of structures to be constructed in Area B. It is not the intent to limit the architecture shown in the Commercial Character Exhibit, but to encourage a diversity in architecture within Area B.~~

~~i. Architectural Design: A residential theme shall be required in the design of all structures. Architectural styles shall include: Colonial, Italianate, Shingle, Folk Victorian, Colonial Revival, Tudor, and Craftsman. Significant architectural elements to determine consistency with a residential theme include:~~

- ~~a) Window design (ex.: enhanced trim, pane size and type) and alignment/location;~~
- ~~b) Building massing (pedestrian scaled with façade projections and recessions);~~
- ~~c) Roof type and pitch (inclusion of shed roofs, dormers with faux windows and/or decorative gables when architecturally appropriate);~~
- ~~d) Large roof overhangs that are primarily pitches and not flat;~~
- ~~e) Enhanced cornice treatment;~~
- ~~f) Enhanced and inviting entryways with pedestrian cover and~~

~~“porch-like” treatment (ex.: inclusion of columns with masonry bases);~~

~~g) Variety of building materials, patterns, and colors;~~

~~h) Emphasized trim at corner breaks, around windows and within gables; and~~

~~i) Enhanced foundation plantings and planters to soften building façades.~~

~~B. Article 5.3(I) Building Height Standards: Shall apply except as modified below:~~

~~i. Minimum Gross Floor Area: The Minimum Gross Floor Area shall be three thousand (3,000) square feet.~~

~~C. Article 5.3(L) Miscellaneous Requirements: Shall apply, except as modified below:~~

~~i. Mechanical / Utility Meter Screening: Wall and ground-mounted Mechanical Equipment for nonresidential or multi-family structures shall be completely screened from all ground-level viewpoints and are encouraged to be clustered. Clearance for proper functioning of the equipment and access to equipment for maintenance shall be incorporated into the design. Screening may be achieved by using either: (i) a wall or fence constructed of Masonry Material, wood, or fiber cement, that is visually integrated to the adjacent building façade with a minimum height that fully screens the equipment; (ii) a solid evergreen screen with a combination of trees and shrubs; or (iii) a combination of the aforementioned.~~

~~7.5 Article 6.8 Landscaping Standards: Shall apply, except as otherwise modified or enhanced below:~~

~~D. Foundation Plantings: Article 6.8(L) Foundation Plantings requirement shall not apply where a drive-thru aisle is located. Additional planters located at the base of a building or attached to a façade shall be counted to meet the requirement.~~

~~E. External Street Frontage Landscaping Requirements: Article 6.8(M) External Street Frontage Landscaping Requirements shall apply except as modified below:~~

~~i. A black “4-board” fence shall be provided along a minimum of sixty-five percent (65%) of the Street Frontage Planting Area of all Areas of the Real Estate along Oak Ridge Road and 146th~~

Street.

~~F. — Parking Area Landscaping: Article 6.8(O) Parking Area Landscaping shall apply, except as modified below:~~

~~i. — Perimeter Parking Area Landscaping: Article 6.8(O)(2) shall apply; however, if adjacent Lots have vehicular cross access and/or shared parking, then the shared Lot Line shall not require Perimeter Parking Area Landscaping; rather, the combined Parking Area shall be designed as a single parking Area and landscaped in accordance with the Interior Parking Area Landscaping (Article 6.8(O)(1)) requirements.~~

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 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.

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

A. Neighborhood Character: The theme and character of the District shall be comparable to the Village Farms Neighborhood theme as generally depicted on Exhibit FE.

B. Amenities: The following amenities shall include, but shall not be limited to the following, as generally depicted on Exhibit GF:

i. Passive Amenities: Trails, sidewalks, and paths shall be provided for passive recreation opportunities as generally depicted Exhibit G. ~~Trails, sidewalks, and paths shall be installed in substantial compliance with the locations depicted on the Concept Plan. The final locations are subject to existing easements and final engineering. If trails are prevented from being installed as generally shown, then alternative trail locations shall be approved by the Director.~~

~~ii. — Pocket Trailhead / Park: A Pocket Park Site: If a public park area is developed in Area B it shall be provided developed as generally depicted on Exhibit B and shall include benches, walking paths,~~

~~and landscaping.~~

C. ~~Ressler Park: A park shall be provided as generally depicted~~ **illustrated on Exhibit G** and subject to the following standards.

- i. **Improvements:** Site improvements (i) may include a trailhead with parking and (ii) shall include a minimum of two (2) benches, and one (1) bike maintenance station.
- ii. **Location:** The parking area shall be a minimum of two-hundred (200) feet from the east perimeter of Area B.
- iii. **Design:** The design of the parking area benches, shall be as generally illustrated as depicted in **Exhibit G**, however no traffic circle shall be included in the design.
- iv. **Lighting:** Site lighting shall be limited to a reduced height lighting similar to lighting at the trailhead located at Greyhound Pass and the Monon and shall include a full cutoff fixture to mitigate any light trespass onto adjoining properties.
- v. **Safety Measures:** Video camera monitoring shall be installed and linked to public safety in a manner consistent with City park facilities. In addition, a time-controlled sliding gate shall be provided to prevent use of the parking area at night.
- vi. **Landscaping:** In addition to plantings surrounding the parking area, prairie grasses and low maintenance plantings (including but not limited to a combination of Big Blue Stem & Switch Grass) shall be installed to enhance the wetlands and reduce the maintenance level of the space.
- ~~iii.~~ **vii. Prohibited Improvements:** The following improvements shall not be constructed on Area B: water fountains, any other water features, restrooms, any other enclosed buildings (an open or non-enclosed shelter would be permitted), active sport courts and playground equipment, ~~pathways, and open space.~~
- ~~iv.~~ **Canoe/Kayak Launch:** ~~A Canoe/Kayak Launch shall be provided as generally depicted on the~~ **Exhibit G.**

9.2 **Article 8.7 Pedestrian Network Standards:** Shall apply except as otherwise modified or enhanced below:

- A. **Perimeter/External Pedestrian Networks Standards:** The established sidewalk along 146th Street shall meet the Perimeter/External Pedestrian Network Standards requirement of Article 8.7(D). No Trail, sidewalk, or

path shall be required north of the existing lake, as generally depicted on **Exhibit CB**, rather, a mid-block cross ~~shall~~may be provided pending approval from the Director of Public Works to connect to the existing path on the west side of Oak Ridge Road.

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

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

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I 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: ~~Matt Pleasant, AICP~~ Jon C. Dobosiewicz

I hereby certify that **ORDINANCE 19~~—~~26** was delivered to the Mayor of Westfield
on the _____ day of _____, 2019, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 19~~—~~26** I hereby VETO **ORDINANCE 19~~—~~26**
this _____ day of _____, 2019. this _____ day of _____, 2019.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

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

SCHEDULE OF EXHIBITS

Exhibit A	Real Estate (Legal Description)
Exhibit B	Concept Plan
Exhibit C	District Map
Exhibit D	Single Family Dwelling Character Exhibit
Exhibit E	Commercial Character Exhibit
Exhibit F	Neighborhood Character Exhibit
Exhibit G F	Amenity Exhibit
Exhibit G	Trailhead / Park Site Exhibit

EXHIBIT A
REAL ESTATE
Page 1 of 3

Legal Description

Part of the Southwest Quarter of Section 13, Township 18 North, Range 3 East of the Second Principal Meridian, City of Westfield, Washington Township, Hamilton County, Indiana, based upon a survey prepared by Michael G. Judt, Professional Surveyor Number 21500017, HWC Engineering Job Number 2019-202-A, dated July 26, 2019, more particularly described as follows:

COMMENCING at the southwest corner of said Southwest Quarter, said point being marked by a Harrison monument found per Hamilton County Surveyor reference ties; thence North 00 degrees 04 minutes 03 seconds East (grid bearing based upon Indiana State Plane – East Zone, NAD83, 2011, EPOCH 2010.0000) along the west line of said Southwest Quarter a distance of 150.00 feet; thence North 88 degrees 41 minutes 05 seconds East a distance of 16.51 feet to a southwest corner of a 4.236-acre tract of land described in Instrument Number 200000000846 in the Office of the Recorder of Hamilton County, Indiana, the following twelve (12) courses being along the west and north lines of said tract; (1) thence North 00 degrees 04 minutes 03 seconds East a distance of 817.82 feet to the POINT OF BEGINNING; (2) thence South 89 degrees 55 minutes 57 seconds East a distance of 28.51 feet; (3) thence South 00 degrees 04 minutes 03 seconds West a distance of 137.80 feet; (4) thence South 89 degrees 55 minutes 57 seconds East a distance of 9.97 feet; (5) thence South 00 degrees 04 minutes 03 seconds West a distance of 495.41 feet; (6) thence South 44 degrees 36 minutes 13 seconds East a distance of 47.36 feet; (7) thence North 89 degrees 13 minutes 49 seconds East a distance of 259.88 feet to the point of curvature of a curve to the right having a radius of 1067.39 feet, said curve being subtended by a chord bearing South 89 degrees 22 minutes 34 seconds East, a chord distance of 51.92 feet; (8) thence easterly along said curve an arc distance of 51.92 feet; (9) thence South 02 degrees 01 minutes 03 seconds West a distance of 10.01 feet to a point on a non-tangent curve to the right having a radius of 1057.38 feet, said curve being subtended by a chord bearing South 79 degrees 22 minutes 34 seconds East, a chord distance of 316.47 feet; (10) thence easterly along said curve an arc distance of 317.66 feet; (11) thence South 70 degrees 46 minutes 11 seconds East a distance of 284.81 feet to the point of curvature of a curve to the left having a radius of 937.37 feet, said curve being subtended by a chord bearing South 80 degrees 46 minutes 11 seconds East, a chord distance of 325.54 feet; (12) thence easterly along said curve an arc distance of 327.20 feet to the east line of the West Half of said Southwest Quarter, being also the west line of Westfield Farms, Section II, the plat of which is recorded in Plat Book 13, pages 41-42 in said Recorder's Office, and also the west line of Hills and Dales West, the plat of which is recorded in Plat Cabinet 1, slide 215 in said Recorder's Office; thence North 00 degrees 01 minutes 52 seconds West along said east line a distance of 2580.07 feet to the northeast corner of said West Half of said Southwest Quarter; thence South 88 degrees 02 minutes 06 seconds West along the north line of said West Half of said Southwest Quarter a distance of 2.52 feet to the northeast corner of Lot 21 in The Village Farms, First Section, the plat of which is recorded in Plat Book 5, pages 16-17 in said Recorder's Office; thence South 00 degrees 08 minutes 59 seconds East along an east line of said subdivision a distance of 480.10 feet to the

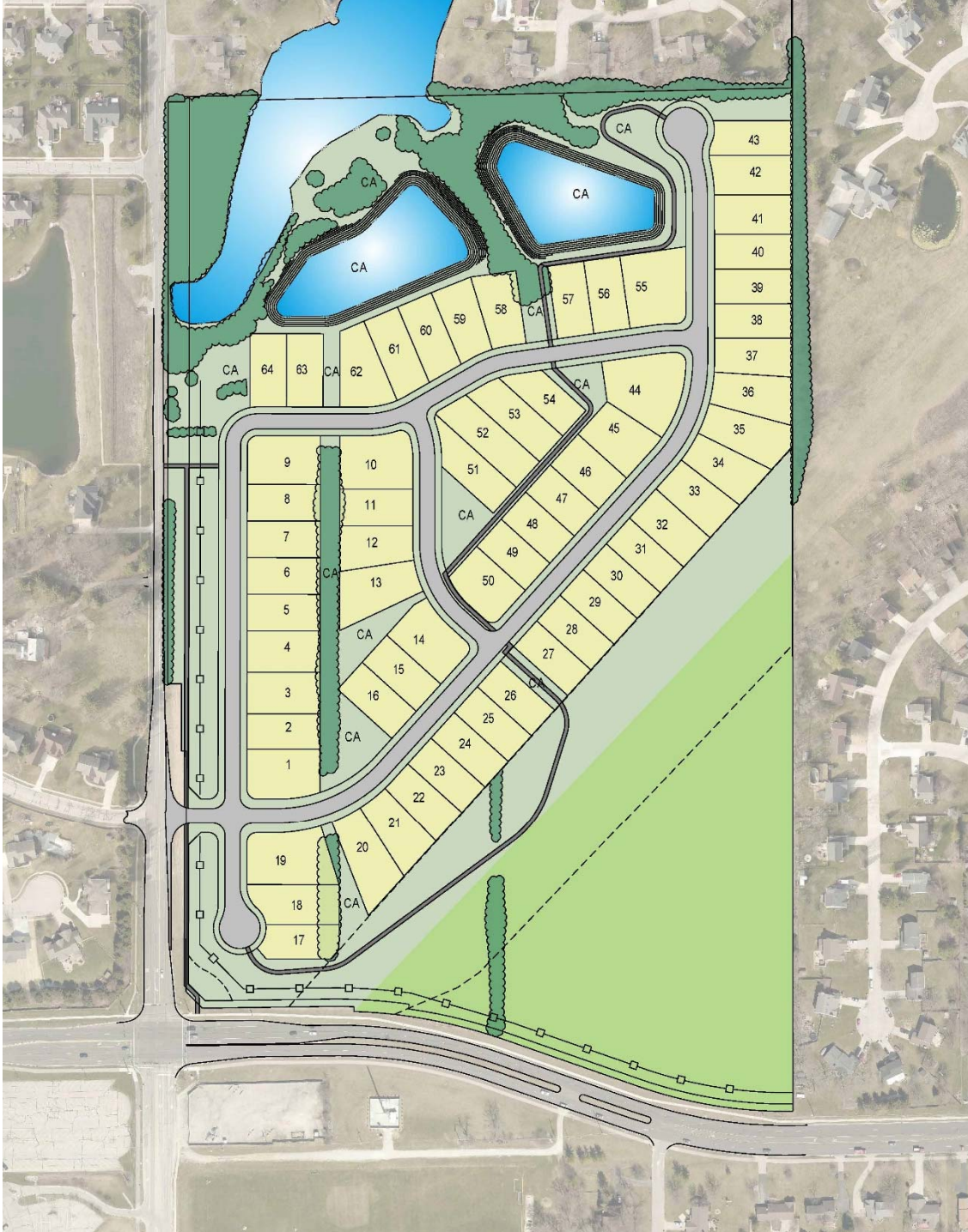
southeast corner of Lot 19 in said subdivision; thence South 88 degrees 42 minutes 29 seconds West along a south line of said subdivision a distance of 1096.70 feet to the approximate west edge of water of a lake, being the southeast corner of Block “A” in said subdivision, the following three (3) courses being along the east, north, and west lines of said Block “A”; (1) thence North 37 degrees 08 minutes 38 seconds East a distance of 12.77 feet; (2) thence South 88 degrees 42 minutes 29 seconds West a distance of 157.45 feet; (3) thence South 00 degrees 04 minutes 03 seconds West a distance of 10.00 feet to the south line of said subdivision; thence South 88 degrees 42 minutes 29 seconds West along said south line a distance of 33.51 feet to the east boundary of Oak Ridge Road as described in a 0.938-acre tract of land in said Instrument Number 200000000846; thence South 00 degrees 04 minutes 03 seconds West along said east boundary a distance of 1192.61 feet to the POINT OF BEGINNING, containing 56.992 acres, more or less.

EXHIBIT A
REAL ESTATE
Page 23 of 23



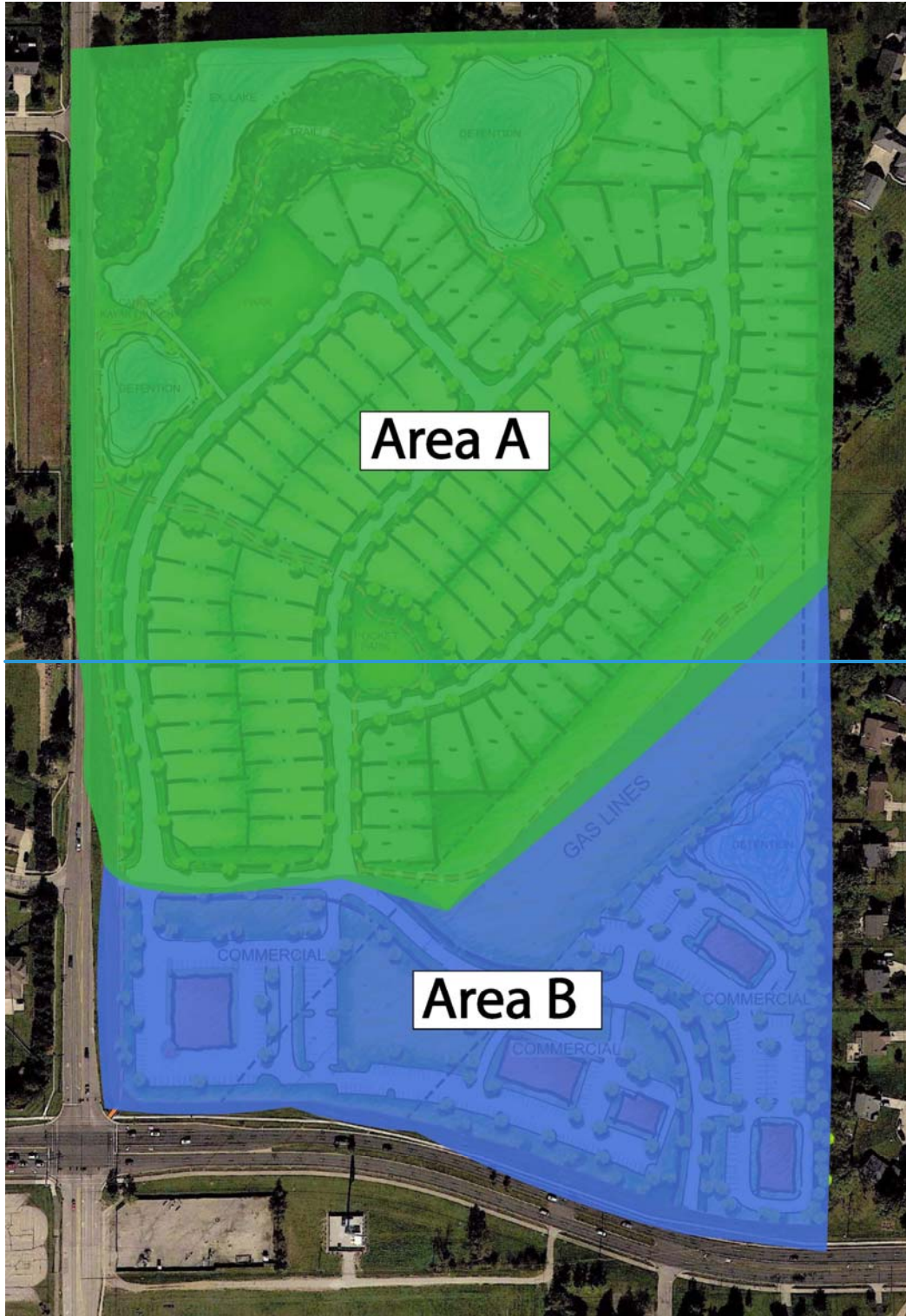
EXHIBIT B
CONCEPT PLAN





Note: Larger scale paper and digital copies of the Concept Plan are on file with the Department of Community Development under Docket Number ~~19-1908-PUD-20~~.

EXHIBIT C
DISTRICT MAP



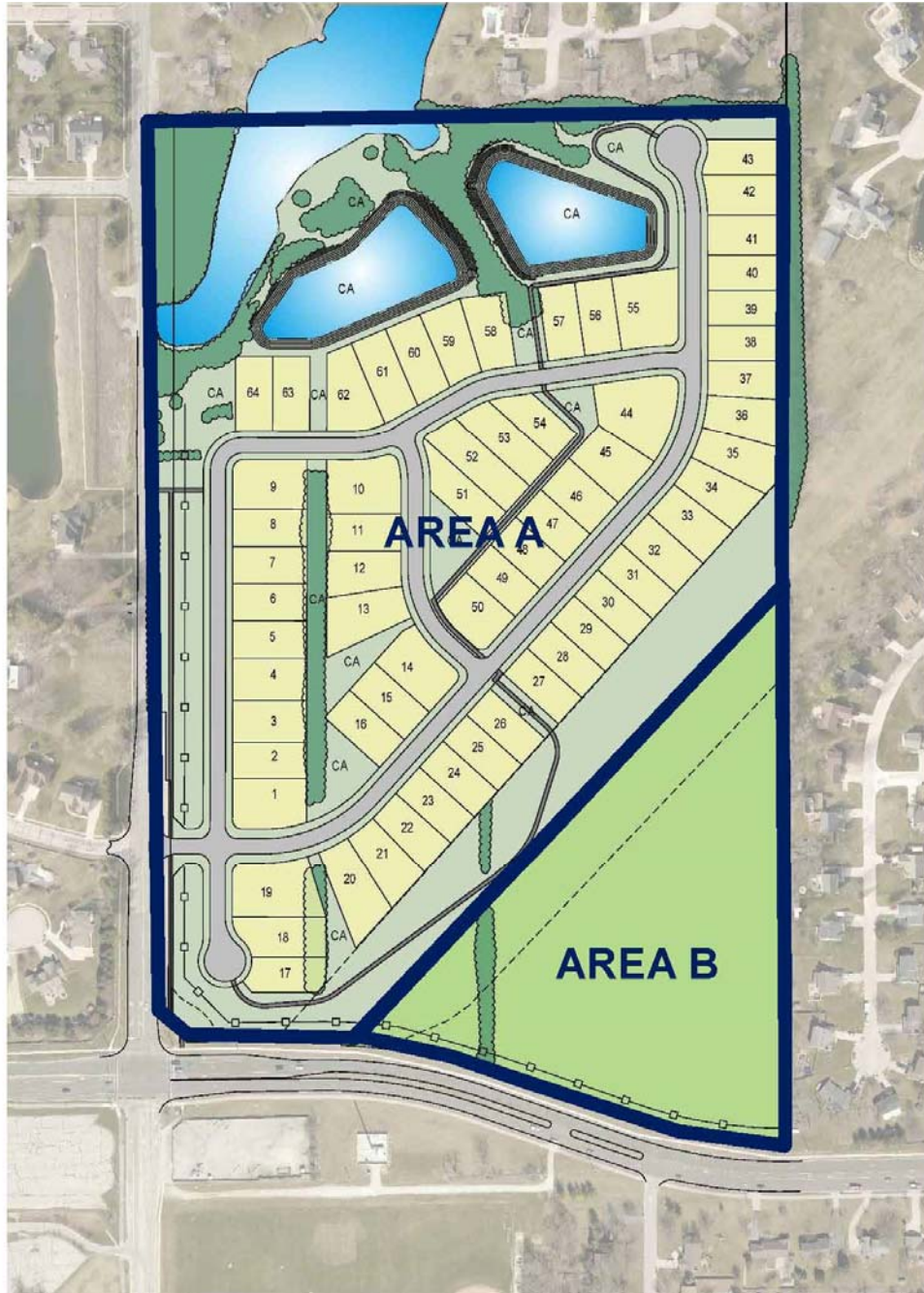


EXHIBIT D
SINGLE FAMILY DWELLING CHARACTER EXHIBIT
Page 1 of 2





EXHIBIT D

SINGLE FAMILY DWELLING CHARACTER EXHIBIT

Page 2 of 2







EXHIBIT E

COMMERCIAL CHARACTER EXHIBIT

Page 1 of 2



EXHIBIT E

COMMERCIAL CHARACTER EXHIBIT

Page 2 of 2



EXHIBIT F

NEIGHBORHOOD CHARACTER EXHIBIT



EXHIBIT GF
AMENITY EXHIBIT
Page 1 of 2



TRAIL/CONNECTIVITY
NETWORK



CANOE/KAYAK
LAUNCH



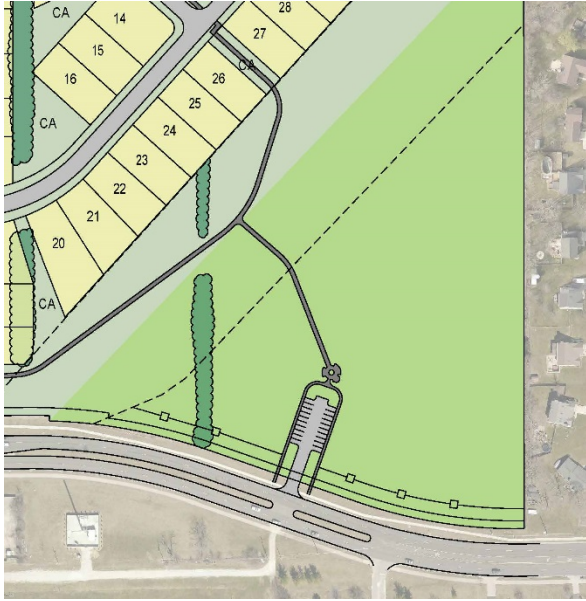
PARKS AND OPEN
SPACE



EXHIBIT G
AMENITY
TRAILHEAD / PARK SITE EXHIBIT
Page 2 of 2



CONCEPT SITE PLAN



LIGHTING EXAMPLE



BENCH AND BIKE
MAINTENANCE EXAMPLE



PARKING EXAMPLE



ORDINANCE NUMBER 19-26

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

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

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

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**Petition No. 1908-PUD-20**), requesting an amendment to the Unified Development Ordinance 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. 1908-PUD-20** to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a **FAVORABLE** recommendation (—)(9-0) 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 —, **October 22**, 2019;

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

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

Section 1. Applicability of Ordinance.

- 1.1 The Unified Development Ordinance and Zoning Map are hereby changed to designate the Real Estate as a Planned Unit Development District to be known as the "**Legacy Oaks 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 Unified Development Ordinance, as amended and applicable to the Underlying Zoning District or a Planned Unit Development District, except as modified, revised, supplemented

or expressly made inapplicable by this Ordinance.

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

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

- 2.1 District Map: The map as illustrated on what is attached hereto as **Exhibit C** which outlines the two (2) individual Areas of the District.
- 2.2 Area A: The part of the Real Estate depicted on the District Map as Area A.
- 2.3 Area B: The part of the Real Estate depicted on the District Map as Area B.

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

- 3.1 The Real Estate shall be developed in compliance with Article 10.9(F) Planned Unit Development Districts; PUD District Ordinance Requirements. The details and determination between dry or wet detention/retention areas shall be finalized at the time of Secondary Plat and Construction Plan review.
- 3.2 The District is hereby divided into two (2) areas as illustrated on the District Map and labeled as Areas A and B (individually or collectively, “Area”). Development of each Area shall be regulated as set forth in this Ordinance.

Section 4. **Underlying Zoning District(s).** The Underlying Zoning Districts shall be as set forth below as illustrated on the attached District Map.

- 4.1 Area A: SF3: Single-Family Medium-Density District.
- 4.2 Area B: SF2: Single-Family Low-Density District.

Section 5. **Permitted Uses.** All uses permitted in the Underlying Zoning District, as set forth in Chapter 4 and Chapter 13 of the UDO, shall be permitted except as modified below:

- 5.1 Special Exceptions of the Underlying Zoning District shall be prohibited.
- 5.2 The total number of Dwelling Units on the Real Estate shall not exceed sixty-seven

(67).

- 5.3 A Public Park shall be a Permitted Use in Area B.

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:

- 6.1 Common Areas shall not be subject to the Minimum Lot Frontage provisions of the Underlying Zoning District; however, Article 8.6(C) shall apply.
- 6.2 The following standards shall be applied to the Area A as depicted on the District Map:

Standard	Area A
Minimum Lot Area	10,000sqft
Minimum Lot Frontage	50'
Minimum Building Setback	
Front Yard	20'
Side Yard	5'
Rear Yard	15'
Minimum Lot Width	71'
Maximum Building Height	30'
Minimum Living Area (Total)	2,300 square feet

- 6.3 The Minimum Front Yard Building Setback shall be randomly set and vary by four (4) feet in two (2) foot increments (20', 22', and 24' setbacks) along all the street segments of the District. The random Front Yard Building Setbacks shall be illustrated on the Primary and Secondary Plat.

Section 7. Development Standards. The standards of Chapter 6: Development Standards shall apply to the development of the District.

- 7.1 Article 6.3 Architectural Standards: Shall apply to all dwellings in Area A, except as modified below:
- A. Single-Family Dwelling Character Exhibit: The "Single Family Dwelling Character Exhibit" attached hereto as **Exhibit D**, is hereby incorporated as a compilation of images designed to capture the intended architecture of Dwellings to be constructed in Area A. It is not the intent to limit the architecture shown in the Single-Family Character Exhibit, but to encourage a diversity in architecture of Dwellings within Area A.
- B. Building Materials: In addition to Article 6.3(C)(3) Building Materials,

vinyl and aluminum siding shall be prohibited.

- C. Exterior Trim Materials: Wood, fiber cement or equivalent trim shall be used for corners, frieze boards, window wraps, door wraps, and as a transitional material between two different exterior materials. However, trim shall not be required for windows, doors, corners, and the like that are surrounded by Masonry Materials. If windows have shutters, then such windows shall not require a trim wrap. Required trim shall be a minimum of four inches by one inch (4"x1") nominal wide.
- D. Windows: All homes shall have a minimum of one (1) window on all four (4) sides of the home, with the exception of garage sides of ranch style homes, which may have no windows provided the other three (3) elevations have a minimum of nine (9) windows total.

For the purpose of this calculation, (i) a twin window shall be counted as two (2) windows, and (ii) a service door to the garage with a window shall be counted as one (1) window.

- E. Minimum Overhangs: All homes shall have a minimum of 8" roof overhangs measured prior to the application of siding material.
- F. Roof Pitches: The minimum roof pitch for the main roof shall be 5/12. Gable, dormer and porch roof pitches may vary to achieve various architectural styles.
- G. Shingles: All homes shall have dimensional or architectural grade shingles.
- H. Perimeter Lots: Dwellings shall be oriented toward / front facing Oak Ridge Road for Lots 1 thru 9, 17, 18, and 19 as shown on the Concept Plan.
- I. Garages: All homes must have at least a 2-car attached garage and meet the following requirements:
 - i. For front loading garages, the garage door total width may not exceed fifty percent (50%) of the linear footage of the front elevation of the home. A third car garage shall not be counted when calculating the linear frontage of the front elevation.
 - ii. Two (2) dusk-to-dawn coach lights shall be provided on all garages.
 - iii. If a home has a third car garage, the third car bay shall be offset by a minimum of two (2) feet.
 - iv. Garage elevations shall include a variety of design elements to vary the appearance of the garage façade. Design elements include the garage door, garage door windows and/or hardware, garage door

header, roof gable brackets, multiple building materials, gable accent windows and gable decorative louver. All homes shall have decorative garage doors with windows and be painted a color to match the dominant exterior material or a color to accent the dominant exterior material.

