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_02_13_2017

Monday, February 13, 2017 at 07:00 PM

BOARD OR COMMISSION: **City Council Meeting**
MEETING DATE: **Monday, February 13, 2017 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

Opening of Meeting

Note the presence of a quorum

Announce any changes to Agenda

Approval of Minutes:
Documents: Meeting Minutes 1-9-17

Claims:
Documents: Docket

Approval of Claims

Miscellaneous Business/Special Recognition:

None

Old Business:

None

New Business:

Ordinance 17-01: 100% Voluntary Annexation (Chatham Hills Phase 11)
Council Introduction: February 13, 2017
Public Hearing: February 13, 2017
Adoption Consideration: March 13, 2017
Documents: Ordinance 17-01 | Location Map

Ordinance 17-02: Belmont Woods Rezone from AG-SF1 to SF2
Council Introduction: February 13, 2017
APC Public Hearing: March 6, 2017
APC Recommendation: March 20, 2017
Adoption Consideration: April 10, 2017
Documents: Ordinance 17-02 | Location Map | Concept Plan

Ordinance 17-03: Chatham Hills Center Planned Unit Development (PUD) District
Council Introduction: February 13, 2017
APC Public Hearing: March 6, 2017
APC Recommendation: March 20, 2017
Adoption Consideration: April 10, 2017
Documents: Ordinance 17-03 | Site Plan | Location Map | Character Exhibit

Resolution 17-102: Amending Personnel Policies, Procedures and Benefits Manual
Council Introduction: February 13, 2017
Adoption Consideration: February 13, 2017
Documents: Resolution 17-102 | 2017 Policies and Procedures

Guests:

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

Council Response to Guest Comments

City Council Comments

Mayor Comments

Adjourn

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

Working Meeting

Westfield City Council January 9, 2017

The Westfield City Council met in regular session on Monday January 9, 2017 at the Westfield City Hall. Members present were Chuck Lehman, Steve Hoover, Jim Ake, Joe Edwards, Cindy Spoljaric, Bob Horkay and Mark Keen. Also present were Clerk Treasurer, Cindy Gossard and City Attorney, Brian Zaiger.

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

Election of New Council President

Cindy Spoljaric made a motion to nominate Jim Ake for President of the City Council for 2017. Joe Edwards seconded. Vote: Yes-7; No-0. Motion carries.

Jim Ake appointed Chuck Lehman to serve as his Vice President for the year 2017.

Approval of Minutes:

Steve Hoover made a motion to approve December 27, 2016 minutes as presented. Bob Horkay seconded. Vote: Yes-6; No-0; Abstain-1 (CS). Motion carries.

Claims:

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

Miscellaneous Business/Special Presentations:

None

Old Business:

Ordinance 16-35: Aurora PUD District Amendment
Council Introduction: September 12, 2016
APC Public Hearing: October 3, 2016
APC Recommendation: January 4, 2017
Adoption Consideration: January 9, 2017

Kevin Todd presented this item stating the changes being made as well as the format of the Ordinance being amended.

Council discussion

Bob Horkay made the motion to approve Ordinance 16-35 as presented. Chuck Lehman seconded. Vote: Yes-5; No-2. (J. Edwards/C. Spoljaric). Motion carries.

Ordinance 16-36: The Depot at Springmill Station Planned Unit Development (PUD District)
Council Introduction- September 12, 2016
APC Public Hearing: October 3, 2016
APC Recommendation – December 19 2016
Adoption Consideration – January 9, 2017

Amanda Rubadue presented this item stating this would rezone approximately 18.39 acres to the Springmill Station PUD.

Mark Keen made a motion to approve Ordinance 16-36 as presented. Cindy Spoljaric seconded. Vote: Yes-7; No-0. Motion carries.

Ordinance 16-42: Scofield Farms Planned Unit Development (PUD) District
Council Introduction- October 10, 2016
APC Public Hearing- November 9, 2016
APC Recommendation- December 19, 2016
Adoption Consideration- January 9, 2017

Pam Howard presented this item stating this is a request to change zoning to single family (235 lots) by MI Homes.

Steve Hoover made a motion to approve Ordinance 16-42 as presented. Bob Horkay seconded. Vote: Yes-5; No-2. (J. Edwards/C. Spoljaric). Motion carries.

Resolution 16-126: Fiscal Plan for Annexation Ordinance 16-47 (Chatham Hills Phase 8)
Adoption Consideration – January 9, 2017

Pam Howard presented the following 3 Resolutions, and 3 Ordinances stating the total acreage involved is 30.65 for the Chatham Hills annexations. Pam introduced Todd Burtron to give brief presentation.

Todd Burtron discussed the method and processes that go into to Annexations and the impact these would have on the City. (Expense and Revenue) Fiscal Plan supports this new development.

Mark Keen made a motion to approve Resolution 16-126, 16-127, 16-128 as presented. Cindy Spoljaric seconded. Vote: Yes-7; No-0. Motion carries.

Ordinance 16-47: 100% Voluntary Annexation (Chatham Hills Phase 8)
Council Introduction – December 12, 2016
Public Hearing – December 12, 2016
Adoption Consideration – January 9, 2017

Pam Howard presented this item

Steve Hoover made a motion to approve Ordinance 16-47 as presented. Bob Horkay seconded. Vote: Yes-7; No-0. Motion carries.

Resolution 16-127: Fiscal Plan for Annexation Ordinance 16-48 (Chatham Hills Phase 9)
Adoption Consideration – January 9, 2017

Presented Resolutions 16-126, 16-127, and 16-128 together

Mark Keen made a motion to approve Resolution 16-127 as presented. Cindy Spoljaric seconded. Vote: Yes-7; No-0. Motion carries.

Ordinance 16-48: 100% Voluntary Annexation (Chatham Hills Phase 9)
Council Introduction- December 12, 2016
Public Hearing- December 12, 2016
Adoption Consideration- January 9, 2016

Pam Howard introduced this item

Steve Hoover made a motion to approve Ordinance 16-48 as presented. Cindy Spoljaric seconded. Vote: Yes-7; No-0. Motion carries.

Resolution 16-128: Fiscal Plan for Annexation Ordinance 16-49 (Chatham Hills Phase 10)
Adoption Consideration - January 9, 2017

Pam Howard presented this item

Mark Keen made a motion to approve Resolution 16-128 as presented. Cindy Spoljaric seconded. Vote: Yes-7; No-0. Motion carries.

Ordinance 16-49: 100% Voluntary Annexation (Chatham Hills Phase 10)
Council Introduction – December 12, 2016
Public Hearing – December 12, 2016
Adoption Consideration – January 9, 2017

Pam Howard presented this item

Bob Horkay made a motion to approve Ordinance 16-49 as presented. Steve Hoover seconded. Vote: Yes-7; No-0. Motion carries.

New Business:

Resolution 17-100: Real Property Tax Abatement for Southpark Drive, Lot 6
Council Introduction – January 9, 2017
Adoption Consideration – January 9, 2017

Amanda Rubadue presented stating this is a request from NewPro Containers to have a 10-year tax abatement on the approximately 50,000 square ft. distribution center they want to build in a previously established Economic Revitalization area.

Jeremy Dearringer, with NewPro spoke stating the company currently resides in Zionsville, but they are looking to expand and are excited to have the opportunity to come to Westfield.

Joe Edwards made the motion to approve Resolution 17-100 as presented. Steve Hoover seconded. Vote: Yes-7; No-0. Motion carries.

Appointment of two Council Members to serve on the APC

Cindy Spoljaric stated she is an Urban Planner and would like to serve on the APC

Mark Keen made the motion to retain the two council members (Bob Horkay, Steve Hoover) to the board. Chuck Lehman seconded. Vote: Yes-6; No-1 (C Spoljaric)

Guests: Residents who wish to address the Council on items not on the agenda.

Mic Mead spoke stating his disagreement to move residents wishing to speak to the end of the agenda.

Council discussion/ will try this way and see what happens

City Council Comments

Steve Hoover gave APC Update

Mayor Comments

February 4th Melt the Trails at Grand Park

Coffee with a Cop Thursday at Starbucks on 161st and Springmill

Westfield's football Coach Gilbert nominated by Indianapolis Colts as Coach of the Year

Futsal Winter Cup January 28th and 29th at Grand Park

Without any further business the meeting was adjourned at 7:53 PM

_____ _____

Clerk-Treasurer President

RESOLUTION 17-102

RESOLUTION TO ADOPT AMENDED PERSONNEL POLICIES, PROCEDURES AND BENEFITS MANUAL

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

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

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

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

Section 1. That the City hereby adopts the changes to the City of Westfield Personnel Policy, Procedure and Benefits Manual as outlined by Exhibit "A" , attached hereto and incorporated by reference herein.

Section 2. All current employees of the City shall receive and acknowledge in writing the receipt of the City of Westfield Personnel Policies, Procedures, and Benefits Manual in the form attached hereto, and each person who becomes an employee of the City hereafter shall also receive a copy of such manual (or any amended version thereof that is approved hereafter by the Council) and acknowledge such receipt in writing.

Section 3. This Resolution shall be in full force and effect immediately, all acts necessary in the creation of this manual and amendments thereof are hereby ratified.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

ALL OF WHICH IS RESOLVED THIS _____DAY OF _____2017.

WESTFIELD CITY COUNCIL

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

ATTEST:

_____
Cindy Gossard, Clerk Treasurer

I hereby certify that RESOLUTION 17-XX was delivered to the Mayor of Westfield on the _____ day of _____, 2017, at _____ ____ m.

_____
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

CITY OF

Westfield

INDIANA

PERSONNEL POLICIES, PROCEDURES AND BENEFITS MANUAL

2017~~6~~

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 Dated)

RESOLUTION 16-104

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:

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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 14 DAY OF May 2016.

WESTFIELD CITY COUNCIL

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

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that RESOLUTION 16-104 was delivered to the Mayor of Westfield on the 15 day of Mar, 2016, at 10:00 m.

Cindy Gossard

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE RESOLUTION 16-104 this 15 day of Mar, 2016.

J. Andrew Cook, Mayor

I hereby VETO RESOLUTION 16-104 this _____ day of _____, 2016.

J. Andrew Cook, Mayor

ATTEST:

Cindy Gossard

Cindy Gossard, Clerk Treasurer

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

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

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1.00 STATEMENT OF PURPOSE

1.01 Mission Statement

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

1.02 Personnel Philosophy

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

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

1.03 General Policy & Procedures Considerations

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

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

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

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

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

formal written agreement and signed by the employee and the Chief Administrative Officer of the City or the Mayor of the City. The City reserves the right and full discretion to modify this manual and the policies contained within it at any time, with or without notice.

1.04 Public Safety Departments Policy & Procedures Considerations

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

Remainder of page left blank intentionally.

2.00 RECRUITMENT, SELECTION & HIRING

2.01 Statement of Policy

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

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

2.02 Equal Employment Opportunity (EEO) Statement

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

1. Discrimination

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

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

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

2. Sexual Harassment Policy

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

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

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

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

3. Harassment

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

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

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

4. Complaint Process

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

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

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

5. No-Retaliation Policy

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

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

2.03 Americans with Disabilities Act (ADA)

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

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

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

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

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

2.04 Open-Door Policy

It is the City's policy to encourage employees to communicate with their supervisors concerning work-related problems. If an employee has a work-related problem, the employee

should bring it to the attention of his/her Department Head, another member of the City's management, or the Human Resources Department. The City will take the appropriate steps, if any, to investigate and resolve the problem.

2.05 Responsibility for Recruitment

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

2.06 Qualification and Selection

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

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

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

2.07 Drug Free Workplace

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

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

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

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of the medication could compromise the safety of the employee, fellow employees, or the

public, it is the employee's responsibility to notify his or her supervisor and use appropriate personnel procedures (e.g., call in sick, or use other leave) to avoid unsafe workplace practices. The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken.

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

- PRE-EMPLOYMENT: The City will conduct pre-employment drug testing for those employees that will hold a safety-sensitive position or operate heavy equipment. An employment offer will be withdrawn if an applicant fails the drug test.

- REASONABLE SUSPICION: The City may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including but not limited to, the following circumstances: evidence of drugs or alcohol, unusual conduct that suggests impairment or influence of drugs or alcohol, negative performance patterns or excessive and unexplained absenteeism or tardiness.

- RANDOM DRUG TESTING: The City conducts random drug tests of employees for compliance with its drug-free workplace policy. The selection will result in an equal probability that any employee from a group of employees will be tested.

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

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

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

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

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

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

Drug Testing Procedures:

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

- The employee will be tested immediately before, during or after a work period.

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

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

US Department of Transportation (US DOT)

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

Drug Screening

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

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

2.08 Employing Relatives/Romantic Relationships

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

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

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

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

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

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

2.09 Security and Background Information

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

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

2.10 Orientation

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

2.11 Employment Anniversary Date

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

2.12 Adjusted Date of Employment

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

2.13 Employment Status

There are four 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 (those working less than 30 hours per week) - Any employee who is regularly scheduled less than 30 hours per week or less than 1000 hours per year and has successfully completed his or her probationary training period of employment. Part-Time Employees have no benefits.

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.

2.14 Re-employment

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

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

2.15 Employee Personnel Files

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

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3.00 TRAINING AND CAREER DEVELOPMENT

3.01 Responsibilities

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

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

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

3.02 Disciplinary Probation

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

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

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

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

3.03 Attending Seminars, Conferences, and Meetings

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

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

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

3.04 Travel and Expense Reimbursement

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

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

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

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

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

3.05 Seminar/Meeting/Conference Reimbursement

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

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

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

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

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

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

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

3.06 University & Technical Schools Educational Programs

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

3.07 Performance Appraisals

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

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

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

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

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4.00 PERSONAL BENEFITS

4.01 Eligibility

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

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

* Part-time employees may participate in the 457 Plan but do not receive matching funds
** Based on Actual Hours Worked.

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

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

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

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

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

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

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

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

4.03 Effective Date of Insurance Coverage

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

4.04 Insurance Portability (COBRA)

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

4.05 Health Insurance Portability and Accountability (HIPAA)

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

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

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

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

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

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

4.06 Elective Additional Insurance

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

4.07 125 Plan

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

4.08 Vacation Overview

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

PROFESSIONAL POLICE AND FIRE PERSONNEL VACATION POLICY

Accrual of Vacation. During the initial partial calendar year of employment, full-time Professional Police and Fire Personnel with the following hire dates shall be eligible for the following number of vacation days to be used during their **first full calendar year of employment**

beginning January 1st. This eligibility occurs after the completion of the first 90 days of employment.

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

For an example: John Doe is hired May 10th and is an 8-hour per day employee. He will accrue vacation in his first **partia**l 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 3rd	80	80	6
4th through 7th	120	120	9
8th through 14th	160	160	12
15th through 21st	200	200	15
22nd and beyond	240	240	18

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

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

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

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

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

ADMINISTRATION AND PUBLIC WORKS PERSONNEL
VACATION POLICY

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

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

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

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

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

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

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

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

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

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

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

4.09 Personal Hours Overview

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

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

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

4.10 Personal Hours
Administrative and Public Works Personnel
General Guidelines

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

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

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

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

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

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

Personal Hours eligibility
During First Year of Employment after 90 days

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

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

4.12 Fixed & Floating Holidays

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

~~2016~~ 2017 Holiday Schedule for Civilian Employees

New Year's Day Celebrated	**~~Friday~~Monday**	**January ~~1~~2, ~~2016~~2017**
Martin Luther King Jr. Day	**Monday**	**January ~~18~~16, ~~2016~~2017**
Presidents' Day	**Monday**	**February ~~15~~20, ~~2016~~2017**
Memorial Day	**Monday**	**May ~~30~~29, ~~2016~~2017**
Independence Day Observed	**~~Monday~~Tuesday**	**July 4, ~~2016~~2017**
Labor Day	**Monday**	**September ~~5~~4,**

Thanksgiving Day	**Thursday**	**November ~~24~~23, ~~2016~~2017**
Day after Thanksgiving	**Friday**	**November ~~25~~24, ~~2016~~2017**
Christmas Eve Holiday	~~Friday~~~~Monday~~~~Friday~~	**December ~~24~~225, ~~2016~~2017**
Christmas Holiday	~~Monday~~~~Tuesday~~Monday	**December ~~26~~25, ~~2016~~2017**
New Year's Eve	~~Friday~~~~Monday~~~~Friday~~	~~**December 30, 2016**~~**January 1, ~~2018~~December ~~30~~29, 2017**
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 ~~(road patrol officers)~~ will be eligible for eight (8) hours (not 12 hours) each fixed and floating holiday approved by the City Council (for example, if the City Council approved 13 total holidays, then sworn professional police personal will receive 104 hours). These hours may be used at the employee's choosing and may be used in one-hour increments. Civilain o~~O~~ffice personnel ~~(professional and civilian employees)~~ working Monday through Friday~~, including the detective division,~~ 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 ~~or those temporarily assigned to an office assignment~~ 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

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

6. If a regular or probationary full-time employee (non-public safety) works on a fixed holiday that is approved by the City Council, the employee will receive pay at 1.5 times his or her regular rate of pay for the time worked in addition to the straight time pay for the holiday. There is no special holiday pay for professional fire and police personnel.