J. Side Building Facades with Gable: All Dwellings (i) on Corner Lots (side facing a street) or (ii) with a side lot line abutting a Common Area (side facing the common area) which have a gable end on the side Building Façade shall incorporate a minimum of one of the following elements on the side Building Façade. At least one (1) of the following elements shall be used across the subdivision and the incorporated element(s) shall be consistent with elements on the Front Building Façade:

- i. A Masonry Material a minimum of thirty-six (36) inches tall;
- ii. A change in the exterior color separated by trim;
- iii. A change in the Exterior Material pattern separated by trim;
- iv. A change in the Exterior Material separated by trim;
- v. A gable end architectural detail (e.g., brackets, louvers, pediment, corbel, decorative window detail created with shutters, etc.)
- vi. A minimum ten (10) square foot gable window;
- vii. A gable peak with a change in Exterior Material; or
- viii. A projecting chimney running the full height of the side Building Façade constructed with Masonry Material.

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

A. Article 6.8(J)(3) Street Trees Spacing Requirements: Shall apply except as modified below:

- i. One (1) Street Tree shall be required per Lot, per street frontage.

B. Article 6.8(K) Minimum Lot Landscaping Requirements: Shall apply except as modified below:

- i. A minimum of ten (10) shrubs shall be provided at the foundation of the home in the Front Yard.
- ii. A minimum of one (1) shade or evergreen tree and one (1)

ornamental tree shall be provided. At least one (1) of the trees shall be located in the Front Yard.

iii. Front yards must be planted with sod and Side and Rear Yards may be either seeded or sodded. For Corner Lots, sod must be planted in both Front Yards.

iv. Lots 20 thru 43, as identified on the Concept Plan, shall require one (1) additional tree (shade of evergreen) in the Rear Yard.

C. External Street Frontage Landscaping Requirements: Article 6.8(M) shall apply except as modified below:

i. A black “4-board” fence shall be provided along a minimum of sixty-five percent (65%) of the Street Frontage Planting Area of all Areas of the Real Estate along Oak Ridge Road and 146th Street.

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 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.

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

A. Neighborhood Character: The theme and character of the District shall be comparable to the Village Farms Neighborhood theme as generally depicted on **Exhibit E**.

B. Amenities: The following amenities shall include, but shall not be limited to the following, as generally depicted on **Exhibit F**:

i. Passive Amenities: Trails, sidewalks, and paths shall be provided for passive recreation opportunities as generally depicted on the Concept Plan. The final locations are subject to existing easements and final engineering. If trails are prevented from being installed as generally shown, then alternative trail locations shall be approved by the Director.

C. Trailhead / Park Site: If a public park area is developed in Area B it shall be developed as generally illustrated on **Exhibit G** and subject to the following

standards.

- i. Improvements: Site improvements ~~shall~~(i) may include a trailhead with parking, ~~and~~ (ii) shall include a minimum of two (2) benches, and one (1) bike maintenance station.
- ii. Location: The parking area shall be a minimum of two-hundred (200) feet from the east perimeter of Area B.
- iii. Design: The design of the parking area benches shall be as generally illustrated as depicted in **Exhibit G**, however no traffic circle shall be included in the design.
- iv. Lighting: Site lighting shall be limited to a reduced height lighting similar to lighting at the trailhead located at Greyhound Pass and the Monon and shall include a full cutoff fixture to mitigate any light trespass onto adjoining properties.
- v. Safety Measures: Video camera monitoring shall be installed and linked to public safety in a manner consistent with City park facilities. In addition, a time-controlled sliding gate shall be provided to prevent use of the parking area at night.
- vi. Landscaping: In addition to plantings surrounding the parking area, prairie grasses and low maintenance plantings (including but not limited to a combination of Big Blue Stem & Switch Grass) shall be installed to enhance the wetlands and reduce the maintenance level of the space.
- vii. Prohibited Improvements: The following improvements shall not be constructed on Area B: water fountains, any other water features, restrooms, any other enclosed buildings (an open or non-enclosed shelter would be permitted), active sport courts and playground equipment.

9.2 Article 8.7 Pedestrian Network Standards: Shall apply except as otherwise modified or enhanced below:

- A. Perimeter/External Pedestrian Networks Standards: The established sidewalk along 146th Street shall meet the Perimeter/External Pedestrian Network Standards requirement of Article 8.7(D). No Trail, sidewalk, or path shall be required north of the existing lake, as generally depicted on **Exhibit B**, rather, a mid-block cross may be provided pending approval from the Director of Public Works to connect to the existing path on the west side of Oak Ridge Road.

ORDINANCE NUMBER 19-26

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

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

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

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**Petition No. 1908-PUD-20**), requesting an amendment to the Unified Development Ordinance 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. 1908-PUD-20** to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a **FAVORABLE** recommendation (9-0) 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 October 22, 2019;

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

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

Section 1. Applicability of Ordinance.

- 1.1 The Unified Development Ordinance and Zoning Map are hereby changed to designate the Real Estate as a Planned Unit Development District to be known as the "**Legacy Oaks 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 Unified Development Ordinance, as amended and applicable to the Underlying Zoning District or a Planned Unit Development District, except as modified, revised, supplemented

or expressly made inapplicable by this Ordinance.

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

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

- 2.1 District Map: The map as illustrated on what is attached hereto as **Exhibit C** which outlines the two (2) individual Areas of the District.
- 2.2 Area A: The part of the Real Estate depicted on the District Map as Area A.
- 2.3 Area B: The part of the Real Estate depicted on the District Map as Area B.

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

- 3.1 The Real Estate shall be developed in compliance with Article 10.9(F) Planned Unit Development Districts; PUD District Ordinance Requirements. The details and determination between dry or wet detention/retention areas shall be finalized at the time of Secondary Plat and Construction Plan review.
- 3.2 The District is hereby divided into two (2) areas as illustrated on the District Map and labeled as Areas A and B (individually or collectively, “Area”). Development of each Area shall be regulated as set forth in this Ordinance.

Section 4. **Underlying Zoning District(s).** The Underlying Zoning Districts shall be as set forth below as illustrated on the attached District Map.

- 4.1 Area A: SF3: Single-Family Medium-Density District.
- 4.2 Area B: SF2: Single-Family Low-Density District.

Section 5. **Permitted Uses.** All uses permitted in the Underlying Zoning District, as set forth in Chapter 4 and Chapter 13 of the UDO, shall be permitted except as modified below:

- 5.1 Special Exceptions of the Underlying Zoning District shall be prohibited.
- 5.2 The total number of Dwelling Units on the Real Estate shall not exceed sixty-seven

(67).

- 5.3 A Public Park shall be a Permitted Use in Area B.

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:

- 6.1 Common Areas shall not be subject to the Minimum Lot Frontage provisions of the Underlying Zoning District; however, Article 8.6(C) shall apply.
- 6.2 The following standards shall be applied to the Area A as depicted on the District Map:

Standard	Area A
Minimum Lot Area	10,000sqft
Minimum Lot Frontage	50'
Minimum Building Setback	
Front Yard	20'
Side Yard	5'
Rear Yard	15'
Minimum Lot Width	71'
Maximum Building Height	30'
Minimum Living Area (Total)	2,300 square feet

- 6.3 The Minimum Front Yard Building Setback shall be randomly set and vary by four (4) feet in two (2) foot increments (20', 22', and 24' setbacks) along all the street segments of the District. The random Front Yard Building Setbacks shall be illustrated on the Primary and Secondary Plat.

Section 7. Development Standards. The standards of Chapter 6: Development Standards shall apply to the development of the District.

- 7.1 Article 6.3 Architectural Standards: Shall apply to all dwellings in Area A, except as modified below:
- A. Single-Family Dwelling Character Exhibit: The "Single Family Dwelling Character Exhibit" attached hereto as **Exhibit D**, is hereby incorporated as a compilation of images designed to capture the intended architecture of Dwellings to be constructed in Area A. It is not the intent to limit the architecture shown in the Single-Family Character Exhibit, but to encourage a diversity in architecture of Dwellings within Area A.
- B. Building Materials: In addition to Article 6.3(C)(3) Building Materials,

vinyl and aluminum siding shall be prohibited.

- C. Exterior Trim Materials: Wood, fiber cement or equivalent trim shall be used for corners, frieze boards, window wraps, door wraps, and as a transitional material between two different exterior materials. However, trim shall not be required for windows, doors, corners, and the like that are surrounded by Masonry Materials. If windows have shutters, then such windows shall not require a trim wrap. Required trim shall be a minimum of four inches by one inch (4"x1") nominal wide.
- D. Windows: All homes shall have a minimum of one (1) window on all four (4) sides of the home, with the exception of garage sides of ranch style homes, which may have no windows provided the other three (3) elevations have a minimum of nine (9) windows total.

For the purpose of this calculation, (i) a twin window shall be counted as two (2) windows, and (ii) a service door to the garage with a window shall be counted as one (1) window.

- E. Minimum Overhangs: All homes shall have a minimum of 8" roof overhangs measured prior to the application of siding material.
- F. Roof Pitches: The minimum roof pitch for the main roof shall be 5/12. Gable, dormer and porch roof pitches may vary to achieve various architectural styles.
- G. Shingles: All homes shall have dimensional or architectural grade shingles.
- H. Perimeter Lots: Dwellings shall be oriented toward / front facing Oak Ridge Road for Lots 1 thru 9, 17, 18, and 19 as shown on the Concept Plan.
- I. Garages: All homes must have at least a 2-car attached garage and meet the following requirements:
 - i. For front loading garages, the garage door total width may not exceed fifty percent (50%) of the linear footage of the front elevation of the home. A third car garage shall not be counted when calculating the linear frontage of the front elevation.
 - ii. Two (2) dusk-to-dawn coach lights shall be provided on all garages.
 - iii. If a home has a third car garage, the third car bay shall be offset by a minimum of two (2) feet.
 - iv. Garage elevations shall include a variety of design elements to vary the appearance of the garage façade. Design elements include the garage door, garage door windows and/or hardware, garage door header, roof gable brackets, multiple building materials, gable accent

windows and gable decorative louver. All homes shall have decorative garage doors with windows and be painted a color to match the dominant exterior material or a color to accent the dominant exterior material.

- J. Side Building Facades with Gable: All Dwellings (i) on Corner Lots (side facing a street) or (ii) with a side lot line abutting a Common Area (side facing the common area) which have a gable end on the side Building Façade shall incorporate a minimum of one of the following elements on the side Building Façade. At least one (1) of the following elements shall be used across the subdivision and the incorporated element(s) shall be consistent with elements on the Front Building Façade:
- i. A Masonry Material a minimum of thirty-six (36) inches tall;
 - ii. A change in the exterior color separated by trim;
 - iii. A change in the Exterior Material pattern separated by trim;
 - iv. A change in the Exterior Material separated by trim;
 - v. A gable end architectural detail (e.g., brackets, louvers, pediment, corbel, decorative window detail created with shutters, etc.)
 - vi. A minimum ten (10) square foot gable window;
 - vii. A gable peak with a change in Exterior Material; or
 - viii. A projecting chimney running the full height of the side Building Façade constructed with Masonry Material.

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

- A. Article 6.8(J)(3) Street Trees Spacing Requirements: Shall apply except as modified below:
- i. One (1) Street Tree shall be required per Lot, per street frontage.
- B. Article 6.8(K) Minimum Lot Landscaping Requirements: Shall apply except as modified below:
- i. A minimum of ten (10) shrubs shall be provided at the foundation of the home in the Front Yard.
 - ii. A minimum of one (1) shade or evergreen tree and one (1) ornamental tree shall be provided. At least one (1) of the trees

shall be located in the Front Yard.

- iii. Front yards must be planted with sod and Side and Rear Yards may be either seeded or sodded. For Corner Lots, sod must be planted in both Front Yards.
- iv. Lots 20 thru 43, as identified on the Concept Plan, shall require one (1) additional tree (shade of evergreen) in the Rear Yard.

C. External Street Frontage Landscaping Requirements: Article 6.8(M) shall apply except as modified below:

- i. A black “4-board” fence shall be provided along a minimum of sixty-five percent (65%) of the Street Frontage Planting Area of all Areas of the Real Estate along Oak Ridge Road and 146th Street.

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 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.

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

- A. Neighborhood Character: The theme and character of the District shall be comparable to the Village Farms Neighborhood theme as generally depicted on **Exhibit E**.
- B. Amenities: The following amenities shall include, but shall not be limited to the following, as generally depicted on **Exhibit F**:
 - i. Passive Amenities: Trails, sidewalks, and paths shall be provided for passive recreation opportunities as generally depicted on the Concept Plan. The final locations are subject to existing easements and final engineering. If trails are prevented from being installed as generally shown, then alternative trail locations shall be approved by the Director.
- C. Trailhead / Park Site: If a public park area is developed in Area B it shall be developed as generally illustrated on **Exhibit G** and subject to the following

standards.

- i. Improvements: Site improvements (i) may include a trailhead with parking and (ii) shall include a minimum of two (2) benches, and one (1) bike maintenance station.
- ii. Location: The parking area shall be a minimum of two-hundred (200) feet from the east perimeter of Area B.
- iii. Design: The design of the parking area benches shall be as generally illustrated as depicted in **Exhibit G**, however no traffic circle shall be included in the design.
- iv. Lighting: Site lighting shall be limited to a reduced height lighting similar to lighting at the trailhead located at Greyhound Pass and the Monon and shall include a full cutoff fixture to mitigate any light trespass onto adjoining properties.
- v. Safety Measures: Video camera monitoring shall be installed and linked to public safety in a manner consistent with City park facilities. In addition, a time-controlled sliding gate shall be provided to prevent use of the parking area at night.
- vi. Landscaping: In addition to plantings surrounding the parking area, prairie grasses and low maintenance plantings (including but not limited to a combination of Big Blue Stem & Switch Grass) shall be installed to enhance the wetlands and reduce the maintenance level of the space.
- vii. Prohibited Improvements: The following improvements shall not be constructed on Area B: water fountains, any other water features, restrooms, any other enclosed buildings (an open or non-enclosed shelter would be permitted), active sport courts and playground equipment.

9.2 Article 8.7 Pedestrian Network Standards: Shall apply except as otherwise modified or enhanced below:

- A. Perimeter/External Pedestrian Networks Standards: The established sidewalk along 146th Street shall meet the Perimeter/External Pedestrian Network Standards requirement of Article 8.7(D). No Trail, sidewalk, or path shall be required north of the existing lake, as generally depicted on **Exhibit B**, rather, a mid-block cross may be provided pending approval from the Director of Public Works to connect to the existing path on the west side of Oak Ridge Road.

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

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

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I 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

I hereby certify that **ORDINANCE 19-26** was delivered to the Mayor of Westfield

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

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 19-26**

this _____ day of _____, 2019.

J. Andrew Cook, Mayor

I hereby VETO **ORDINANCE 19-26**

this _____ day of _____, 2019.

J. Andrew Cook, Mayor

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

SCHEDULE OF EXHIBITS

Exhibit A	Real Estate (Legal Description)
Exhibit B	Concept Plan
Exhibit C	District Map
Exhibit D	Single Family Dwelling Character Exhibit
Exhibit E	Neighborhood Character Exhibit
Exhibit F	Amenity Exhibit
Exhibit G	Trailhead / Park Site Exhibit

EXHIBIT A
REAL ESTATE
Page 1 of 3

Legal Description

Part of the Southwest Quarter of Section 13, Township 18 North, Range 3 East of the Second Principal Meridian, City of Westfield, Washington Township, Hamilton County, Indiana, based upon a survey prepared by Michael G. Judt, Professional Surveyor Number 21500017, HWC Engineering Job Number 2019-202-A, dated July 26, 2019, more particularly described as follows:

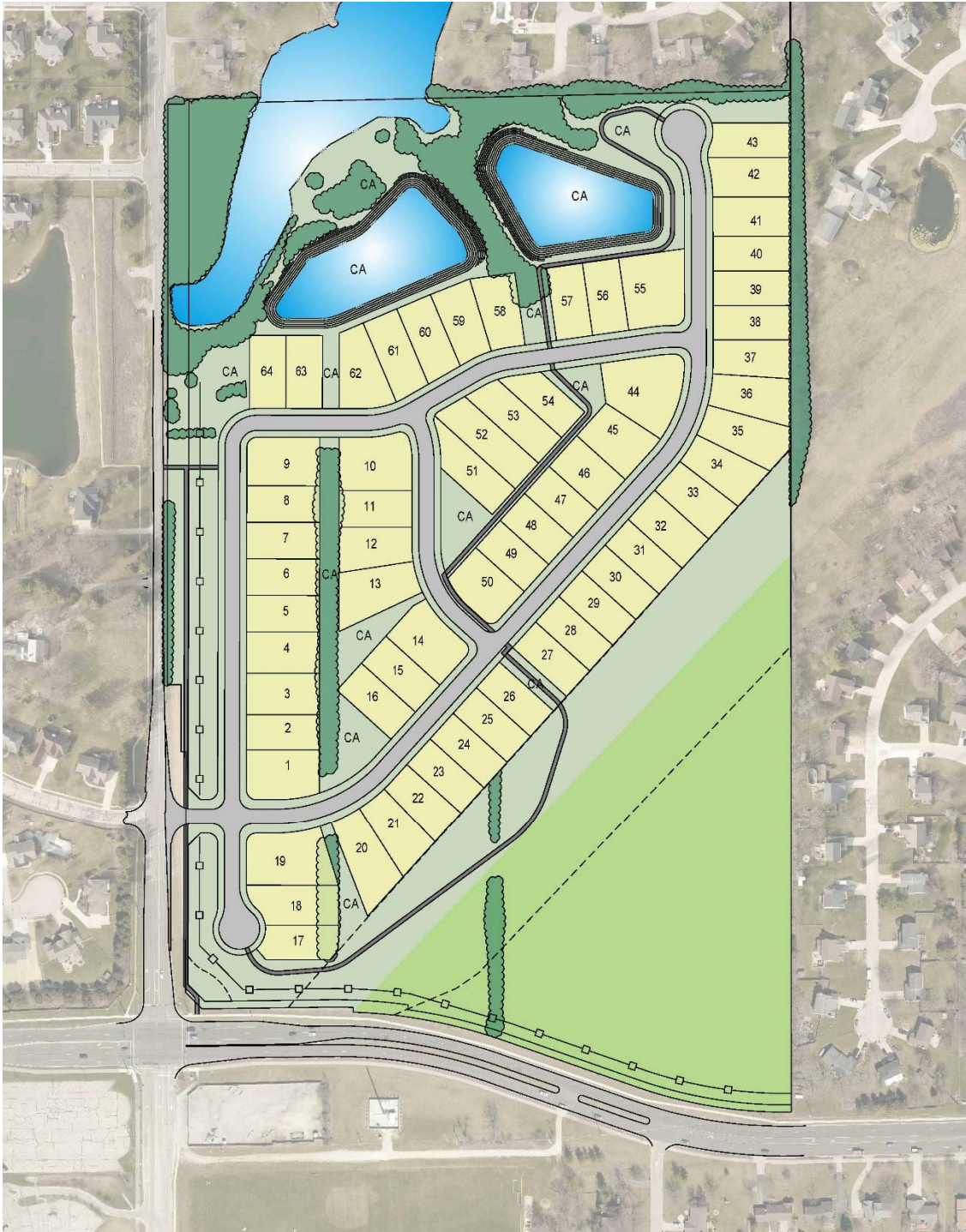
COMMENCING at the southwest corner of said Southwest Quarter, said point being marked by a Harrison monument found per Hamilton County Surveyor reference ties; thence North 00 degrees 04 minutes 03 seconds East (grid bearing based upon Indiana State Plane – East Zone, NAD83, 2011, EPOCH 2010.0000) along the west line of said Southwest Quarter a distance of 150.00 feet; thence North 88 degrees 41 minutes 05 seconds East a distance of 16.51 feet to a southwest corner of a 4.236-acre tract of land described in Instrument Number 200000000846 in the Office of the Recorder of Hamilton County, Indiana, the following twelve (12) courses being along the west and north lines of said tract; (1) thence North 00 degrees 04 minutes 03 seconds East a distance of 817.82 feet to the POINT OF BEGINNING; (2) thence South 89 degrees 55 minutes 57 seconds East a distance of 28.51 feet; (3) thence South 00 degrees 04 minutes 03 seconds West a distance of 137.80 feet; (4) thence South 89 degrees 55 minutes 57 seconds East a distance of 9.97 feet; (5) thence South 00 degrees 04 minutes 03 seconds West a distance of 495.41 feet; (6) thence South 44 degrees 36 minutes 13 seconds East a distance of 47.36 feet; (7) thence North 89 degrees 13 minutes 49 seconds East a distance of 259.88 feet to the point of curvature of a curve to the right having a radius of 1067.39 feet, said curve being subtended by a chord bearing South 89 degrees 22 minutes 34 seconds East, a chord distance of 51.92 feet; (8) thence easterly along said curve an arc distance of 51.92 feet; (9) thence South 02 degrees 01 minutes 03 seconds West a distance of 10.01 feet to a point on a non-tangent curve to the right having a radius of 1057.38 feet, said curve being subtended by a chord bearing South 79 degrees 22 minutes 34 seconds East, a chord distance of 316.47 feet; (10) thence easterly along said curve an arc distance of 317.66 feet; (11) thence South 70 degrees 46 minutes 11 seconds East a distance of 284.81 feet to the point of curvature of a curve to the left having a radius of 937.37 feet, said curve being subtended by a chord bearing South 80 degrees 46 minutes 11 seconds East, a chord distance of 325.54 feet; (12) thence easterly along said curve an arc distance of 327.20 feet to the east line of the West Half of said Southwest Quarter, being also the west line of Westfield Farms, Section II, the plat of which is recorded in Plat Book 13, pages 41-42 in said Recorder's Office, and also the west line of Hills and Dales West, the plat of which is recorded in Plat Cabinet 1, slide 215 in said Recorder's Office; thence North 00 degrees 01 minutes 52 seconds West along said east line a distance of 2580.07 feet to the northeast corner of said West Half of said Southwest Quarter; thence South 88 degrees 02 minutes 06 seconds West along the north line of said West Half of said Southwest Quarter a distance of 2.52 feet to the northeast corner of Lot 21 in The Village Farms, First Section, the plat of which is recorded in Plat Book 5, pages 16-17 in said Recorder's Office; thence South 00 degrees 08 minutes 59 seconds East along an east line of said subdivision a distance of 480.10 feet to the southeast corner of Lot 19 in said subdivision; thence South 88 degrees 42 minutes 29 seconds

West along a south line of said subdivision a distance of 1096.70 feet to the approximate west edge of water of a lake, being the southeast corner of Block "A" in said subdivision, the following three (3) courses being along the east, north, and west lines of said Block "A"; (1) thence North 37 degrees 08 minutes 38 seconds East a distance of 12.77 feet; (2) thence South 88 degrees 42 minutes 29 seconds West a distance of 157.45 feet; (3) thence South 00 degrees 04 minutes 03 seconds West a distance of 10.00 feet to the south line of said subdivision; thence South 88 degrees 42 minutes 29 seconds West along said south line a distance of 33.51 feet to the east boundary of Oak Ridge Road as described in a 0.938-acre tract of land in said Instrument Number 200000000846; thence South 00 degrees 04 minutes 03 seconds West along said east boundary a distance of 1192.61 feet to the POINT OF BEGINNING, containing 56.992 acres, more or less.

EXHIBIT A
REAL ESTATE
Page 3 of 3



EXHIBIT B
CONCEPT PLAN



Note: Larger scale paper and digital copies of the Concept Plan are on file with the Department of Community Development under Docket Number 1908-PUD-20.

EXHIBIT C
DISTRICT MAP



EXHIBIT D
SINGLE FAMILY DWELLING CHARACTER EXHIBIT
Page 1 of 2



EXHIBIT D

SINGLE FAMILY DWELLING CHARACTER EXHIBIT

Page 2 of 2



EXHIBIT E

NEIGHBORHOOD CHARACTER EXHIBIT



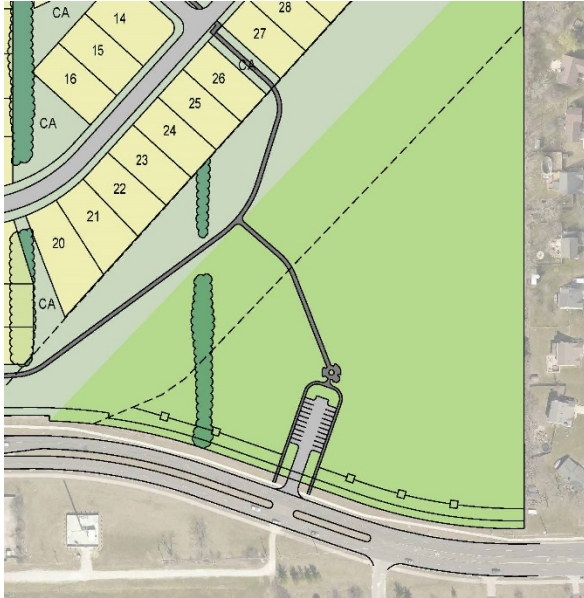
EXHIBIT F
AMENITY EXHIBIT



EXHIBIT G

TRAILHEAD / PARK SITE EXHIBIT

CONCEPT SITE PLAN



LIGHTING EXAMPLE



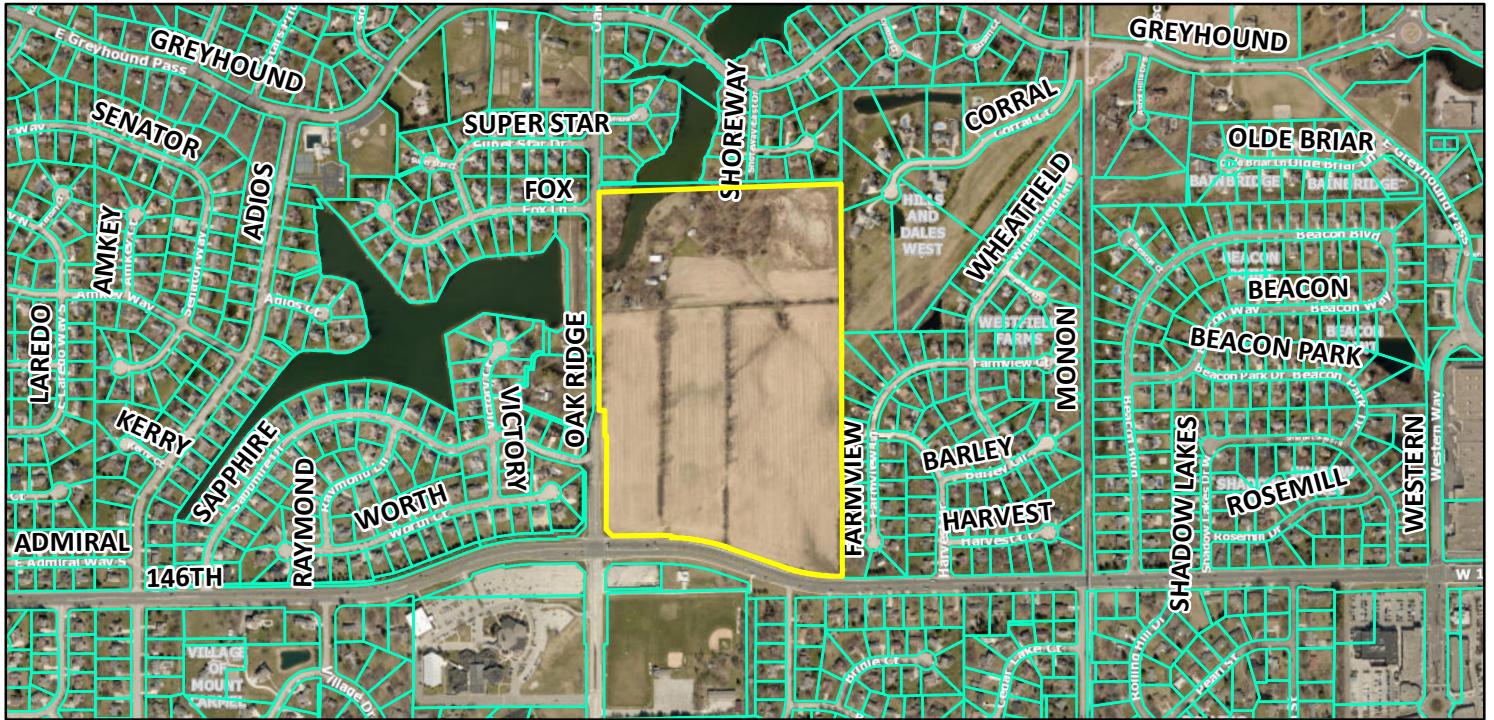
**BENCH AND BIKE
MAINTENANCE EXAMPLE**



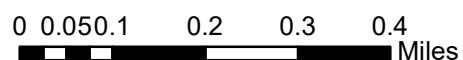
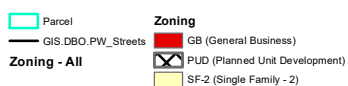
PARKING EXAMPLE



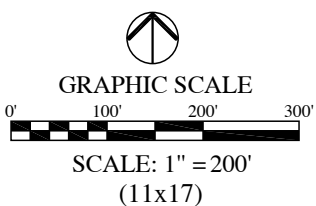
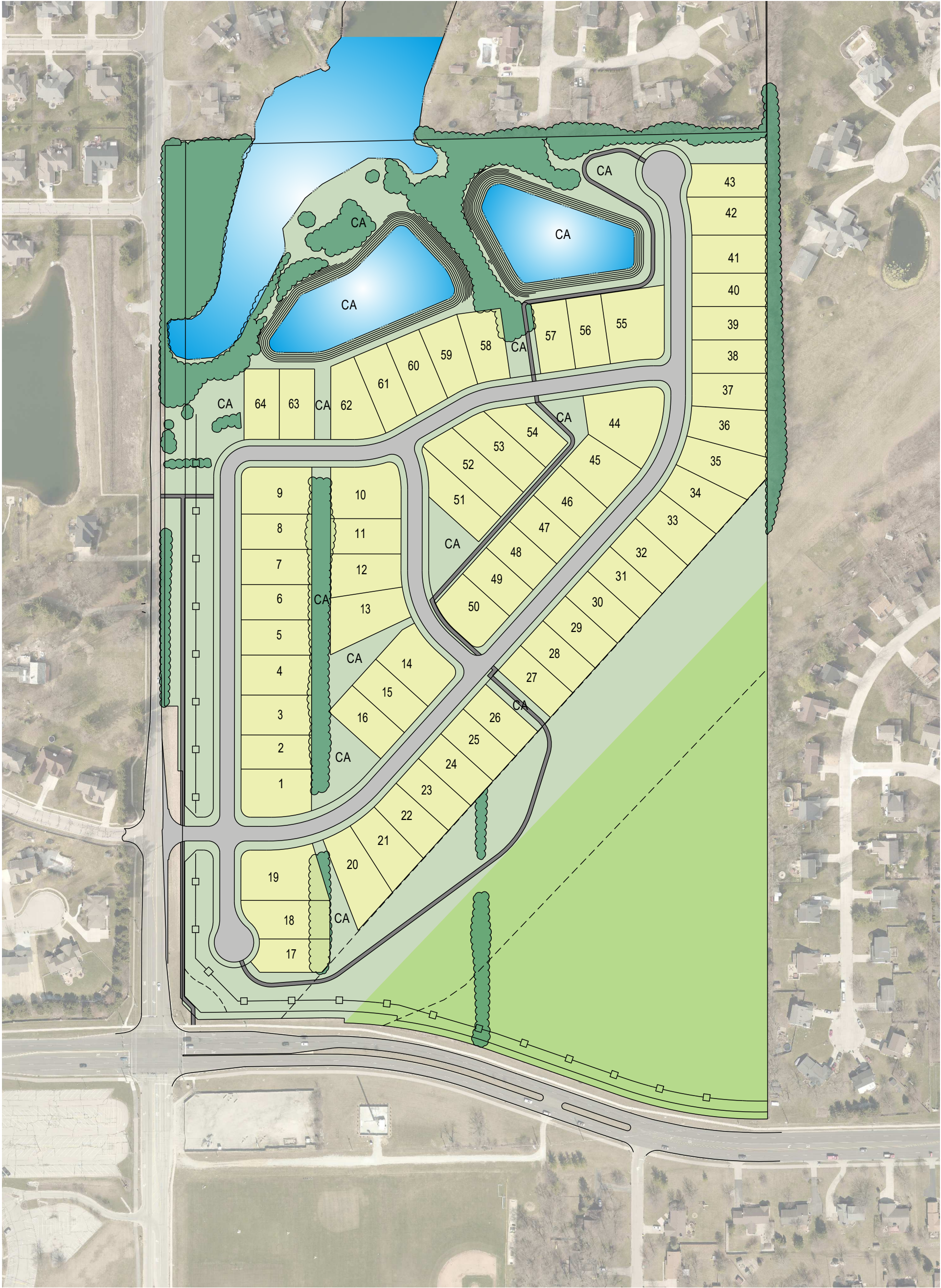
Site



An aerial map of a residential neighborhood. A large, rectangular lot in the center is highlighted in yellow. The surrounding area is filled with a grid of streets and lots, colored in shades of green and yellow. To the right of the yellow lot, there is a red area, possibly a park or a different type of land use. The map is oriented with North at the top.



Plot Date: Sep 25, 2019 Plot Time: 3:37pm File Name: W:\Pulte Homes\2019-202-A Pulte- Westfield Ressler Property\Design\Renderings\Ressler Layout H-1 - MColor Exhibit.dwg, Layout: MColor - Layout H-1 By: dchesterfield



HWC
ENGINEERING

RESSLER PROPERTY
COLOR EXHIBIT
LAYOUT H-1
WESTFIELD, INDIANA
SEPTEMBER 25, 2019

EXHIBIT C
DISTRICT MAP

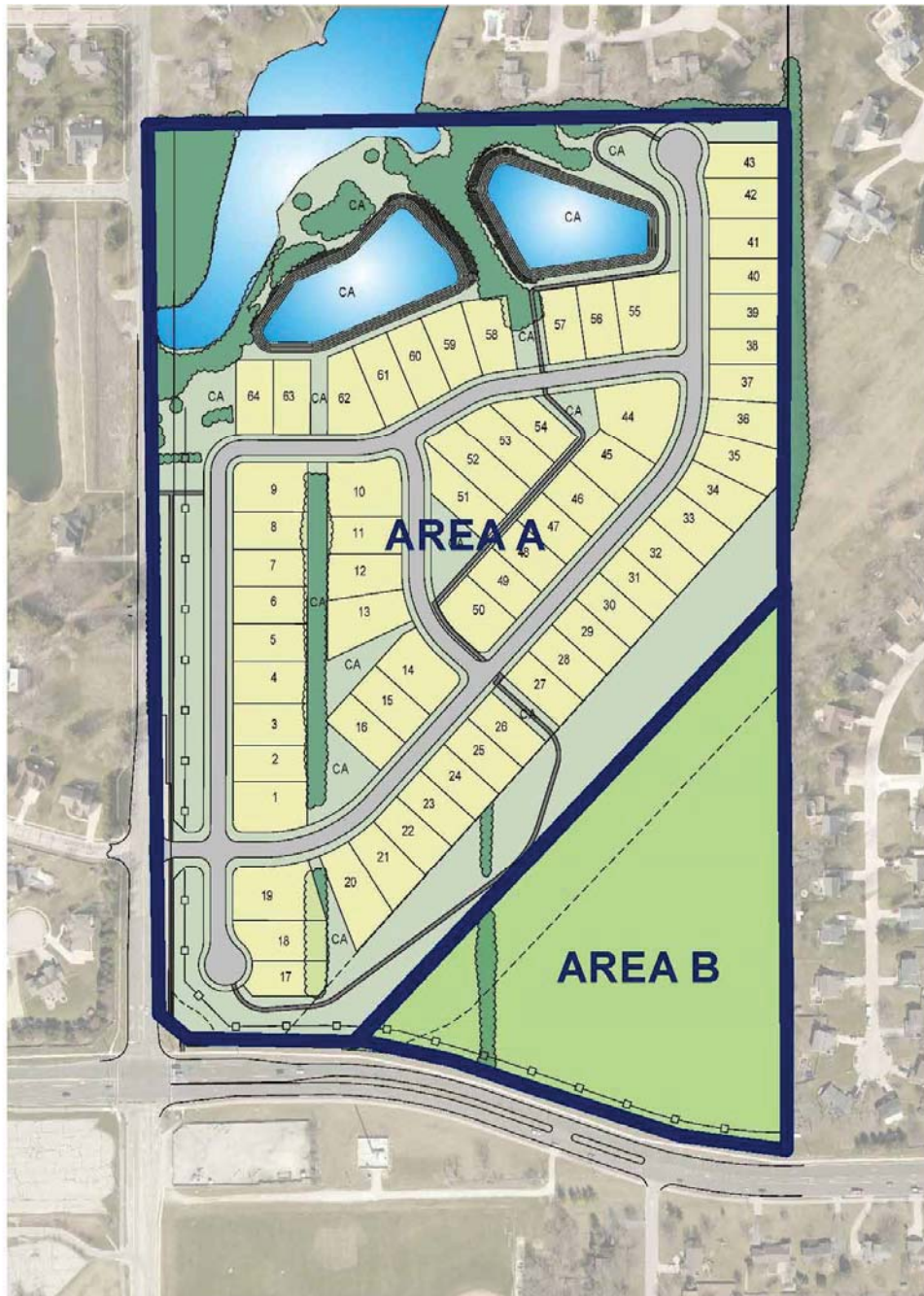


EXHIBIT D
SINGLE FAMILY DWELLING CHARACTER EXHIBIT
Page 1 of 2



EXHIBIT D

SINGLE FAMILY DWELLING CHARACTER EXHIBIT

Page 2 of 2



EXHIBIT G

TRAILHEAD / PARK SITE EXHIBIT

CONCEPT SITE PLAN



LIGHTING EXAMPLE



**BENCH AND BIKE
MAINTENANCE EXAMPLE**



PARKING EXAMPLE





STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51767 (R6 / 10-14)

Prescribed by the Department of Local Government Finance

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.

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 March 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

SECTION 1 TAXPAYER INFORMATION					
Name of taxpayer Dearringer Buildings LLC					
Address of taxpayer (number and street, city, state, and ZIP code) 21477 Anthony Rd. Westfield, IN 46062					
Name of contact person Jeremy R Dearringer		Telephone number (317) 733-8499		E-mail address jeremy@newprocontainers.com	
SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT					
Name of designating body The City of Westfield				Resolution number	
Location of property 16460 Southpark Dr. Westfield, IN 46074		County Hamilton		DLGF taxing district number 29-105	
Description of real property improvements, redevelopment, or rehabilitation (use additional sheets if necessary) Construction of approximately 11,000 square foot expansion to current building and additional parking				Estimated start date (month, day, year) March 2020	
				Estimated completion date (month, day, year) September 2020	
SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT					
Current number 21.00	Salaries \$1,014,624.00	Number retained 21.00	Salaries \$1,014,624.00	Number additional 3.00	Salaries \$115,000.00
SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT					
			REAL ESTATE IMPROVEMENTS		
			COST		
			ASSESSED VALUE		
Current values			3,929,500.00		
Plus estimated values of proposed project			790,000.00		
Less values of any property being replaced					
Net estimated values upon completion of project			4,719,500.00		
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) 12-3-2019	
Printed name of authorized representative Jeremy R. Dearringer				Title Managing Director	

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 _____.
- 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 (<i>signature and title of authorized member of designating body</i>)	Telephone number ()	Date signed (<i>month, day, year</i>)
Printed name of authorized member of designating body	Name of designating body	
Attested by (<i>signature and title of attester</i>)	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. 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. 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.



Tuesday, October 8, 2019

RE: Summary of Changes to the Legacy Oaks PUD
(Formerly known as the Landings at Village Farms PUD)

Dear Westfield APC and City Council Members:

Following our public hearing before the Plan Commission on Monday, August 5, 2019, we held two (2) focus group meetings (August 28th and September 18th) with neighbor representatives from the adjoining neighborhoods. As a result of Plan Commission member and public feedback we received at the August 5th Plan Commission meeting and additional feedback from the neighbors at our August 28th focus group meeting, we then presented the project modifications and enhancements described below to the focus group at our September 18th focus group meeting. We believe the project modifications and enhancements we reviewed with the focus group on September 18th were appreciated and well received by the neighbors. There have been a number of substantial changes to this proposal and below is a summary of the modifications and enhancements to the Legacy Oaks proposal:

Concept Plan: In response to public comments regarding density and traffic, the following changes were made:

1. The Commercial component to the project was removed.
2. The number of residential lots on the concept plan has been reduced by over 30%, from 94 lots on the original concept plan to 64 lots on the updated concept plan (please see the updated concept plan included with this letter).
3. Lot sizes have increased by over 50% in area from the original proposal (from a minimum of 6,000 square feet to 10,000 square feet).
4. The revised layout was intentionally designed to maintain as much of the existing tree lines and natural features as possible (both internal and along the perimeter of the real estate).

Home Series: In response to public comments regarding the home size, buyer demographic, and desire for more ranch-style homes, the following changes were made:

1. The home series being proposed transitioned from a mix of single and two-story series for the “family buyer” to an all single-story home series for “empty-nesters”.

Pulte Homes of Indiana, LLC
11590 North Meridian Street, Suite 530
Carmel, IN 46032



Note: The new home series being proposed is the same series offered at our Lantern Park community, near the northeast corner of 161st Street and Union Street.

2. The minimum base square footage increased from 1,600 SF to 2,300 SF. Basements, 3rd car garages, lofts, and other home extension options are available with this home series.
3. The expected average sales price increased from the low \$300s to the mid \$400s.

PUD Ordinance: In response to the public comment, other additional changes have been made to the proposal including the following changes to the text of the PUD Ordinance:

1. The name of the PUD has changed from the "Landings at Village Farms" to "Legacy Oaks".

Some of the Village Farms neighbors expressed to us that they did not want us to use the "Village Farms" name as part of our community branding, as it could potentially be perceived as a misrepresentation of the established Village Farms community.

2. As part of the concept plan changes, we felt the residential area north of the pipeline was closer to the City's SF-3 zoning classification, instead of SF-4 which was previously used. The area south of the pipeline will remain as SF-2 zoning, as it currently exists today.
3. The maximum total number of permitted dwelling units on the real estate shall be sixty-seven (67) units, which is equal to our engineer's yield plan if developed under the current SF-2 zoning standards.
4. Area B, the area generally south of the pipeline, shall be permitted to have a trailhead/public park within it; however, the text of the amended PUD provides specific details on how this area may be developed, including a list of prohibited types of improvements that cannot be located in Area B. As a result, specific standards and prohibitions have been put in place to govern the trailhead/public park, if the City so chooses to move forward with the park plan outlined in the PUD text.
5. Other lot development standards have been modified to fit larger homes on larger lots.
6. All references to commercial uses and standards have been removed.
7. Clarity has been added for which lots qualify at Perimeter Lots.



8. Street tree quantity calculations have been simplified for developer compliance and City enforcement of the ordinance.
9. Flexibility has been added for the City to determine if it wants to require a pedestrian crossing on Oak Ridge Road, towards the northern portion of the site (the crosswalk is not required).
10. Exhibits have been updated to reflect the project and plan changes.

We appreciate the opportunity to outline these enhancements and modifications for you and look forward to presenting the Legacy Oaks proposal to the Plan Commission at your October 21, 2019 meeting.

Yours truly,

A handwritten signature in black ink, appearing to read "David Compton".

David Compton
Vice President of Land Acquisition
Pulte Homes of Indiana



SCHEDULE OF ENCLOSURES

1. Focus Group Meeting Handout
2. Red-line of PUD Ordinance
3. Clean version of updated PUD Ordinance
4. Updated Concept Plan



October 17, 2019

Subject: Legacy Oaks Entrance Location

Mayor
Andy Cook

City Council
Jim Ake
Steven Hoover
Robert L. Horkay
Charles Lehman
Joe Edwards
Cindy L. Spoljaric
Mark Keen

Clerk Treasurer
Cindy J. Gossard

To: Whom It May Concern

The proposed entrance for the Legacy Oaks Subdivision off Oak Ridge Road is in an acceptable location as aligned with Sapphire Drive. Aligning subdivision entrances with existing entrances opposite the street in question is a standard engineering practice. The alternative to this creates "offset intersections" which pose significant safety concerns to the general public.

Sincerely,

A handwritten signature in dark ink, appearing to read "John Nail", is written over a light blue horizontal line.

John Nail
City Engineer
City of Westfield

Public Works Department

(317) 804-3100 office
(317) 804-3190 fax

2706 East 171st Street
Westfield, IN 46074
westfield.in.gov

**WESTFIELD-WASHINGTON TOWNSHIP ADVISORY
PLAN COMMISSION CERTIFICATION**

The Westfield-Washington Township Advisory Plan Commission held a public hearing on Monday, August 5, 2019, to consider an amendment to the Zoning Map and Westfield-Washington Township Unified Development Ordinance. Notice of the public hearing was advertised and noticed in accordance with Indiana law and the Advisory Plan Commission's Rules of Procedure. Notice was shown to have been published in a newspaper of general circulation in Hamilton County, Indiana. The petition is as follows:

Docket No.	1908-PUD-20
Ordinance No.	19-26
Petitioner	Pulte Homes of Indiana, LLC by Nelson & Frankenberger, LLC (the "Petitioner")
Description	A change in zoning request on 58.02 acres +/- from the SF2: Single-Family Low Density District to the Legacy Oaks Planned Unit Development (PUD) District

On October 21, 2019, a motion was made and passed to send a favorable recommendation (Vote: 9 in favor, 0 opposed) to the City Council regarding this petition.

The above-mentioned proposal and the Advisory Plan Commission's recommendation thereof are hereby certified.



Kevin M. Todd, Secretary

October 22, 2019

Date



Westfield City Council Report

Ordinance Number:	19-26 (the "Proposed PUD")
APC Petition Number:	1908-PUD-20
Petitioner:	Pulte Homes of Indiana, LLC by Nelson & Frankenberger, LLC (the "Petitioner")
Requested Action:	A change in zoning on 58.02 acres +/- from the SF2: Single-Family Low-Density District to the Legacy Oaks Planned Unit Development (PUD) District
Current Zoning:	SF2: Single-Family Low Density
Current Land Use:	Residential/Open Space
Acreage:	58.02 acres +/- (the "Property")
Exhibits:	1. Staff Report 2. Location Map 3. Proposed Ordinance 19-26 4. Proposed Ordinance 19-26 (Redline, Post-Public Hearing) 5. Proposed Ordinance 19-26 (Redline, Post-Recommendation) 6. Concept Plan 7. District Map 8. Residential Character Exhibits 9. Trailhead Park Site Exhibit 10. Focus Group Meeting Handout 11. Summary of Project Changes 12. City Engineer Statement on Entrance 13. APC Certification
Prepared by:	Daine Crabtree, Associate Planner

PETITION HISTORY

This petition (the "Proposed Ordinance") was introduced at the July 8, 2019, City Council meeting. The petition received a public hearing the August 5, 2019, Advisory Plan Commission (the "APC") meeting. Many issues were discussed at length mainly related to traffic, density, the proposed commercial area (which has since been removed), price point of homes/home quality, light pollution, deviation from the Village Farms-specific subsection of the Comprehensive Plan,

noise, drainage, impact on schools, property values, and pedestrian safety. The Proposed PUD was significantly amended after the public hearing (see 'Changes Since the Public Hearing' section below) and received a unanimous favorable recommendation at the October 21, 2019, APC meeting.

PROJECT OVERVIEW

Location: The petitioner is requesting a change in zoning to The Legacy Oaks PUD (formerly known as the "Landings at Village Farms"), which would consist of a maximum of sixty-seven (67) residential lots on approximately 58.02 acres +/- located at the northeast corner of 146th Street and Oak Ridge Road (see **Exhibit 2**).

The Property is currently zoned SF2: Single-Family Low Density. The Property is surrounded by SF2 zoned parcels as well.

ZONING REQUEST

The petitioner requests this change in zoning to allow for a single-family residential development with the potential for a public park component.

Concept Plan: A Concept Plan (see **Exhibit 6** or **Exhibit B** of the PUD) is made a part of the PUD.

District Map: A District Map (see **Exhibit 7** or **Exhibit C** of the PUD) is made a part of the PUD, which outlines the two (2) individual Areas (A & B) of the District.

Underlying Zoning: The proposed underlying zoning for Area A is the SF3: Single-Family Medium-Density while the proposed underlying zoning for Area B will remain SF2: Single-Family Low Density.

Permitted Uses: All uses permitted in both underlying zoning districts would be permitted, except that Special Exception uses would be prohibited. Additionally, a public park shall be a permitted use in Area B.

General Regulations: Although the Residential Area (Area A) of the PUD is proposed to default to an underlying zoning district of SF3, modifications from the SF3 Westfield-Washington Township Unified Development Ordinance (UDO) standards to Minimum Lot Area, Minimum Lot Frontage, Minimum Building Setbacks, Maximum Building Height and Minimum Lot Width are proposed. The PUD also proposes a Minimum Total Living Area instead of a Minimum Ground Floor Living Area.

Development Standards: The PUD defaults to Chapter 6 of the Westfield-Washington Township UDO for Development Standards, but proposes some alternative Architectural Standards. Character Exhibits (see **Exhibit 8** or **Exhibit D**) have been made a part of the proposed PUD.

The PUD proposes that vinyl and aluminum siding be prohibited, a minimum number of windows per Façade requirement, a minimum roof pitch, a garage orientation requirement for Perimeter

Lots, and enhanced architectural requirements for facades that along Corner Lots or those that abut Common Areas.

Design Standards: The PUD proposes to default to Article 8.6 Open Space and Amenity Standards of the UDO except as modified or enhanced, requiring that the theme and character of the District shall be comparable to the Village Farms Neighborhood theme as generally depicted on the Neighborhood Character Exhibit (see **Exhibit E** of the PUD). The PUD also proposes to provide trails, sidewalks, and paths as generally depicted on the Concept Plan.

As the PUD permits a Public Park in Area B, if such a park were to be developed, the PUD sets forth various standards for the Public Park including location, design, lighting, safety measures, and landscaping. As this Park is meant to act more as a trailhead for the nearby Monon Trail than a typical active park, various improvements such as water fountains, restrooms, enclosed buildings, and active sport courts would be prohibited from being implemented in this Area

MODIFICATIONS SINCE THE JULY 8, 2019 CITY COUNCIL INTRODUCTION

For a more comprehensive document detailing changes since the Council introduction, see **Exhibit 11**.

Village Farms Relationship: At this time, the proposal does not plan to have any relationship with the Village Farms HOA; as such, the project name has changed from “The Landings at Village Farms” to “Legacy Oaks”.

Land Uses: The commercial area has been removed from the Proposed Ordinance. A public park has been added as a permitted use to Area B.

Underlying Zoning: The underlying zoning for Area A has changed from SF4: Single-Family High Density to SF3: Single-Family Medium Density. Area B, which was originally proposed as part of the Commercial Area, is proposed to remain SF2: Single-Family Low Density.

Number of Residential Lots: The number of residential lots has been reduced from ninety-four (94) to sixty-four (64), with a maximum of sixty-seven (67) if Area B of the Property is not developed into a public park.

Lot Standards: Minimum Lot Size has increased from 6,000 square feet to 10,000 square feet. Minimum Lot Frontage has increased from thirty-five (35) to fifty (50) feet. Minimum Lot Width has increased from forty-five (45) to seventy-one (71) feet. Minimum Side Yard Setback has been reduced from ten (10) to five (5) feet while Minimum Rear Yard Setback has been reduced from twenty (20) to fifteen (15) feet.

Home Type: Home type has changed from a mix of single story and two-story homes to an all-single-story home type; the exact product is offered at Lantern Park, located at the northeast corner of 161st Street and Union Street. Exhibits within the PUD have been updated to reflect this change.

Square Footage: Minimum Square Footage for homes has increased from 1,600 square feet to 2,300 square feet.

Price Point: Expected average price point for the homes on the Property has increased from the low \$300Ks to the mid-\$400Ks.

Amenities: The proposed amenity of a canoe/kayak launch has been removed. A Public Park use has been added as a potential use on Area B.

PROCEDURAL

Public Hearing: Amendments to Planned Unit Development Districts are required to be considered at a public hearing by the Plan Commission. The public hearing for this petition was held at the August 5, 2019, Plan Commission meeting. Notice of the public hearing was provided in accordance with Indiana law and the Plan Commission's Rules of Procedure.

Statutory Considerations: Indiana Code 36-7-4-603 states that in the consideration of zoning ordinance amendments and zone map changes that reasonable regard shall be paid to:

1. The Comprehensive Plan.
2. Current conditions and the character of current structures and uses.
3. The most desirable use for which the land is adapted.
4. The conservation of property values throughout the jurisdiction.
5. Responsible growth and development.

Council Introduction: The petition was introduced at the July 8, 2019, Council meeting.

RECOMMENDATIONS / ACTIONS

Plan Commission Recommendation

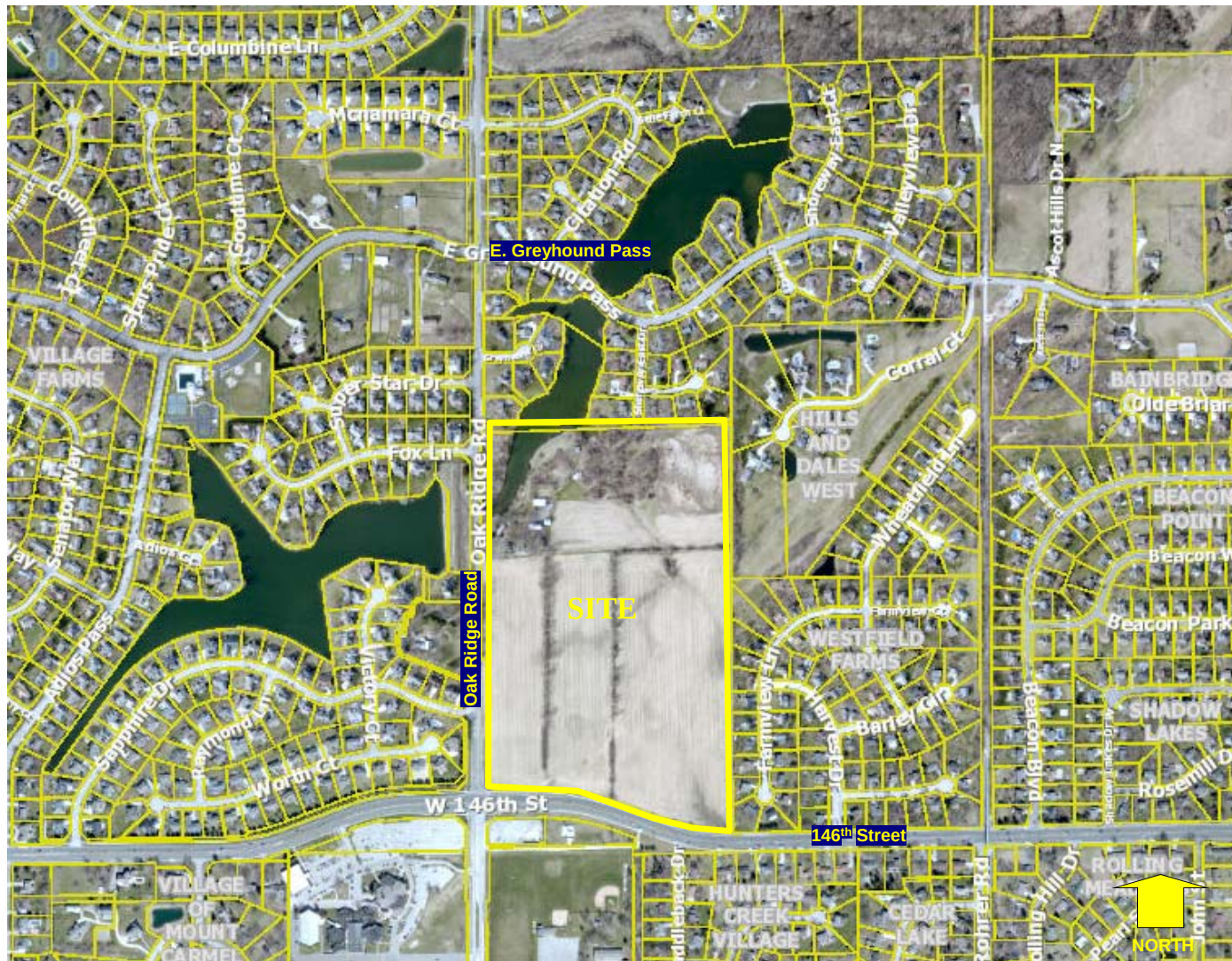
At its October 21, 2019 meeting, the Plan Commission forwarded a unanimous favorable recommendation of this petition to the Council (Vote: 9 in favor, 0 opposed) (see **Exhibit 13**).

City Council

Introduction: July 8, 2019

Eligible for Adoption: December 9, 2019

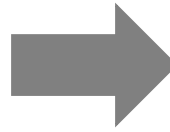
Submitted by: Daine Crabtree, Associate Planner
Community Development Department



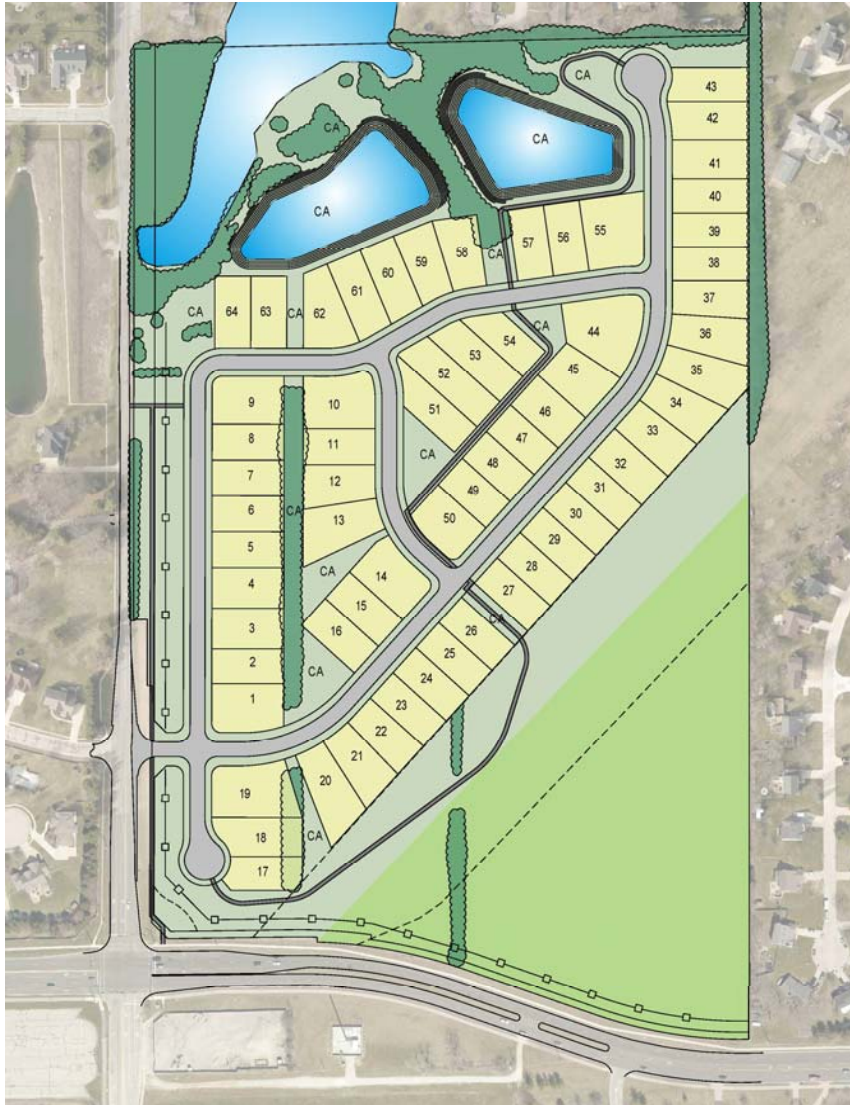
Legacy Oaks
Site Location Map



Original Concept Plan



Revised Concept Plan



Revised Concept Plan

Pulte's Revised Proposal (PUD):

- Min. Lot Area: 10,000 SF
- Min. Lot Width: 71'
- Min. Living Area: 2,300 SF
- Vinyl / Aluminum are prohibited materials
- Masonry / Fiber Cement siding
- Dimensional Asphalt Shingles
- Min. 8" Overhangs
- Front Elevations Face Oak Ridge
- Tree Preservation & Proposed Trailhead
- Maintain character of Village Farms with use of Black Board Farm Fence
- 64 Lots

Legacy Oaks
Residential Character Exhibits

Legacy Series

Featured at Lantern Park in Westfield



Legacy Series

Legacy Oaks



- 2,397 – 3,415 Base SF
- 2 – 3 bedrooms
- 2.5 bathrooms
- 1 – 1 ½ Story Homes
- Basement, 3rd Car Garage, & Loft Options
- Empty-Nester Buyer
- \$450,000 ASP