7. Floating Holidays are not paid upon termination from employment.

4.13 Floating Holidays

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

- The floating holiday needs to be planned in advance with your supervisor's approval as any normal "vacation" might be planned.

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

4.14 Perfect Attendance Day

Employees are awarded one (1) paid day off from work during the twelve month period following a perfect attendance calendar year. Perfect Attendance is defined as having taken no Sick Leave, Bereavement 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.

4.15 Employee Assistance Program

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

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5.00 COMPENSATION AND PAYROLL

5.00 COMPENSATION AND PAYROLL

5.01 Compensation Programs

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

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

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

5.02 Pay Periods & Notice of Deposit Delivery

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

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

5.03 Attendance Cards / Forms / Time Keeping System

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

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

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

5.04 Fair Labor Standards Act

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

5.05 Overtime Pay / Compensatory Time

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

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

General Guidelines

1. Overtime and compensatory time off shall be earned at the rate of 1.5 hours for each hour worked in excess of the established work period described below.

2. Time worked required for continuation of any given assignment beyond the normal workday shall be accumulated to the nearest quarter hour of service performed.

3. All overtime and compensatory time must be pre-authorized by the applicable Department Head. Employees who work unauthorized time without approval may be subject to disciplinary action.

4. Holidays (fixed and floating), Personal Days, Vacation, industrial injury accidents, and absence for jury and witness duty are considered time worked in fulfilling the requirements for overtime or compensation time eligibility. Sick leave is not included for calculating overtime or compensation time except for 24 hour fire personnel.

Public Works Department Personnel

For those personnel regularly scheduled for 40 hours per week

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

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

Administrative Office Personnel

For those personnel regularly scheduled for 37.5 hours per week

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

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

Public Safety Personnel (Police and Fire)

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

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

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

5.06 Non-Exempt Employees: Compensatory Time Off

(A) Definitions

(1) Civilian Employee shall refer to all City of Westfield employees not employed as Professional Police Employees or Professional Fire Employees.

(2) Professional Police Employee shall refer to professional police personnel.

(3) Professional Fire Employee shall refer to professional fire personnel.

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

(1) The standard workweek for full-time Non-Exempt Civilian Employees is either 37½ or 40 hours.

(2) Any hours worked in excess of the Non-Exempt Civilian Employee's regularly scheduled hours per workweek must have the prior approval of the employee's department head or the department head's designee. Any hours worked by a Non-Exempt Civilian Employee in excess of his or her regularly scheduled hours for the workweek must fall within the department's budgetary limitations, except in the case of an emergency.

(3) Non-Exempt Civilian Employees are required to report all hours worked on a personal time sheet that is signed by the employee's department head or

the department head's designee. Failure to accurately report hours worked shall result in employee discipline.

(4) Non-Exempt Civilian Employees shall be entitled to compensation at their regular hourly rate for each hour (of portion of an hour) worked in excess of 37½, but less than or equal to 40 hours in any workweek.

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

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

(1) As used within this subsection (C), "department head" shall refer to the department head for the applicable Non-Exempt Civilian Employee or the department head's designee.

(2) When a Non-Exempt Civilian Employee works more than 40 hours in a workweek, the department head, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the department head must have an understanding with the Non-Exempt Civilian Employee that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Civilian Employee's performance of the overtime work.

(3) Where compensatory time off is substituted for overtime pay, the Non-Exempt Civilian Employee shall be entitled to compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 40 in a workweek.

(4) Where a Non-Exempt Civilian Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Civilian Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Civilian Employee's compensatory time off balance is reduced below 40 hours.

(5) Where a Non-Exempt Civilian Employee has accrued a balance of 40 hours of compensatory time off, the employee will be paid overtime for any hours worked in excess of 40 in a workweek until such accrued balance is reduced below 40 hours.

(6) Non-Exempt Civilian Employees must submit requests to use earned compensatory time off to their department head. Department heads shall allow Non-Exempt Civilian Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the department head's discretion as to the needs of the

department and in a manner that will not unduly disrupt the operations of the department.

(7) Under no circumstances may a Non-Exempt Civilian Employee take compensatory time off until the employee has earned compensatory time off.

(8) Employees cannot demand the payout of accrued but unused comp time during employment. In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

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

(1) The standard work period for full-time Non-Exempt Professional Police Employees is 14 days.

(2) Any hours worked in excess of 85½ hours per work period must have the prior approval of the Police Chief, or the Police Chief's designee. Any hours worked by a Non-Exempt Professional Police Employee in excess of 85½ must fall within the department's budgetary limitations, except in the case of an emergency.

(3) Non-Exempt Professional Police Employees are required to report all hours worked on a personal time sheet that is signed by the Police Chief or the Police Chief's designee. Failure to accurately report employee hours worked shall result in employee discipline.

(4) If Non-Exempt Professional Police Employees are required to perform work for more than 85½ hours in a work period, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (E) for any hour (or portion of an hour) worked in excess of 85½.

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

(1) As used within this subsection (E), "Police Chief" shall refer to the Police Chief for the City or the Police Chief's designee.

(2) When a Non-Exempt Professional Police Employee works more than 85½ hours in a given work period, the Police Chief, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the Police Chief must have an understanding with the Non-Exempt Professional Police Employees, or their representative, that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Professional Police Employee's performance of the overtime work.

(3) Where compensatory time off is substituted for overtime pay, the Non-Exempt Professional Police Employee shall be entitled to compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 85½ in a work period.

(4) 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.

(5) 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.

(6) 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.

(7) Under no circumstances may a Non-Exempt Professional Police 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.

(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 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 24 hours. Once an Exempt Employee has accrued a balance of 24 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 24 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 Department, 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.

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

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

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

5.10 Payroll Deductions

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

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

Social Security Tax - Medicare Tax

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

5.11 Garnishments

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

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6.00 UNEMPLOYMENT COMPENSATION

6.01 Eligibility and Description

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

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7.00 LEAVES OF ABSENCE

7.01 Medical Leave (Sick Leave)

Sick leave (provided after completion of 90 days of employment) is defined as absence from work with pay by any full-time regular employee as a result of any physical injury or illness, psychological condition or disability that incapacitates the **employee** to a degree that performance of the employee's job assignment is impaired. 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. Police Admin. Police Utility/Admin.	6 6 12 6	0 0 0 0	8 Hours for each remaining full month left in the year
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 7-½-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 and Reserve Duty 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 '77 or Civilian PERF for the employee and medical, medical, dental, and vision (for employee's dependents if enrolled at the time of deployment) and will~~

~~continue longevity for the duration of deployment. Although contributions to any 457 or 401a accounts will not be funded during military deployment.~~ 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.

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.
>
> 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 7.070) 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.

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 ;~~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.

7.10 Vacation Leave (Unpaid)

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

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

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

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8.00 RETIREMENT

8.01 Summary

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

8.02 Public Employees Retirement Fund (PERF)

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

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

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

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

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

8.03 Deferred Compensation (Supplemental Retirement Option)

457 Retirement Plan

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

8.00 RETIREMENT

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

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

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

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

401(a) Account Vesting Schedule:

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

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

Annual Base Salary	457 Retirement Plan 6% of Annual Base Salary	401(a) Retirement Plan City Match ($.667 for each $1.00 invested in your 457 Retirement Plan)
$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 ~~19.7~~17.5% of the 1st Class Patrolman or Sr. Firefighter's base salary plus 20 years of longevity pay into the '77 Fund.

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

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

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

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9.00 PERSONAL HEALTH AND WELFARE

9.01 On-The-Job Injury

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

1. The employee should, at the earliest convenient time, file a report of the incident with the supervisor. The report must include all relevant information about the incident.

2. The supervisor is responsible for ensuring the employee receives proper care as well as for ensuring completion of the incident report.

3. Worker's Compensation Insurance Forms must be completed by the involved employee or, if necessary, by the supervisor within twenty-four (24) hours of the injury. A person assigned by the supervisor will help the employee in the completion of the appropriate medical insurance and/or Worker's Compensation Forms. All of these forms should be routed to the City's Human Resources Manager for processing.

9.02 On-The-Job Safety

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

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

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

9.03 ~~Smoking~~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, including cigarettes, cigars, chewing tobacco, snuff, pipe tobacco and any other form of tobacco, four or more times a week within the past 6 months (religious purposes excused). All employees and eligible spouses will be required to complete a Tobacco Premium Differential Employee/Spouse Affirmation 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.

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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. ~~Furthermore, all~~All visitors must utilize the main entrance to ~~all~~ city buildings, sign in and receive a ~~visitors~~visitor's badge.

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10.00 OPEN DOOR POLICY

10.01 Philosophy and Process

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

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

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11.00 DISCIPLINE AND DISCHARGE

11.01 Philosophy

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

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

11.02 Grounds for Disciplinary Action

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

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

The foregoing list of inappropriate conduct is illustrative and not exhaustive. Any employee who engages in inappropriate conduct shall be subject to disciplinary action, up to and including termination.

11.03 Tardiness / Unexcused Absence

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

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

11.04 Extent of Authority

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

1. Verbal Warning

2. Written Reprimands

3. Suspension from work with or without pay

4. Discharge

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

11.05 Progressive Discipline

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

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

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

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

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

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

11.06 Offenses That May Result in Immediate Discharge

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

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

14. Conviction of a felony, domestic violence or child abuse

15. Unauthorized disclosure of any confidential City information

16. Refusal of drug testing without good reason

17. Violation of the City's Workplace Violence Policy

18. Violation of the City's discrimination or harassment policies

19. Engaging in or permitting unethical or illegal conduct

20. Failure to maintain a valid Indiana Driver's license

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

11.07 Workplace Violence Policy

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

1. The City prohibits any acts or threats of violence by any employee on or off City premises at any time. Any employee or former employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures will be subject to disciplinary action, up to and including termination.

2. The City prohibits any acts or threats of violence against any of its employees, or visitors at any time while they are on City premises or engaging in business with or on behalf of the City on or off of City premises. The City will take appropriate action when dealing with employees, former employees, and visitors who engage in such behavior. Such action may include notifying the police or other law enforcement personnel in prosecuting violators of this policy to the maximum extent of the law.

3. Employees, former employees, and visitors (excluding Professional Police Officers) are strictly prohibited from bringing firearms or other weapons into the workplace or in any City vehicle.

4. Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the City, in its sole discretion, deems offensive or inappropriate will be subject to disciplinary action, up to and including discharge.

5. In furtherance of this policy, employees have a "duty to warn" their supervisors, Department Heads, security personnel, or Human Resources of any suspicious workplace activity, situations or incidents that they observe or that they are aware of that involve other employees, former employees, or visitors that appear problematic. This includes, for example, threats or acts

of violence, aggressive behavior, offensive acts, and threatening of offensive comments or remarks. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The City will not condone any form of retaliation against any employee for making a report under this policy.

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

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12.00 OTHER RULES AND REGULATIONS

12.01 Purpose

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

12.02 Performance on the Job

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

12.03 Conduct in the Work Place

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

12.04 Contracting Conflicts of Interest

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

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

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

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

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

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

12.05 Theft

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

12.06 Bribery

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

12.07 Notice of Absence or Delay

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

12.08 Uniforms

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

12.09 Dress Code

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

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

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

for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that reveals too much cleavage, back, stomach or underwear is not appropriate for a place of business, even in a business casual setting. Any need for clarification should be directed to Human Resources.

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

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

12.10 Commitment to Quality

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

12.11 Political Involvement

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

12.12 Personnel Information Changes

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

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

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

12.13 Records Disclosure Policy

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

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

4. Length of employment

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

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

12.14 Conflict of Interest

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

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

12.15 Business / Work Hours

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

12.16 Lunch Time

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

12.17 Resignation

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

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

12.18 Gambling

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

12.19 Ethics

All City personnel shall adhere to the highest of ethical standards. Any employee associated with the expenditure of public funds shall be held to the highest degree of public trust. No employee shall engage in or permit any illegal or improper purchasing practice. Further, any employee having knowledge of any questionable practices shall immediately report this knowledge to the Chief Administrative Officer. 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 ~~is implementing~~ 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 is 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. ~~Every employee hired before July 1, 2014, will participate in~~

~~the 2015 performance management process~~. The ~~2015~~ 2017 schedule is outlined below.

a) Supervisor provides employee with self-assessment form no earlier than September 3, ~~2015~~2017, and no later than October 17, ~~2015~~2017, 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, ~~2015~~2017. 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, ~~2015~~2017. 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 29, ~~2015~~2017. 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, ~~2016~~2018. Original signed form is sent to Human Resources no later than March 7, ~~2016~~2018. 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 ~~2015~~2017, supervisors may go back further than 12 months to establish a pattern of behavior.

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

7. Performance Ratings

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

- Meets Expectations
- Exceeds Expectations
- Needs Improvement
- Unacceptable

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

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

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

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

Every rating on the performance evaluation except "Meets Expectations" must be supported with a concise but descriptive narrative. Performance ratings should be based primarily on the supervisor's direct observation or knowledge of the employee's work, although they may also

incorporate verifiable comments from other members of the evaluation team, coworkers or customers when available and/or appropriate.

8. Evaluation Interview

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

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

9. Employee Comments and Acknowledgement

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

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

BEYOND THE PERFORMANCE EVALUATION

10. Follow-Up

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

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

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

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

11. Ongoing Feedback

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

Appendix III

Appendix III

City of Westfield, Indiana
~~2015~~ 2017 Employee Self-Assessment

Employee Name_____ **Department:** _____

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

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

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

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

2. Do you feel that you are currently in the position that best suits your skills and talents?

3. What do you consider your major job accomplishments over the past year?

4. What would you like to achieve in your job over the next year?

5. Do you have the resources (equipment, time, training, instruction, teamwork, etc.) you need to do your job? If not, please describe the additional resources you need.

6. Do you think your job could be modified in any way to make you more efficient or effective?

7. Where do you want to be next year? 5 years from now? Other?

_____ _____

Employee Signature Date

Description of Attributes

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

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

Appendix IV

CITY OF WESTFIELD, INDIANA ~~2015~~ 2017 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	*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.*		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
PRODUCTIVITY	*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.*		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
QUALITY OF WORK	*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.*		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
TEAMWORK	*Expectations: Employee works cooperatively with others to complete projects and achieve goals. Employee fosters positive relationships with colleagues and demonstrates respect for their contributions.*		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
COMMUNICATION	*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.*		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			

PERSONAL/WORK ATTRIBUTES (continued)

CUSTOMER SERVICE	*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.*		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
INITIATIVE	*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.*		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
PROBLEM SOLVING	*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.*		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
ADAPTABILITY	*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.*		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
ATTITUDE	*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.*		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			

PERSONAL/WORK ATTRIBUTES (continued)

ATTENDANCE	*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.*		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
COMPLIANCE	*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.*		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
LEADERSHIP (supervisors only)	*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.*		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			

CITY GOALS

EMPLOYEE ENGAGEMENT	*Expectations: Employee takes an active role City activities or in assisting in the development and planning of our processes.*		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
ENHANCED INFRASTRUCTURE	*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.*		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
SAFE CITY	*Expectations: Employee is aware of City safety protocols and helps to promote a safe live, work and play environment.*		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
FISCAL RESPONSIBILITY	*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.*		
Meets Expectations	Exceeds Expectations	Needs Improvement	Unacceptable
Comments (required for anything other than Meets Expectations):			
EXCELLENCE IN CUSTOMER RELATIONS	*Expectations: Employee is aware of the need for maintaining good relations with residents, visitors, business owners and others. Employee promotes the City of Westfield.*		
Meets Expectations	Exceeds Expectations	Needs Improvement	Unacceptable
Comments (required for anything other than Meets Expectations):			

☐ ☐ ☐ ☐

AREAS FOR DEVELOPMENT

Specific areas for improvement:
Recommendations for training or professional development:

ACHIEVEMENTS AND GOALS

Notable achievements in past 12 months:
List <u>two</u> goals for next 12 months (goals should be specific, measureable and achievable):

OTHER COMMENTS

Additional supervisor comments (optional):
Employee feedback (optional):

ACKNOWLEDGEMENTS

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

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

_____ _____

Supervisor Signature Date

***Employee Acknowledgement*:**

I attest that I have had an opportunity to:

1) Provide input regarding my performance prior to my performance evaluation, a copy of which is attached;

2) Discuss the contents of this performance evaluation with an immediate supervisor and/or member of my department's management staff; and

3) Provide verbal and written feedback regarding the content of the performance evaluation. (Employee may attach additional written response within 10 calendar days after the evaluation interview, not to exceed 1 page in length, which will be filed with the performance evaluation form.)