Legacy Oaks

Trailhead / Park Site Exhibit

CONCEPT SITE PLAN



LIGHTING EXAMPLE

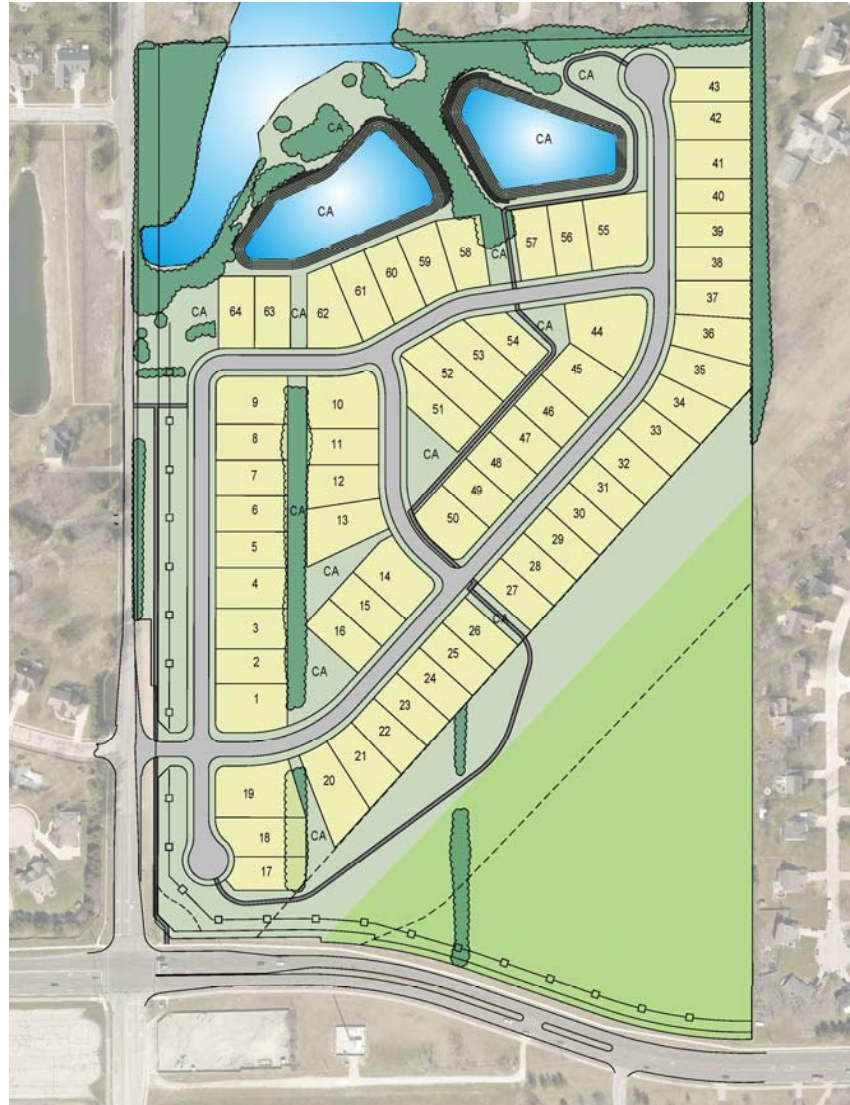


BENCH AND BIKE
MAINTENANCE EXAMPLE



PARKING EXAMPLE

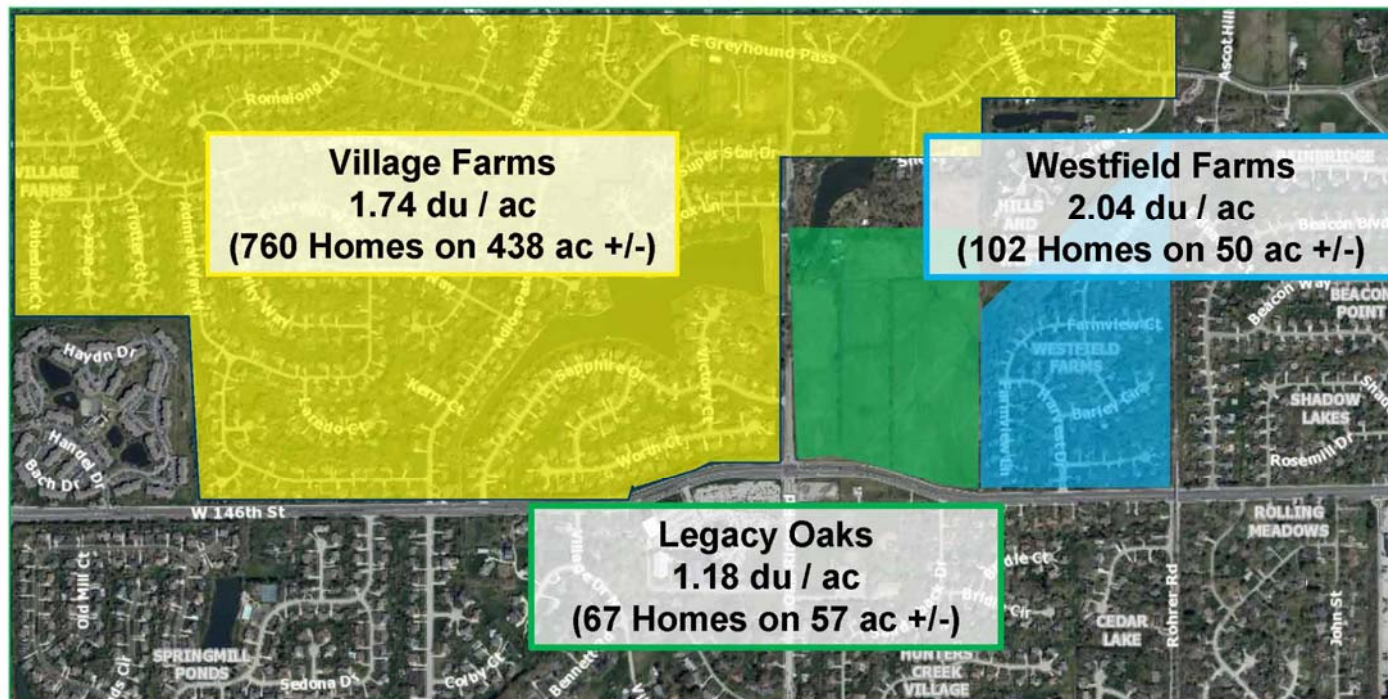




Revised Concept Plan

Neighborhood Densities

Neighborhoods Adjacent to Legacy Oaks



RESOLUTION NO. 19-136

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF WESTFIELD,
INDIANA, APPROVING AN AMENDMENT TO THE ECONOMIC DEVELOPMENT PLAN
FOR THE EAST SIDE ECONOMIC DEVELOPMENT AND GRAND JUNCTION
ECONOMIC DEVELOPMENT AREA

WHEREAS, on November 18, 2019, the Westfield Redevelopment Commission (the “Commission”), as the governing body for the City of Westfield Redevelopment Department (the “Department”), pursuant to Indiana Code 36-7-14, as amended (the “Act”), adopted Resolution No. 09-2019 (the “Declaratory Resolution”) approving certain amendments to the previously declared East Side Economic Development Area and Grand Junction Economic Development Area (collectively, the “Area”) and the economic development plan for the Area (collectively, the “2019 Plan Supplements”);

WHEREAS, the Westfield-Washington Township Advisory Plan Commission, on December 2, 2019, approved and adopted its Order No. ____ (the “Plan Commission Order”) determining that the Declaratory Resolution and the 2019 Plan Supplements conform to the plan of development for the City of Westfield, Indiana (the “City”) and approving the Declaratory Resolution and the 2019 Plan Supplements; and

WHEREAS, pursuant to Section 16(b) of the Act, the Commission has submitted the Declaratory Resolution and the 2019 Plan Supplements to this Common Council of the City (the “Council”).

NOW, THEREFORE, be it resolved and adopted by the Common Council of the City of Westfield, Indiana as follows:

- Section 1. Pursuant to Section 16(b) of the Act, the Council hereby determines that the Declaratory Resolution and 2019 Plan Supplements for the East Side Economic Development Area and Grand Junction Economic Development Area, in all respects, conform to the plan of development for the City.
- Section 2. The Council hereby approves in all respects, the Declaratory Resolution, the 2019 Plan Supplements, and the Plan Commission Order.
- Section 3. This Resolution shall be in full force and effect from and after its passage by the Council and approval by the Mayor as required by law.

[Remainder of page intentionally left blank.]

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

WESTFIELD COMMON COUNCIL

<u>Voting For</u>	<u>Voting Against</u>	<u>Abstain</u>
_____ Jim Ake	_____ Jim Ake	_____ Jim Ake
_____ James J. Edwards	_____ James J. Edwards	_____ James J. Edwards
_____ Steven Hoover	_____ Steve Hoover	_____ Steve Hoover
_____ Robert L. Horkay	_____ Robert L. Horkay	_____ Robert L. Horkay
_____ Mark Keen	_____ Mark Keen	_____ Mark Keen
_____ Charles Lehman	_____ Charles Lehman	_____ Charles Lehman
_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric

ATTEST:

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

I hereby certify that RESOLUTION 19-136 was delivered to the Mayor of Westfield on the _____ day of _____, 2019, at ____:____.m.

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE Resolution 19-136

this _____ day of _____, 2019

at ____:____.m.

J. Andrew Cook, Mayor

I hereby VETO Resolution 19136

this _____ day of _____, 2019

at ____:____.m.

J. Andrew Cook, Mayor

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

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

ORDINANCE NO. 19-67

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

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

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

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

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

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

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

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

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

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

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

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

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

Indenture or at such other place designated by the City in the Financing Documents; (x) be subject to optional redemption prior to maturity and subject to redemption as otherwise provided in the Financing Documents; and (xi) contain such other terms and provisions as may be provided in the Financing Documents. The Bonds shall be payable solely from the TIF Revenues.

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

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

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

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

Section 8. The Mayor and the Clerk-Treasurer of the City, and each of them, are hereby authorized and directed, in the name and on behalf of the City, to execute or endorse any and all agreements, documents and instruments, perform any and all acts, approve any and all matters, and do any and all other things deemed by them, or either of them, to be necessary or desirable in order to carry out and comply with the intent, conditions and purposes of this Bond Ordinance (including the preambles hereto and the documents mentioned herein), the Project, the issuance and sale of the Bonds, and the securing of the Bonds under the Financing Documents, including, and any such execution, endorsement, performance or doing of other things heretofore effected be, and hereby is, ratified and approved.

Section 9. The provisions of this Bond Ordinance and the Financing Agreement shall constitute a binding contract between the City and the holders of the Bonds, and after issuance of the Bonds this Bond Ordinance shall not be repealed or amended in any respect which would adversely affect the rights of the holders of the Bonds as long as the Bonds or interest thereon remains unpaid.

Section 10. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

Section 11. This Bond Ordinance shall be in full force and effect immediately upon adoption.

Section 12. Two copies of the Financing Documents incorporated into this Bond Ordinance were duly filed in the office of the Clerk-Treasurer of the City, and are available for public inspection in accordance with Indiana Code § 36-1-5-4.

[Remainder of page intentionally left blank.]

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

WESTFIELD COMMON COUNCIL

<u>Voting For</u>	<u>Voting Against</u>	<u>Abstain</u>
_____ Jim Ake	_____ Jim Ake	_____ Jim Ake
_____ James J. Edwards	_____ James J. Edwards	_____ James J. Edwards
_____ Steven Hoover	_____ Steve Hoover	_____ Steve Hoover
_____ Robert L. Horkay	_____ Robert L. Horkay	_____ Robert L. Horkay
_____ Mark Keen	_____ Mark Keen	_____ Mark Keen
_____ Charles Lehman	_____ Charles Lehman	_____ Charles Lehman
_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric

ATTEST:

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

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

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE Ordinance 19-67

this _____ day of _____, 2019

at ____:____.m.

J. Andrew Cook, Mayor

I hereby VETO Ordinance 19-67

this _____ day of _____, 2019

at ____:____.m.

J. Andrew Cook, Mayor

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

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

RESOLUTION 19-135

RESOLUTION OF THE CITY OF WESTFIELD APPROVING TWO CURB CUTS ON STATE HIGHWAY 32

WHEREAS, the City of Westfield (the “City”) plans for the orderly growth and development of land in all of Washington Township, including parcels along State Highway 32; and,

WHEREAS, the Westfield-Washington Unified Development Ordinance requires new curb cuts on State Highway 32 to be approved by the Westfield City Council and the Indiana Department of Transportation prior to installation (Article 5.3(F)(2)); and,

WHEREAS, Wheeler Landing has requested two limited access curb cuts, located on the north side of State Highway 32 west of Wheeler Road, as depicted in Exhibit “A” (the “Curb Cuts”); and,

WHEREAS, the Curb Cuts will be used to provide vehicular access to the other properties in the Wheeler Landing Mixed Use Development and thereby eliminating the need for additional curb cuts along the north side of State Highway 32, between Grand Park Blvd and Wheeler Road in the Wheeler Landing PUD District; and,

WHEREAS, the request has been submitted to the Indiana Department of Transportation (“INDOT”) and has received preliminary INDOT approval as outlined in the letter attached as Exhibit “B”; and,

NOW, THEREFORE, BE IT RESOLVED that the Westfield City Common Council hereby approves the Curb Cuts with the following conditions:

1. That the locations and configuration of the Curb Cuts be in substantial compliance with Exhibit A; and
2. This approval is contingent upon final approval from INDOT.

ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF WESTFIELD,
HAMILTON COUNTY, INDIANA THIS ____ DAY OF DECEMBER, 2019.

**WESTFIELD CITY COUNCIL
HAMILTON COUNTY, INDIANA**

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy J. Gossard, Clerk-Treasurer

I hereby certify that RESOLUTION 19-135 was delivered to the Mayor of Westfield on the _____ day of December, 2019, at _____ m.

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE RESOLUTION 19-135

this _____ day of _____,
2019.

J. Andrew Cook, Mayor

I hereby VETO RESOLUTION 19-135

this _____ day of _____,
2019.

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: Andy Wheeler

Prepared by: Andy Wheeler; Wheeler Landing 801 East 181st Street, Westfield, IN 46074

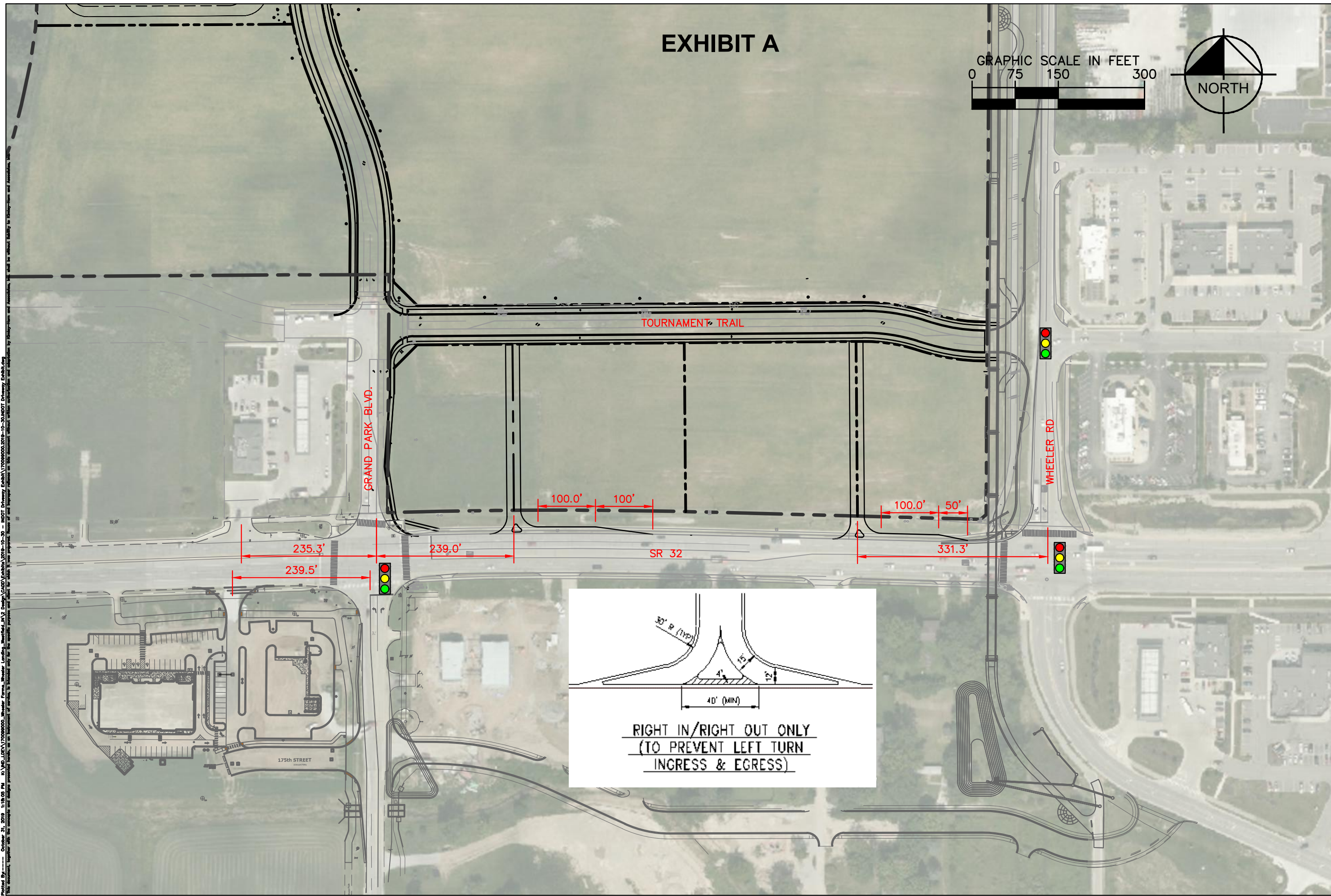
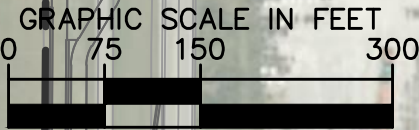


EXHIBIT A



TOURNAMENT TRAIL

GRAND PARK BLVD.

WHEELER RD

SR 32

175th STREET

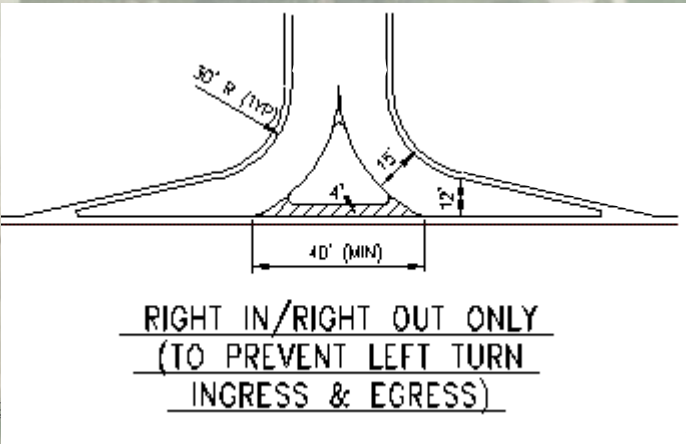


EXHIBIT B



INDIANA DEPARTMENT OF TRANSPORTATION

Greenfield District
32 South Broadway Street
Greenfield, IN 46140

PHONE: 317-462-7751
FAX: 317-462-7031

Eric Holcomb, Governor
Joe McGuinness, Commissioner

November 27th 2019

Mr. Andy Taylor, P.E.
Kimley-Horn Engineering
250 E. 96th St Ste. 580
Indianapolis, IN 46240

RE: Wheeler Landing proposed development entrances

Dear Mr. Taylor,

After a review of the proposed entrances for the planned development, known as Wheeler Landing at SR 32 and Wheeler Road in Westfield IN, INDOT will support the plan for proposed curb cuts design in regards to footages, number, and spacing of said entrances.

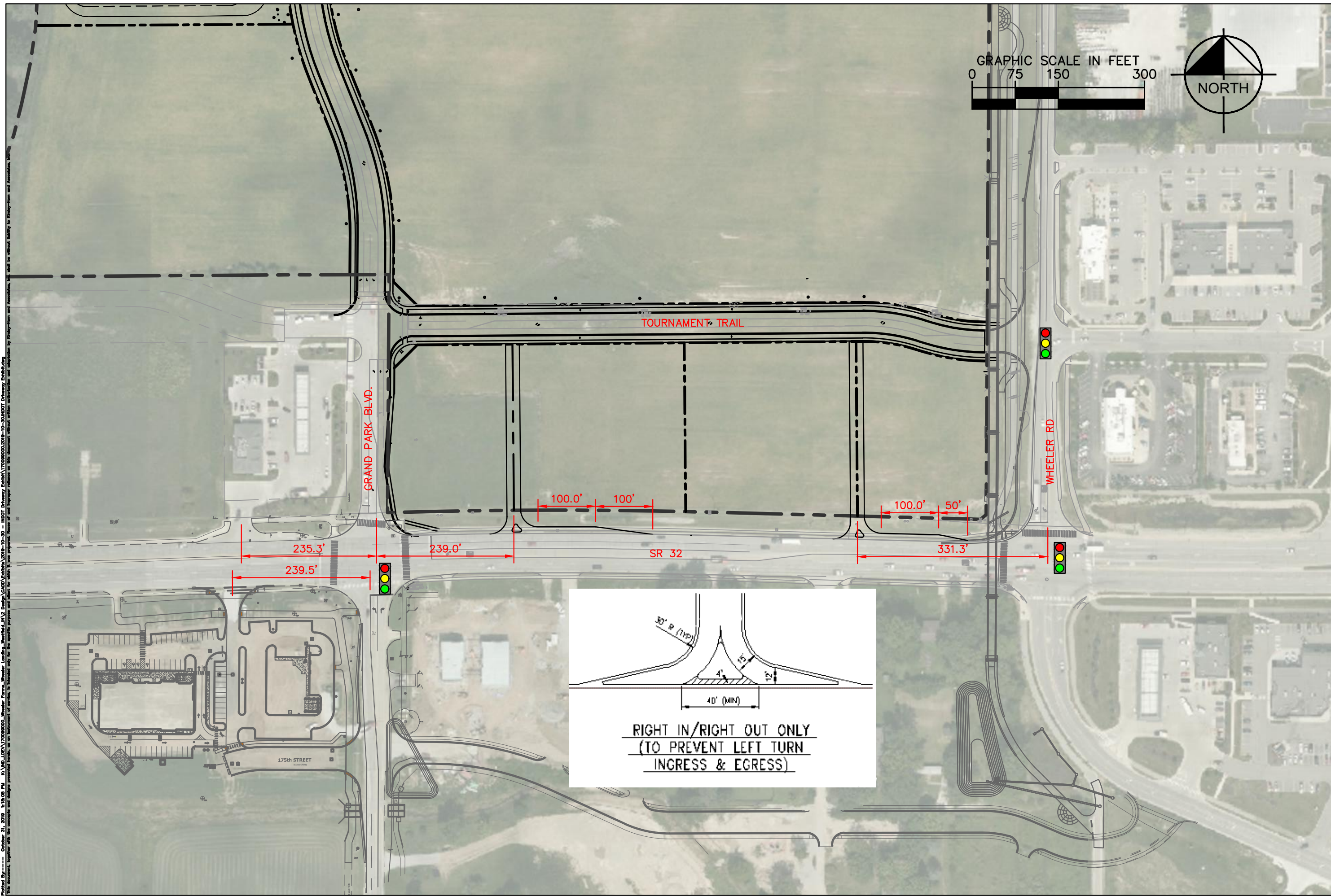
We appreciate your sharing the preliminary design for our review and input. INDOT looks forward to reviewing the entire proposal in the coming months.

Sincerely,

Valerie Cockrum

Valerie Cockrum
Technical Services Director
INDOT Greenfield District

cc: Clark Packer, DDC
Nathan Sturdevant, SPE
Neil Marcus, PM



Project By: October 31, 2019 11:18:05 PM K:\NO_LIVE\170060000_Wheeler_Farms_Wheeler_Landing_Materials\IN\2_Design\CAD\Exhibit\170060000_2019-10-30 - INDOT Driveway Exhibit\170060000_2019-10-30\INDOT Driveway Exhibit.dwg
This document, together with the complete set of design presented herein, is prepared only for the specific purpose and client for which it was prepared. It is not to be used for any other purpose without the written consent of Kimley-Horn and Associates, Inc.

ORDINANCE 19-66

AMENDMENT TO THE 2019 SALARY ORDINANCE

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

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

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

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

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

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

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

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

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

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

ALL OF WHICH IS ORDAINED THIS _____ DAY OF _____ 2019.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy Spoljaric

Cindy Spoljaric

Cindy Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

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

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

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 19-66

this _____ day of _____, 2019.

I hereby VETO ORDINANCE 19-66

this _____ day of _____, 2019.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

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

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 09, 2019

Fiscal Officer

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

CITY OF WESTFIELD

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 17 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 9 day of December, 2019

_____	_____	_____
_____	_____	_____
_____	_____	_____

Signatures of Governing Board

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

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								
	Administration								
VEN001537	Payroll	APP067236	11/26/2019	101001111	ADM-SALARY	sal	8,949.02	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101001120	ADM-FICA /MEDICARE	fica	533.88	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101001120	ADM-FICA /MEDICARE	med	124.87	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101001121	ADM-PERF	perf	1,010.79	500000497	11/28/2019
VEN002101	Westfield Economic Development Found	APP067252	12/2/2019	101001474	ADM-CONSTRUCT	Westfield Playhouse	300,000.00	500000496	12/2/2019
VEN000917	Humane Society for Hamilton	APP067312	12/2/2019	101001349	ADM-SERVICES	Pet ID police investigation	37.89		
VEN000849	Hamilton County Treasurer	APP067325	12/2/2019	101001349	ADM-SERVICES	2019 Municipal Election	22,234.95		
VEN002101	Westfield Economic Development Found	APP067375	12/2/2019	101001474	ADM-CONSTRUCT	Westfield Playhouse	300,000.00		
VEN005845	Kinetrex Energy	APP067385	12/3/2019	101001328	ADM-HEAT/GAS	Gas	56.91		
VEN004479	Symetra Life Insurance	APP067410	12/2/2019	101001119	ADM-HEALTH/DENTAL	Symetra Life	7.96		
VEN000513	DavisVision	APP067413	12/2/2019	101001119	ADM-HEALTH/DENTAL	Davis Vision	25.74		
VEN000534	Delta Dental	APP067416	12/2/2019	101001119	ADM-HEALTH/DENTAL	Delta Dental	97.78		
	Subtotal for Administration						633,079.79		
	Police								
VEN001537	Payroll	APP067236	11/26/2019	101002111	POLICE-SALARY	sal	195,631.23	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101002119	POLICE-HEALTH/DENTAL	hsa	166.67	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101002120	POLICE-FICA/MEDICARE	fica	11,747.05	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101002120	POLICE-FICA/MEDICARE	med	2,747.28	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101002120	POLICE-FICA/MEDICARE	med	58.80	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101002121	POLICE-PERF	perf	27,308.49	500000497	11/28/2019
VEN002123	Westfield-Washington Schools	APP067276	12/2/2019	101002223	POLICE-OFFICE SUPPLIES	Paper	26.25		
VEN001125	Joel Rush	APP067381	12/3/2019	101002347	POLICE-PROMOTIONS	Cash draw	50.00	67838	12/3/2019
VEN005845	Kinetrex Energy	APP067385	12/3/2019	101002328	POLICE-HEAT/GAS	Gas	278.40		
VEN005581	Newton Oil Company	APP067393	12/3/2019	101002226	POLICE-VEHICLE GAS/SUPP	Unleaded fuel	9,517.96		
VEN004479	Symetra Life Insurance	APP067410	12/2/2019	101002119	POLICE-HEALTH/DENTAL	Symetra Life	234.82		
VEN000513	DavisVision	APP067413	12/2/2019	101002119	POLICE-HEALTH/DENTAL	Davis Vision	553.51		
VEN000534	Delta Dental	APP067416	12/2/2019	101002119	POLICE-HEALTH/DENTAL	Delta Dental	2,676.88		
	Subtotal for Police						250,997.34		
	Economic and Community Development								
VEN001537	Payroll	APP067236	11/26/2019	101003111	ECD-SALARY	sal	24,107.06	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101003120	ECD-FICA/MEDICARE	fica	1,450.82	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101003120	ECD-FICA/MEDICARE	med	339.30	500000497	11/28/2019

Purchase Invoice Register

City of Westfield

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Fund No.	Fund Name	Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
101	General										
	Economic and Community Development										
	VEN001537 Payroll	APP067236	11/26/2019	101003121	ECD-PERF	perf					
	VEN002123 Westfield-Washington Schools	APP067276	12/2/2019	101003223	ECD-OFFICE SUPPLIES	Paper			3,423.19	500000497	11/28/2019
	VEN004479 Symetra Life Insurance	APP067410	12/2/2019	101003119	ECD-HEALTH/DENTAL	Symetra Life			26.25		
	VEN000513 DavisVision	APP067413	12/2/2019	101003119	ECD-HEALTH/DENTAL	Davis Vision			47.76		
	VEN000534 Delta Dental	APP067416	12/2/2019	101003119	ECD-HEALTH/DENTAL	Delta Dental			110.82		
	Subtotal for Economic and Community Development								377.32		
									29,882.52		
	Parks										
	VEN001537 Payroll	APP067236	11/26/2019	101005111	PARKS-SALARY	sal					
	VEN001537 Payroll	APP067236	11/26/2019	101005120	PARKS-FICA/MEDICARE	fica			9,469.24	500000497	11/28/2019
	VEN001537 Payroll	APP067236	11/26/2019	101005120	PARKS-FICA/MEDICARE	med			574.60	500000497	11/28/2019
	VEN001537 Payroll	APP067236	11/26/2019	101005121	PARKS-PERF	perf			134.39	500000497	11/28/2019
	VEN005709 Service Sanitation Inc	APP067391	12/3/2019	101005476	PARKS-EQUIP LEASES	Deer Walk			1,253.74	500000497	11/28/2019
	VEN005709 Service Sanitation Inc	APP067391	12/3/2019	101005476	PARKS-EQUIP LEASES	3233 W 166th			106.00		
	VEN004479 Symetra Life Insurance	APP067410	12/2/2019	101005119	PARKS-HEALTH/DENTAL	Symetra Life			91.00		
	VEN000513 DavisVision	APP067413	12/2/2019	101005119	PARKS-HEALTH/DENTAL	Davis Vision			15.92		
	VEN000534 Delta Dental	APP067416	12/2/2019	101005119	PARKS-HEALTH/DENTAL	Delta Dental			31.34		
	Subtotal for Parks								142.62		
									11,818.85		
	Economic Dev										
	VEN001537 Payroll	APP067236	11/26/2019	101006111	ECONOMIC DEV-SALARY	sal					
	VEN001537 Payroll	APP067236	11/26/2019	101006120	ECONOMIC DEV-FICA/MEDI	fica			6,161.54	500000497	11/28/2019
	VEN001537 Payroll	APP067236	11/26/2019	101006120	ECONOMIC DEV-FICA/MEDI	med			379.69	500000497	11/28/2019
	VEN001537 Payroll	APP067236	11/26/2019	101006121	ECONOMIC DEV-PERF	perf			88.80	500000497	11/28/2019
	VEN004479 Symetra Life Insurance	APP067410	12/2/2019	101006119	ECONOMIC DEV-HEALTH/DE	Symetra Life			874.94	500000497	11/28/2019
	VEN000513 DavisVision	APP067413	12/2/2019	101006119	ECONOMIC DEV-HEALTH/DE	Davis Vision			7.96		
	VEN000534 Delta Dental	APP067416	12/2/2019	101006119	ECONOMIC DEV-HEALTH/DE	Delta Dental			18.47		
	Subtotal for Economic Dev								106.32		
									7,637.72		
	Informatics										
	VEN001537 Payroll	APP067236	11/26/2019	101007111	IT-SALARY	sal					
	VEN001537 Payroll	APP067236	11/26/2019	101007120	IT-FICA/MEDICARE	fica			16,148.69	500000497	11/28/2019
	VEN001537 Payroll	APP067236	11/26/2019	101007120	IT-FICA/MEDICARE	med			946.37	500000497	11/28/2019
	VEN001537 Payroll	APP067236	11/26/2019	101007121	IT-PERF	perf			221.34	500000497	11/28/2019
									2,399.12	500000497	11/28/2019