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

_____ _____

Employee Signature Date

***Management Acknowledgement*:**

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

_____ _____

Department Director Signature Date

_____ _____

Manager of Human Resources Signature

Appendix V

Annual Manager Feedback Form
(COMPLETE IN PHASE II)

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

a. I receive frequent, on-going, timely feedback about my performance:
Strongly Agree ☐ **Agree** ☐ **Disagree** ☐ **Strongly Disagree** ☐

Provide comments to clarify your answer:

b. I have the necessary tools and resources to perform my job :
Strongly Agree ☐ **Agree** ☐ **Disagree** ☐ **Strongly Disagree** ☐

Provide comments to clarify your answer:

c. I have the necessary information to perform my job accurately:
Strongly Agree ☐ **Agree** ☐ **Disagree** ☐ **Strongly Disagree** ☐

Provide comments to clarify your answer:

d. I am given opportunities to grow and learn new skills:
Strongly Agree ☐ **Agree** ☐ **Disagree** ☐ **Strongly Disagree** ☐

Provide comments to clarify your answer:

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

Provide comments to clarify your answer:

f. Conflicts and differences of opinion are resolved respectfully in our department:
Strongly Agree ☐ **Agree** ☐ **Disagree** ☐ **Strongly Disagree** ☐

Provide comments to clarify your answer:

Employee Signature:_____Department:_____

Manager/Supervisor Signature:_____Date:_____

Appendix VI

ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT

READ CAREFULLY

I acknowledge and agree that:

1. I have received a copy or have access to an electronic version of the City of Westfield's Personnel Policies, Procedures, and Benefits Manual ("the Manual").

2. I will familiarize myself with the provisions of the Manual and read its provisions carefully.

3. Unless otherwise provided for in a collective bargaining agreement, a written employment contract signed by me and the Chief Administrative Officer or Mayor of the City, or by law, I understand that my employment relationship with the City is terminable at will by either party without notice or cause, notwithstanding any other oral or written statements by either party prior to, at, or following the date of employment.

_____
Employee Signature

_____
Employee Name (Printed)

_____
Date of Signature

ORDINANCE 17-03
CHATHAM COMMONS PUD DISTRICT

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

This is a Planned Unit Development District Ordinance (to be known as Chatham Commons PUD District) to amend the Westfield-Washington Township Unified Development Ordinance for the City of Westfield and Washington Township, Hamilton County, Indiana (the "Zoning 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 Zoning Ordinance;

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (Petition xxxx-PUD-xx), filed with the Commission requesting an amendment to the Zoning Ordinance and to the Zoning Map;

WHEREAS, the Commission forwarded Petition xx to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a

_____recommendation (X-X) in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code § 367-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on_____, 2017; and,

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

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

Section 1. Applicability of Ordinance.

1.1 This PUD District Ordinance (this "Ordinance") applies to the subject real estate more particularly described in **Exhibit A** attached hereto (the "Real Estate") and shall hereafter be referred to as the "**CHATHAM COMMONS PUD DISTRICT**" (the "District" or the "Commons").

1.2 The provisions of the Zoning Ordinance as amended shall govern development of the Real Estate unless specifically modified by the terms of this Ordinance. All provisions and representations of the Zoning Ordinance that conflict with the provisions of this Ordinance shall be superseded by the terms of this Ordinance.

1.3 The underlying zoning district shall be the **GB – General Business District**. Except as modified, revised, supplemented or expressly made inapplicable by this Ordinance which shall supersede the Unified Development Ordinance, the standards of Unified Development Ordinance ("UDO") at

the time of the approval of this Ordinance, applicable to the Underlying Zoning District shall apply. Future changes to the UDO shall not apply unless agreed upon by Developer.

1.4 Chapter ("Chapter") and Article ("Article") cross-reference of this Ordinance shall hereafter refer to the section as specified and referenced in the Unified Development Ordinance.

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

A. Architectural Insulated Panels: An insulated metal panel with a foamed core and an exterior finish that simulates the look of stucco.

B. Underlying Zoning District. The Zoning District of the Unified Development Ordinance that shall govern the development of this District shall be GB – General Business.

C. Chatham Hills: A high quality residential and golf course community located in Westfield.

2.1 Site Concept Design Plan: The Commons at Chatham Hills will be a diverse commercial center designed for every day needs of nearby residents and focused on hospitality for visitors and residents in their daily lives, including hotel, possible grocery, retail, restaurant and services, as well as hospitality needs for nearby events, Grand Park, business travelers, golf and more due to the close proximity of nearby features and location along US-31. The plan is attached hereto and incorporated herein by reference as **Exhibit A** and depicts a general plan for the development of the Real Estate. The site will be developed in sustainable progression and has been laid out accordingly to incorporate the future City of Westfield's round-a-bout planned just west of US-31 and street expansion on 191st. Layout of business sites have been carefully set up to take advantage of and help preserve, where possible, the natural surroundings of trees, creeks and lower ground for amenities, ponds and trail ways.

2.2 Illustrative Character Exhibit: The Character Exhibit, attached hereto as **Exhibit C**, is hereby incorporated as a compilation of images designed to provide users with conceptual ideas of concepts, elements, architecture or intended quality of structures to be constructed in the District. Office and other multi-story buildings (i.e. hotels) shall be encouraged to reflect various characters as depicted in the *State Road 32 Overlay,* when applicable. Although the exhibits do not necessarily represent the final design or specify a required architectural style or element, they do hereby establish a benchmark for the quality of structures that are permitted to be constructed and that contribute to the District's intent and vision. It is understood that many high quality businesses have strict architectural and branding plans for their respective buildings and flexibility shall be encouraged in order to preserve Westfield's marketability. The Department's decision may be appealed to the Plan Commission.

A. Development Creative Intent: An emphasis on creating a cohesive and architecturally interesting site that cultivates new business in Westfield, hospitality areas for residents, the community, business travelers and Grand Park Sports tourism guests. It will be a high quality development and due to the proximity to US-31, numerous other users will visit the District while traveling so access and visibility is extremely important. The natural features of the property will provide a nice benefit for all users and will be a great amenity for the District.

B. Architectural Review: All architectural, landscaping, lighting and signage plans in the District shall be submitted to Developer for Architectural Review Board for approval. Approval by Developer or designated member of Architectural Review Board shall be required prior to

any final municipal approvals or permits issued. Upon completion of the building (s), inspection and occupancy approval may be withheld by City if approved elements have not been installed or used, as determined by Developer.

C. *Article 5.2 US 31 Overlay District* standards do not apply to the Real Estate or future additional Real Estate amended to this Ordinance; all standards herein shall apply and supersede any standards in the UDO.

Section 3. Permitted Uses.

3.1 All uses permitted in the Underlying Zoning District for GB except for the following modifications:

A. Utilities – Regulated by IURC

B. Adult Entertainment

3.2 In addition, the following are also permitted:

A. Outdoor dining, entertainment and event areas

B. Gasoline Service Station and car washing facility

C. Bed & Breakfast

D. Nursing Home/Assisted Care Facility

E. Day care or private children's school center

F. Pet Kennel (small animals) and Veterinary Office/Hospital

G. Golf course, golf practice or miniature golf facility

H. Public or private park, including for animal recreation

I. Drive-Thrus and Stand-alone drive thru businesses

J. Day Care or School center

K. Office, construction trade

L. Agritourism Use shall be permitted and includes beer, wine or spirits tasting room and distillery, Farm Stand or temporary farmers market

M. Family Entertainment Center

N. Multi-level parking structures

O. Amenity areas or green space using artificial turf

P. Sports equipment rental and repair

Q. Mixed-Use Commercial, including office and/or retail space

Section 4. General Regulations. The regulations of *Chapter 4: Zoning Districts*, as applicable to the Underlying Zoning District, shall apply except as otherwise modified below and shall supersede the UDO. The following shall apply:

4.1 *Article 4.16: General Business District* regulations shall apply except as modified herein in order to encourage a communal, cohesive aesthetic:

A. Minimum Setback Lines

a. Front Yard: Thirty (30) feet along 191st Street and Fifteen (15) Feet along Internal Streets, which shall comprise a required Buffer Yard (if applicable). The Front Yard shall not be considered the yard adjacent to the US-31 Right-of-way.

b. Setback from US-31: The Side or Rear Yard (depending on the user's layout) that is adjacent to US-31 shall be Thirty (30) feet from the US-31 Right-of-way.

c. Side Yard (only if abutting an Internal Street): Fifteen (15) Feet and may include Buffer Yard, if applicable

d. Side Yard (all others internal to development): No Minimum

e. Setback for Side or Rear Yard abutting the residential adjacent to the north side of 191st Street: Fifteen (15) Feet and shall be inclusive of any required Buffer Yard. Existing trees and natural setting shall be preserved where healthy and possible.

f. Rear Yard: No minimum

g. For Corner Lots: One (1) Front Yard shall be designated and other yard shall adhere to Side Yard standards.

h. Side or Rear Yard Setbacks and Buffer Yards shall not apply to adjacent property owned or under land contract by Chatham Hills, LLP or one of its entities/partners or agricultural property.

B. Required gross acreage attributed to outlots: No minimum or maximum.

C. No Minimum Tract Requirements.

D. Building Height

a. Minimum Building Height: Fourteen (14) feet

b. Maximum Building Height (adjacent to US-31, no frontage on 191st): None

c. Maximum Building Height (not adjacent to US-31): 60 feet

d. Architectural Height Standard: Buildings with five (5) or more stories are encouraged to vary the façade by a minimum of ten (ten) feet every four stories.

e. Site amenities, including but not limited to entryway guard houses, gazebos or other

aesthetically-enhancing elements shall not be subject to Height Standard minimums.

E. Building Size Requirements

a. Minimum Gross Floor Area: 3000 square feet

b. Maximum Gross Floor Area: No maximum

F. Minimum Lot Frontage: 80 feet

Section 5.0 **Development Standards.** Primary focus is to retain a high quality level of architecture and provides for a beautiful gateway off US-31. The standards of *Chapter 6: Development Standards* shall apply to the development of the District, except as otherwise modified or enhanced by this Ordinance, which shall supersede the UDO.

A. Accessory Use and Building Standards *Article 6.1 (B) and Article 6.1 (D)* shall apply, except as modified below: If the Accessory Building(s) entails a gate or guard house, gazebo or related structure for aesthetic or public recreation purposes, then it may be owned by the Developer or Common Area Association and constructed anywhere in the District.

1. Setbacks for Accessory Buildings shall adhere to Setbacks specified herein this Ordinance.

2. Outdoor equipment for agriculture-related uses, including metal distillery tanks, shall be permitted to be visible without screening, when aesthetically enhancing the building and business use, as approved by Developer.

3. Swimming Pool shall be encouraged to be located inside but may be permitted to be in the yard adjacent to US-31 and screened and landscaped so as to minimize visibility.

4. Enclosures of Receptacles and Loading Areas shall be constructed of material that matches or complements the Principal Building in the same balance of masonry and non-masonry materials.

5.1 Architectural and Design Standards *Article 5.3 (K) State Road 32 Overlay Architectural Design Requirements* shall apply with the following modifications. *Article 6.3 Architectural Standards* shall apply, except as otherwise modified below. **Exhibit C** may be used as an example of types of business uses, design aesthetics, level of quality or for other character references.

A. Exterior Façade Building Materials shall be comprised of three (3) or more building materials.

B. An emphasis on inclusion of Masonry and stone (or comparable materials) shall be encouraged; thirty percent (30%) of the External Façade shall be Masonry or Stone, excluding window, door, roofing, fascia and soffit materials.

C. Faux windows are permitted.

D. If Architectural Insulated Panels are used as an exterior building material, then the following applies:

1. A minimum of thirty-three percent (33%) of each Building Façade, exclusive of

windows (including faux windows and glazing), doors and loading berths, shall be covered with Masonry Materials.

2. No more than sixty-seven percent (67%) of each Building Façade, exclusive of windows (including faux windows and glazing), doors and loading berths, may be covered with Architectural Insulated Panels.

3. No more than twenty-five percent (25%) of each Building Façade, exclusive of windows (including faux windows and glazing), doors and loading berths, may be covered with metal (that is not Architectural Insulated Panels), Fiber Cement Siding, Polymeric Cladding, E.I.F.S., stucco, or vinyl exterior building materials.

5.2 Landscaping and Screening *Article 6.06 Parking and Loading Standards* shall apply to the Real Estate, except as otherwise modified below.

A. Landscape plans shall be permitted to reflect and be amenable to the acquisition of property currently under contract by Developer and therefore would be incorporated into the overall Landscape Plan when coordinated.

B. Overall Landscape Plan shall not be required upon filing and for initial permits as the remainder of site and user specifics are not known.

C. Buffer yards shall not be required except when adjacent to an existing Single Family home on the northside of 191st and west of the District and shall be fifteen (15) feet. Buffer yard shall be contained in Side or Rear Yard if applicable. Landscaping requirements for parking may be contained in buffer yard, if required.

D. Buffer yards shall not be required elsewhere along 191st Street.

E. Landscaping and Parking may be located in buffer yards.

F. Perimeter parking lot landscaping may occupy the same space as required buffer yard areas and perimeter parking lot planting requirements shall supersede buffer yard planting requirements in those areas.

G. The buffer yard requirements for undulating mounds shall not apply to prevent the removal or damage to existing trees and vegetation. Tree inventory shall not be required.

H. If a masonry wall is constructed in a buffer yard without existing trees or landscaping, then one (1) shrub every three (3) feet shall be installed on one side. A minimum of two (2) shrub varieties shall be used.

I. Landscaping areas may be located within established Right-of-ways.

J. Existing landscaping shall be incorporated and credited towards required landscaping.

K. To ensure safety and security, for a Day Care facility and businesses requiring a similar secured activity area, fencing of a high quality material (as defined in *Article 5.3 M.3.a*) that is not the same as the building material shall be permitted on all sides and yards of a building and may be flush with the Front Building Façade of the Principal Building so long as fencing and is consistent in character on every side (i.e. Bridgewater Primrose School located at

14711 Gray Road, Westfield, IN 46062 and its playground space outside). Minimal chain link fencing is permitted in these businesses if located inside decorative fencing and same finishing color.

5.3 Lighting Standards *Article 6.9 Lighting Standards* shall apply to the Real Estate. The following additional restrictions shall apply:

A. Decorative Fixtures Decorative light fixtures shall be provided along the Real Estate's entrance drives, public right-of-ways, building and pedestrian walkways as part of the sites overall architectural design.

B. Uniformity All Light Fixtures (including base and pole) in Common Areas, Entryways to the Center, Parking Areas and other decorative areas are encouraged to reflect street lights or their elements used in **Exhibit B**. Light pole bases shall be installed at or near ground when possible.

C. Lighting shall be dimmed to 65% after 11pm.

D. Lighting used for landscaping or to highlight a building feature shall be permitted to be upward facing towards the element or building.

5.4 Parking *Article 6.14 Parking and Loading Standards* shall apply to the Real Estate, except as otherwise modified below.

A. Parking requirements and service lanes may be waived or amended if parking lots are adjoining (i.e. brand partner hotels). Access easements shall be permitted to utilize singular service lanes.

B. Golf cart parking shall be permitted and each space shall be credited 1:1 toward overall parking requirements, not to exceed 5 spaces per primary structure.

C. Bicycle Parking and storage areas provided inside the building or Accessory Structure are permitted and shall replace exterior Rack Requirements.

1. Bicycle parking areas shall accommodate a minimum of ten (10) bicycle parking spaces for each primary structure and shall be waived if provided for in a Common Area or Public Space within five hundred (500) feet of the Principal Building.

5.5 Sign Standards *Article 6.17 Sign Standards* shall apply to the Real Estate, except as otherwise modified below.

A. Privately-owned signs may be placed in any Right-of-Way traffic control and transit signs, information, identification, directional signs and temporary signs if Developer or Real Estate owners association is purchasing all street signage. Signs may be mounted to light poles.

B. Overall Sign Plan is not required as remaining users and site layout is not known.

C. Off-Premise Signs are permitted if subject matter is for directional or informational purposes related to Chatham Hills or its related entity as approved by Developer.

D. Regulated governmental street signage (i.e. stop signs, street name signage, yield, etc.) in

all common areas shall be encouraged to be aesthetically similar to street signage as indicated in **Exhibit B** and may include few or all features (i.e. mounted poles, bases, signage and frames, font, spacing, scale and finials.) If Developer determines that Chatham Commons will have an alternative high end look, then it shall be at the discretion of the Developer to alter and shall be applicable to the Real Estate. All other signage in common areas and for a particular building/business shall be reviewed separately by Architectural Review Board and is not subject to Chatham Hills design aesthetic.

E. Individual Use and Outlot of Nonresidential Center Monument Signs: Shall be permitted in the Real Estate and Center. A maximum of one (1) Monument Sign shall be permitted for each Lot or point of entry from road (i.e. grocery with multiple entry points) as approved by Developer, and in accordance with *Article 6.17.H Individual Nonresidential Signs,* including the following modifications.