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								
	Informatics								
VEN005146	Konica Minolta Business	APP067279	12/2/2019	101007337	IT-PRINTING	Click charges	13.48		
VEN005272	SHI International	APP067291	12/2/2019	101007451	IT-COMPUTER/EQUIP	Equipment	32,180.04		
VEN005272	SHI International	APP067291	12/2/2019	101007451	IT-COMPUTER/EQUIP	Equipment	0.80		
VEN003729	Metronet	APP067382	12/3/2019	101007335	IT-TELEPHONE	Land lines and long distance	2,306.03		
VEN002213	Open Control Systems	APP067384	12/3/2019	101007331	IT-CONSULTING	Panic system City Hall	675.00		
VEN004591	Virtusa Corporation	APP067387	12/3/2019	101007331	IT-CONSULTING	November services	4,027.00		
VEN000604	Eastern Engineering Supply	APP067388	12/3/2019	101007224	IT-OPERATING SUPPLIES	Cartridge	257.18		
VEN006331	enVista llc	APP067389	12/3/2019	101007389	IT-SOFTWARE LICENSING	Pure Storage Wnty	9,450.00		
VEN005272	SHI International	APP067390	12/3/2019	101007451	IT-COMPUTER/EQUIP	Hardware	309.00		
VEN006331	enVista llc	APP067394	12/3/2019	101007389	IT-SOFTWARE LICENSING	Enterprise Bundle	3,804.00		
VEN005996	Konica Minolta Premier Fin	APP067395	12/3/2019	101007337	IT-PRINTING	Copy machine rentals	1,053.89		
VEN004479	Symetra Life Insurance	APP067410	12/2/2019	101007119	IT-HEALTH/DENTAL	Symetra Life	23.88		
VEN000513	DavisVision	APP067413	12/2/2019	101007119	IT-HEALTH/DENTAL	Davis Vision	62.68		
VEN000534	Delta Dental	APP067416	12/2/2019	101007119	IT-HEALTH/DENTAL	Delta Dental	326.96		
	Subtotal for Informatics						74,205.46		
	Clerk Treasurer								
VEN001537	Payroll	APP067236	11/26/2019	101008111	CT-SALARY	sal	23,989.81	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101008120	CT-FICA/MEDICARE	fica	1,427.27	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101008120	CT-FICA/MEDICARE	med	333.82	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101008121	CT-PERF	perf	2,992.96	500000497	11/28/2019
VEN002123	Westfield-Washington Schools	APP067276	12/2/2019	101008223	CT-OFFICE SUPPLIES	Paper	54.00		
VEN004479	Symetra Life Insurance	APP067410	12/2/2019	101008119	CT-HEALTH/DENTAL	Symetra Life	22.60		
VEN000513	DavisVision	APP067413	12/2/2019	101008119	CT-HEALTH/DENTAL	Davis Vision	69.95		
VEN000534	Delta Dental	APP067416	12/2/2019	101008119	CT-HEALTH/DENTAL	Delta Dental	257.04		
	Subtotal for Clerk Treasurer						29,147.45		
	Mayor								
VEN001537	Payroll	APP067236	11/26/2019	101009111	MAYOR-SALARY	sal	4,459.62	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101009120	MAYOR- FICA/MEDICARE	fica	271.66	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101009120	MAYOR- FICA/MEDICARE	med	63.53	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101009121	MAYOR-PERF	perf	633.27	500000497	11/28/2019
VEN002925	Palomino Ballroom LLC	APP067374	12/3/2019	101009347	MAYOR-PROMOTIONS	Catering Deposit	2,500.00	67837	12/3/2019
VEN004479	Symetra Life Insurance	APP067410	12/2/2019	101009119	MAYOR-HEALTH/DENTAL	Symetra Life	2.70		

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Fund No.	Fund Name								
101	General								
	Mayor								
VEN000513	DavisVision	APP067413	12/2/2019	101009119	MAYOR-HEALTH/DENTAL	Davis Vision	12.87		
VEN000534	Delta Dental	APP067416	12/2/2019	101009119	MAYOR-HEALTH/DENTAL	Delta Dental	40.62		
	Subtotal for Mayor						7,984.27		
	Public Works								
VEN001537	Payroll	APP067236	11/26/2019	101013111	PW-SALARY	sal	47,342.86	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101013120	PW-FICA/MEDICARE	fica	2,763.66	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101013120	PW-FICA/MEDICARE	med	646.32	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101013121	PW-PERF	perf	7,281.91	500000497	11/28/2019
VEN002123	Westfield-Washington Schools	APP067276	12/2/2019	101013223	PW-OFFICE SUPPLIES	Paper	26.72		
VEN006770	Michael Todd and Company Inc	APP067380	12/3/2019	101013229	PW-UNIFORMS	Rain gear	1,220.66		
VEN005845	Kinetrex Energy	APP067385	12/3/2019	101013349	PW-CONTRACTUAL SERVIC	Gas	65.97		
VEN004479	Symetra Life Insurance	APP067410	12/2/2019	101013119	PW-HEALTH AND DENTAL	Symetra Life	94.24		
VEN000513	DavisVision	APP067413	12/2/2019	101013119	PW-HEALTH AND DENTAL	Davis Vision	232.25		
VEN000534	Delta Dental	APP067416	12/2/2019	101013119	PW-HEALTH AND DENTAL	Delta Dental	1,058.03		
	Subtotal for Public Works						60,732.62		
	Grand Park								
VEN001537	Payroll	APP067236	11/26/2019	101015111	GP-SALARY	sal	11,633.59	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101015120	GP-FICA/MEDICARE	fica	698.72	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101015120	GP-FICA/MEDICARE	med	163.39	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101015121	GP-PERF	perf	1,288.01	500000497	11/28/2019
VEN004479	Symetra Life Insurance	APP067410	12/2/2019	101015119	GP-HEALTH/DENTAL	Symetra Life	19.90		
VEN000513	DavisVision	APP067413	12/2/2019	101015119	GP-HEALTH/DENTAL	Davis Vision	42.54		
VEN000534	Delta Dental	APP067416	12/2/2019	101015119	GP-HEALTH/DENTAL	Delta Dental	188.66		
	Subtotal for Grand Park						14,034.81		
	Communications								
VEN001537	Payroll	APP067236	11/26/2019	101020111	COMM-SALARY	sal	6,921.74	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101020120	COMM-FICA/MEDICARE	fica	420.60	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101020120	COMM-FICA/MEDICARE	med	98.35	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	101020121	COMM-PERF	perf	982.89	500000497	11/28/2019
VEN000480	CSI Signs	APP067275	12/2/2019	101020347	COMM-PROMOTIONS	Map	78.73		
VEN002123	Westfield-Washington Schools	APP067276	12/2/2019	101020223	COMM- OFFICE SUPP	Paper	13.73		
VEN004479	Symetra Life Insurance	APP067410	12/2/2019	101020119	COMM-HEALTH/DENTAL	Symetra Life	11.94		

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Fund No.	Fund Name								
101	General								
	Communications								
	VEN000513 DavisVision	APP067413	12/2/2019	101020119	COMM-HEALTH/DENTAL	Davis Vision	24.07		
	VEN000534 Delta Dental	APP067416	12/2/2019	101020119	COMM-HEALTH/DENTAL	Delta Dental	98.88		
	Subtotal for Communications						8,650.93		
	Customer Service								
	VEN001537 Payroll	APP067236	11/26/2019	101021111	CUSTOMER SERV-SALARY	sal	10,560.38	500000497	11/28/2019
	VEN001537 Payroll	APP067236	11/26/2019	101021120	CUSTOMER SERV- FICA/ME	fica	636.40	500000497	11/28/2019
	VEN001537 Payroll	APP067236	11/26/2019	101021120	CUSTOMER SERV- FICA/ME	med	148.86	500000497	11/28/2019
	VEN001537 Payroll	APP067236	11/26/2019	101021121	CUSTOMER SERV- PERF	perf	1,551.52	500000497	11/28/2019
	VEN002123 Westfield-Washington Schools	APP067276	12/2/2019	101021223	CUSTOMER SERV- OFFICE	Paper	13.55		
	VEN004479 Symetra Life Insurance	APP067410	12/2/2019	101021119	CUSTOMER SERV-HEALTH/	Symetra Life	15.92		
	VEN000513 DavisVision	APP067413	12/2/2019	101021119	CUSTOMER SERV-HEALTH/	Davis Vision	51.48		
	VEN000534 Delta Dental	APP067416	12/2/2019	101021119	CUSTOMER SERV-HEALTH/	Delta Dental	231.22		
	Subtotal for Customer Service						13,209.33		
	Human Resources								
	VEN001537 Payroll	APP067236	11/26/2019	101022111	HR -SALARY	sal	4,205.60	500000497	11/28/2019
	VEN001537 Payroll	APP067236	11/26/2019	101022120	HR-FICA/MEDICARE	fica	251.41	500000497	11/28/2019
	VEN001537 Payroll	APP067236	11/26/2019	101022121	HR PERF	perf	597.20	500000497	11/28/2019
	VEN004479 Symetra Life Insurance	APP067410	12/2/2019	101022119	HR-HEALTH/DENTAL	Symetra Life	7.96		
	VEN000513 DavisVision	APP067413	12/2/2019	101022119	HR-HEALTH/DENTAL	Davis Vision	38.61		
	VEN000534 Delta Dental	APP067416	12/2/2019	101022119	HR-HEALTH/DENTAL	Delta Dental	166.70		
	Subtotal for Human Resources						5,267.48		
	Sport Campus Indoor Event Ctr								
	VEN001537 Payroll	APP067236	11/26/2019	101023111	GP INDOOR-SALARY	sal	9,935.52	500000497	11/28/2019
	VEN001537 Payroll	APP067236	11/26/2019	101023120	GP INDOOR-FICA/MEDICAR	fica	605.70	500000497	11/28/2019
	VEN001537 Payroll	APP067236	11/26/2019	101023120	GP INDOOR-FICA/MEDICAR	med	141.66	500000497	11/28/2019
	VEN001537 Payroll	APP067236	11/26/2019	101023121	GP INDOOR-PERF	perf	1,353.05	500000497	11/28/2019
	VEN004479 Symetra Life Insurance	APP067410	12/2/2019	101023119	GP INDOOR-HEALTH/DENTA	Symetra Life	15.92		
	VEN000513 DavisVision	APP067413	12/2/2019	101023119	GP INDOOR-HEALTH/DENTA	Davis Vision	24.07		
	VEN000534 Delta Dental	APP067416	12/2/2019	101023119	GP INDOOR-HEALTH/DENTA	Delta Dental	62.58		
	Subtotal for Sport Campus Indoor Event Ctr						12,138.50		
	Subtotal for Fund 101 General						1,158,787.07		

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Fund No. Fund Name									
201	Motor Vehicle Highway (MVH)								
	Public Works								
VEN001537	Payroll	APP067236	11/26/2019	201013111	MVH-SALARY	sal	9,191.27	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	201013120	MVH-FICA/MEDICARE	fica	553.09	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	201013120	MVH-FICA/MEDICARE	med	129.34	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	201013121	MVH-PERF	perf	1,305.16	500000497	11/28/2019
VEN001676	Riverview Hospital	APP067248	12/2/2019	201013349	MVH-SERVICES	dot physical	65.00	67834	12/2/2019
VEN001304	Martin Marietta Materials	APP067277	12/2/2019	201013231	MVH-SUBGRADE MATERIAL		2,829.14		
VEN002123	Westfield-Washington Schools	APP067313	12/2/2019	201013226	MVH-VEHICLE GAS/ SUPPLI	Diesel March thru Oct	10,103.80		
VEN001384	Milestone Contractors LP	APP067314	12/2/2019	201013231	MVH-SUBGRADE MATERIAL	Surface	182.41		
VEN001384	Milestone Contractors LP	APP067315	12/2/2019	201013231	MVH-SUBGRADE MATERIAL	Surface	191.47		
VEN007982	Independent Ag Equipment Inc	APP067316	12/2/2019	201013345	MVH-EQUIP REPAIR	Supplies	69.92		
VEN001363	Mid-state Truck Equipment	APP067317	12/2/2019	201013345	MVH-EQUIP REPAIR	Repair	742.06		
VEN000419	Clark Truck Equipment	APP067318	12/2/2019	201013345	MVH-EQUIP REPAIR	Pins	121.51		
VEN006426	DISA Inc	APP067321	12/2/2019	201013349	MVH-SERVICES	Drug testing	51.50		
VEN002706	KJM Trucking Inc	APP067322	12/2/2019	201013231	MVH-SUBGRADE MATERIAL	Maintenance	3,837.97		
VEN001044	Irving Materials	APP067323	12/2/2019	201013231	MVH-SUBGRADE MATERIAL	Stone	3,910.46		
VEN006285	Ceres Solutions Cooperative	APP067324	12/2/2019	201013226	MVH-VEHICLE GAS/ SUPPLI	Fuel	514.37		
VEN005581	Newton Oil Company	APP067393	12/3/2019	201013226	MVH-VEHICLE GAS/ SUPPLI	Unleaded fuel	7,360.82		
VEN004479	Symetra Life Insurance	APP067410	12/2/2019	201013119	MVH-HEALTH/DENTAL	Symetra Life	15.92		
VEN000513	DavisVision	APP067413	12/2/2019	201013119	MVH-HEALTH/DENTAL	Davis Vision	31.34		
VEN000534	Delta Dental	APP067416	12/2/2019	201013119	MVH-HEALTH/DENTAL	Delta Dental	163.48		
	Subtotal for Public Works						41,370.03		
	Subtotal for Fund 201 Motor Vehicle Highway (MVH)						41,370.03		
Fund No. Fund Name									
202	Local Road and Street (LRS)								
	Public Works								
VEN001887	TC Propertys	APP067320	12/2/2019	202013228	LRS-SIGNS AND POSTS	Sign	86.00		
	Subtotal for Public Works						86.00		
	Subtotal for Fund 202 Local Road and Street (LRS)						86.00		

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Fund No. Fund Name									
203 Fire Operating									
Fire									
VEN001537	Payroll	APP067236	11/26/2019	203012111	FIRE-SALARY	sal	228,128.92	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	203012111	FIRE-SALARY	fire ltd	2,619.75	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	203012120	FIRE-FICA AND MEDICARE	fica	13,601.19	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	203012120	FIRE-FICA AND MEDICARE	med	3,180.94	500000497	11/28/2019
VEN001537	Payroll	APP067236	11/26/2019	203012121	FIRE-PERF	perf	32,727.51	500000497	11/28/2019
VEN002123	Westfield-Washington Schools	APP067276	12/2/2019	203012223	FIRE-OFFICE SUPPLIES	Paper	26.25		
VEN002123	Westfield-Washington Schools	APP067276	12/2/2019	203012223	FIRE-OFFICE SUPPLIES	Paper	55.50		
VEN007104	Indiana Smoke Diver Assoc	APP067292	12/2/2019	203012334	FIRE-TRAVEL/TRAINING/SE	Hittle and Willis Tuition for cla	1,590.00	67836	12/2/2019
VEN000483	Cummins Crosspoint LLC	APP067293	12/2/2019	203012360	FIRE-VEHICLE MAINT	supplies	84.11		
VEN001202	Kyle Howe	APP067294	12/2/2019	203012229	FIRE-UNIFORMS	reimbursement for shoes	50.00		
VEN007502	McKesson Medical	APP067296	12/2/2019	203012224	FIRE-OPERATING SUPPLIES	ems supplies	56.31		
VEN000266	Bound Tree Medical	APP067299	12/2/2019	203012224	FIRE-OPERATING SUPPLIES	ems supplies	23.29		
VEN006285	Ceres Solutions Cooperative	APP067300	12/2/2019	203012226	FIRE-VEHICLE GAS/SUPPLIE	fuel	1,327.10		
VEN002171	Zesco	APP067302	12/2/2019	203012224	FIRE-OPERATING SUPPLIES	supplies	165.19		
VEN000065	Airgas Mid America	APP067303	12/2/2019	203012224	FIRE-OPERATING SUPPLIES	O2	12.82		
VEN000483	Cummins Crosspoint LLC	APP067304	12/2/2019	203012360	FIRE-VEHICLE MAINT	E-82	812.76		
VEN000483	Cummins Crosspoint LLC	APP067305	12/2/2019	203012360	FIRE-VEHICLE MAINT	E-82	231.79		
VEN001050	IU Health Bali Memorial Hospital	APP067306	12/2/2019	203012224	FIRE-OPERATING SUPPLIES	EMS supplies	333.60		
VEN000266	Bound Tree Medical	APP067307	12/2/2019	203012224	FIRE-OPERATING SUPPLIES	EMS supplies	48.80		
VEN000682	Fastenal	APP067308	12/2/2019	203012360	FIRE-VEHICLE MAINT	supplies	70.64		
VEN000266	Bound Tree Medical	APP067309	12/2/2019	203012224	FIRE-OPERATING SUPPLIES	EMS supplies	147.99		
VEN000266	Bound Tree Medical	APP067310	12/2/2019	203012224	FIRE-OPERATING SUPPLIES	ems supplies	476.27		
VEN001504	Paddacks Wrecker Service	APP067311	12/2/2019	203012360	FIRE-VEHICLE MAINT	vehicle maintenance	239.00		
VEN005845	Kinetrex Energy	APP067385	12/3/2019	203012328	FIRE-GAS/HEAT	Gas	278.39		
VEN005845	Kinetrex Energy	APP067385	12/3/2019	203012328	FIRE-GAS/HEAT	Gas	49.79		
VEN005845	Kinetrex Energy	APP067385	12/3/2019	203012328	FIRE-GAS/HEAT	Gas	25.94		
VEN005581	Newton Oil Company	APP067393	12/3/2019	203012226	FIRE-VEHICLE GAS/SUPPLIE	Unleaded fuel	1,319.86		
VEN004479	Symetra Life Insurance	APP067410	12/2/2019	203012119	FIRE-HEALTH/DENTAL	Symetra Life	286.56		
VEN000513	DavisVision	APP067413	12/2/2019	203012119	FIRE-HEALTH/DENTAL	Davis Vision	804.72		
VEN000534	Delta Dental	APP067416	12/2/2019	203012119	FIRE-HEALTH/DENTAL	Delta Dental	4,233.64		
Subtotal for Fire							293,008.63		
Subtotal for Fund 203 Fire Operating							293,008.63		

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Fund No. Fund Name									
204	Park Impact								
Public Works									
VEN007301	Nelson and Frankenberger	APP067278	12/2/2019	204013331	PARK IMPACT-CONSULTING	Path Dedication	140.00		
VEN001277	Macallister Machinery Co	APP067319	12/2/2019	204013474	PW-PARK IMPACT CONSTR	Caterpillar	4,905.00		
Subtotal for Public Works							5,045.00		
Subtotal for Fund 204 Park Impact							5,045.00		
Fund No. Fund Name									
206	Parks Programming/Events								
Parks									
VEN001913	The Bridgewater Club LLC	APP067405	12/4/2019	206005347	PARKS PROGRAM-PROMOT	Mother Son Dance	2,135.00		
Subtotal for Parks							2,135.00		
Subtotal for Fund 206 Parks Programming/Events							2,135.00		
Fund No. Fund Name									
264	Road and Street Improvement (Road Impact)								
Public Works									
VEN002709	Lochmueller Group Inc	APP067273	12/2/2019	264013349	ROAD IMPACT-SERVICES	Change Order	3,496.00		
VEN000103	American Structurepoint Inc	APP067364	12/2/2019	264013349	ROAD IMPACT-SERVICES	East Street North Ext - PE and	57,851.00		
Subtotal for Public Works							61,347.00		
Subtotal for Fund 264 Road and Street Improvement (Road Impact)							61,347.00		
Fund No. Fund Name									
269	Training Facility Center								
Public Safety (Police and Fire)									
VEN005845	Kinetrex Energy	APP067385	12/3/2019	269014328	TRAINING FAC-HEAT/GAS	Gas	9.35		
Subtotal for Public Safety (Police and Fire)							9.35		
Subtotal for Fund 269 Training Facility Center							9.35		
Fund No. Fund Name									
326	LIT Bond 2018								
Grand Park									
VEN002178	Capital One Public Funding	APP067377	12/3/2019	326015380	LIT BONDS 2018-PRINCIPAL	2018 BAN	405,000.00		

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Fund No. Fund Name									
326	LIT Bond 2018								
	Grand Park								
VEN002178	Capital One Public Funding	APP067377	12/3/2019	326015381	LIT BONDS 2018-INTEREST	2018 BAN	463,252.00		
	Subtotal for Grand Park						868,252.00		
	Subtotal for Fund 326 LIT Bond 2018						868,252.00		
Fund No. Fund Name									
344	Go Bond 2017								
	Fire								
VEN000903	Hoosier Fire Equipment	APP067297	12/2/2019	344012472	GO BOND 2017 FD EQUIP	hose and equipment	7,912.00		
	Subtotal for Fire						7,912.00		
	Subtotal for Fund 344 Go Bond 2017						7,912.00		
Fund No. Fund Name									
346	Go Bond 2018								
	Fire								
VEN000903	Hoosier Fire Equipment	APP067298	12/2/2019	346012472	GO BOND 2018 FD EQUIP	hose	2,715.00		
VEN000903	Hoosier Fire Equipment	APP067301	12/2/2019	346012472	GO BOND 2018 FD EQUIP	turnout gear	45,082.00		
	Subtotal for Fire						47,797.00		
	Subtotal for Fund 346 Go Bond 2018						47,797.00		
Fund No. Fund Name									
348	GO Bond 2019								
	Informatics								
VEN006331	enVista llc	APP067389	12/3/2019	348007472	BO BOND 2019 IT EQUIP	Pure Storage Array	61,200.00		
	Subtotal for Informatics						61,200.00		
	Fire								
VEN000903	Hoosier Fire Equipment	APP067295	12/2/2019	348012472	GO BOND 2019 FD EQUIP	equipment	21,756.00		
	Subtotal for Fire						21,756.00		
	Subtotal for Fund 348 GO Bond 2019						82,956.00		

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Fund No. Fund Name									
401 Cum. Capital Improvement									
Administration									
VEN004907	Adams Flooring LLC	APP067289	12/2/2019	401001474	CUMCAP IMP-ADM CON CO	down pmt of CS Carpet sev	19,500.00		
VEN004907	Adams Flooring LLC	APP067290	12/2/2019	401001474	CUMCAP IMP-ADM CON CO	Balance for City Services carp	8,624.85		
Subtotal for Administration							28,124.85		
Subtotal for Fund 401 Cum. Capital Improvement							28,124.85		
Fund No. Fund Name									
556 Community Crossing Grant									
Public Works									
VEN001364	Midwest Paving LLC	APP067363	12/2/2019	556013349	COMMUNITY CROSSING GR	2019 Resurfacing Project repl	463,785.46		
Subtotal for Public Works							463,785.46		
Subtotal for Fund 556 Community Crossing Grant							463,785.46		
Fund No. Fund Name									
568 Westfield Blvd Connector									
Public Works									
VEN007886	White Construction LLC	APP067272	12/2/2019	568013349	WESTFLD BLVD CONN GRA	WBC - Construction Contract.	77,656.85		
Subtotal for Public Works							77,656.85		
Subtotal for Fund 568 Westfield Blvd Connector							77,656.85		
Fund No. Fund Name									
640 Sports Campus Operating									
Sport Campus Indoor Event Ctr									
VEN003729	Metronet	APP067383	12/3/2019	640023224	GP INDOOR-OPERATING SU	GPEC	233.47		
VEN005845	Kinetrex Energy	APP067386	12/3/2019	640023328	GP INDOOR-NATURAL GAS	Gas	458.65		
Subtotal for Sport Campus Indoor Event Ctr							692.12		
Subtotal for Fund 640 Sports Campus Operating							692.12		
Fund No. Fund Name									
701 Payroll									
Clerk Treasurer									
VEN001537	Payroll	APP067234	11/26/2019	701008110	PAYROLL-NET SALARIES	net sal	452,315.89	700000742	12/2/2019
VEN001390	MiSDU	APP067237	11/27/2019	701008140	PAYROLL-SUPPORT WITHH	Child Support	443.45	17280	11/27/2019
VEN000948	IN Family and Social Services	APP067238	11/27/2019	701008140	PAYROLL-SUPPORT WITHH	Child Support	1,450.24	700000740	12/2/2019

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Fund No. Fund Name									
701 Payroll									
Clerk Treasurer									
VEN000959	Indiana Dept Of Revenue	APP067239	11/27/2019	701008923	PAYROLL-STATE WITHHOL		7,108.28	700000741	12/2/2019
VEN002177	Indiana Members Credit Union	APP067240	11/27/2019	701008930	PAYROLL-INS. DED	Employee Portion of HSA	166.67	17278	11/27/2019
VEN007701	DiMartino Associates	APP067241	11/27/2019	701008930	PAYROLL-INS. DED	Long Term Disability Prem	2,619.75	17277	11/27/2019
VEN001583	Police and Firemens Insurance	APP067242	11/27/2019	701008930	PAYROLL-INS. DED	Insurance Premium	11.42	17282	11/27/2019
VEN001016	INSCCU-ASFE	APP067243	11/27/2019	701008140	PAYROLL-SUPPORT WITHH	Annual Support Fee	55.00	17279	11/27/2019
VEN000920	Huntington National Bank	APP067244	11/27/2019	701008131	PAYROLL-EMPLOYER'S FIC	Fica	38,034.57	700000739	12/2/2019
VEN000920	Huntington National Bank	APP067244	11/27/2019	701008132	PAYROLL-EMPLOYER'S MED	Medicare	8,895.18	700000739	12/2/2019
VEN000920	Huntington National Bank	APP067244	11/27/2019	701008921	PAYROLL-FEDERAL WITHH	Fed	60,340.01	700000739	12/2/2019
VEN000920	Huntington National Bank	APP067244	11/27/2019	701008922	PAYROLL-EMPLOYEE FICA	Medicare	8,895.13	700000739	12/2/2019
VEN000920	Huntington National Bank	APP067244	11/27/2019	701008922	PAYROLL-EMPLOYEE FICA	Fica	38,034.48	700000739	12/2/2019
VEN004836	Nationwide Retirement Solutions	APP067245	11/27/2019	701008931	PAYROLL-401A MATCHING-C	Retirement	3,119.69	17281	11/27/2019
VEN002177	Indiana Members Credit Union	APP067397	12/3/2019	701008930	PAYROLL-INS. DED	Overfunding HSA	311.47	17283	12/3/2019
VEN001174	Kerri Gagnon	APP067398	12/3/2019	701008930	PAYROLL-INS. DED	Overfunded	133.81	17284	12/3/2019
VEN001550	PERF	APP067400	11/28/2019	701008133	PAYROLL-PERF	Civilian PERF	46,296.34		
VEN000008	77 Police and Fire Fund	APP067401	11/28/2019	701008133	PAYROLL-PERF	Non Civilian PERF	57,022.05		
VEN000703	Fire Fighters Credit Union	APP067406	12/2/2019	701008141	PAYROLL-UNION DUES	Union Dues 4416	2,262.74		
VEN000703	Fire Fighters Credit Union	APP067407	12/2/2019	701008141	PAYROLL-UNION DUES	Union Dues WFD	71.00		
VEN001864	Supporting Heroes	APP067408	12/2/2019	701008991	PAYROLL-MISC	Supporting Heroes	102.40		
VEN000513	DavisVision	APP067412	12/2/2019	701008930	PAYROLL-INS. DED	Davis Vision	36.94		
VEN000534	Delta Dental	APP067415	12/2/2019	701008930	PAYROLL-INS. DED	Delta Dental	4,230.75		
VEN001098	Jeff Gilliam	APP067417	12/2/2019	701008930	PAYROLL-INS. DED	Aflac refund	266.72		
VEN000163	Aul Retirement	APP067418	12/2/2019	701008931	PAYROLL-401A MATCHING-C	Contributions and loan pmt	22,807.18		
Subtotal for Clerk Treasurer							755,031.16		
Subtotal for Fund 701 Payroll							755,031.16		

Fund No. Fund Name

900 Stormwater

Stormwater

VEN001537	Payroll	APP067235	11/26/2019	900016111	STORM-SALARY	sal	19,751.95	900000180	11/28/2019
VEN001537	Payroll	APP067235	11/26/2019	900016120	STORM-FICA/MEDICARE	fica	1,172.46	900000180	11/28/2019
VEN001537	Payroll	APP067235	11/26/2019	900016120	STORM-FICA/MEDICARE	med	274.19	900000180	11/28/2019
VEN001537	Payroll	APP067235	11/26/2019	900016121	STORM-PERF	perf	2,245.52	900000180	11/28/2019

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Fund No. Fund Name									
900 Stormwater									
Stormwater									
VEN003987	Indiana Reclamation and Excavating	APP067270	12/2/2019	900016434	STORM-STORMWATER MIS	Little Eagle Creek	2,152.00		
VEN003987	Indiana Reclamation and Excavating	APP067271	12/2/2019	900016434	STORM-STORMWATER MIS	156th St. and Towne Rd. road	3,480.00		
VEN005643	Spiars Engineering LLC	APP067274	12/2/2019	900016309	STORM-CONSULTING FEES	North Street Reconstruction D	3,659.00		
VEN007936	April and Chad Materson	APP067280	12/2/2019	900016370	STORMWATER-REFUND	Overpayment	201.67		
VEN007937	Jennifer Corns	APP067281	12/2/2019	900016370	STORMWATER-REFUND	Overpayment	52.49		
VEN007977	Joyce Martin	APP067282	12/2/2019	900016370	STORMWATER-REFUND		10.31		
VEN007980	Donald Allen	APP067283	12/2/2019	900016370	STORMWATER-REFUND		8.27		
VEN007979	JRP Investments LLC	APP067284	12/2/2019	900016370	STORMWATER-REFUND		8.55		
VEN007981	Treehouse Investments LLC	APP067285	12/2/2019	900016370	STORMWATER-REFUND		11.67		
VEN007978	BHHS LLC	APP067286	12/2/2019	900016370	STORMWATER-REFUND		9.09		
VEN007976	James and Peggy Bond	APP067287	12/2/2019	900016370	STORMWATER-REFUND		11.12		
VEN007975	Nicholas A Gonzalez	APP067288	12/2/2019	900016370	STORMWATER-REFUND		10.99		
VEN007938	Mary and Robert Collins	APP067326	12/2/2019	900016370	STORMWATER-REFUND		8.27		
VEN007939	Janet McDowell	APP067327	12/2/2019	900016370	STORMWATER-REFUND		10.04		
VEN007940	Jonathan Walla	APP067328	12/2/2019	900016370	STORMWATER-REFUND		10.45		
VEN007941	Christine Klein	APP067329	12/2/2019	900016370	STORMWATER-REFUND		9.09		
VEN007942	Kush Pundir	APP067330	12/2/2019	900016370	STORMWATER-REFUND		10.31		
VEN007943	Patricia Maxwell	APP067331	12/2/2019	900016370	STORMWATER-REFUND		8.55		
VEN007944	Landon Toll	APP067332	12/2/2019	900016370	STORMWATER-REFUND		11.26		
VEN007945	Jerry Vang	APP067333	12/2/2019	900016370	STORMWATER-REFUND		12.07		
VEN007946	Nancy Brooker	APP067334	12/2/2019	900016370	STORMWATER-REFUND		9.22		
VEN007946	Nancy Brooker	APP067334	12/2/2019	900016370	STORMWATER-REFUND	Overpayment	56.70		
VEN007947	Timothy Barnett	APP067335	12/2/2019	900016370	STORMWATER-REFUND		9.36		
VEN007948	Jeff Merkle	APP067336	12/2/2019	900016370	STORMWATER-REFUND		9.36		
VEN007949	Brad Jordan	APP067337	12/2/2019	900016370	STORMWATER-REFUND		11.12		
VEN007950	Paul Truong	APP067338	12/2/2019	900016370	STORMWATER-REFUND		10.17		
VEN007951	Peggy Hodges	APP067339	12/2/2019	900016370	STORMWATER-REFUND		9.09		
VEN007952	Naim Hegar	APP067340	12/2/2019	900016370	STORMWATER-REFUND		10.99		
VEN007953	Seth Irby	APP067341	12/2/2019	900016370	STORMWATER-REFUND		8.41		
VEN007954	Larry and Regina Gray	APP067342	12/2/2019	900016370	STORMWATER-REFUND		10.17		
VEN007955	Mandy Hosier	APP067343	12/2/2019	900016370	STORMWATER-REFUND		10.17		
VEN007956	Abby Cortez	APP067344	12/2/2019	900016370	STORMWATER-REFUND		10.99		