1. Maximum Sign Area: Sixty (60) square feet per sign face.

2. Maximum Sign Height: Six (6) feet; however, may be nine (9) feet only when incorporating a sign base and sign cap features. Monument signs incorporating a cap or base shall have a minimum base height of six (6) inches; due to grade changes, maximum bases and cap standards shall not apply but shall be encouraged to not exceed six (6) feet. Sign caps and bases shall not be used for sign display or advertising purposes. Developer shall approve. Signs may include tenant information if tenant is an additional service to the Principal Building (i.e. a Starbucks located inside a Grocery).

3. Setback: Monument signage may be located along a Lot Line or Right-of-way with five (5) feet setback. Monumental signage located in Common Areas or for the Center (and not a specific building or user) shall be encouraged to include an element(s) that reflects the signage used in Chatham Hills, including but not limited to Masonry Materials, stone color, limestone color, font, font color, spacing and include similar accessories (caps, ledges, finials, lighting) as shown in **Exhibit B.**

4. One (1) Monument Sign per building shall be permitted if a tenant is occupying the majority of the building's square footage. (i.e. corporate offices)

F. Center Monument Sign (Applicable to Center Only): Monument Sign height shall be twenty-five (25) feet and two hundred and fifty (250) square feet in Sign Area, per face, along US-31 with no minimum total building square footage threshold and may contain tenant information.

G. Entrance Signs: Sign Height maximum shall be eight (8) feet in height, maximum of ten (10) feet wide and sixty (60) square feet of sign area per face and shall be encouraged to incorporate a sign base and/or sign cap features with Masonry Materials in part of the sign, unless specific branding or business signage is required by user. Outlots and Center in-line tenants shall be permitted to have Monument Signs and shall not count against total Sign Area Allocation.

H. Subject to Plan Commission approval, any sign within the Real Estate may be increased by up to twenty percent (20%) and permitted to have additional signs on a building façade for various attributes of the business (i.e. Market District, Carmel, IN which includes a restaurant located within grocery).

I. The identification of the City of Westfield, specifically using "of Westfield" or only "Westfield" shall be permitted and shall be a minimum of twenty-five percent (25%) of total height of Center name and may be used in a separate font that is complementary to the overall design and logo.

J. Interior Circulation Signs pertaining to nearby features (i.e. Grand Park, Chatham Hills) or amenities (i.e. trail network, Monon Trail) shall not be deducted from Sign Area Allocation and shall be included at the Developer's discretion.

K. Real Estate Signs, Developer or related Acreage for Sale Sign Height may be twelve (12) feet due to location along US-31 and Sign Area shall be adjusted accordingly; pole signs permitted.

L. Tourism and hospitality focus: Ornamental signage may be permitted along Internal Streets and shall be encouraged to use similar aesthetic as governmental street signage base or poles in the District for any Grand Park or overall tourism/community efforts, as approved by Developer and City of Westfield.

Section 6. **Additional Design Standards.** The regulations of *Chapter 8: Design Standards* shall apply to the Real Estate, except as otherwise modified below.

A. Pedestrian Network & Connectivity Standards *Article 8.7 Pedestrian Network Standards* shall apply with the following exceptions:

1. Trails, sidewalks and paths shall not be located adjacent to US-31 due to safety, aesthetics and complementary layout for the entire Center, as well as the desire to utilize natural surroundings on the western and northern portion of the Real Estate and encourage trails to utilize some of the natural elements, if possible. Due to the latter, in or near natural settings, trails shall be permitted have a natural (i.e. mulch, dirt, stone, etc.) surface when located along Cool Creek, ponds or in trees in order to preserve the natural surrounding and avoid destroying adjacent trees and wildlife. In these areas, trail width shall not apply.

B. Street and Right-of-Way Standards *Article 8.9 Street and Right-of-Way Standards* shall apply, with the exception that multiple access points shall be permitted, in addition to The City of Westfield's planned round-a-bout on 191st Street.

C. Street Sign Standards shall apply with modifications as indicated in Section 5.5 herein. Once signage is approved, additional review is not required for future sections or phases if using identical signage as previous phases in the Real Estate.

D. Declaration of Covenants Property owners shall adhere to the Real Estate's Declaration of Covenants and Restrictions for the Common Area Association, which may apply greater restrictions than found herein.

Exhibit A – Conceptual Site & Thoroughfare Plan

Exhibit B – Common Area Signage, Lighting Concepts

Note: Images in Exhibit B are to serve ONLY as inspiration for an element or elements, quality or site components (i.e. stone color, limestone use, font, poles, lighting, street sign blades, finial details, color etc.) that could be incorporated into landscaping, common area signage, monument signs for the center or other elements (and not for Individual Outlots or Tenants). Final elements in the Center are not required to use the design ideas below; however, all will be reviewed and approved by Developer prior to installation.

Exhibit C – Hospitality & Commercial Conceptual

ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF WESTFIELD, HAMILTON COUNTY, INDIANA THIS_____DAY OF_____, 2017.

WESTFIELD COMMON COUNCIL HAMILTON COUNTY, INDIANA

Voting For	**Voting Against**	**Abstain**
Jim Ake	Jim Ake	Jim Ake
Steven Hoover	Steven Hoover	Steven Hoover
Robert L. Horkay	Robert L. Horkay	Robert L. Horkay
Chuck Lehman	Chuck Lehman	Chuck Lehman
Mark Keen	Mark Keen	Mark Keen
Cindy L. Spoljaric	Cindy L. Spoljaric	Cindy L. Spoljaric
Joe Edwards	Joe Edwards	Joe Edwards

ATTEST:

_____
Cindy J. Gossard, Clerk Treasurer

I hereby certify **ORDINANCE 17–XX** was delivered to the **Mayor of Westfield** on the _____day of_____, 2017.

ATTEST:

_____

Cindy J. Gossard, Clerk Treasurer

I hereby APPROVE ORDINANCE 17-XX

this_____day of_____, 2017.

_____

J. Andrew Cook, Mayor

ATTEST:

_____
Cindy J. Gossard, Clerk Treasurer

I hereby VETO ORDINANCE 17-XX

this_____day of_____, 2017.

_____

J. Andrew Cook, Mayor

RECORD LEGAL DESCRIPTION
(Recited from Instrument No. 2014050554)

A part of the Northeast Quarter of Section 25, Township 19 North, Range 3 East located in Washington Township, Hamilton County, Indiana, being described as follows:

Commencing at the Harrison marker at the Southeast corner of the Northeast Quarter of Section 25, Township 19 North, Range 3 East; thence South 88 degrees 51 minutes 33 seconds West (assumed bearing) 262.85 feet on and along the South line of said Northeast Quarter to a P.K. nail at the Southwest corner of a 0.62 acres tract of real estate described in Deed Record 353, page 973 and the ***POINT OF BEGINNING*** of this description; thence South 88 degrees 51 minutes 33 seconds West 25.00 feet on and along the South line of said Northeast Quarter to a P.K. nail marking the Southeast corner of a 0.50 acre tract of real estate described in Instrument No. 9401818; thence North 00 degrees 09 minutes 26 seconds East 200.00 feet to a 2" iron pipe at the Northeast corner of said 0.50 acre tract; thence South 88 degrees 51 minutes 33 seconds West 329.09 feet parallel with the South line of said Northeast Quarter to the Northwest corner of a 0.50 acre tract of real estate described in Deed Record 310, page 533; thence South 00 degrees 09 minutes 26 seconds West 200.00 feet to a P.K. nail on the South line of said Northeast Quarter at the Southwest corner of said 0.50 acre tract; thence South 88 degrees 51 minutes 33 seconds West 50.00 feet on and along the South line of said Northeast Quarter to a P.K. nail at the Southeast corner of a 0.50 acre tract of real estate described in Instrument No. 9445727; thence North 00 degrees 09 minutes 26 seconds East 200.00 feet to the Northeast corner of said 0.50 acre tract; thence South 88 degrees 51 minutes 33 seconds West 659.75 feet parallel with the South line of said Northeast Quarter to a 5/8" iron rod with yellow cap stamped S0083 at the intersection of the North line of a 0.51 acre tract of real estate described in Deed Record 330, page 521 and the West line of the Southeast Quarter of said Northeast Quarter; thence North 00 degrees 04minutes 25 seconds East 1,129.54 feet to the Northwest corner of the Southeast Quarter of said Northeast Quarter; thence North 00 degrees 04 minutes 25 seconds East 123.02 feet on and along the West line of the Northeast Quarter of said Northeast Quarter to a 5/8" iron rod with yellow cap stamped S0083 at the Northwest corner of a 3 3/4 acres off the South side of the Northeast Quarter of said Northeast Quarter; thence North 88 degrees 48 minutes 10 seconds East 1,191.85 feet to a 5/8" iron rod with yellow cap stamped S0083 at the point of intersection of the North line of said 3 3/4 acre tract and Westerly right-of-way line of U.S. Highway #31 (as per Indiana Dept. of Highway Plan for F. project 24(3) 1954; the following 3 courses are on and along said Westerly right-of-way line (1), thence South 00 degrees 59 minutes 19 seconds East 308.85 feet to a 5/8" iron rod with yellow cap stamped S0083; (2), thence South 01 degree 01 minute 42 seconds East 483.40 feet to a 5/8" iron rod with yellow cap stamped S0083; (3), thence South 00 degrees 09 minutes 26 seconds West 283.81 feet to a 5/8" iron rod with yellow cap stamped S0083 at the point of intersection of said Westerly right-of-way line and the North line of a 0.64 acres tract of real estate described in Deed Record 329, page 637; thence South 88 degrees 51 minutes 33 seconds West 142.35 feet to a 5/8" iron rod at the Northeast corner of a one-tenth acre tract of real estate described in Deed record 333, page 130; thence South 00 degrees 09 minutes 26 seconds West 377.50 feet to the POINT OF BEGINNING. Containing 34.33 acres, more or less.

EXCEPT THAT PART TAKEN FOR RIGHT OF WAY SET OUT IN THE HAMILTON CIRCUIT COURT CAUSE NO. 29C01-1404-PL-3283.

ALSO:

A part of the Northeast Quarter of Section 25, Township 19 North, Range 3 East, described as follows:

Begin at a point 1326.0 feet West of the Southeast corner of the Northeast Quarter of Section 25, Township 19 North, Range 3 East, run thence West along the South line of this Quarter 307.0 feet to a

point, thence North parallel to the East line of said Quarter Section 484.7 feet to the South bank of the Wheeler and Beals Drain; thence following a Northeasterly course along the South bank of this drain to a point 850.5 feet directly North of the place of beginning; thence South 850.5 feet to the place of beginning.

EXCEPTING THEREFROM:

105 feet by parallel lines off the entire West side of the following described Real Estate:

A part of the Northeast Quarter of Section 25, Township 19 North, Range 3 East, described as follows:

Begin at a point 1326.0 feet West of the Southeast corner of the Northeast Quarter of Section 25, Township 19 North, Range 3 East, run thence West along the South line of this Quarter 307.0 feet to a point, thence North parallel to the East line of said Quarter Section 484.7 feet to the South bank of the Wheeler and Beals Drain; thence following a Northeasterly course along the South bank of this drain to a point 850.5 feet directly North of the place of beginning; thence South 850.5 feet to the place of beginning.

Excepting and reserving all that certain property acquired by Susan D. Klapper from Ila Grinstead by Deed dated 11/21/1995 recorded 12/27/1995in Deed Volume 9566421.

ALSO: (recited from Instrument No. 2015052972)

105 feet by parallel lines off the entire West side of the following described Real Estate:

A part of the Northeast Quarter of Section 25, Township 19 North, Range 3 East, described as follows:

Begin at a point 1326.0 feet West of the Southeast corner of the Northeast Quarter of Section 25, Township 19 North, Range 3 East, run thence West along the South line of this Quarter 307.0 feet to a point, thence North parallel to the East line of said Quarter Section 484.7 feet to the South bank of the Wheeler and Beals Drain; thence following a Northeasterly course along the South bank of this drain to a point 850.5 feet directly North of the place of beginning; thence South 850.5 feet to the place of beginning.

ALSO: (recited from Instrument No. 2015033518)

A part of the Southwest Quarter of the Northeast Quarter of Section 25, Township 19 North, Range 3 East, described as follows:

Begin at a point 1633.1 feet West of the Southeast corner of the Northeast Quarter of said Section, Township and Range; thence West on and along the South line of said Northeast Quarter 307.4 feet to a point; thence Northeasterly on and along a fence line 477.10 feet to a point on the South bank of the Wheeler-Beals Open Drain, said point being 609.8 feet West of the East line of the West Half of said Northeast Quarter; thence Northeasterly on and along the South bank of said open drain to a point 484.7 feet North and 307.1 feet West of said East line; thence South 484.7 feet to intersection with the South line of said Quarter Section and place of beginning.

MODERNIZED CONSOLIDATED LAND DESCRIPTION (The following land description has been prepared in an effort to update, consolidate, and modernize the above record descriptions, being more particularly described as follows:

A part of the Northeast Quarter of Section 25, Township 19 North, Range 3 East of the Second Principal Meridian located in Washington Township, Hamilton County, Indiana, being more particularly described as follows:

Commencing at the Southeast corner of the Northeast Quarter of Section 25, Township 19 North, Range 3 East; thence South 88 degrees 51 minutes 33 seconds West (assumed bearing) on and along the South line of said Northeast Quarter 996.01 feet to the Southwest corner of the real estate described in a Warranty Deed to The State of Indiana recorded as Instrument No. 2012072243 in the Office of the Recorder of Hamilton County, Indiana and the ***POINT OF BEGINNING*** of this description; thence continuing South 88 degrees 51 minutes 33 seconds West on and along the South line of said Northeast Quarter 944.49 feet to the Southwest corner of the land of Chatham Hills, LLP as described in Instrument No. 2015033518 in said Recorder's Office; thence North 00 degrees 34 minutes 48 seconds East along the West line of said land and approximately along a fence line 477.10 feet to the Northwest corner of said land at the approximate South bank of the Wheeler-Beals open drain, said point being 609.8 feet West of the East line of the West Half of said Northeast Quarter; thence North 87 degrees 24 minutes 00 seconds East along the North line of said land and along the approximate South bank of said open drain to a point on the Northwesterly line of the land of Chatham Hills, LLP as described in Instrument No. 2015052972 in said Recorder's Office; thence North 39 degrees 29 minutes 32 seconds East along the Northwesterly line of said land and along the Northwesterly line of the land of Chatham Hills, LLP as described in Instrument No. 2014050554 in said Recorder's Office, and approximately along the South bank of said open drain 481.86 feet to the West line of the Southeast Quarter of said Northeast Quarter; thence North 00 degrees 04 minutes 40 seconds East along the West line of the Southeast Quarter of said Northeast Quarter and along the West line of said land 479.06 feet to the Northwest corner of said Quarter Quarter; thence continuing North 00 degrees 04 minutes 40 seconds East along the West line of the Northeast Quarter of said Northeast Quarter 123.02 feet to the Northwest corner of said land; thence North 88 degrees 48 minutes 10 seconds East along the North line of said land 1110.68 feet to the West right of way line of U.S. Highway No. 31 as set out in Hamilton Circuit Court Cause No. 29C01-1404-PL-3283 agreed findings and judgement of the lands appropriated by the State of Indiana recorded as Instrument No. 2015006703 in said Recorder's Office (the following four (4) courses are described along said Westerly right of way line); 1.) thence South 00 degrees 36 minutes 54 seconds West 352.74 feet; 2.) thence South 11 degrees 37 minutes 04 seconds West 366.74 feet; 3.) thence South 13 degrees 56 minutes 23 seconds West 390.51 feet; 4.) thence South 00 degrees 36 minutes 54 seconds West 205.00 feet to the Northerly right of way line of 191st Street as per Indiana Department of Transportation right of way plans for U.S. 31 Project No. 0600431 (the following four (4) courses are described along said Northerly right of way line); 1.) thence South 56 degrees 07 minutes 32 seconds West 57.53 feet; 2.) thence South 84 degrees 17 minutes 24 seconds West 125.40 feet; 3.) thence South 75 degrees 33 minutes 26 seconds West 282.59 feet; 4.) thence South 79 degrees 09 minutes 56 seconds West 164.86 feet to the West line of said real estate described in a Warranty Deed to The State of Indiana recorded as Instrument No. 2012072243 in said Recorder's Office; thence South 00 degrees 09 minutes 26 seconds West along said West line 27.75 feet to the Point of Beginning, containing 41.04 acres, more or less.

Subject to the right of way for 191st Street.
Subject to all legal easements and rights of way.

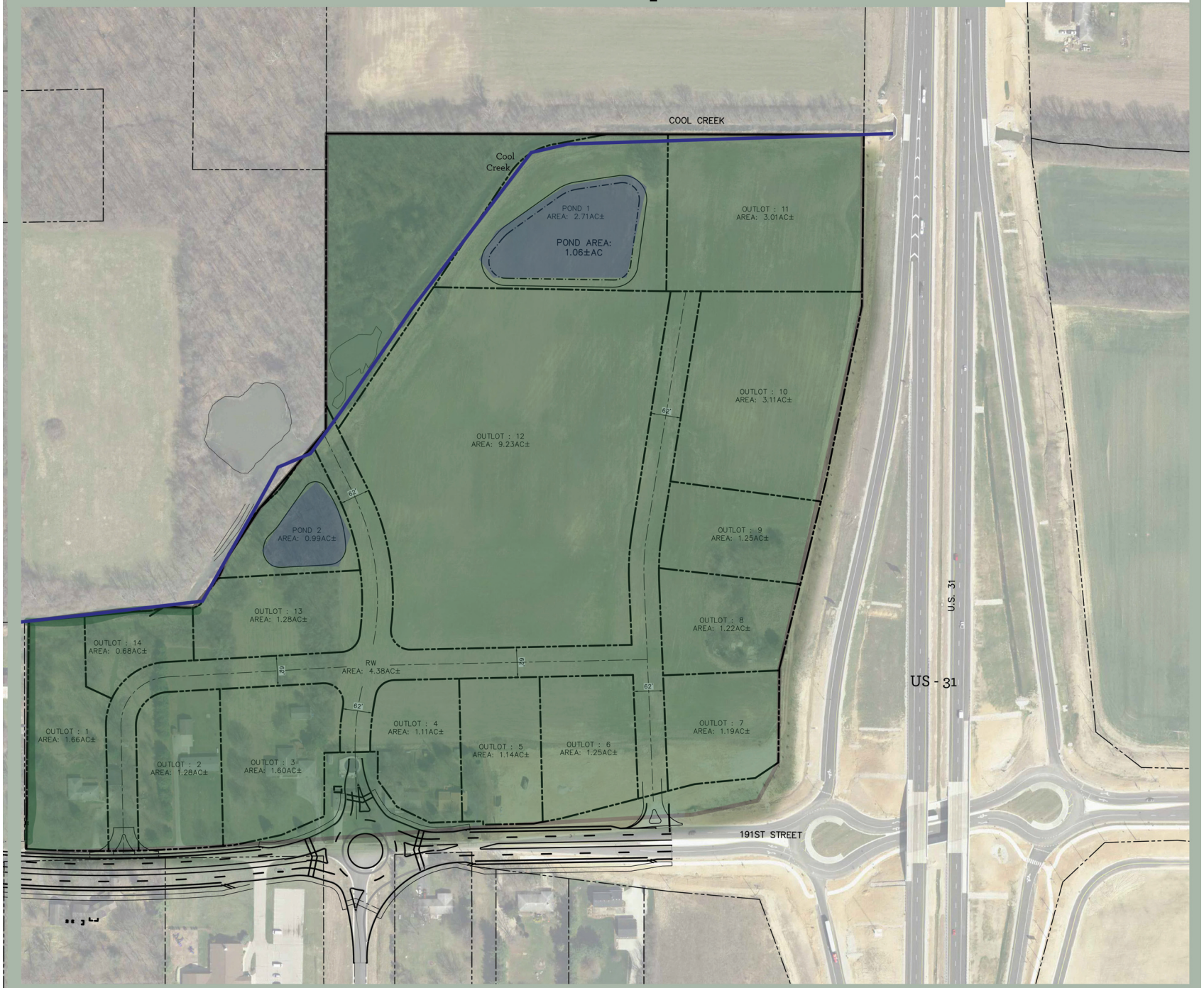
Chatham Hills

Chatham Commons - Westfield, Indiana
191st & US-31
Conceptual Plan

Chatham Hills
WESTFIELD

Chatham Commons - Westfield, Indiana
191st & US-31
Conceptual Plan

0' 100' 200'
SCALE: 1"=100'

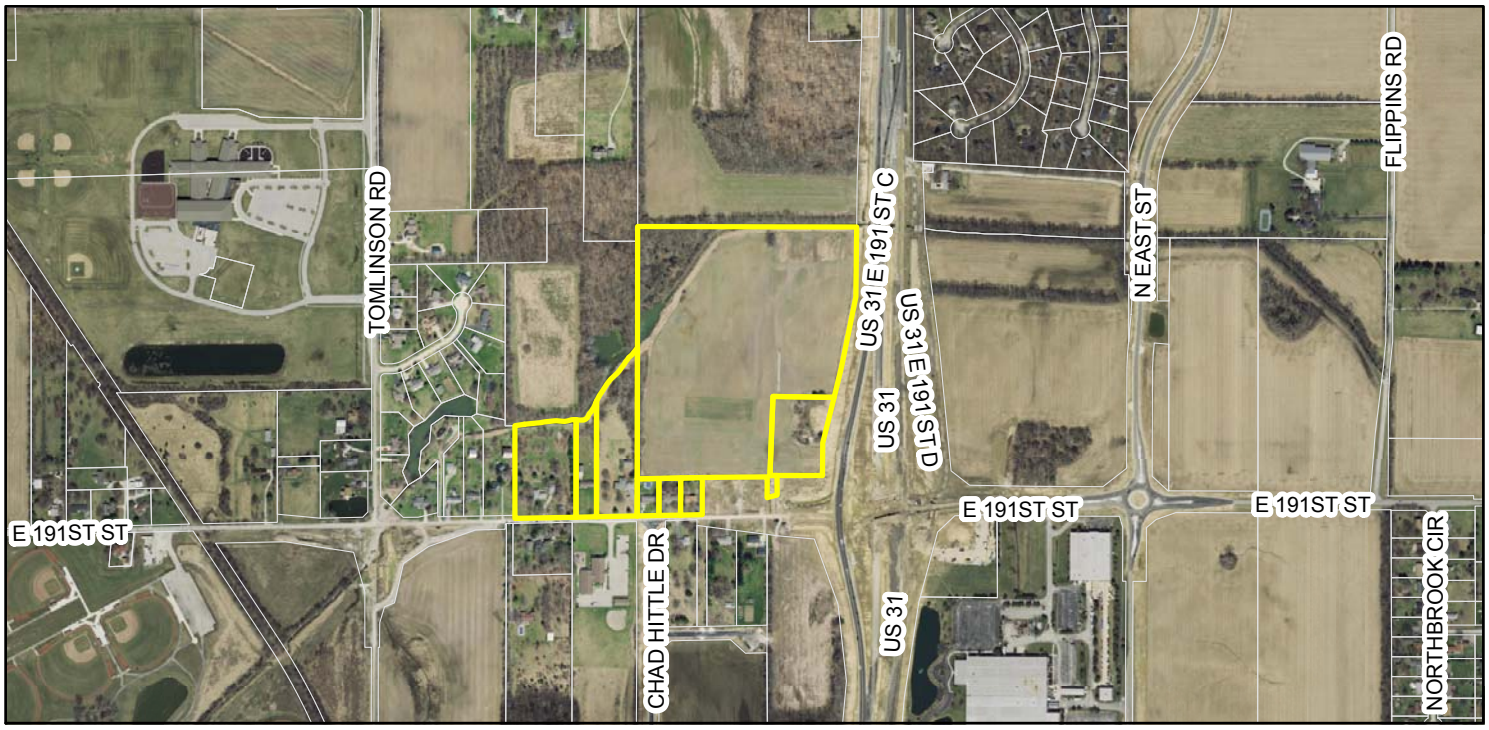


Property Location Map
1703-PUD-03
Chatham Hills Center

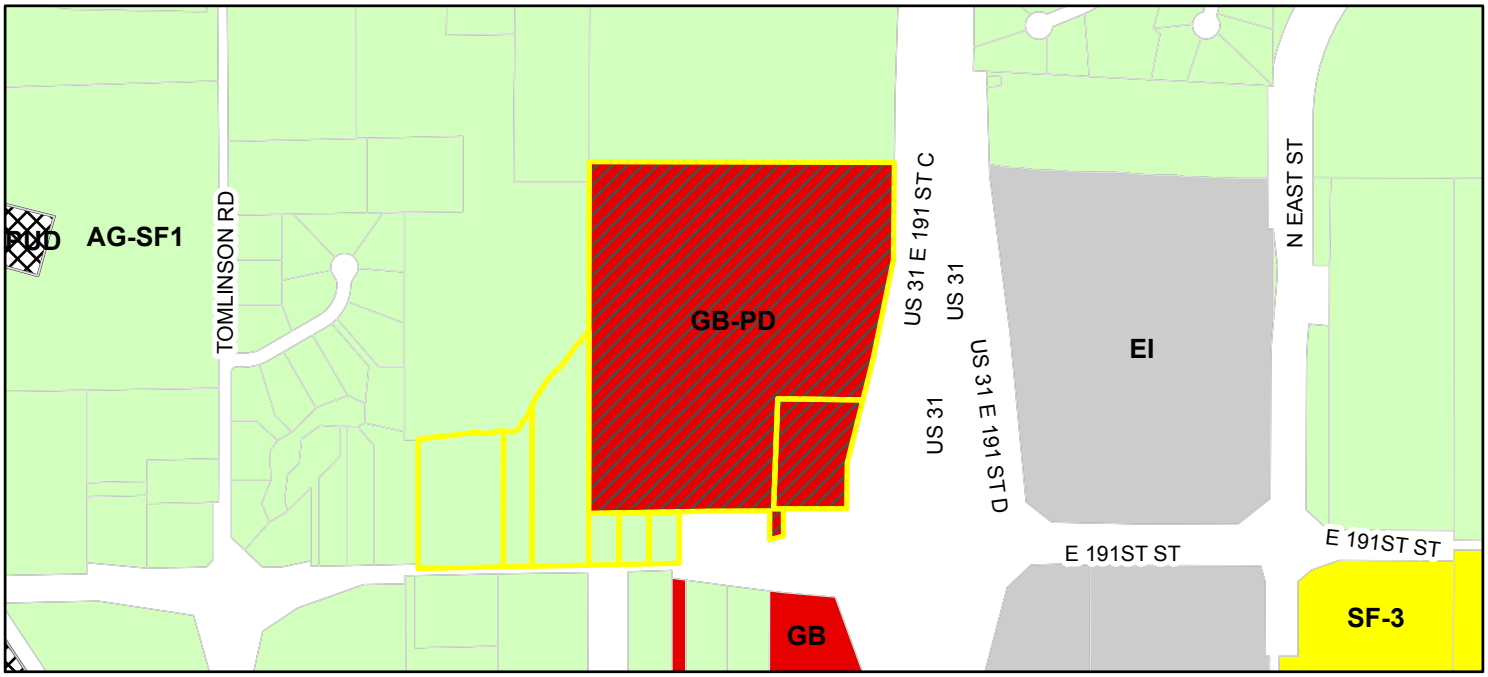
N
W E
S
Not To Scale

Aerial Location Map

Site



Zoning Map



Parcel

Zoning - All

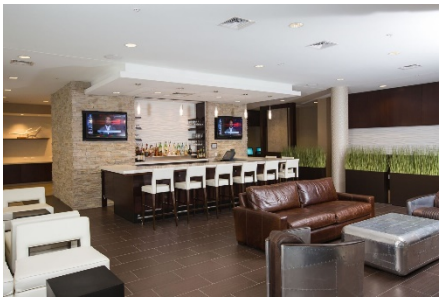
Zoning

- AG-SF1 (Agriculture - Single Family - 1)
- EI (Enclosed Industrial)
- GB (General Business)
- GB-PD (General Business - Planned Development)
- PUD (Planned Unit Development)
- SF-3 (Single Family - 3)

Exhibit B – Common Area Signage, Lighting Concepts

Note: Images in Exhibit B are to serve ONLY as inspiration for an element or elements, quality or site components (i.e. stone color, limestone use, font, poles, lighting, street sign blades, finial details, color etc.) that could be incorporated into landscaping, common area signage, monument signs for the center or other elements (and not for Individual Outlots or Tenants). Final elements in the Center are not required to use the design ideas below; however, all will be reviewed and approved by Developer prior to installation.

Exhibit C – Hospitality & Commercial Conceptual



ORDINANCE 17-01

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

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

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

WHEREAS, the Council has conducted a public hearing on February 13, 2017, as required by law with regard to the annexation of the Annexation Area; and,

WHEREAS, the Council has adopted a fiscal plan for the annexation of the Annexation Area in accordance with Indiana Code 36-4-3-3.1 (Resolution 16-126); and,

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

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

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

Section 1. The Annexation Area, generally located on the southwest corner of US 31 and SR 38, and adjacent to the existing corporate limits along the western and southern boundaries of the Annexation Area, is hereby annexed to and declared to be a part of the City.

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

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

Section 4. This Ordinance shall be in full force and effect upon its passage by the Council, its publication, and upon the passage of any applicable waiting period, all as provided by the laws of the State of Indiana. All ordinances or parts thereof in conflict herewith are hereby repealed. Any portion of the Ordinance later to be found void or invalid shall not affect the remaining portions of this Ordinance.

ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF WESTFIELD, HAMILTON COUNTY, INDIANA THIS _____ DAY OF MARCH, 2017.

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 **ORDINANCE 17-01** was delivered to the Mayor of Westfield

on the _____ day of _____, 2017, at _____ ____ m.

_____
Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE Ordinance 17-01

this _____ day of _____, 2017.

_____
J. Andrew Cook, Mayor

I hereby VETO Ordinance 17-01

this _____ day of _____, 2017.

_____
J. Andrew Cook, Mayor

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

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

EXHIBIT A
ANNEXATION AREA

EXHIBIT LEGEND

- ANNEXATION AREA
- EXISTING CITY LIMITS
- PARCELS
- STREETS

Not To Scale

N
W E
S

EXHIBIT B
ANNEXATION AREA
LEGAL DESCRIPTION

This description includes seven (7) parcels of land:

Parcel Nos. **08-05-13-00-00-022.000**
08-05-13-00-00-025.000
08-05-13-00-00-024.000
08-05-13-00-00-023.000
08-05-24-00-00-006.000
08-05-13-00-00-024.001
08-05-13-00-00-024.101

Starting at the northeast corner of the northeast quarter of Section 24, Township 19, Range 3,

S 87-55-54 W Distance: 190.956 to the point of beginning.

Direction: N 0-7-9 E Distance: 173.056
Direction: N 16-48-53 E Distance: 52.2
Direction: N 0-6-56 E Distance: 550
Direction: N 31-15-4 E Distance: 81.78
Direction: N 1-6-53 E Distance: 655.109
Direction: N 7-49-26 W Distance: 174.347
Direction: S 87-40-38 W Distance: 89.67
Direction: N 6-14-46 W Distance: 260.668
Direction: N 19-21-5 W Distance: 201.441
Direction: S 89-59-49 W Distance: 197.53
Direction: N 29-0-33 W Distance: 603.505
Direction: N 20-40-39 E Distance: 192.832
Direction: N 59-46-48 W Distance: 321.086
Direction: N 14-53-37 E Distance: 18.636
Direction: N 61-55-12 W Distance: 52.942
Direction: N 71-26-22 W Distance: 20.169
Direction: N 62-48-30 W Distance: 42.148
Direction: N 57-18-5 W Distance: 37.836
Direction: N 73-2-49 W Distance: 53.808
Direction: N 79-24-13 W Distance: 49.986
Direction: N 67-7-24 W Distance: 73.415
Direction: N 64-37-3 W Distance: 70.971
Direction: N 70-40-49 W Distance: 101.347
Direction: S 0-29-44 W Distance: 232.388
Direction: S 87-49-0 W Distance: 1122.895
Direction: S 0-18-15 W Distance: 363.395
Direction: S 0-18-15 W Distance: 233.713
Direction: S 0-18-18 W Distance: 762.471

Direction: S 0-16-38 W Distance: 1655.185
Direction: N 87-52-10 E Distance: 1325.068
Direction: S 0-13-3 W Distance: 910.104
Direction: N 88-29-48 E Distance: 393.775
Direction: S 0-56-1 E Distance: 401.413
Direction: N 87-51-24 E Distance: 255.599
Direction: N 0-17-47 W Distance: 402.126
Direction: N 88-16-10 E Distance: 536.144
Direction: N 0-10-41 W Distance: 736.869
Direction: N 29-48-41 W Distance: 115.39
Direction: N 0-6-29 E Distance: 76.953

Back to the point of beginning – containing 187.34 acres more or less.

ALSO INCLUDING:

In addition to the aforementioned, the annexed area shall include those public highways and rights-of-way of public highways required to be annexed by Indiana Code § 36-4-3-2.5, including the relevant portions of Lindley Farm Road, SR 38, US 31, and 203rd Street.