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Fund No. Fund Name									
900 Stormwater									
Stormwater									
VEN007957	Arnold and Valencia Hunn	APP067345	12/2/2019	900016370	STORMWATER-REFUND		13.29		
VEN007957	Arnold and Valencia Hunn	APP067345	12/2/2019	900016370	STORMWATER-REFUND	Overpayment	20.96		
VEN007958	Kyle Clemens	APP067346	12/2/2019	900016370	STORMWATER-REFUND		9.50		
VEN007958	Kyle Clemens	APP067346	12/2/2019	900016370	STORMWATER-REFUND	Overpayment	56.70		
VEN007959	Dorice Baker	APP067347	12/2/2019	900016370	STORMWATER-REFUND		10.45		
VEN007960	Steve Barrett	APP067348	12/2/2019	900016370	STORMWATER-REFUND		8.55		
VEN007961	Nathan Sayegh	APP067349	12/2/2019	900016370	STORMWATER-REFUND		8.27		
VEN007962	Chad Spada	APP067350	12/2/2019	900016370	STORMWATER-REFUND		8.27		
VEN007963	Kristie Troy	APP067351	12/2/2019	900016370	STORMWATER-REFUND		10.99		
VEN007963	Kristie Troy	APP067351	12/2/2019	900016370	STORMWATER-REFUND	Overpayment	55.15		
VEN007965	Cheryl Harmon	APP067352	12/2/2019	900016370	STORMWATER-REFUND		10.17		
VEN007966	John Rigsby	APP067353	12/2/2019	900016370	STORMWATER-REFUND		10.04		
VEN007967	Timothy D and Kathleen M Labahn	APP067354	12/2/2019	900016370	STORMWATER-REFUND		8.41		
VEN007968	Anthony Guzman	APP067355	12/2/2019	900016370	STORMWATER-REFUND		8.41		
VEN007969	Andrew Oleson	APP067356	12/2/2019	900016370	STORMWATER-REFUND		10.99		
VEN007970	Marty Cain	APP067357	12/2/2019	900016370	STORMWATER-REFUND		11.94		
VEN007971	Courtney Davis	APP067358	12/2/2019	900016370	STORMWATER-REFUND		10.04		
VEN007972	Nicholas Brady	APP067359	12/2/2019	900016370	STORMWATER-REFUND		8.41		
VEN007973	Karen Sutton	APP067360	12/2/2019	900016370	STORMWATER-REFUND		10.99		
VEN007974	Shea N Shay	APP067361	12/2/2019	900016370	STORMWATER-REFUND		11.94		
VEN007974	Shea N Shay	APP067361	12/2/2019	900016370	STORMWATER-REFUND	Overpayment	2.92		
VEN007964	Chelsea Lemihaan	APP067362	12/2/2019	900016370	STORMWATER-REFUND		9.09		
VEN003987	Indiana Reclamation and Excavating	APP067372	12/2/2019	900016434	STORM-STORMWATER MIS	191st and Tomlinson drainage	4,618.50		
VEN003987	Indiana Reclamation and Excavating	APP067373	12/2/2019	900016433	STORM-INFRASTRUCTURE	Sump line connection PW bld	1,674.40		
VEN005581	Newton Oil Company	APP067392	12/3/2019	900016226	STORM-VEHICLE GAS	Unleaded fuel	522.76		
VEN004479	Symetra Life Insurance	APP067409	12/2/2019	900016119	STORM-HEALTH/DENTAL	Symetra Life	31.84		
VEN000513	DavisVision	APP067411	12/2/2019	900016119	STORM-HEALTH/DENTAL	Davis Vision	95.69		
VEN000534	Delta Dental	APP067414	12/2/2019	900016119	STORM-HEALTH/DENTAL	Delta Dental Storm	529.40		
Subtotal for Stormwater							41,093.14		
Subtotal for Fund 900 Stormwater							41,093.14		

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Fund No.	Fund Name								
902	SW 2017 B and I Sinking								
	Stormwater								
VEN000920	Huntington National Bank	APP067376	12/3/2019	902016380	STORM-2017 BD SINKING F	stw rev bond	145,000.00		
VEN000920	Huntington National Bank	APP067376	12/3/2019	902016381	STORM-2017 BD SINKING F	stw rev bond	35,072.00		
	Subtotal for Stormwater						180,072.00		
	Subtotal for Fund 902 SW 2017 B and I Sinking						180,072.00		

Fund No.	Fund Name								
950	Trash								
	Trash								
VEN007977	Joyce Martin	APP067282	12/2/2019	950017370	TRASH-REFUND		2.48		
VEN007977	Joyce Martin	APP067282	12/2/2019	950017370	TRASH-REFUND		29.80		
VEN007980	Donald Allen	APP067283	12/2/2019	950017370	TRASH-REFUND		1.99		
VEN007980	Donald Allen	APP067283	12/2/2019	950017370	TRASH-REFUND		23.92		
VEN007979	JRP Investments LLC	APP067284	12/2/2019	950017370	TRASH-REFUND		2.05		
VEN007979	JRP Investments LLC	APP067284	12/2/2019	950017370	TRASH-REFUND		24.70		
VEN007981	Treehouse Investments LLC	APP067285	12/2/2019	950017370	TRASH-REFUND		2.80		
VEN007981	Treehouse Investments LLC	APP067285	12/2/2019	950017370	TRASH-REFUND		33.72		
VEN007978	BHHS LLC	APP067286	12/2/2019	950017370	TRASH-REFUND		2.18		
VEN007978	BHHS LLC	APP067286	12/2/2019	950017370	TRASH-REFUND		26.27		
VEN007976	James and Peggy Bond	APP067287	12/2/2019	950017370	TRASH-REFUND		2.67		
VEN007976	James and Peggy Bond	APP067287	12/2/2019	950017370	TRASH-REFUND		32.15		
VEN007975	Nicholas A Gonzalez	APP067288	12/2/2019	950017370	TRASH-REFUND		2.64		
VEN007975	Nicholas A Gonzalez	APP067288	12/2/2019	950017370	TRASH-REFUND		31.75		
VEN007938	Mary and Robert Collins	APP067326	12/2/2019	950017370	TRASH-REFUND		1.99		
VEN007938	Mary and Robert Collins	APP067326	12/2/2019	950017370	TRASH-REFUND		23.92		
VEN007939	Janet McDowell	APP067327	12/2/2019	950017370	TRASH-REFUND		2.41		
VEN007939	Janet McDowell	APP067327	12/2/2019	950017370	TRASH-REFUND		29.01		
VEN007940	Jonathan Walla	APP067328	12/2/2019	950017370	TRASH-REFUND		2.51		
VEN007940	Jonathan Walla	APP067328	12/2/2019	950017370	TRASH-REFUND		30.19		
VEN007941	Christine Klein	APP067329	12/2/2019	950017370	TRASH-REFUND		2.18		
VEN007941	Christine Klein	APP067329	12/2/2019	950017370	TRASH-REFUND		26.27		
VEN007942	Kush Pundir	APP067330	12/2/2019	950017370	TRASH-REFUND		2.48		
VEN007942	Kush Pundir	APP067330	12/2/2019	950017370	TRASH-REFUND		29.80		

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Vendor No.										
Fund No.	Fund Name									
950	Trash									
	Trash									
VEN007943	Patricia Maxwell	APP067331	12/2/2019	950017370	TRASH-REFUND			2.05		
VEN007943	Patricia Maxwell	APP067331	12/2/2019	950017370	TRASH-REFUND			24.70		
VEN007944	Landon Toll	APP067332	12/2/2019	950017370	TRASH-REFUND			2.71		
VEN007944	Landon Toll	APP067332	12/2/2019	950017370	TRASH-REFUND			32.54		
VEN007945	Jerry Vang	APP067333	12/2/2019	950017370	TRASH-REFUND			2.90		
VEN007945	Jerry Vang	APP067333	12/2/2019	950017370	TRASH-REFUND			34.89		
VEN007946	Nancy Brooker	APP067334	12/2/2019	950017370	TRASH-REFUND			2.22		
VEN007946	Nancy Brooker	APP067334	12/2/2019	950017370	TRASH-REFUND			26.66		
VEN007947	Timothy Barnett	APP067335	12/2/2019	950017370	TRASH-REFUND			2.25		
VEN007947	Timothy Barnett	APP067335	12/2/2019	950017370	TRASH-REFUND			27.05		
VEN007948	Jeff Merkle	APP067336	12/2/2019	950017370	TRASH-REFUND			2.25		
VEN007948	Jeff Merkle	APP067336	12/2/2019	950017370	TRASH-REFUND			27.05		
VEN007949	Brad Jordan	APP067337	12/2/2019	950017370	TRASH-REFUND			2.67		
VEN007949	Brad Jordan	APP067337	12/2/2019	950017370	TRASH-REFUND			32.15		
VEN007950	Paul Truong	APP067338	12/2/2019	950017370	TRASH-REFUND			2.45		
VEN007950	Paul Truong	APP067338	12/2/2019	950017370	TRASH-REFUND			29.40		
VEN007951	Peggy Hodges	APP067339	12/2/2019	950017370	TRASH-REFUND			2.18		
VEN007951	Peggy Hodges	APP067339	12/2/2019	950017370	TRASH-REFUND			26.27		
VEN007952	Naim Hegar	APP067340	12/2/2019	950017370	TRASH-REFUND			2.64		
VEN007952	Naim Hegar	APP067340	12/2/2019	950017370	TRASH-REFUND			31.75		
VEN007953	Seth Irby	APP067341	12/2/2019	950017370	TRASH-REFUND			2.02		
VEN007953	Seth Irby	APP067341	12/2/2019	950017370	TRASH-REFUND			24.31		
VEN007954	Larry and Regina Gray	APP067342	12/2/2019	950017370	TRASH-REFUND			2.45		
VEN007954	Larry and Regina Gray	APP067342	12/2/2019	950017370	TRASH-REFUND			29.40		
VEN007955	Mandy Hosier	APP067343	12/2/2019	950017370	TRASH-REFUND			2.45		
VEN007955	Mandy Hosier	APP067343	12/2/2019	950017370	TRASH-REFUND			29.40		
VEN007956	Abby Cortez	APP067344	12/2/2019	950017370	TRASH-REFUND			2.64		
VEN007956	Abby Cortez	APP067344	12/2/2019	950017370	TRASH-REFUND			31.75		
VEN007957	Arnold and Valencia Hunn	APP067345	12/2/2019	950017370	TRASH-REFUND			3.20		
VEN007957	Arnold and Valencia Hunn	APP067345	12/2/2019	950017370	TRASH-REFUND			38.42		
VEN007958	Kyle Clemens	APP067346	12/2/2019	950017370	TRASH-REFUND			2.28		
VEN007958	Kyle Clemens	APP067346	12/2/2019	950017370	TRASH-REFUND			27.45		

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Fund No.	Fund Name									
950	Trash									
	Trash									
	VEN007959	Dorice Baker	APP067347	12/2/2019	950017370	TRASH-REFUND		2.51		
	VEN007959	Dorice Baker	APP067347	12/2/2019	950017370	TRASH-REFUND		30.19		
	VEN007960	Steve Barrett	APP067348	12/2/2019	950017370	TRASH-REFUND		2.05		
	VEN007960	Steve Barrett	APP067348	12/2/2019	950017370	TRASH-REFUND		24.70		
	VEN007961	Nathan Sayegh	APP067349	12/2/2019	950017370	TRASH-REFUND		1.99		
	VEN007961	Nathan Sayegh	APP067349	12/2/2019	950017370	TRASH-REFUND		23.92		
	VEN007962	Chad Spada	APP067350	12/2/2019	950017370	TRASH-REFUND		1.99		
	VEN007962	Chad Spada	APP067350	12/2/2019	950017370	TRASH-REFUND		23.92		
	VEN007963	Kristie Troy	APP067351	12/2/2019	950017370	TRASH-REFUND		2.64		
	VEN007963	Kristie Troy	APP067351	12/2/2019	950017370	TRASH-REFUND		31.75		
	VEN007965	Cheryl Harmon	APP067352	12/2/2019	950017370	TRASH-REFUND		2.45		
	VEN007965	Cheryl Harmon	APP067352	12/2/2019	950017370	TRASH-REFUND		29.40		
	VEN007966	John Rigsby	APP067353	12/2/2019	950017370	TRASH-REFUND		2.41		
	VEN007966	John Rigsby	APP067353	12/2/2019	950017370	TRASH-REFUND		29.01		
	VEN007967	Timothy D and Kathleen M Labahn	APP067354	12/2/2019	950017370	TRASH-REFUND		2.02		
	VEN007967	Timothy D and Kathleen M Labahn	APP067354	12/2/2019	950017370	TRASH-REFUND		24.31		
	VEN007968	Anthony Guzman	APP067355	12/2/2019	950017370	TRASH-REFUND		2.02		
	VEN007968	Anthony Guzman	APP067355	12/2/2019	950017370	TRASH-REFUND		24.31		
	VEN007969	Andrew Oleson	APP067356	12/2/2019	950017370	TRASH-REFUND		2.64		
	VEN007969	Andrew Oleson	APP067356	12/2/2019	950017370	TRASH-REFUND		31.75		
	VEN007970	Marty Cain	APP067357	12/2/2019	950017370	TRASH-REFUND		2.87		
	VEN007970	Marty Cain	APP067357	12/2/2019	950017370	TRASH-REFUND		34.50		
	VEN007971	Courtney Davis	APP067358	12/2/2019	950017370	TRASH-REFUND		2.41		
	VEN007971	Courtney Davis	APP067358	12/2/2019	950017370	TRASH-REFUND		29.01		
	VEN007972	Nicholas Brady	APP067359	12/2/2019	950017370	TRASH-REFUND		2.02		
	VEN007972	Nicholas Brady	APP067359	12/2/2019	950017370	TRASH-REFUND		24.31		
	VEN007973	Karen Sutton	APP067360	12/2/2019	950017370	TRASH-REFUND		2.64		
	VEN007973	Karen Sutton	APP067360	12/2/2019	950017370	TRASH-REFUND		31.75		
	VEN007974	Shea N Shay	APP067361	12/2/2019	950017370	TRASH-REFUND		2.87		
	VEN007974	Shea N Shay	APP067361	12/2/2019	950017370	TRASH-REFUND		34.50		
	VEN007964	Chelsea Lernihan	APP067362	12/2/2019	950017370	TRASH-REFUND		2.18		

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Fund No.	Fund Name								
950	Trash								
	Trash								
	VEN007964 Chelsea Lernihan	APP067362	12/2/2019	950017370	TRASH-REFUND		26.27		
	Subtotal for Trash						1,373.74		
	Subtotal for Fund 950 Trash						1,373.74		
	Posted Invoices Total						4,116,534.40		
	Un-Posted Invoices								
Vendor No.	Vendor Name	Invoice No.	Date	GL Account	GL Account Description	Description	Amount	Status	
Fund No.	Fund Name								
101	General								
	Administration								
	VEN000695 Financial Solutions Group	API0004295	12/3/2019	101001331	Adm-Consulting	Adm-Consulting	13,350.00	Approval Pending	
	VEN000695 Financial Solutions Group	API0004295	12/3/2019	101001331	Adm-Consulting	Adm-Consulting	9,385.00	Approval Pending	
	VEN007293 Robert Livingston	API0004296	12/3/2019	101001331	Adm-Consulting	Adm-Consulting	20,000.00	Approval Pending	
	VEN000595 DWA	API0004296	12/3/2019	101001349	Adm-Services	Adm-Services	7,500.00	Approval Pending	
	Subtotal for Administration						50,235.00		
	Mayor								
	VEN001913 The Bridgewater Club LLC	API0004296	12/3/2019	101009347	Mayor-Promotions	Mayor-Promotions	32.96	Approval Pending	
	Subtotal for Mayor						32.96		
	Subtotal by Fund 101 General						50,267.96		
	Un-Posted Invoices Total						50,267.96		
	Credit Memos								
Vendor No.	Vendor Name	Cr. Memo No.	Date	GL Acct.	GL Account Name	Description	Amount		
Fund No.	Fund Name								
101	General								
	Administration								
	VEN002101 Westfield Economic Development	ACP001829	12/2/2019	101001474	Adm-Construct	Adm-Construction	300,000.00		
	Subtotal for						300,000.00		
	Subtotal by Fund 101 General						300,000.00		
	Credit Memo Total						300,000.00		

RESOLUTION NUMBER 19-133

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF WESTFIELD, INDIANA REGARDING CERTAIN TAX ABATEMENT DEDUCTIONS FOR DEARRINGER BUILDINGS, LLC

WHEREAS, pursuant to Indiana Code 6-1.1-12.1-1, *et. seq.* (the “Act”), the City of Westfield, Indiana (the “City”) by and through its Common Council acting in its capacity as the fiscal body of the City and acting as the designating body identified in the Act (the “Council”) has the right and opportunity to abate the payment of real property taxes for real estate located within an area declared by the Council to be an Economic Revitalization Area and to also abate the payment of personal property taxes within the Economic Revitalization Area;

WHEREAS, pursuant to the Act, the Council may find that a particular area within the jurisdiction of the City is an Economic Revitalization Area and may by adoption of a resolution declare such area to be an Economic Revitalization Area which resolution must be confirmed, modified, or rescinded;

WHEREAS, the Council adopted its Resolution Number 15-122 (the “Declaratory Resolution”) on September 14, 2015 pursuant to the Act declaring the area whose boundaries are located within the corporate boundaries of the City more particularly described in Exhibit A attached hereto and made a part of hereto which is also shown on the map attached hereto as Exhibit B (the “Area”) and made a part hereof as an Economic Revitalization Area in which property owners making application to the City pursuant to the Act subsequently approved by this Council pursuant to the Act may receive real property tax abatement and/or personal property tax abatement pursuant to the applicable procedures of the Act;

WHEREAS, the Council, after following all applicable procedures of the Act, took final action adopting Resolution Number 15-126 (the “Confirmatory Resolution”) on October 12, 2015 confirming the Declaratory Resolution, thereby establishing an Economic Revitalization Area.

WHEREAS, Dearringer Buildings, LLC (the “Applicant”) has filed with this Council a Statement of Benefits, Real Property (Form SB-1/RP) (“Form SB-1”) attached hereto as Exhibit C which describes the proposed project (the “Project”) to be installed by the Applicant, in order to receive real property tax abatement for the Project;

WHEREAS, the Project includes the construction of an approximately 11,000 square foot building in the Area on approximately 3.4+/- acres of land;

WHEREAS, this Council has reviewed the Form SB-1;

WHEREAS, the improvement of the Area will be of public utility and will be to the benefit and welfare of the citizens and taxpayers of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF
THE CITY OF WESTFIELD, INDIANA AS FOLLOWS:**

SECTION I. The proposed Project will be located in the Area which has been confirmed as an economic revitalization area pursuant to the Act.

SECTION II. Based upon the information in the Form SB-1, this Council makes the following findings:

- (1) The estimate of Seven Hundred Eighty Thousand Dollars (\$780,000) as the assessed value of the Project is reasonable.
- (2) The estimate of Twenty-One (21) individuals whose employment will be retained can be reasonably expected to result from the proposed Project.
- (3) The estimate of hiring Three (3) new individuals who will be employed through term of the abatement period can be reasonably expected to result from the proposed Project.
- (4) The estimate of One Million, One Hundred Twenty-Nine Thousand, Six Hundred Twenty-Four Dollars (\$1,129,624) for the aggregate annual salaries without benefits of those individuals who will be employed can be reasonably expected to result from the proposed Project.
- (5) 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.
- (6) The totality of benefits is sufficient to justify the granting of a ten (10) year real property tax abatement to the Applicant.

SECTION III. The Form SB-1 submitted by the Applicant is approved.

SECTION IV. Real property tax deductions for the Project 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 – 100%
Year 2 – 90%
Year 3 – 80%
Year 4 – 70%
Year 5 – 60%
Year 6 – 50%
Year 7 – 40%
Year 8 – 30%
Year 9 – 20%
Year 10 – 10%

SECTION V. Pursuant to the Act, the Council shall cause to be filed a certified copy of this Resolution with the Hamilton County Auditor.

SECTION VI. This Resolution shall be in full force and effect immediately upon its adoption.

THE REMAINDER OF THIS PAGE IS BLANK INTENTIONALLY

ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF WESTFIELD,
HAMILTON COUNTY, INDIANA THIS ____ DAY OF DECEMBER, 2019.

WESTFIELD CITY COUNCIL
HAMILTON COUNTY, INDIANA

<u>Voting For</u>	<u>Voting Against</u>	<u>Abstain</u>
_____ Chuck Lehman	_____ Chuck Lehman	_____ Chuck Lehman
_____ Jim Ake	_____ Jim Ake	_____ Jim Ake
_____ Joe Edwards	_____ Joe Edwards	_____ Joe Edwards
_____ Steven Hoover	_____ Steven Hoover	_____ Steven Hoover
_____ Robert L. Horkay	_____ Robert L. Horkay	_____ Robert L. Horkay
_____ Dr. Mark Keen	_____ Dr. Mark Keen	_____ Dr. Mark Keen
_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk-Treasurer

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

I hereby certify that RESOLUTION 19-133 was delivered to the Mayor of Westfield on the _____ day of _____, 2019, at _____ m.

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE Resolution 19-133
This _____ day of _____, 2019

I hereby VETO Resolution 19-133
This _____ day of _____, 2019

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

Prepared By:
Amanda Rubadue, Economic Development Director
Mayor's Office
City of Westfield, Indiana

EXHIBIT A

Legal Description of Area

Beginning at the NW corner of the NW $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Sec 12, Township 18N, Range 3E (Corner Number 18031103)

Grid - Direction: N 87-32-39 E Distance: 611.728' to the point of beginning
Grid - Direction: N 87-25-48 E Distance: 278.788'
Grid - Direction: N 87-25-46 E Distance: 401.364'
Grid - Direction: N 0-0-26 W Distance: 643.89'
Grid - Direction: S 87-12-4 E Distance: 513.413'
Grid - Direction: N 90-0-0 E Distance: 341.09'
Grid - Direction: S 0-0-47 W Distance: 391.77'
Grid - Direction: S 0-0-0 W Distance: 188.73'
Grid - Direction: S 0-26-31 W Distance: 140.064'
Grid - Direction: S 0-26-32 W Distance: 550.806'

To an arc:

Angle: 85-47-56

Radius: 124.905'

Arc Length: 187.041'

Chord Distance: 170.049'

Chord Height: 33.406'

Tangent Length: 116.066'

Grid - Direction: S 88-7-13 W Distance: 249.179'
Grid - Direction: S 1-50-20 E Distance: 50.333'
Grid - Direction: S 0-0-37 W Distance: 333.081'
Grid - Direction: S 87-41-11 W Distance: 484.88'
Grid - Direction: N 0-10-29 E Distance: 333.036'
Grid - Direction: N 2-4-45 W Distance: 49.204'
Grid - Direction: S 87-55-15 W Distance: 198.516'

To an arc:

Angle: 73-12-15

Radius: 176.588'

Arc Length: 225.618'

Chord Distance: 210.582'

Chord Height: 34.824'

Tangent Length: 131.156'

Grid - Direction: N 18-23-21 W Distance: 114.275'

To an arc:

Angle: 70-5-38'

Radius: 228.578'

Arc Length: 279.635'

Chord Distance: 262.52'

Chord Height: 41.445'

Tangent Length: 160.331'

Grid - Direction: N 88-53-13 W Distance: 28.829'
Grid - Direction: N 44-56-36 W Distance: 41.976'
Grid - Direction: N 0-3-25 E Distance: 370.019' back to the point of beginning containing 41.8555 Acres +/-

EXHIBIT B

Location Map

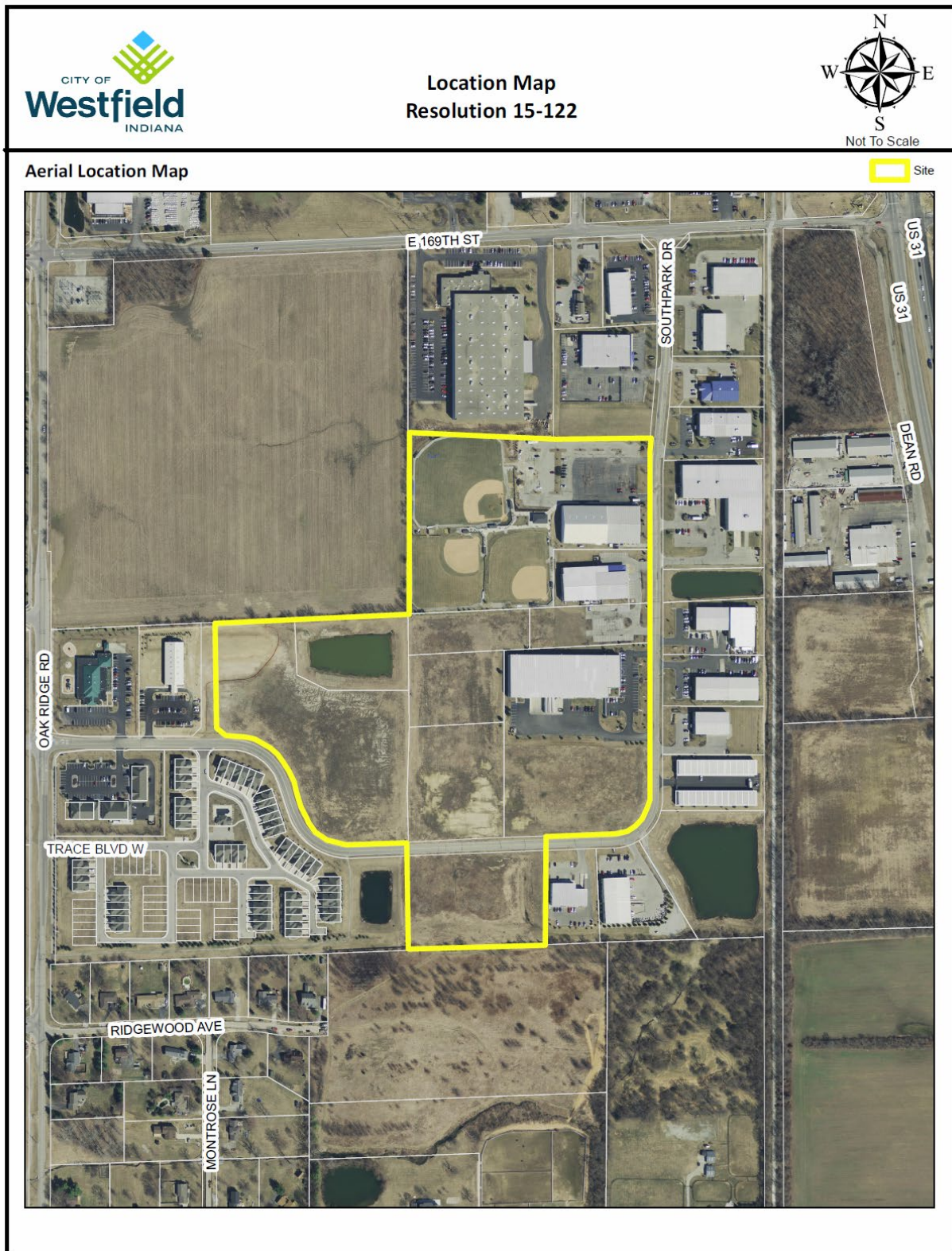


EXHIBIT C

Statement of Benefits



STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51767 (R6 / 10-14)

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 March 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 Dearing Buildings LLC					
Address of taxpayer (number and street, city, state, and ZIP code) 21477 Anthony Rd. Westfield, IN 46062					
Name of contact person Jeremy R Dearing		Telephone number (317) 733-8499		E-mail address jeremy@newprocontainers.com	
SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT					
Name of designating body The City of Westfield				Resolution number	
Location of property 16460 Southpark Dr. Westfield, IN 46074		County Hamilton		DLGF taxing district number 29-105	
Description of real property improvements, redevelopment, or rehabilitation (use additional sheets if necessary) Construction of approximately 11,000 square foot expansion to current building and additional parking				Estimated start date (month, day, year) March 2020	
				Estimated completion date (month, day, year) September 2020	
SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT					
Current number 21.00	Salaries \$1,014,624.00	Number retained 21.00	Salaries \$1,014,624.00	Number additional 3.00	Salaries \$115,000.00
SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT					
			REAL ESTATE IMPROVEMENTS		
			COST		ASSESSED VALUE
Current values			3,929,500.00		
Plus estimated values of proposed project			790,000.00		
Less values of any property being replaced					
Net estimated values upon completion of project			4,719,500.00		
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) 12-3-2019	
Printed name of authorized representative Jeremy R. Dearing				Title Managing Director	

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 _____.
- 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 (<i>signature and title of authorized member of designating body</i>)	Telephone number ()	Date signed (<i>month, day, year</i>)
Printed name of authorized member of designating body	Name of designating body	
Attested by (<i>signature and title of attester</i>)	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.