Annexation Area

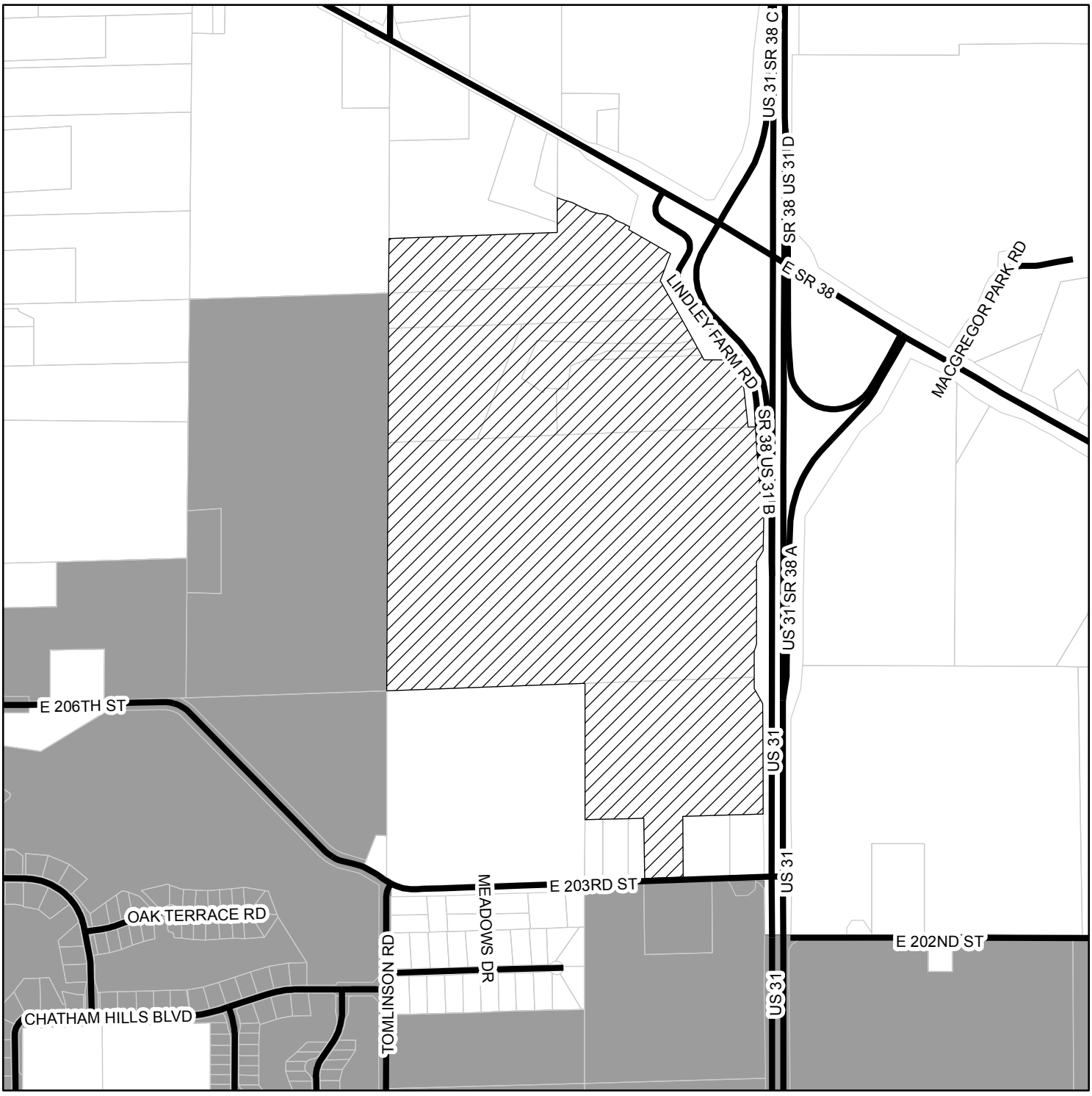


EXHIBIT LEGEND

- ANNEXATION AREA
- EXISTING CITY LIMITS
- PARCELS
- STREETS

Not To Scale

N
W E
S

ORDINANCE NUMBER 17-02

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

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

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

WHEREAS, the Westfield-Washington Township Advisory Plan Commission (the "Commission") held a public hearing on March 6, 2017 for a petition (**Petition No. 1703-REZ-01**) filed by Weekley Homes of Indiana, LLC ("Owner" of the Real Estate), requesting to rezone certain lands within the City of Westfield;

WHEREAS, the Commission forwarded **Petition No**. **1703-REZ-01** to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a _____ recommendation in accordance with Indiana Code § 36-7-4-608;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on _____, 2017;

WHEREAS, the Common Council is subject to the provisions of the Indiana Code §36-7-4-608 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 Unified Development Ordinance and Zoning Map are hereby amended as follows:

Section 1. Applicability of Ordinance.

1.1 The Zoning Map accompanying and made a part of the Westfield-Washington Unified Development Ordinance is amended to reclassify real estate (the "Real Estate") described in what is attached hereto and incorporated herein by reference as **Exhibit A**, from AG-SF1: Agriculture / Single-Family Rural District to SF-2: Single-Family Low Density District.

1.2 Development of the Real Estate shall be governed by the provisions of the Unified Development Ordinance.

ALL OF WHICH IS ORDAINED/RESOLVED THIS __ DAY OF _____, 2017.

WESTFIELD CITY COUNCIL

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

ATTEST:

_____
Cindy Gossard, Clerk Treasurer

I hereby certify that **ORDINANCE 17-02** was delivered to the Mayor of Westfield

on the _____ day of _____, 2017, at _____ ____ m.

_____
Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 17-02**

this _____ day of _____, 2017.

_____
J. Andrew Cook, Mayor

I hereby VETO **ORDINANCE 17-02**

this _____ day of _____, 2017.

_____
J. Andrew Cook, Mayor

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

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

EXHIBIT A

(REAL ESTATE)

A part of West Half of Northwest Quarter of Section 8, Township 18 North, Range 4 East, more particularly described as follows:

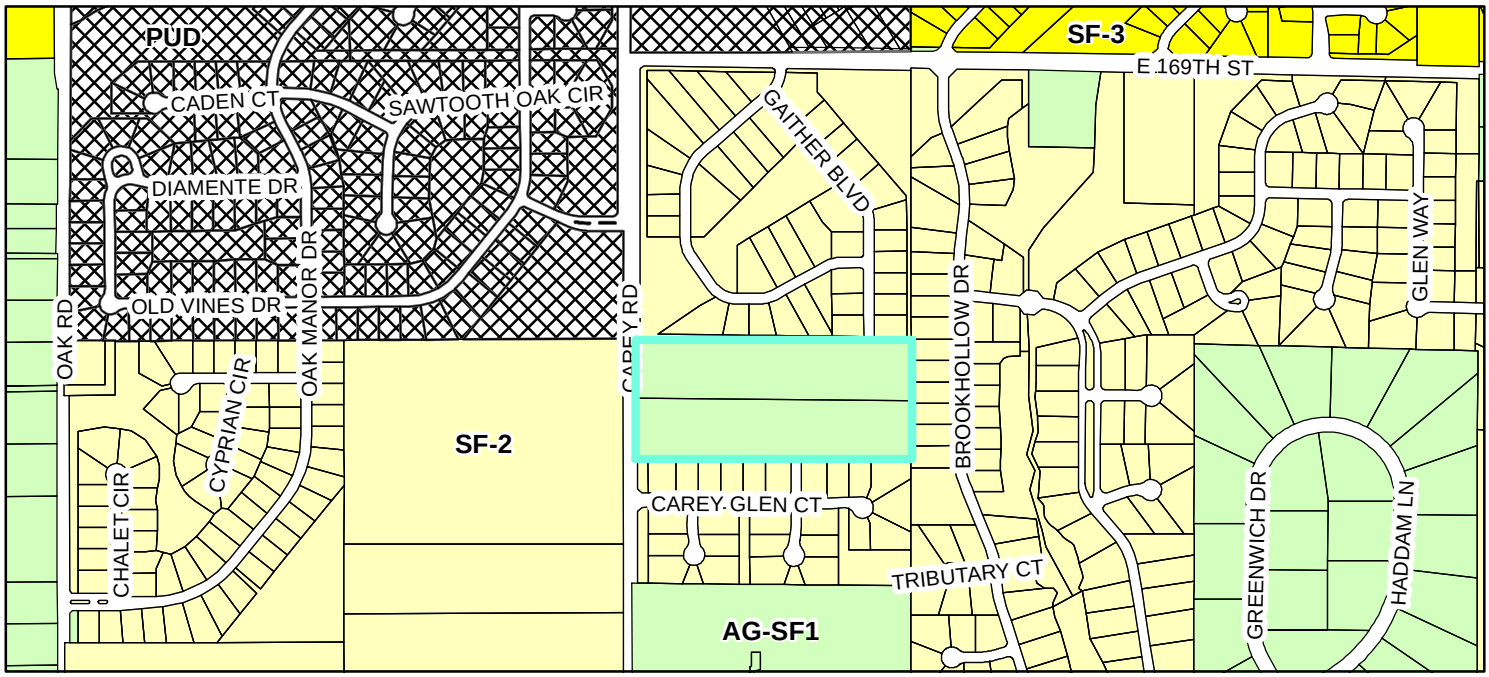
Commencing at the Northwest corner of said half quarter section; thence on the North line of said Quarter Section South 89 degrees 27 minutes 59 seconds East (basis of bearings) 44.36 feet to the Point of Beginning; thence continuing on the North line of said Quarter Section North 89 degrees 27 minutes 59 seconds East 1286.07 feet to the East line of the West half of said Quarter Section; thence on the East line of said West half South 00 degrees 01 minute 26 seconds West 561.14 feet to the North line of Carey Glen Subdivision described in Instrument Number 200300117457 in the office of the Hamilton County Recorder; thence on the North line of Carey Glen Subdivision North 89 degrees 28 minutes 02 seconds West 1285.35 feet to the East Right of Way line of Carey Road described in Instrument Number 2014032758 & Instrument Number 2014032759 in the office of said recorder; thence on said East Right of Way line North 00 degrees 02 minutes 59 seconds West 561.18 feet to the Point of Beginning, containing 16.56 acres, more or less.

Location Map
Belmont Woods
1703-REZ-01, 1703-ODP-02, & 1703-SPP-02

N
W E
S
Not To Scale

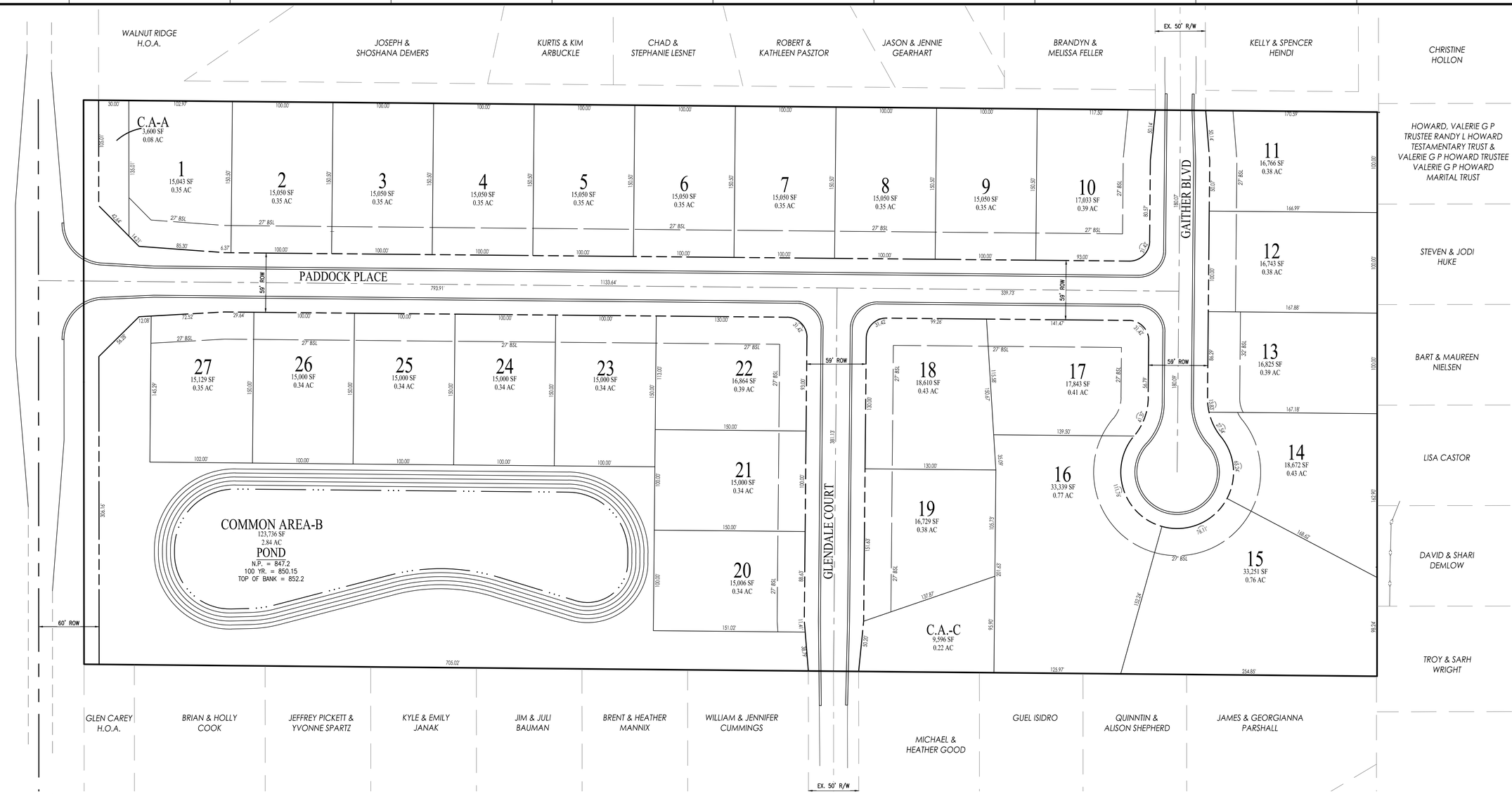
Aerial Location Map

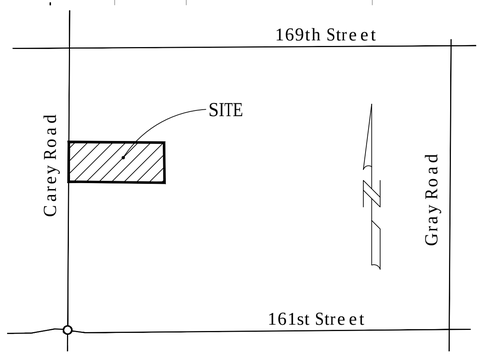
Zoning Map



Zoning

- AG-SF1 (Agriculture - Single Family - 1)
- PUD (Planned Unit Development)
- SF-2 (Single Family - 2)
- SF-3 (Single Family - 3)





VICINITY MAP

1"=1000'

SITE DATA

EXISTING ZONING: AG-SF1

PROPOSED ZOINIG SF-2

DEVELOPMENT STANDARDS

STANDARD	
Number of Lots	27
Minimum Lot Area	15,000 SF
Minimum Lot Frontage @ R/W	50'
Minimum Setback Lines	
Front Yard	27'
Side Yard	12
Rear Yard	30
Minimum Lot Width	100

ADJACENT ZONING:
North: SF-2
South: SF-2
East: SF-2
West: SF-2

PROPOSED:
Project Area: 16.56 Acres +/-
Number of Proposed Lots: 27
Proposed Density: 1.63Units /Acre
Common Areas:
Common Area A: 3,600 sf
Common Area B: 123,736 sf
Common Area C: 9,596 sf
Total Common Area: 136,932 sf (3.1 Ac) = 18.7%

PROJECT ADDRESS: 16575 CAREY ROAD, WESTFIELD, IN 46074

CONTACTS:

LAND OWNER:
Tara & Robert Taylor
16575 Carey Road
Westfield, IN 46074

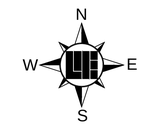
DEVELOPER:
Weekley Homes of Indiana, LLC
9310 N. Meridian St. Ste 100
Indianapolis, IN 46260
Ed Freeman 317-582-2431
Email: efreeman@dwhomes.com

LAND SURVEYOR/ENGINEER:
Weihe Engineers
10505 N. College Avenue
Indianapolis, IN 46280
Duane Sharer 317-846-6611
Email: sharrerd@weihe.net

LEGAL DESCRIPTION

A part of West Half of Northwest Quarter of Section 8, Township 18 North, Range 4 East, more particularly described as follows: Commencing at the Northwest corner of said half quarter section; thence on the North line of said Quarter Section South 89 degrees 27 minutes 59 seconds East (basis of bearings) 44.36 feet to the Point of Beginning; thence continuing on the North line of said Quarter Section North 89 degrees 27 minutes 59 seconds East 1286.07 feet to the East line of the West half of said Quarter Section; thence on the East line of said West half South 00 degrees 01 minute 26 seconds West 561.14 feet to the North line of Carey Glen Subdivision described in Instrument Number 200300117457 in the office of the Hamilton County Recorder; thence on the North line of Carey Glen Subdivision North 89 degrees 28 minutes 02 seconds West 1285.35 feet to the East Right of Way line of Carey Road described in Instrument Number 2014032758 & Instrument Number 2014032759 in the office of said recorder; thence on said East Right of Way line North 00 degrees 02 minutes 59 seconds West 561.18 feet to the Point of Beginning, containing 16.56 acres, more or less.