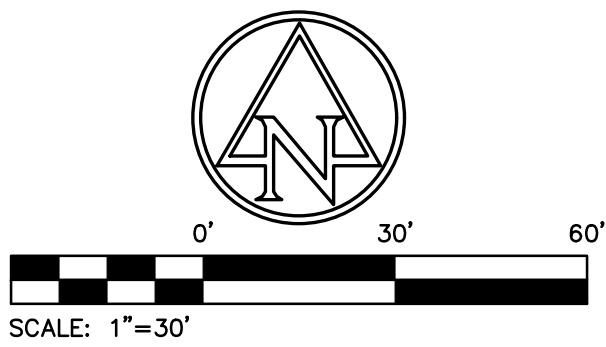
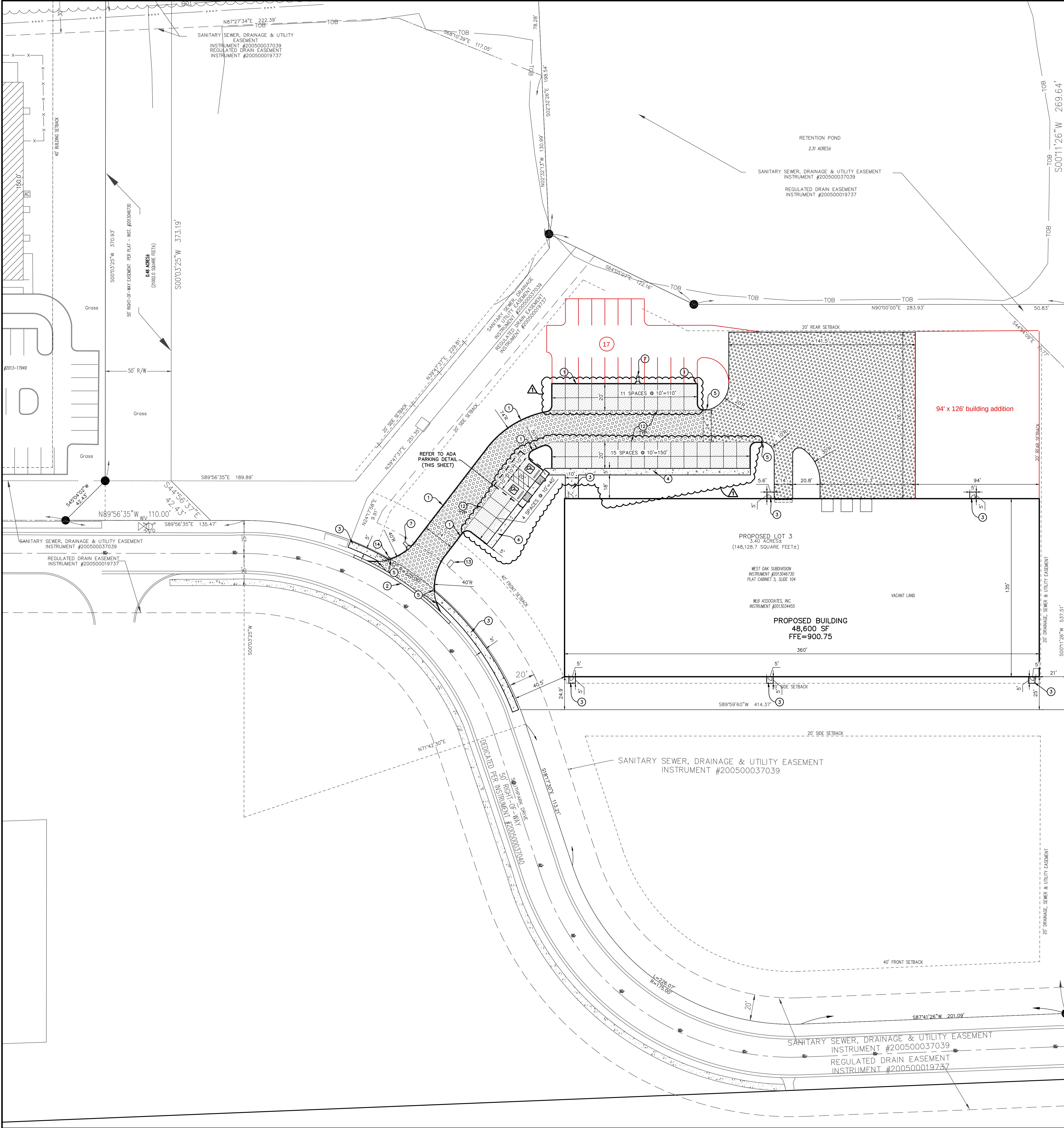
- A. For residentially distressed areas where the Form SB-1/Real Property was approved prior to July 1, 2013, the deductions established in IC 6-1.1-12.1-4.1 remain in effect. The deduction period may not exceed five (5) years. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. 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. 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.

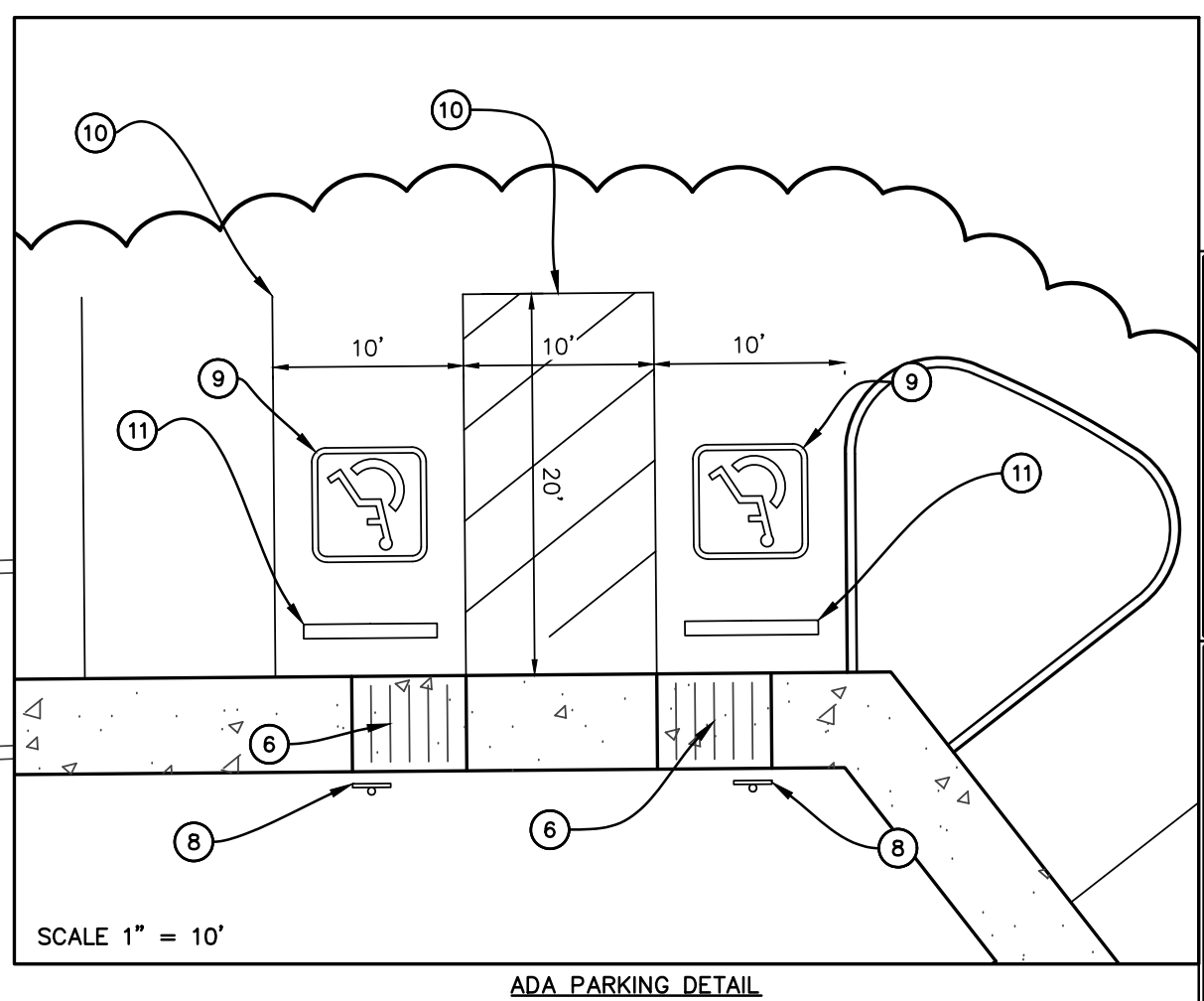


EXISTING LEGEND	
	SEA GROUP MONUMENT SET
	SECTION CORNER (AS NOTED)
	BEE-HIVE INLET
	DRAINAGE INLET
	CURB INLET
	MAIL BOX
	FIRE MAIN
	FIRE HYDRANT
	WATER VALVE
	SANITARY SEWER MANHOLE
	ELECTRIC METER
	ELECTRIC UTILITY
	CABLE UTILITY
	TELEPHONE UTILITY
	AIR CONDITIONER
	GAS METER
	UNDERGROUND STORM SEWER
	UNDERGROUND SANITARY SEWER
	UNDERGROUND WATER LINES
	UNDERGROUND ELECTRIC
	SECTION LINE (AS NOTED)
	CENTERLINE (AS NOTED)
	RIGHT OF WAY (AS NOTED)
	BUILDING SET BACK LINE
	EASEMENT (AS NOTED)
	SUBJECT REAL ESTATE SURVEY LINE (AS NOTED)
	EXISTING FLOWLINE
	EXISTING METAL TYPE FENCE
	TOP OF BANK
	CONTOURS-MAJOR INTERVAL
	CONTOURS-MINOR INTERVAL

SITE LEGEND	
	LIGHT DUTY ASPHALT PAVEMENT
	HEAVY DUTY ASPHALT PAVEMENT
	HEAVY DUTY CONCRETE PAVEMENT
	CONCRETE SIDEWALK

SITE DATA TABLE	
SITE ZONING:	PUD
PROJECT AREA:	3.40± ACRES
BUILDING AREA:	48,600 SF
SITE IMPERVIOUS AREA:	1.84± ACRES
REQUIRED PARKING	
1 SPACE/1 EMPLOYEE @ 16 EMP. :	16
TOTAL REQUIRED PARKING:	16
PROPOSED PARKING	
STANDARD PARKING (10'x18'):	30
ADA PARKING PROVIDED:	2
(INCLUDES 1 VAN ACCESSIBLE)	
TOTAL PROPOSED PARKING:	32

EYNOTES	
1.	6" CONCRETE CURB
2.	24" CONCRETE GUTTER
3.	CONCRETE SIDEWALK
4.	COMBINED CONCRETE CURB AND WALK
5.	CURB TAPER
6.	ADA ACCESSIBLE RAMP, TYPE 'K'
7.	CONCRETE CURB TURNOUT
8.	ADA ACCESSIBLE PARKING SIGN
9.	ADA ACCESSIBLE PARKING SYMBOL
10.	ADA ACCESSIBLE PARKING STRIPING
11.	CONCRETE WHEEL STOP
12.	PARKING SPACE (4" WHITE PAINT STRIPE)
13.	MONUMENT SIGN (DESIGN BY OTHERS)
14.	STOP SIGN



GENERAL NOTES:	
1.	CONTRACTOR SHALL PROTECT AND NOT DESTROY THE PROPERTY CORNER MONUMENTS DURING CONSTRUCTION.
2.	CONTRACTOR TO VERIFY LOCATION, SIZE AND DEPTH OF EXISTING UTILITIES PRIOR TO COMMENCING ANY CONSTRUCTION. CONTACT ENGINEER IF VARIATION EXISTS.
3.	SEE SHEET C002 GENERAL NOTES FOR MORE INFORMATION.
!! CAUTION !!	
THE LOCATIONS OF ALL EXISTING UNDERGROUND UTILITIES SHOWN ON THIS PLAN ARE BASED UPON ABOVE GROUND EVIDENCE (including, but not limited to, manholes, inlets, valves, and marks made upon the ground by others) AND ARE SPECULATIVE IN NATURE. THERE MAY ALSO BE OTHER EXISTING UNDERGROUND UTILITIES FOR WHICH THERE IS NO ABOVE GROUND EVIDENCE OR FOR WHICH NO ABOVE GROUND EVIDENCE WAS OBSERVED. THE EXACT LOCATIONS OF SAID EXISTING UNDERGROUND UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO ANY AND ALL CONSTRUCTION.	
CALL TOLL FREE "811" OR 1-800-382-5544 - INDIANA UNDERGROUND -	

DKGR, LLC
10 W. MARKET ST., SUITE 800
INDIANAPOLIS, IN 46204
P - 317.634.0053
F - 317.632.3662
WWW.DKGRAR.COM

DISCLAIMER

OWNER

CONSULTANTS

CIVIL ENGINEER
AMERICAN STRUCTUREPOINT
1000 CHANDLER LECTON
INDIANAPOLIS, IN 46204
P - 317.634.0053
F - 317.632.3662
WWW.AMERICANSTRUCTUREPOINT.COM

REGISTERED PROFESSIONAL ENGINEER
AMERICAN STRUCTUREPOINT
1000 CHANDLER LECTON
INDIANAPOLIS, IN 46204
P - 317.634.0053
F - 317.632.3662
WWW.AMERICANSTRUCTUREPOINT.COM

CERTIFICATION

DAVID L. NYE

NEWPRO CONTAINERS

16460 Southpark Drive
Westfield, Indiana 46074

DESIGNED BY

CHECKED BY

DATE

PROJECT #

SCALE: AS NOTED

DRAWN BY: JAO

DESIGNED BY: JAO

CHECKED BY: JAO

DATE: 16 JUNE 2017

PROJECT #: 2006-005

SITE PLAN

C200

ORDINANCE NUMBER 19-61

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

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

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

WHEREAS, the Common Council of the City of Westfield, Hamilton County, Indiana (the “Common Council”) enacted Ordinance No. 19-17 (the “Monon Hills PUD Ordinance”), on July 8, 2019;

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**Petition No. 1912-PUD-45**), requesting an amendment to the Unified Development Ordinance and to the Zoning Map with regard to the subject real estate more particularly described in **Exhibit A** attached hereto (the "Real Estate");

WHEREAS, the Commission forwarded **Petition No. 1912-PUD-45** to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a favorable recommendation (8-0) 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 December 3, 2019;

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

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

Section 1. Applicability of Ordinance.

- 1.1 The Unified Development Ordinance and Zoning Map are hereby changed to designate the Real Estate as a Planned Unit Development District to be known as the "**MONON HILLS 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 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 Monon Hills PUD Ordinance, as amended.
- 1.3 Chapter ("*Chapter*") and Article ("*Article*") cross-references of this Ordinance shall hereafter refer to the section as specified and referenced in the Unified Development Ordinance.
- 1.4 All provisions and representations of the Unified Development Ordinance that conflict with the provisions of this Ordinance are hereby made inapplicable to the Real Estate and shall be superseded by the terms of this Ordinance.

Section 2. Development Standards. The standards of *Chapter 6: Development Standards* shall apply to the development of the District, except as otherwise modified below.

- 2.1 Article 6.3 Architectural Standards: Shall apply, except as modified below:
 - A. Garages: Shall apply, except as modified below:
 - i. Front-load garages shall be setback a minimum of ten (10) feet behind the primary front elevation.
 - ii. Garage door(s) shall not be permitted to face 156th Street for Lots 1 & 5.

Section 3. Design Standards. The standards of *Chapter 8: Design Standards* shall apply to the development of the District, except as otherwise modified below.

- 3.1 Article 8.6 Open Space and Amenity Standards: shall apply

Section 4. 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 Department of Public Works in consideration to the preservation of the natural topography and environment and consideration to the unique design intent of the District.

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

WESTFIELD CITY COUNCIL

<u>Voting For</u>	<u>Voting Against</u>	<u>Abstain</u>
Jim Ake	Jim Ake	Jim Ake
James J. Edwards	James J. Edwards	James J. Edwards
Steven Hoover	Steven Hoover	Steven Hoover
Robert L. Horkay	Robert L. Horkay	Robert L. Horkay
Mark F. Keen	Mark F. Keen	Mark F. Keen
Cindy L. Spoljaric	Cindy L. Spoljaric	Cindy L. Spoljaric
Charles Lehman	Charles Lehman	Charles Lehman

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: Noah Herron

I hereby certify that **ORDINANCE 19-61** was delivered to the Mayor of Westfield
on the _____ day of _____, 2019, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 19-61**
this _____ day of _____, 2019.

J. Andrew Cook, Mayor

I hereby VETO **ORDINANCE 19-61**
this _____ day of _____, 2019.

J. Andrew Cook, Mayor

This document prepared by: Noah Herron
158 Paragon Lane, Westfield, IN 46074

SCHEDULE OF EXHIBITS

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

EXHIBIT A
REAL ESTATE

PART OF THE WEST HALF OF SECTION 13, TOWNSHIP 18 NORTH, RANGE 3 EAST IN HAMILTON COUNTY, INDIANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SECTION 13, TOWNSHIP 18 NORTH, RANGE 3 EAST; THENCE NORTH 00 DEGREES 07 MINUTES 03 SECONDS WEST (ASSUMED BEARING) ON AND ALONG THE WEST LINE OF SAID NORTHWEST QUARTER 1312.77 FEET TO THE NORTH LINE OF THE SOUTH HALF OF SAID NORTHWEST QUARTER; THENCE NORTH 87 DEGREES 34 MINUTES 59 SECONDS EAST ON AND ALONG AFORESAID NORTH LINE 1945.13 FEET TO THE TRUE POINT OF THIS DESCRIPTION AT THE WEST LINE OF THE EAST HALF OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 13; THENCE NORTH 00 DEGREES 11 MINUTES 28 SECONDS WEST ON AND ALONG AFORESAID WEST LINE 1323.62 FEET TO THE NORTH LINE THEREOF; THENCE NORTH 87 DEGREES 15 MINUTES 41 SECONDS EAST ON AND ALONG AFORESAID NORTH LINE 614.97 FEET TO A POINT WHICH IS 33.00 FEET SOUTH 87 DEGREES 15 MINUTES 41 SECONDS WEST OF THE NORTHEAST CORNER OF SAID NORTHWEST QUARTER; THENCE SOUTH 00 DEGREES 12 MINUTES 55 SECONDS EAST PARALLEL WITH THE EAST LINE OF SAID NORTHWEST QUARTER 1327.06 FEET TO THE SOUTH LINE OF SAID NORTH HALF; THENCE SOUTH 87 DEGREES 34 MINUTES 59 SECONDS WEST ON AND ALONG AFORESAID SOUTH LINE 615.38 FEET TO THE PLACE OF BEGINNING.

EXCEPT: PART OF THE WEST HALF OF SECTION 13, TOWNSHIP 18 NORTH, RANGE 3 EAST IN HAMILTON COUNTY, INDIANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 13; THENCE NORTH 00 DEGREES 07 MINUTES 03 SECONDS WEST (ASSUMED BEARING) ALONG THE WEST LINE OF SAID QUARTER SECTION 131237 FEET TO THE NORTH LINE OF THE SOUTH HALF OF SAID QUARTER SECTION; THENCE NORTH 87 DEGREES 34 MINUTES 59 SECONDS EAST ALONG SAID NORTH LINE 1945.13 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; SAID POINT BEING THE WEST LINE OF THE EAST HALF OF SAID QUARTER SECTION; THENCE NORTH 00 DEGREES 11 MINUTES 28 SECONDS WEST ALONG SAID WEST LINE 1323.62 FEET TO THE NORTH LINE THEREOF; THENCE NORTH 87 DEGREES 15 MINUTES 41 SECONDS EAST ALONG SAID NORTH LINE 9.06 FEET; THENCE SOUTH 00 DEGREES 03 MINUTES 06 SECONDS EAST 1323.80 FEET TO THE NORTH LINE OF SAID SOUTH HALF OF THE NORTHWEST QUARTER OF SAID SECTION 13; THENCE SOUTH 87 DEGREES 34 MINUTES 59 SECONDS WEST ALONG SAID NORTH LINE 5.83 FEET TO THE PLACE OF BEGINNING.

EXCEPTING: FOR THE CONSTRUCTION OF THE MONON TRAIL LOCATED IN THE TOWN OF WESTFIELD, HAMILTON COUNTY, INDIANA, PROJECT NO. STP-9929 (042), THE FOLLOWING DESCRIBED PROPERTY:

A PART OF THE NORTHWEST QUARTER OF SECTION 13, TOWNSHIP 18 NORTH, RANGE 3 EAST HAMILTON COUNTY, INDIANA, AND THAT PART OF THE GRANTOR'S LAND LYING WITHIN THE LAND DESCRIBED IN INSTRUMENT NO. 200500031430, OFFICE OF THE RECORDER OF HAMILTON COUNTY, LYING WITHIN THE RIGHT OF WAY LINES DEPICTED ON THE ATTACHED RIGHT OF WAY PARCEL PLAT MARKED EXHIBIT "B", DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID QUARTER SECTION; THENCE SOUTH 0 DEGREES 05 MINUTES 08 SECONDS EAST (ASSUMED BEARING) 1,327.24 FEET ALONG THE EAST LINE OF SAID QUARTER SECTION TO THE SOUTHEAST CORNER LINE OF THE NORTH HALF OF SAID QUARTER SECTION; THENCE SOUTH 87 DEGREES 43 MINUTES 33 SECONDS WEST 33.02 FEET ALONG THE SOUTH LINE OF SAID HALF-QUARTER SECTION; THENCE NORTH 0 DEGREES MINUTES 08 SECONDS WEST 1,327.06 FEET PARALLEL WITH AND 33.00 FEET WEST OF SAID EAST LINE TO THE NORTH LINE OF SAID SECTION; THENCE NORTH 87 DEGREES 23 MINUTES 49 SECONDS EAST 33.03 FEET TO THE POINT OF BEGINNING AND CONTAINING 43,796 SQUARE FEET, MORE OR LESS, INCLUSIVE OF THE PRESENTLY EXISTING RIGHT OF WAY WHICH CONTAINS 661 SQUARE FEET, MORE OR LESS FOR A NET ADDITIONAL TAKING OF 43,135 SQUARE FEET, MORE OR LESS.

EXHIBIT B
CONCEPT PLAN



EXHIBIT C
CHARACTER EXHIBITS



EXHIBIT C
CHARACTER EXHIBITS





Westfield City Council Report

Ordinance Number:	19-61
APC Petition Number:	1912-PUD-45
Petitioner:	Noah Herron (the "Petitioner")
Requested Action:	An amendment to the Monon Hills Planned Unit Development (PUD) District to modifying the Development Standards for garage setbacks and to reestablish Common Area standards.
Current Zoning:	Monon Hills PUD (Ord. 19-17 "the Original PUD Ordinance")
Current Land Use:	Agricultural / Vacant
Approximate Acreage:	8 acres +/-
Exhibits:	1. Proposed Ordinance 19-61 2. Department Report 3. Location Map
Prepared by:	Jonathan Dorsey, Associate Planner

PETITION HISTORY

The petition was introduced at the November 25, 2019, City Council meeting. The petition received a public hearing at the December 2, 2019, Advisory Plan Commission (the "Plan Commission") meeting.

The Plan Commission sent 1909-PUD-31 to the City Council with a favorable recommendation by a vote of eight (8) to zero (0) at their December 2, 2019, meeting.

PROJECT OVERVIEW

Location: The Property is located at 1111 156th Street (see **Exhibit 2**).

Project Description: The Petitioner is requesting An amendment to the Monon Hills Planned Unit Development (PUD) District to modifying the Development Standards for garage setbacks and to reestablish Common Area standards.

Article 6.3 Architectural Standards: Garage standards shall apply, except as modified below:

- i. Front-load garages shall be setback a minimum of ten (10) feet behind the primary front elevation.
- ii. Garage door(s) shall not be permitted to face 156th Street for Lots 1 and 5.

Article 8.6 Open Space and Amenity Standards: Shall apply.

CHANGES SINCE THE PUBLIC HEARING

The petitioner has made changes to the petition since the September 3, 2019 public hearing. While some were purely formatting or clarification of the text, others were substantive and are briefly described in the following paragraphs.

First, an update to the Concept Plan (see **Exhibit 4**) to demonstrate the buffer from the site to the adjacent lots to the Northwest. Lastly, the addition of language to the concept plan for the potential realignment of the entrance per the Department of Public Work's Direction.

COMPREHENSIVE PLAN

The 2007 Westfield-Washington Township Comprehensive Plan identifies the Property as being within the Existing Suburban Residential area. Detached dwellings, Attached dwellings, Institutional uses, Recreational uses, and similar uses are contemplated as appropriate uses within the Existing Suburban area. Along with development that ensures that infill development is compatible in mass, scale, density, materials, and architectural style to existing developments. The Comprehensive Plan is not law; rather, it is intended to serve as a guide in making land use decisions.

PROCEDURAL

Public Hearing: A change of zoning request is required to be considered at a public hearing by the Plan Commission. The public hearing for this petition was held at the December 2, 2019, Plan Commission meeting. Notice of the public hearings was provided in accordance with Indiana law and the Plan Commission's Rules of Procedure.

Statutory Considerations: Indiana Code 36-7-4-603 states that in the consideration of zoning ordinance amendments and zone map changes that reasonable regard shall be paid to:

1. The Comprehensive Plan.
2. Current conditions and the character of current structures and uses.

3. The most desirable use for which the land is adapted.
4. The conservation of property values throughout the jurisdiction.
5. Responsible growth and development.

Council Introduction: The petition was introduced at the November 25, 2018, Council meeting.

RECOMMENDATIONS / ACTIONS

Plan Commission Recommendation

At its December 2, 2019, meeting, the Plan Commission forwarded a favorable recommendation of this petition to the Council (Vote: 8 in favor, 0 opposed).

City Council

Introduction: November 25, 2019

Eligible for Adoption: December 9, 2019

Submitted by: Jonathan Dorsey, Associate Planner
Community Development Department

**WESTFIELD-WASHINGTON TOWNSHIP ADVISORY
PLAN COMMISSION CERTIFICATION**

The Westfield-Washington Township Advisory Plan Commission held a public hearing on Monday, December 2, 2019, to consider an amendment to the Zoning Map and Westfield-Washington Township Unified Development Ordinance. Notice of the public hearing was advertised and noticed in accordance with Indiana law and the Advisory Plan Commission's Rules of Procedure. Notice was shown to have been published in a newspaper of general circulation in Hamilton County, Indiana. The petition is as follows:

Docket No. 1912-PUD-45

Ordinance No. 19-61

Petitioner Noah Herron

Description Requests an amendment to the Monon Hills Planned Unit Development (PUD) District to modifying the Development Standards for garage setbacks and to reestablish Common Area standards.

On December 2, 2019, a motion was made and passed to send a favorable recommendation (Vote: 8 in favor, 0 opposed) to the City Council regarding this petition.

The above-mentioned proposal and the Advisory Plan Commission's recommendation thereof are hereby certified.



Kevin M. Todd, Secretary

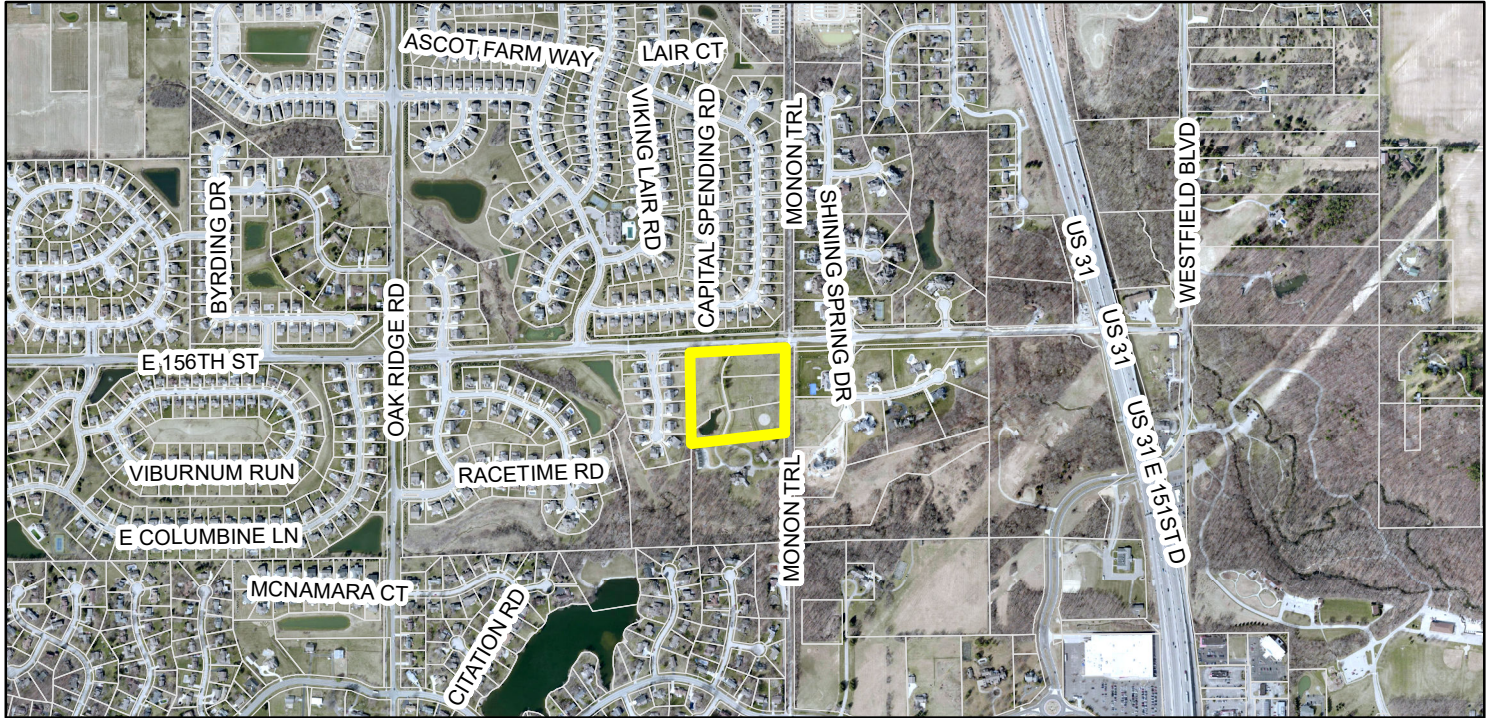
December 3, 2019

Date

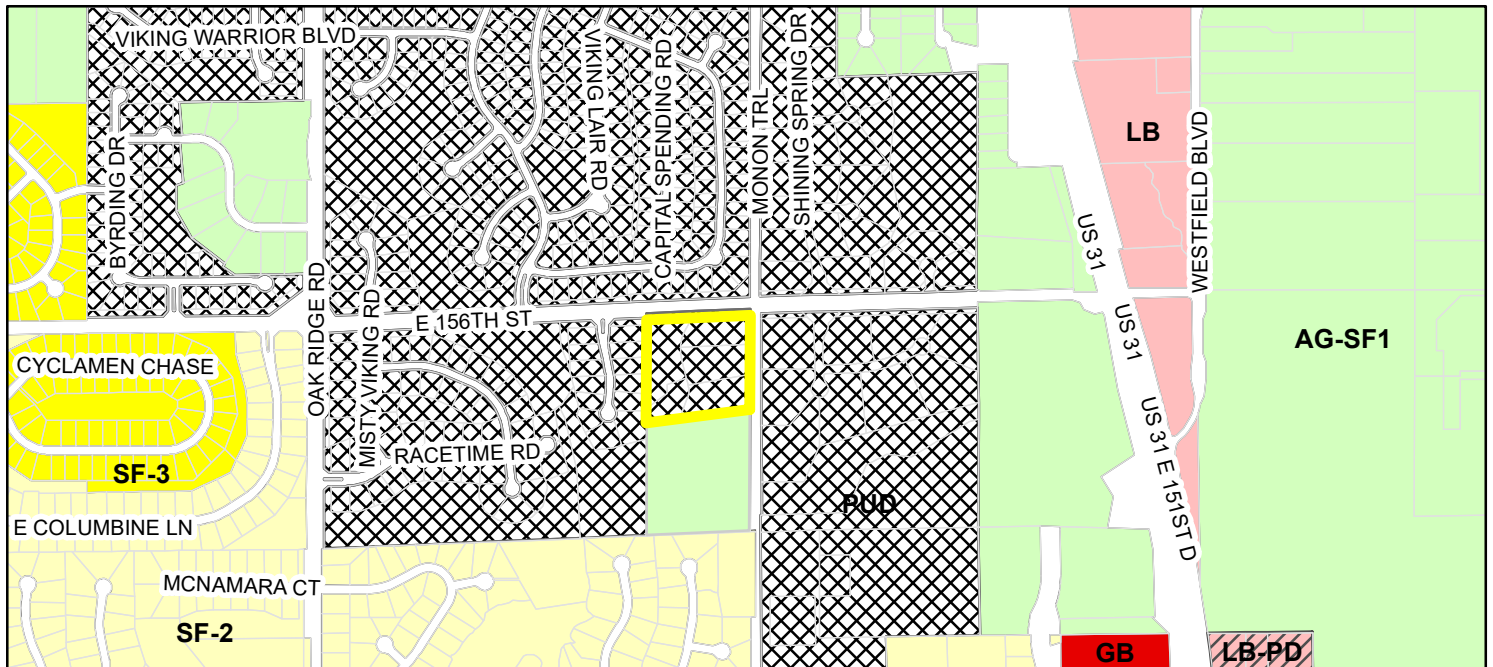
Property Location Map
Monon Hills PUD Amendment I
Ordinance 19-61
1912-PUD-45



Aerial Location Map



Zoning Map



	Parcel		LB (Local Business)
Zoning - All			LB-PD (Local Business - Planned Development)
Zoning			PUD (Planned Unit Development)
	AG-SF1 (Agriculture - Single Family - 1)		SF-2 (Single Family - 2)
	GB (General Business)		SF-3 (Single Family - 3)

ORDINANCE 19-64

ORDINANCE TO ADOPT UPDATED POLICIES, PROCEDURES AND FEE SCHEDULES

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

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

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

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

- A) Community Development
- B) Public Works
- C) Police
- D) Fire
- E) Personnel/Human Resources
- F) Parks/Westfield Welcome
- G) Grand Park

Section 2. All the above policies are attached hereto as Exhibits “A” through “G” and incorporated herein.

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

ALL OF WHICH IS ORDAINED THIS _____ DAY OF _____ 2019.

WESTFIELD CITY COUNCIL

<u>Voting For</u>	<u>Voting Against</u>	<u>Abstain</u>
_____ Jim Ake	_____ Jim Ake	_____ Jim Ake
_____ James J. Edwards	_____ James J. Edwards	_____ James J. Edwards
_____ Steven Hoover	_____ Steven Hoover	_____ Steven Hoover
_____ Robert L. Horkay	_____ Robert L. Horkay	_____ Robert L. Horkay
_____ Mark F. Keen	_____ Mark F. Keen	_____ Mark F. Keen
_____ Charles Lehman	_____ Charles Lehman	_____ Charles Lehman
_____ Cindy Spoljaric	_____ Cindy Spoljaric	_____ Cindy Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that ORDINANCE 19-64 was delivered to the Mayor of Westfield
on the _____ day of _____, 2019, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 19-64

this _____ day of _____,
2019.

J. Andrew Cook, Mayor

I hereby VETO ORDINANCE 19-64

this _____ day of _____,
2019.

J. Andrew Cook, Mayor

ATTEST:

Cindy Gossard, Clerk Treasurer

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

ZONING MAP CHANGE

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

SUBDIVISION

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

OVERALL DEVELOPMENT PLAN

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

DETAILED DEVELOPMENT PLAN

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

BOARD OF ZONING APPEALS

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

SIGN PERMITS

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

OTHER FEES

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

ZONING ORDINANCE PENALTY/VIOLATION

Any person who violates, disobeys, omits, neglects or refuses to comply with, or who resists the enforcement of any provision of Title 16 shall be subject to judgement of not less than \$25 nor more than \$300 for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

NOTES

- (1) Fractional acreage or square feet shall be rounded up to the next whole number for purposes of calculating fees.
- (2) Application fees do not include costs associated with an applicant's public noticing requirements.

BUILDING FEES

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

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

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

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

INSPECTION FEES

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

WHEN APPLICABLE OR REQUESTED

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

RE-INSPECTION FEES

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

EROSION CONTROL

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

STREETS & CURBS

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

STORM SEWERS

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

MONUMENTATION & SIGNAGE

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

MISCELLANEOUS/OTHER

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

REZONE PLAN REVIEW FEES

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

PLANNED UNIT DEVELOPMENT (PUD) PLAN REVIEW FEES

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

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

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

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

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

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

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

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

AMBULANCE BILLING FEES

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

GRAND PARK EMS BILLING RATES- SPECIAL EVENTS

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

FIRE INSPECTION FEES FOR NEW BUSINESS

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

REPORT FEES

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

MISCELLANEOUS FEES

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

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

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



CITY OF

Westfield

INDIANA

PERSONNEL POLICIES, PROCEDURES AND BENEFITS MANUAL

2020



PERSONNEL POLICIES,
PROCEDURES AND BENEFITS
MANUAL

CITY OF WESTFIELD

PERSONNEL POLICIES, PROCEDURES, AND BENEFITS MANUAL

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(This Policy Manual updated with Resolution 17-102 Dated February 13, 2018)

RESOLUTION 17-102

RESOLUTION TO ADOPT AMENDED PERSONNEL POLICIES, PROCEDURES AND BENEFITS MANUAL

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

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

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

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

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

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Resolution 17-XX

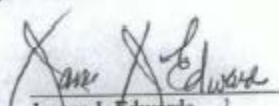
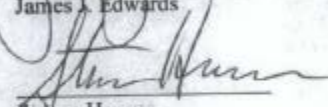
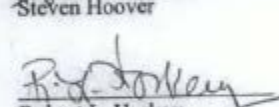
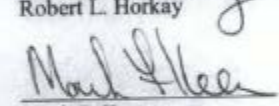
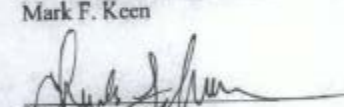
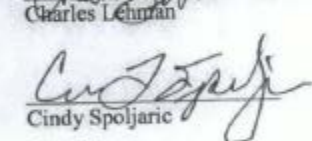
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WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

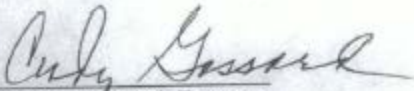
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 Mark F. Keen	_____ Mark F. Keen	_____ Mark F. Keen
 Charles Lehman	_____ Charles Lehman	_____ Charles Lehman
 Cindy Spoljaric	_____ Cindy Spoljaric	_____ Cindy Spoljaric

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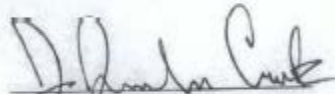

Cindy Gossard, Clerk Treasurer

Resolution 17-XX

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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1.01 Mission Statement and Strategic Habits

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

1.02 Personnel Philosophy

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

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

1.03 General Policy & Procedures Considerations

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

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

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

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

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

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

1.04 Public Safety Departments Policy & Procedures Considerations

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

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2.01 Statement of Policy

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

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

2.02 Equal Employment Opportunity (EEO) Statement

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

1. Discrimination

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

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

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

2. Sexual Harassment Policy

The City prohibits sexual harassment of its employees by other employees or non-employees who conduct business with the City. We hold our managers and supervisors responsible for maintaining work environments free from any form of sexual harassment. The City further believes that prevention is the best method of eliminating sexual harassment. Therefore, the City charges managers and supervisors with the responsibility of taking all steps necessary to prevent sexual harassment from occurring. This would include, but not be limited to, affirmatively raising

the subject when necessary, expressing strong disapproval of sexual harassment, and informing employees of their rights under this policy. Violations of this policy may be cause for disciplinary action, up to and including termination. While it is impossible to list all types of sexual harassment, they include unwelcome or unwanted:

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

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

3. Harassment

The City is committed to providing a workplace free of inappropriate treatment of any employee because of race, color, sex, religion, age, national origin, ancestry, disability or any other category protected under federal, state or local law.

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

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

4. Complaint Process

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

Your complaint will be treated as confidential to the maximum extent possible and will be investigated promptly and thoroughly. The City strongly disapproves of discrimination or harassment and will take appropriate corrective action to end such conduct, including but not limited to discharge of any person who engages in such conduct.

5. No-Retaliation Policy

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

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

2.03 Americans with Disabilities Act (ADA)

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

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

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

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

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

2.04 Open-Door Policy

It is the City's policy to encourage employees to communicate with their supervisors concerning work-related problems. If an employee has a work-related problem, the employee should bring it to the attention of his/her Department Head, another member of the City's management, or the Human Resources Department. The City will take the appropriate steps, if any, to investigate and resolve the problem.

2.05 Responsibility for Recruitment

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

2.06 Qualification and Selection

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

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

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

2.07 Drug 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 of safety-sensitive position and as otherwise required or permitted by law.
- **POST-ACCIDENT TESTING:** The City conducts testing per this policy.

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

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

Drug Testing Procedures:

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

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

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

US Department of Transportation (US DOT)

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

1) Drug Screening

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

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

POST-ACCIDENT TESTING:

- 1) An employee who is driving during working hours, or at any time in a City vehicle or on City business, must immediately notify the police AND direct supervisor or on-duty supervisor AND Human Resources Manager. If supervisors cannot be reached, the department head must be notified. An employee who is not driving, but whose actions are believed to have contributed to the accident, may also be tested.
- 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) 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.
- 5) 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.
- 6) 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.

7) 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.

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

2.08 Employing Relatives/Romantic Relationships

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

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

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

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

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

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

2.09 Security and Background Information

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

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

2.10 Orientation

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

2.11 Employment Anniversary Date

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

2.12 Adjusted Date of Employment

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

2.13 Employment Status

There are six categories of employment status:

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

Full-Time Employee (those working at least 30 hours per week) - Any employee who is regularly scheduled 30 or more hours a week and has successfully completed his or her probationary training period of employment. An employee working 30 to 37 hours will accrue pro-rated time off based on hours worked. For an example: an employee working 30 hours in a 40 hour per week department will be eligible for 75% of the paid time off benefits (rounded to the nearest full day). For scheduling, if the fixed holiday is the employee's regular scheduled work day, the employee takes the holiday off with pay (not to exceed the pro-rated amount). The remaining

fixed holidays that don't fall on the employee's normal scheduled work day will be utilized as floating holiday(s). When the fixed holiday(s) fall(s) on the employee's regular scheduled work day(s) exceed(s) the pro-rated amount, the employee will be required to take the day off without pay.

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

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

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

2.14 Re-employment

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

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

2.15 Employee Personnel Files

An Employee Personnel File is maintained for each employee of the City of Westfield. These personnel files contain confidential documents and are managed and maintained by Human Resources staff. All original documents must be sent to the Human Resources Manager to be maintained in the "original employee personnel file". Typical documents in a personnel file include the employment application, documented disciplinary action history, a resume, employee handbook and at-will employer sign off sheets, current personal information, and job references. A separate employee medical file is also maintained. The contents of the medical file are not available to anyone except Human Resources designated staff and the employee whose records are retained in the file. At the City of Westfield, medical files receive the highest degree of safe storage and confidentiality. An employee may view his or her personnel file by contacting the Human Resources Manager during normal business hours. A Human Resources staff person will be present while an

employee reviews his or her file. No employee may alter or remove any document in his or her personnel file.

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3.01 Responsibilities

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

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

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

3.02 Disciplinary Probation

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

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

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

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

3.03 Attending Seminars, Conferences, and Meetings

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

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

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

3.04 Travel and Expense Reimbursement

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

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

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

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

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

3.05 Seminar/Meeting/Conference Reimbursement

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

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

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

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

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

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

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

3.06 University & Technical Schools Educational Programs

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

3.07 Performance Appraisals

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

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

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

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

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4.01 Eligibility

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

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

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

**Based on Actual Hours Worked

*** Continue longevity Police and Fire Department Employees

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

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

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

establish annually the amount or percentage the City will contribute toward this additional coverage for family members.

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

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

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

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

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

4.03 Post-Employment Health Plan

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

4.04 Effective Date of Insurance Coverage

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

4.05 Insurance Portability (COBRA)

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

4.06 Health Insurance Portability and Accountability (HIPAA)

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

The City of Westfield protects the privacy and confidentiality of protected health information (PHI) whenever it is used by City representatives. The private and confidential use of such

information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

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

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

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

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

4.07 Elective Additional Insurance

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

4.08 125 Plan

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

4.09 Vacation Overview

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

PROFESSIONAL POLICE AND FIRE PERSONNEL VACATION POLICY

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

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

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

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

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

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

Non-exempt full-time regular employees shall receive pay for their regularly scheduled number of hours per workday for each vacation day that is taken. Vacation pay shall be paid at the

non-exempt employee's regular straight time hourly wage rate as of the date the vacation is taken. Exempt salaried employees shall receive their regular salary without loss of pay for vacation days taken. Vacation pay shall not be paid in advance.

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

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

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

ADMINISTRATION AND PUBLIC WORKS PERSONNEL VACATION POLICY

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

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

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

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

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

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

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

Vacation Carryover. An employee may carry over five days of earned and unused vacation at the end of each calendar year but the accumulation from year to year may not exceed 5 days. Any other remaining earned and unused vacation days at the end of a calendar year will be lost and not paid out. In other words, no payments will be made in lieu of taking vacation, except, as described below, for payment of vacation days at the time of termination.

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

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

4.10 Personal Hours Overview

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

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

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

4.11 Personal Hours Administrative and Public Works Personnel General Guidelines

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

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

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

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

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

4.12 Personal Hours

Professional Police and Fire Personnel

First Year & Every Year Thereafter Hours Eligible

Personal Hours eligibility During First Year of Employment after 90 days

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

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

4.13 Fixed & Floating Holidays

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

2020 Holiday Schedule for Civilian Employees

New Year's Day Celebrated	Wednesday	January 1, 2020
Martin Luther King Jr. Day	Monday	January 20, 2020
Presidents' Day	Monday	February 17, 2020
Memorial Day	Monday	May 25, 2020
Independence Day Observed	Friday	July 3, 2020
Labor Day	Monday	September 7, 2020
Thanksgiving Day	Thursday	November 26, 2020
Day after Thanksgiving	Friday	November 27, 2020
Christmas Eve Holiday	Thursday	December 24, 2020
Christmas Holiday	Friday	December 25, 2020
New Year's Eve	Thursday	December 31, 2020

Two Floating Holidays

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

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

1. **Fixed and Floating Holidays during Training Probation**
Employees are eligible for **all fixed holidays** (excluding Professional Police and 24-hour Fire Personnel) during their training probation. Employees are eligible for **floating holidays** after the completion of their training probation. Professional Police (8-hour and 12-hour) and 24-hour Fire Personnel are eligible to take floating holidays during their training probation period after 90 days of employment.
2. **Fixed and Floating Holidays during Disciplinary Probation**
Employees are eligible for **all fixed and floating holidays, including vacation and sick time**, during their disciplinary probationary period.
3. Any employee terminated during either of these probationary periods is not required to "pay back" those fixed or floating holidays they have already used.
4. **Professional Police Officer Fixed and Floating Holidays.**
Because of different shift requirements, sworn professional police personnel will be eligible for eight (8) hours (not 12 hours) each fixed and floating holiday approved by the City Council (for example, if the City Council approved 13 total holidays, then sworn professional police 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 (6) sessions per issue will be provided free of charge. Please contact Human Resources for any further information regarding this program.

Remainder of page left blank intentionally.

5.01 Compensation Programs

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

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

In addition to the compensation and benefits programs, the City of Westfield pays longevity for police and fire department employees pursuant to the current year's salary ordinance. Longevity is paid on a per pay basis beginning January of each year and is calculated based on the Employment Anniversary Date, Policy 2.080. Employees become eligible for longevity pay after the first full calendar year of employment. Based upon years of service, years 1-10 is \$200 per year and years 11-25 is \$250 per year. For example, an employee hired on February 1, 2010, first becomes eligible for longevity pay on January 1, 2012. Similarly, an employee hired December 15, 2010, also first becomes eligible for longevity pay on January 1, 2012.

5.02 Pay Periods & Notice of Deposit Delivery

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

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

5.03 Attendance Cards / Forms / Time Keeping System

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

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

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

5.04 Fair Labor Standards Act

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

5.05 Overtime Pay / Compensatory Time

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

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

General Guidelines

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

Public Works Department Personnel

For those personnel regularly scheduled for 40 hours per week

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

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

Administrative Office Personnel

For those personnel regularly scheduled for 37.5 hours per week

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

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

Public Safety Personnel (Police and Fire)

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

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

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

5.06 Non-Exempt Employees: Compensatory Time Off

(A) Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.07 Exempt Employees: Flex Time Off

(A) Exempt Employees: Standard Workweek

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

(B) Exempt Employees: Flex Time Off

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

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

5.08 Emergency Call-In Pay

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

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

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

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

5.09 Worker’s Compensation Insurance

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

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

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

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

5.10 Payroll Deductions

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

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

Social Security Tax - Medicare Tax

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

5.11 Garnishments

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

Remainder of page left blank intentionally.

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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7.01 Medical Leave (Sick Leave)

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

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

Employees on Full-Time Probationary Training Employment Status

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

Sick Pay During Probation

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

Regular Full-Time Employees

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

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

Carry Over Sick Hours

Unused Sick Hours for 7-1/2, 8 and 12-hour shift personnel as of December 31 of each year may be accumulated to a maximum of 320 hours and carried forward to be used in the next calendar year. 8 and 7-1/2-hour shift personnel accumulate no more than 320 Sick Hours in one year including the New Year's sick pay eligibility.

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

Other Sick Leave Administrative Issues

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

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

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

Absenteeism and Abuse of sick leave

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

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

Sick Hour Bank

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

Eligibility:

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

Enrollment:

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

Continued Participation in the Sick Bank:

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

Administration:

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

documentation from the employee's medical provider explaining the employee's need for and the expected length of the employee's leave.

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

7.02 National Guard, Reserve Duty and Task Force Leave

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

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

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

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

During a Task Force Leave, Non-Exempt and Exempt employees will receive pay for each hour worked and from portal to portal. Hours worked greater than forty (40) hours in the applicable payroll week, provided that the employee was required to work the additional hours

during and as a result of a declared Task Force Leave will be paid at the employee's overtime rate.

7.03 Family Military Leave

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

7.04 Bereavement Leave

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

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

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

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

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

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

7.05 Illness in the Family Leave

If serious illness, as defined by the FMLA Act of 1993 (see Section 7.09) occurs in your immediate family (mother, father, wife, husband, child, within current marriage stepchild) and your presence is required, pay **may** be received for a brief absence if approved by your Department Head. A maximum of 3 days for 8 and 7 1/2-hour shift personnel; 2 days for 12-hour shift personnel; and 1 day for 24-hour shift personnel may be granted for each occurrence. No employee shall be

able to utilize more than two occurrences within a calendar year. The amount of paid time off depends greatly upon individual circumstances and should be reviewed with and approved by your Department Head upon receipt of a doctor's notification of the situation. This benefit is available for full-time employees only. Outside employment is prohibited during this leave.

7.06 Civic Leave (Jury Duty, Witness Duty)

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

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

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

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

7.07 Other Leaves

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

7.08 Maternity Leave

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

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

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

storage device for keeping milk that has been expressed until the end of the employee's work day.

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

7.09 Family and Medical Leave Act of 1993

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

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

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

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

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

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

for a serious injury or illness that occurred during the five years preceding the date of treatment.

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

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

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

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

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

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

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

- 1) The date on which the serious health condition commenced;
- 2) The probable duration of the condition;
- 3) Medical facts supporting the need for leave;

- 4) If the employee is the patient, information sufficient to establish that the employee cannot perform the essential functions of the job as well as the nature of any other work restrictions, and the likely duration of such inability;
- 5) If applicable, a statement that the employee is needed to care for his or her spouse, child, or parent and an estimated duration of such need; and
- 6) If applicable, a statement regarding the medical necessity of intermittent or reduced hours schedule leave.

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

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

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

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

7.10 Vacation Leave (Unpaid)

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

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

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

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8.01 Summary

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

8.02 Public Employees Retirement Fund (PERF)

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

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

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

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

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

8.03 Deferred Compensation (Supplemental Retirement Option)

457 Retirement Plan

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

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

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

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

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

401(a) Account Vesting Schedule:

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

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

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

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

8.05 City Contribution to 457 Plan for Certain Police Officers

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

8.06 1977 Police and Firefighters Fund

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

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

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

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

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

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9.01 On-The-Job Injury

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

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

9.02 On-The-Job Safety

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

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

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

9.03 Tobacco Usage

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

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

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

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

9.04 Security

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

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

10.01 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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11.01 Philosophy

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

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

11.02 Grounds for Disciplinary Action

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

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

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

11.03 Tardiness / Unexcused Absence

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

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

11.04 Extent of Authority

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

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

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

11.05 Progressive Discipline

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

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

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

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

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

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

11.06 Offenses That May Result in Immediate Discharge

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

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

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

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

11.07 Workplace Violence Policy

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

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

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

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

Remainder of page left blank intentionally.

12.01 Purpose

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

12.02 Performance on the Job

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

12.03 Conduct in the Work Place

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

12.04 Contracting Conflicts of Interest

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

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

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

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

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

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

12.05 Theft

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

12.06 Bribery

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

12.07 Notice of Absence or Delay

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

12.08 Uniforms

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

12.09 Dress Code

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

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

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

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

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

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

12.10 Commitment to Quality

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

12.11 Political Involvement

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

12.12 Personnel Information Changes

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

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

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

12.13 Records Disclosure Policy

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

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

4. Length of employment

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

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

12.14 Conflict of Interest

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

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

12.15 Business / Work Hours

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

12.16 Lunch Time

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

12.17 Resignation

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

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

12.18 Gambling

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

12.19 Ethics

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

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

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

12.20 Technology Resources Policy

12.20.1 Summary

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

12.20.2 Purpose and Scope

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

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

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

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

12.20.3 Statement of Policy

A. Privacy, Confidentiality and Public Records Considerations

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

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

Official City Issued E-mail Address

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

B. Permissible Uses

1. Authorized Users

- a. Users and other persons who have received special permissions under the appropriate City authority (Mayor, Deputy Mayor, Director, and/or Informatics) are authorized users of the City's computing resources.
- 2. Purpose of Use
 - a. The use of any City resources must be related to the identification of one's job responsibilities. Incidental and occasional personal use may occur when such use does not generate a direct cost for the City. Any such incidental and occasional use for personal purposes is subject to the provisions of this policy.

C. Prohibited Uses

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

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

D. City Employee's Access and Disclosure

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

2. General Provisions

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

3. Monitoring of Computing Resources

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

4. Inspection and Disclosure

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

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

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

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

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

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

E. Retention and Archiving of Electronic Mail

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

Note, mail messages that have been previously segregated and/or stored as evidence (functions, policies, decisions, procedures, operations, or other activities of the City) or because of the value of official City Data, then such messages must be retained, archived, and destroyed in compliance with the *Cities and Towns Above 5,000 Population General Retention Schedule (CTGRS) Indiana Commission On*

Public Records – County Records Management. Printing or storage of messages must comply with records management codes enforced by the State, Local, County, or Federal Governmental Agencies. It is the responsibility of each Department to know their respective records retention laws set forth by the CTGRS and abide by such policies.

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

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

F. Disciplinary Action

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

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

INTRODUCTION

1. Purpose and Scope

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

2. Goals

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

The goals of performance management under this system are to:

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

3. Roles and Responsibilities

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

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

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

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

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

THE MANAGEMENT PROCESS

4. Performance Management Schedule

The performance management process has two components to be completed annually: an employee self-assessment and a supervisor evaluation. A Performance Improvement Plan will also be required in some cases. The 2020 schedule is outlined below.

- a) Supervisor provides employee with self-assessment form no earlier than September 3, 2020, and no later than October 17, 2020, and sets date and time for performance evaluation meeting (employee must have at least five (5) calendar days to complete self- assessment form).
- b) Employee completes self-assessment form and returns to supervisor no less than two (2) calendar days before performance evaluation interview.
- c) Supervisor completes written performance evaluation form, excluding achievements and goals.
- d) Supervisor(s) meets individually with employee to review employee's self-assessment and to discuss supervisor's performance evaluation, no later than October 24, 2020. Achievements and goals are discussed and added at this meeting. Employee signs completed form and receives copy.
- e) Performance evaluation form is submitted to Department Director for review and signature. Original signed form and employee self-assessment are sent to

- Human Resources no later than October 31, 2020. Department keeps a copy.
- f) Employee has ten (10) calendar days following the performance evaluation interview to append no more than one (1) page of written comments to the evaluation, with original to Human Resources and copy to Department Director.
 - g) Second evaluation interview and Performance Improvement Plan, when required, are completed and submitted to Department Director for review and signature no later than November 27, 2020. Original is retained by department with a copy to employee and Human Resources.
 - h) Three-month re-evaluation based on Performance Improvement Plan is completed and submitted to Department Director for review and signature no later than February 28, 2020. Original signed form is sent to Human Resources no later than March 7, 2020. Department and employee each get a copy.

5. Employee Self-Assessment

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

6. Supervisor's Performance Evaluation

The performance evaluation consists of the following sections:

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

Supervisors will evaluate their subordinate employees' work performance for the entire 12-month period preceding the interview. Since the initial performance evaluation will take place in 2020, supervisors may go back further than 12 months to establish a pattern of behavior.

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

7. Performance Ratings

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

- Meets Expectations
- Exceeds Expectations
- Needs Improvement

- Unacceptable

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

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

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

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

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

8. Evaluation Interview

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

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

9. Employee Comments and Acknowledgement

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

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

BEYOND THE PERFORMANCE EVALUATION

10. Follow-Up

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

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

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

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

11. Ongoing Feedback

The performance evaluation is a valuable mechanism to give an employee feedback on his work performance, but it should not be the only source of communication used by a supervisor. Supervisors should provide their employees open and honest feedback on a continual basis, and be receptive to comments from the employee. It is important to address issues in the appropriate manner when they occur as opposed to waiting for a scheduled performance evaluation and presenting a laundry list of issues. If the lines of communication are truly open

between a supervisor and employee, there will be no real surprises at the time of the performance evaluation.

PERFORMANCE MANAGEMENT CYCLE



City of Westfield, Indiana 2020 Employee Self-Assessment

Employee Name _____ Department: _____

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

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

- 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

- Do you feel that you are currently in the position that best suits your skills and talents?
- What do you consider your major job accomplishments over the past year?
- What would you like to achieve in your job over the next year?
- 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.
- Do you think your job could be modified in any way to make you more efficient or effective?
- Where do you want to be next year? 5 years from now? Other?

Employee Signature

Date

Description of Attributes

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

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

CITY OF WESTFIELD, INDIANA 2020 PERFORMANCE EVALUATION



Employee Name: _____

Department: _____

Job Title: _____

Date: _____

Please check one: Regular Annual Evaluation ☐ Other ☐ _____

Supervisor(s) conducting performance evaluation interview: _____

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

PERSONAL/WORK ATTRIBUTES

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

PERSONAL/WORK ATTRIBUTES (continued)

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

PERSONAL/WORK ATTRIBUTES (continued)

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

CITY GOALS

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

AREAS FOR DEVELOPMENT

Specific areas for improvement:

Recommendations for training or professional development:

ACHIEVEMENTS AND GOALS

Notable achievements in past 12 months:

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

OTHER COMMENTS

Additional supervisor comments (optional):

Employee feedback (optional):

ACKNOWLEDGEMENTS

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

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

Supervisor Signature

Date

Employee Acknowledgement:

I attest that I have had an opportunity to:

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

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

Employee Signature

Date

Management Acknowledgement:

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

Department Director Signature

Date

Manager of Human Resources Signature

Annual Manager Feedback Form (COMPLETE IN PHASE II)

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

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

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

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

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

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

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

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

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

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

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

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

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

Employee Signature: _____ Department: _____

Manager/Supervisor Signature: _____ Date: _____

ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT

READ CAREFULLY

I acknowledge and agree that:

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

Employee Signature

Employee Name (Printed)

Date of Signature

SHELTER RENTALS

For Westfield residents, all Park shelters rented in 4 hour increments	\$50
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For Non-Westfield residents, all Park shelters rented in 4 hour increments	\$75
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ANNUAL FARM LAND RENTAL- OSBORNE PARK

\$150 to \$300/acre paid annually

SPECIAL EVENT RENTAL FEES

Accessed per event see Special Event Policy PK01-11

EVENT FEES

Event fees, including but not limited to vendor and registration fees, will not exceed \$500 each depending on the operating costs and processing fees associated with the event. The Westfield Welcome Director will determine the specific amounts.

ITEM DESCRIPTION	PRICE
25' Extension Cord	\$5
Gatorade Cooler 10 Gallon	\$0
Gatorade Cooler 5 Gallon	\$0
Gatorade Cups 100	\$0
30" Power Strip	\$1
4' Folding Table/day	\$5
6' Plastic Beholding Table/day	\$5
8' Plastic Folding Table/ day	\$5
Air Frame Insert (CSI)	\$25
Air Frame Rental	\$25
Air Frame SU & TD	\$15
Avant	\$200
Black Folding Chair/day	\$2.50
Matte Black Folding Chair/day	\$2.50
Black Rolling Chair/day	\$5
Bose Stereo System w/ one microphone	\$150
Classroom Folding Table/day	\$7.75
Easel	\$1
Event Radio/day	\$5
Golf Cart/day	\$45
GP Podium	\$100
Hand Truck	\$5
Labor/hour	\$50
Matrax Aluminum Tools	\$10
Matrax Edge Blocks	\$4.50
Matrax Female Ramps	\$2.50
Matrax Male Ramps	\$2.50
Matrax Steel Tools	\$10
Matrax Straps	\$2
Microphone	\$25
Pallet Jack	\$5
Projector and Screen	\$200
Rolling Folding Table	\$10
SAFETY Cage	\$50
Stage Deck 4'x8'	\$50
Stanchions	\$10
Trash Can	\$0
Video Monitor w/ Apple TV	\$150



Wagon	\$5
IT Support by City Staff/hr	\$80
IT Support by Contracted Staff/hr	\$125

INFORMATION TECHNOLOGY FEES

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

PROGRAMMING FEES

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