CONCEPT PLAN
BELMONT WOODS



SCALE: 1" = 50

0 25 50 100

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

317 | 846 - 6611
800 | 452 - 6408
317 | 843 - 0546 fax

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

WEIHE ENGINEERS
Land Surveying | Civil Engineering
Landscape Architecture

REVISIONS AND ISSUES	BY	DATE

PROJECT NO. W160542
DWG NAME: P101.DWG
DESIGNED BY: DAS
DRAWN BY: DAS
CHECKED BY: DAS
DATE: 2/3/17

PREPARED FOR:
BELMONT WOODS
WEEKLEY HOMES OF INDIANA, LLC

CONCEPT PALN
Part of Section 8, Township 18 North, Range 4 East, Washington Township, Hamilton County, Indiana

XXXXXXXX

SHEET NO.
CP100

PROJECT NO.
W160542

LOCATION: C:\Users\ventonc\Documents\1_DWS\Weekley\Taylor Property\Engineering\design\Primary Plat\Concept Plan Exhibit.dwg
LAYOUT: Layout1
DATE/TIME: January 30, 2017 - 3:52pm
PLOTTED BY: Ventonc

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.

February 13, 2017

_____

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 40 pages and except for accounts payables not allowed as shown on the Register such account payables are hereby allowed in the total amount of $0 and pending director approval such accounts payables are hereby allowed in the total amount of $0.

Dated this 13 day of February, 2017

_____ _____ _____

_____ _____ _____

_____ _____ _____

Signatures of Governing Board

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								
VEN000126	Anthem Blue Cross Blue Shield	APP039829	1/9/2017	101001119	ADM-HEALTH AND DENTAL	Medical ins prem	1,960.42	61439	1/9/2017
VEN000917	Humane Society for Hamilton	APP039881	1/11/2017	101001349	ADM-SERVICES	Strays	3,813.00	500000143	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101001111	ADM-SALARY	net sal	8,236.00	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101001120	ADM-FICA AND MEDICARE	fica	489.72	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101001120	ADM-FICA AND MEDICARE	med	114.54	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101001121	ADM-PERF	perf	929.07	500000141	1/12/2017
VEN002036	USAutomatic Fire and Security	APP039899	1/11/2017	101001343	ADM-BUILDING	City Hall Sprinkler and Extingu	358.00	61477	1/25/2017
VEN000695	Financial Solutions Group	APP039901	1/11/2017	101001331	ADM-CONSULTING	Resolution 16-128 Annexation	1,405.00		
VEN000695	Financial Solutions Group	APP039901	1/11/2017	101001331	ADM-CONSULTING	Resolution 16-126 Annexation	1,285.00		
VEN000695	Financial Solutions Group	APP039901	1/11/2017	101001331	ADM-CONSULTING	Resolution 16-127 Annexation	1,285.00		
VEN005661	Barnes and Thornburg LLP	APP039905	1/11/2017	101001330	ADM-ATTORNEY/CONSULT	Services	2,012.50		
VEN005662	Rocchio Kiley Ins	APP039963	1/13/2017	101001122	ADM-WORKERS' COMP	1st semi annual inst Workers	101.25	61446	1/13/2017
VEN000589	Duke Energy	APP039972	1/17/2017	101001341	ADM-ELECTRICITY	Clinic House	106.00	61447	1/17/2017
VEN000589	Duke Energy	APP039972	1/17/2017	101001341	ADM-ELECTRICITY	DWNA	58.22	61447	1/17/2017
VEN000589	Duke Energy	APP039976	1/17/2017	101001341	ADM-ELECTRICITY	133 Main DWNA lighting	10.06	61447	1/17/2017
VEN002336	Citizens Westfield	APP040003	1/18/2017	101001328	ADM-HEAT/GAS	DWNA	126.83	61456	1/20/2017
VEN002336	Citizens Westfield	APP040003	1/18/2017	101001328	ADM-HEAT/GAS	Clinic House	159.32	61456	1/20/2017
VEN002336	Citizens Westfield	APP040007	1/18/2017	101001342	ADM-WATER/SEWER	Clinic House	69.03	61458	1/20/2017
VEN002336	Citizens Westfield	APP040007	1/18/2017	101001342	ADM-WATER/SEWER	City Hall	70.19	61458	1/20/2017
VEN002336	Citizens Westfield	APP040007	1/18/2017	101001342	ADM-WATER/SEWER	DWNA	65.16	61458	1/20/2017
VEN002336	Citizens Westfield	APP040007	1/18/2017	101001342	ADM-WATER/SEWER	Historical Society	65.93	61458	1/20/2017
VEN002336	Citizens Westfield	APP040010	1/18/2017	101001328	ADM-HEAT/GAS	Heat	1,350.18	61459	1/20/2017
VEN002336	Citizens Westfield	APP040010	1/18/2017	101001328	ADM-HEAT/GAS	Heat	1,179.75	61459	1/20/2017
VEN000589	Duke Energy	APP040012	1/18/2017	101001341	ADM-ELECTRICITY	Electric	795.46	61463	1/20/2017
VEN001653	Regions Insurance Inc	APP040080	1/18/2017	101001339	ADM-INSURANCE	Bond Kristen	75.00		
VEN000927	IACT	APP040106	1/20/2017	101001350	ADM-SUB/DUES/MEMBERS	2017 IACT Dues	5,901.00	61466	1/20/2017
VEN000513	DavisVision	APP040114	1/23/2017	101001119	ADM-HEALTH AND DENTAL	Vision Ins Prem	24.28	61471	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101001111	ADM-SALARY	1/26 payroll	8,235.99	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101001120	ADM-FICA AND MEDICARE	1/26 FICA	489.72	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101001120	ADM-FICA AND MEDICARE	1/26 Medicare	114.52	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101001121	ADM-PERF	1/26 PERF	929.07	500000151	1/23/2017
VEN000931	Ice Miller LLP	APP040153	1/24/2017	101001331	ADM-CONSULTING	Dec Services	5,000.00		

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									
VEN001653	Regions Insurance Inc	APP040175	1/25/2017	101001339	ADM-INSURANCE	Jan 2017 renewal Comml pkg	1,092.92	61474	1/25/2017
VEN000126	Anthem Blue Cross Blue Shield	APP040248	1/27/2017	101001119	ADM-HEALTH AND DENTAL	Medical Ins Prem	1,960.42	61480	1/27/2017
VEN000534	Delta Dental	APP040249	1/27/2017	101001119	ADM-HEALTH AND DENTAL	Dental Ins Prem	145.31	61481	1/27/2017
VEN004479	Symetra Life Insurance	APP040253	1/30/2017	101001119	ADM-HEALTH AND DENTAL	Life Ins	6.50	61482	1/30/2017
VEN000589	Duke Energy	APP040437	2/6/2017	101001341	ADM-ELECTRICITY	133 Main	10.06		
VEN000739	Frontier	APP040438	2/6/2017	101001349	ADM-SERVICES	City Hall Alarm	63.29		
VEN001062	Jack Laurie Floors LLC	APP040482	2/6/2017	101001343	ADM-BUILDING	Office cleaning at City Hall	500.00		
VEN001537	Payroll	APP040518	2/7/2017	101001111	ADM-SALARY	sal	8,235.99	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101001120	ADM-FICA AND MEDICARE	fica	489.72	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101001120	ADM-FICA AND MEDICARE	med	114.53	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101001121	ADM-PERF	perf	929.07	500000157	2/7/2017
VEN002017	Unifirst Corporation	APP040556	2/2/2017	101001343	ADM-BUILDING	Mats	115.30		
VEN002017	Unifirst Corporation	APP040557	2/6/2017	101001343	ADM-BUILDING	Mats	115.30		
VEN002017	Unifirst Corporation	APP040558	1/24/2017	101001343	ADM-BUILDING	Mats	347.63		
VEN000697	Finley and Cook	APP040559	2/1/2017	101001331	ADM-CONSULTING	Sales Invoice Assist	237.50		
VEN000931	Ice Miller LLP	APP040560	1/24/2017	101001331	ADM-CONSULTING	Dec services	5,000.00		
VEN000931	Ice Miller LLP	APP040561	2/1/2017	101001331	ADM-CONSULTING	Jan Services	5,000.00		
VEN001953	Thomson West	APP040562	1/24/2017	101001330	ADM-ATTORNEY/CONSULT	West Information Charges	168.72		
VEN000263	Bose Public Affairs Group LLC	APP040563	1/24/2017	101001331	ADM-CONSULTING	December services	3,500.00		
VEN001988	Travelers	APP040564	1/24/2017	101001349	ADM-SERVICES	Godby claim	31.00		
VEN005147	Walker and Assoc Insurance	APP040566	2/1/2017	101001339	ADM-INSURANCE	Surety Bond Kristen	100.00		
VEN002097	Westfield Chamber Of Commerce	APP040567	1/24/2017	101001347	ADM-PROMOTIONS	Jan Chamber Luncheon	20.00		
VEN002097	Westfield Chamber Of Commerce	APP040568	1/17/2017	101001350	ADM-SUB/DUES/MEMBERS	2017 Membership	450.00		
VEN001062	Jack Laurie Floors LLC	APP040569	1/24/2017	101001343	ADM-BUILDING	Office cleaning at City Hall	500.00		
VEN001469	O W Krohn and Associates	APP040570	1/19/2017	101001331	ADM-CONSULTING	Services for Dec	721.25		
VEN001264	Love At First Sight	APP040571	1/12/2017	101001347	ADM-PROMOTIONS	Sympathy arrangement Kristin	75.00		
VEN000763	General Alarm Inc	APP040572	2/6/2017	101001343	ADM-BUILDING	Quart monitoring service	89.85		
VEN000917	Humane Society for Hamilton	APP040573	2/2/2017	101001349	ADM-SERVICES	Strays	3,813.00		
Subtotal for Administration							**80,647.57**		
Police									
VEN000126	Anthem Blue Cross Blue Shield	APP039829	1/9/2017	101002119	POLICE-HEALTH AND DENT	Medical ins prem	40,137.64	61439	1/9/2017
VEN001537	Payroll	APP039887	1/11/2017	101002111	POLICE-SALARY	net sal	132,690.79	500000141	1/12/2017

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										
	Police										
		VEN001537	Payroll	APP039887	1/11/2017	101002120	POLICE-FICA AND MEDICAR	fica	7,923.72	500000141	1/12/2017
		VEN001537	Payroll	APP039887	1/11/2017	101002120	POLICE-FICA AND MEDICAR	med	1,853.10	500000141	1/12/2017
		VEN001537	Payroll	APP039887	1/11/2017	101002121	POLICE-PERF	perf	20,490.58	500000141	1/12/2017
		VEN002036	USAutomatic Fire and Security	APP039899	1/11/2017	101002343	POLICE-BUILDING MAINTEN	PSB Sprinkler and Extinguish	1,121.95	61477	1/25/2017
		VEN001555	Pet Supplies Plus	APP039946	1/13/2017	101002355	POLICE-K-9 MAINT	K9 Food	137.94		
		VEN000686	FBI NATIONAL ACADEMY ASSO	APP039947	1/13/2017	101002350	POLICE-SUBSCRIPTIONS/D	2017 Dues Vickroy	80.00		
		VEN001455	Noblesville Police Dept.	APP039948	1/13/2017	101002472	POLICE-LEASE EQUIP	Flashbangs for ESU	976.20		
		VEN001615	Public Safety Medical Services	APP039949	1/13/2017	101002354	POLICE-PHYSICAL EXAM	New Hire Physical - McCorkle	1,513.11		
		VEN001058	J Lewis Small	APP039950	1/13/2017	101002229	POLICE-UNIFORMS	ILEA Uniform Bars	78.00		
		VEN001942	The Uniform House, Inc	APP039951	1/13/2017	101002229	POLICE-UNIFORMS	Uniforms Larrison	302.80		
		VEN001942	The Uniform House, Inc	APP039951	1/13/2017	101002229	POLICE-UNIFORMS	Uniform Pants - Todd	144.00		
		VEN001942	The Uniform House, Inc	APP039951	1/13/2017	101002229	POLICE-UNIFORMS	Velcro Pants for Chaplain Jac	20.75		
		VEN002017	Unifirst Corporation	APP039952	1/13/2017	101002343	POLICE-BUILDING MAINTEN	Mat Rental	61.45		
		VEN000747	Galls	APP039953	1/13/2017	101002229	POLICE-UNIFORMS	Uniform Pants-Nichols	87.00		
		VEN001245	Lexisnexis Risk Managment	APP039954	1/13/2017	101002349	POLICE-SERVICES	Monthly Statement	82.50		
		VEN000715	FOP/Hamilton Co Fraternal Order of Poli	APP039955	1/13/2017	101002350	POLICE-SUBSCRIPTIONS/D	2017 Dues	2,700.00		
		VEN000080	Almost Home Boarding Kennel	APP039956	1/13/2017	101002355	POLICE-K-9 MAINT	K9 Boarding-Lopez	286.00		
		VEN000434	Comcast Cable	APP039957	1/13/2017	101002349	POLICE-SERVICES	Monthly Statement	92.38	61445	1/13/2017
		VEN000083	Amanda Aiyar	APP039958	1/13/2017	101002334	POLICE-TRAVEL/TRAINING/	Reimbursement for Books	54.56		
		VEN003312	Motorola Solutions	APP039959	1/13/2017	101002472	POLICE-LEASE EQUIP	Moblile Radio Parts	1,502.50		
		VEN005662	Rocchio Kiley Ins	APP039963	1/13/2017	101002122	POLICE-WORKERS' COMP	1st semi annual inst Workers	21,250.00	61446	1/13/2017
		VEN002336	Citizens Westfield	APP039997	1/18/2017	101002342	POLICE-WATER/SEWER	water/sewer charge	220.24	61452	1/20/2017
		VEN002336	Citizens Westfield	APP039998	1/18/2017	101002342	POLICE-WATER/SEWER	Fire Service Charge	92.77	61453	1/20/2017
		VEN002336	Citizens Westfield	APP040010	1/18/2017	101002328	POLICE-HEAT/GAS	Heat	1,367.23	61459	1/20/2017
		VEN000589	Duke Energy	APP040012	1/18/2017	101002341	POLICE-ELECTRICITY	Electric	2,328.40	61463	1/20/2017
		VEN005705	Noreen Henriquez	APP040084	1/19/2017	101002226	POLICE-VEHICLE GAS/SUPP	Reimbursement for fuel-travili	29.53		
		VEN002017	Unifirst Corporation	APP040085	1/19/2017	101002343	POLICE-BUILDING MAINTEN	Mat Rental	62.38		
		VEN000314	C.A.R. Clinic	APP040086	1/19/2017	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	2,596.91		
		VEN001942	The Uniform House, Inc	APP040087	1/19/2017	101002229	POLICE-UNIFORMS	Uniforms - Larrison	130.00		
		VEN001942	The Uniform House, Inc	APP040087	1/19/2017	101002229	POLICE-UNIFORMS	Uniforms - Todd	185.40		
		VEN003505	Smartstop Dry Cleaners	APP040088	1/19/2017	101002229	POLICE-UNIFORMS	Dry Cleaning 12-9 to 12-31	237.00		
		VEN000410	City Of Westfield	APP040091	1/19/2017	101002334	POLICE-TRAVEL/TRAINING/	2017 Training Facility Rental	8,380.00	61470	1/23/2017

Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No. Fund Name									
101 General									
Police									
VEN000513	DavisVision	APP040114	1/23/2017	101002119	POLICE-HEALTH AND DENT	Vision Ins Prem	466.10	61471	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101002111	POLICE-SALARY	1/26 payroll	134,621.44	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101002120	POLICE-FICA AND MEDICAR	1/26 FICA	8,036.41	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101002120	POLICE-FICA AND MEDICAR	1/26 Medicare	1,879.53	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101002121	POLICE-PERF	1/26 PERF	20,664.16	500000151	1/23/2017
VEN001653	Regions Insurance Inc	APP040175	1/25/2017	101002339	POLICE-INSURANCE	Jan 2017 renewal Comml pkg	4,808.86	61474	1/25/2017
VEN001052	Indiana University	APP040197	1/25/2017	101002334	POLICE-TRAVEL/TRAINING/	Tuition-Hollowell	2,581.02	61476	1/25/2017
VEN003505	Smartstop Dry Cleaners	APP040200	1/26/2017	101002229	POLICE-UNIFORMS	Dry Cleaning 1-1 to 1-12	148.00		
VEN002028	UPS	APP040201	1/26/2017	101002333	POLICE-POSTAGE	Shipping	9.35		
VEN000636	EMP Technical Group	APP040202	1/26/2017	101002337	POLICE-PRINTING	Printer Paper for Citations	219.00		
VEN004465	Precision Arms of Indiana	APP040203	1/26/2017	101002472	POLICE-LEASE EQUIP	9mm Pistol	1,200.00		
VEN004465	Precision Arms of Indiana	APP040203	1/26/2017	101002472	POLICE-LEASE EQUIP	100 Magazines	1,075.00		
VEN000747	Galls	APP040204	1/26/2017	101002224	POLICE-OPERATING SUPPLI	PBT Mouthpieces	120.60		
VEN000747	Galls	APP040204	1/26/2017	101002229	POLICE-UNIFORMS	High Gloss Uniform Shoes-Se	66.16		
VEN000747	Galls	APP040204	1/26/2017	101002229	POLICE-UNIFORMS	Uniform Shirts and Pants-Sea	300.12		
VEN002035	US Uniform and Supply	APP040205	1/26/2017	101002229	POLICE-UNIFORMS	Uniform Pants-Dine	135.90		
VEN000314	C.A.R. Clinic	APP040206	1/26/2017	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	1,367.03		
VEN000163	Aul Retirement	APP040221	1/26/2017	101002125	POLICE-401A MATCHING	6 month match	110,373.78	500000153	1/26/2017
VEN000251	Bob Block Fitness Equipment	APP040231	1/27/2017	101002224	POLICE-OPERATING SUPPLI	Ellip. Repair	57.50		
VEN000126	Anthem Blue Cross Blue Shield	APP040248	1/27/2017	101002119	POLICE-HEALTH AND DENT	Medical Ins Prem	40,137.64	61480	1/27/2017
VEN000534	Delta Dental	APP040249	1/27/2017	101002119	POLICE-HEALTH AND DENT	Dental Ins Prem	2,672.64	61481	1/27/2017
VEN004479	Symetra Life Insurance	APP040253	1/30/2017	101002119	POLICE-HEALTH AND DENT	Life Ins	162.50	61482	1/30/2017
VEN001843	Steven R Jenkins	APP040274	1/30/2017	101002229	POLICE-UNIFORMS	Uniform Star Bars	156.60		
VEN000747	Galls	APP040275	1/30/2017	101002472	POLICE-LEASE EQUIP	6 Stinger Flashlights, replace	830.04		
VEN000434	Comcast Cable	APP040276	1/30/2017	101002349	POLICE-SERVICES	Monthly Statement	101.88	61489	2/3/2017
VEN001555	Pet Supplies Plus	APP040277	1/30/2017	101002355	POLICE-K-9 MAINT	Rosco Bag of 240-Swiatkows	14.98		
VEN002279	Naval Surface Warfare Center	APP040278	1/30/2017	101002472	POLICE-LEASE EQUIP	Night Vision, Thermal Camer	1,800.00		
VEN001052	Indiana University	APP040279	1/30/2017	101002334	POLICE-TRAVEL/TRAINING/	Tuition-Rebollar	1,563.61	61486	2/1/2017
VEN001459	North Central Co-Op	APP040298	1/31/2017	101002226	POLICE-VEHICLE GAS/SUPP	Unleaded fuel for Jan	7,673.66		
VEN000849	Hamilton County Treasurer	APP040371	2/3/2017	101002336	POLICE-DISPATCH SERVICE	1st quart E911 portion	159,329.81		
VEN001367	Midwest Toxicology Servic	APP040422	2/6/2017	101002349	POLICE-SERVICES	Drug and Alcohol testing	84.00		
VEN001367	Midwest Toxicology Servic	APP040422	2/6/2017	101002349	POLICE-SERVICES	Drug testing	50.00		

Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No.	**Fund Name**								
101	**General**								
	Police								
VEN000739	Frontier	APP040438	2/6/2017	101002335	POLICE-TELEPHONE	PSB	60.09		
VEN001062	Jack Laurie Floors LLC	APP040482	2/6/2017	101002343	POLICE-BUILDING MAINTEN	Office cleaning PSB	750.00		
VEN001367	Midwest Toxicology Servic	APP040493	2/6/2017	101002349	POLICE-SERVICES	Drug and alcohol testing	292.34		
VEN001015	INPAC	APP040506	2/7/2017	101002350	POLICE-SUBSCRIPTIONS/D	2017 Membership Dues	150.00		
VEN001728	Safety Kleen	APP040507	2/7/2017	101002349	POLICE-SERVICES	5G Parts Washer - Solvent	178.59		
VEN005759	IMPD	APP040508	2/7/2017	101002334	POLICE-TRAVEL/TRAINING/	Leadership Academy-Grimes,	6,000.00		
VEN001245	Lexisnexis Risk Managment	APP040509	2/7/2017	101002350	POLICE-SUBSCRIPTIONS/D	Monthly Statement	82.50		
VEN003581	GUARDIAN TRACKING	APP040510	2/7/2017	101002350	POLICE-SUBSCRIPTIONS/D	2017 Annual Subscription	1,704.00		
VEN002028	UPS	APP040512	2/7/2017	101002333	POLICE-POSTAGE	Shipping	44.04		
VEN004513	Evident	APP040513	2/7/2017	101002224	POLICE-OPERATING SUPPLI	Evidence Gloves and Sealing	327.74		
VEN001570	PIC Inc	APP040514	2/7/2017	101002360	POLICE-VEHICLE REPAIR	Fuse 6-Way Block	102.30		
VEN002017	Unifirst Corporation	APP040515	2/7/2017	101002343	POLICE-BUILDING MAINTEN	Mat Rental	61.45		
VEN000314	C.A.R. Clinic	APP040516	2/7/2017	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	3,339.17		
VEN000943	Impact	APP040517	2/7/2017	101002350	POLICE-SUBSCRIPTIONS/D	INPAC Membership Dues	150.00		
VEN001537	Payroll	APP040518	2/7/2017	101002111	POLICE-SALARY	sal	131,814.20	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101002120	POLICE-FICA AND MEDICAR	fica	7,870.86	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101002120	POLICE-FICA AND MEDICAR	med	1,840.76	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101002121	POLICE-PERF	perf	20,199.58	500000157	2/7/2017
VEN001206	L-3 Communication Mobile Vision	APP040526	2/7/2017	101002345	POLICE-EQUIP REPAIR	Camera, rear seat IR kit, Butt	997.50		
VEN001856	Sun Badge Co.	APP040527	2/7/2017	101002229	POLICE-UNIFORMS	Badges	157.25		
VEN001856	Sun Badge Co.	APP040527	2/7/2017	101002229	POLICE-UNIFORMS	Badges	47.00		
VEN004513	Evident	APP040528	2/7/2017	101002224	POLICE-OPERATING SUPPLI	Evidence Heat Sealer, tubing,	653.70		
VEN001035	Interstate Battery	APP040529	2/7/2017	101002360	POLICE-VEHICLE REPAIR	Batteries	113.95		
VEN000747	Galls	APP040530	2/7/2017	101002229	POLICE-UNIFORMS	Safety Vest	67.00		
VEN000924	IACAI	APP040531	2/7/2017	101002350	POLICE-SUBSCRIPTIONS/D	Membership Dues-Dougherty	35.00		
VEN002336	Citizens Westfield	APP040555	2/7/2017	101002342	POLICE-WATER/SEWER	Fire Service Charges	92.77		
VEN001062	Jack Laurie Floors LLC	APP040569	1/24/2017	101002343	POLICE-BUILDING MAINTEN	Office cleaning at PSB	750.00		
	Subtotal for Police						**929,805.94**		
	Economic and Community Development								
VEN000126	Anthem Blue Cross Blue Shield	APP039829	1/9/2017	101003119	ECD-HEALTH AND DENTAL	Medical ins prem	8,187.08	61439	1/9/2017
VEN001537	Payroll	APP039887	1/11/2017	101003111	ECD-SALARY	net sal	22,096.04	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101003111	ECD-SALARY	net sal	5,789.69	500000141	1/12/2017

Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No.	**Fund Name**								
101	**General**								
	Economic and Community Development								
VEN001537	Payroll	APP039887	1/11/2017	101003120	ECD-FICA AND MEDICARE	fica	1,323.06	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101003120	ECD-FICA AND MEDICARE	fica	343.07	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101003120	ECD-FICA AND MEDICARE	med	309.43	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101003120	ECD-FICA AND MEDICARE	med	80.23	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101003121	ECD-PERF	perf	3,137.63	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101003121	ECD-PERF	perf	822.14	500000141	1/12/2017
VEN005662	Rocchio Kiley Ins	APP039963	1/13/2017	101003122	ECD-WORKERS' COMP	1st semi annual inst Workers	3,400.00	61446	1/13/2017
VEN000513	DavisVision	APP040114	1/23/2017	101003119	ECD-HEALTH AND DENTAL	Vision Ins Prem	137.24	61471	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101003111	ECD-SALARY	1/26 payroll	22,096.04	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101003111	ECD-SALARY	1/26 payroll	5,789.69	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101003120	ECD-FICA AND MEDICARE	1/26 FICA	1,323.06	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101003120	ECD-FICA AND MEDICARE	1/26 FICA	343.07	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101003120	ECD-FICA AND MEDICARE	1/26 Medicare	309.41	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101003120	ECD-FICA AND MEDICARE	1/26 Medicare	80.23	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101003121	ECD-PERF	1/26 PERF	3,137.63	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101003121	ECD-PERF	1/26 PERF	822.14	500000151	1/23/2017
VEN001653	Regions Insurance Inc	APP040175	1/25/2017	101003339	ECD-INSURANCE	Jan 2017 renewal Comml pkg	535.17	61474	1/25/2017
VEN005509	Matt Pleasant	APP040184	1/25/2017	101003334	ECD-TRAVEL/TRAINING/SE	ECD course at Ball State Mea	43.06	61487	2/1/2017
VEN005261	Daine Crabtree	APP040185	1/25/2017	101003334	ECD-TRAVEL/TRAINING/SE	Gas reim ECD course at Ball	60.32	61484	2/1/2017
VEN005710	Jenni Jackson	APP040186	1/25/2017	101003310	ECD-PLANNING CONSULTIN	American Sign Lang Interpreti	160.00		
VEN001475	Office 360	APP040187	1/25/2017	101003223	ECD-OFFICE SUPPLIES	Name plate for Ginny Kelleher	8.66		
VEN000126	Anthem Blue Cross Blue Shield	APP040248	1/27/2017	101003119	ECD-HEALTH AND DENTAL	Medical Ins Prem	8,187.08	61480	1/27/2017
VEN000534	Delta Dental	APP040249	1/27/2017	101003119	ECD-HEALTH AND DENTAL	Dental Ins Prem	702.76	61481	1/27/2017
VEN004479	Symetra Life Insurance	APP040253	1/30/2017	101003119	ECD-HEALTH AND DENTAL	Life Ins	42.25	61482	1/30/2017
VEN001459	North Central Co-Op	APP040298	1/31/2017	101003226	ECD-VEHICLE GAS/SUPPLIE	Unleaded fuel for Jan	229.43		
VEN000949	IN.GOV	APP040440	2/6/2017	101003349	ECD-SERVICES	New employee background ck	16.00		
VEN001537	Payroll	APP040518	2/7/2017	101003111	ECD-SALARY	sal	22,096.04	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101003111	ECD-SALARY	sal	5,789.69	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101003120	ECD-FICA AND MEDICARE	fica	1,323.06	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101003120	ECD-FICA AND MEDICARE	fica	343.07	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101003120	ECD-FICA AND MEDICARE	med	309.44	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101003120	ECD-FICA AND MEDICARE	med	80.24	500000157	2/7/2017

Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No.	**Fund Name**								
101	**General**								
	Economic and Community Development								
VEN001537	Payroll	APP040518	2/7/2017	101003121	ECD-PERF	perf	3,137.63	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101003121	ECD-PERF	perf	822.14	500000157	2/7/2017
	Subtotal for Economic and Community Development						**123,412.92**		
	Parks								
VEN000126	Anthem Blue Cross Blue Shield	APP039829	1/9/2017	101005119	PARKS-HEALTH AND DENT	Medical ins prem	2,437.16	61439	1/9/2017
VEN001537	Payroll	APP039887	1/11/2017	101005111	PARKS-SALARY	net sal	7,819.50	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101005120	PARKS-FICA AND MEDICAR	fica	467.09	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101005120	PARKS-FICA AND MEDICAR	med	109.24	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101005121	PARKS-PERF	perf	1,110.37	500000141	1/12/2017
VEN005662	Rocchio Kiley Ins	APP039963	1/13/2017	101005122	PARKS-WORKERS' COMP	1st semi annual inst Workers	118.75	61446	1/13/2017
VEN000589	Duke Energy	APP039975	1/17/2017	101005341	PARKS-ELECTRIC	720 186th RAB	19.08	61447	1/17/2017
VEN002336	Citizens Westfield	APP040011	1/18/2017	101005342	PARKS-WATER/SEWER	Parks water	58.20	61460	1/20/2017
VEN000589	Duke Energy	APP040012	1/18/2017	101005341	PARKS-ELECTRIC	Electric	807.33	61463	1/20/2017
VEN000513	DavisVision	APP040114	1/23/2017	101005119	PARKS-HEALTH AND DENT	Vision Ins Prem	29.56	61471	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101005111	PARKS-SALARY	1/26 payroll	9,231.18	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101005120	PARKS-FICA AND MEDICAR	1/26 FICA	554.62	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101005120	PARKS-FICA AND MEDICAR	1/26 Medicare	129.71	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101005121	PARKS-PERF	1/26 PERF	1,310.83	500000151	1/23/2017
VEN001653	Regions Insurance Inc	APP040175	1/25/2017	101005339	PARKS-INSURANCE	Jan 2017 renewal Comml pkg	437.17	61474	1/25/2017
VEN000794	Indy Portables	APP040178	1/25/2017	101005476	PARKS-EQUIP LEASES	166th St	89.00		
VEN005709	Service Sanitation Inc	APP040180	1/25/2017	101005476	PARKS-EQUIP LEASES	166th St	89.00		
VEN005716	Peter Erotas	APP040181	1/25/2017	101005334	PARKS-TRAVEL/TRAINING/S	IFEA Event Mang School conf	42.51	61475	1/25/2017
VEN000126	Anthem Blue Cross Blue Shield	APP040248	1/27/2017	101005119	PARKS-HEALTH AND DENT	Medical Ins Prem	2,437.16	61480	1/27/2017
VEN000534	Delta Dental	APP040249	1/27/2017	101005119	PARKS-HEALTH AND DENT	Dental Ins Prem	71.77	61481	1/27/2017
VEN004479	Symetra Life Insurance	APP040253	1/30/2017	101005119	PARKS-HEALTH AND DENT	Life Ins	13.00	61482	1/30/2017
VEN001537	Payroll	APP040518	2/7/2017	101005111	PARKS-SALARY	sal	7,819.49	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101005120	PARKS-FICA AND MEDICAR	fica	467.09	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101005120	PARKS-FICA AND MEDICAR	med	109.23	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101005121	PARKS-PERF	perf	1,110.36	500000157	2/7/2017
	Subtotal for Parks						**36,888.40**		

	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									
	VEN000126	Anthem Blue Cross Blue Shield	APP039829	1/9/2017	101007119	IT-HEALTH AND DENTAL	Medical ins prem	5,253.74	61439	1/9/2017
	VEN002050	Verizon Wireless	APP039830	1/9/2017	101007332	IT-CELLULAR/PAGERS/MOBI	Cell phones and air cards	14,004.04	61440	1/9/2017
	VEN001537	Payroll	APP039887	1/11/2017	101007111	IT-SALARY	net sal	14,190.90	500000141	1/12/2017
	VEN001537	Payroll	APP039887	1/11/2017	101007120	IT-FICA AND MEDICARE	fica	835.64	500000141	1/12/2017
	VEN001537	Payroll	APP039887	1/11/2017	101007120	IT-FICA AND MEDICARE	med	195.43	500000141	1/12/2017
	VEN001537	Payroll	APP039887	1/11/2017	101007121	IT-PERF	perf	2,015.11	500000141	1/12/2017
	VEN005662	Rocchio Kiley Ins	APP039963	1/13/2017	101007122	IT-WORKERS' COMP	1st semi annual inst Workers	375.00	61446	1/13/2017
	VEN000513	DavisVision	APP040114	1/23/2017	101007119	IT-HEALTH AND DENTAL	Vision Ins Prem	59.12	61471	1/23/2017
	VEN001537	Payroll	APP040128	1/23/2017	101007111	IT-SALARY	1/26 payroll	14,294.14	500000151	1/23/2017
	VEN001537	Payroll	APP040128	1/23/2017	101007120	IT-FICA AND MEDICARE	1/26 FICA	842.04	500000151	1/23/2017
	VEN001537	Payroll	APP040128	1/23/2017	101007120	IT-FICA AND MEDICARE	1/26 Medicare	196.93	500000151	1/23/2017
	VEN001537	Payroll	APP040128	1/23/2017	101007121	IT-PERF	1/26 PERF	2,029.77	500000151	1/23/2017
	VEN000348	CDW Government Inc	APP040172	1/25/2017	101007389	IT-SOFTWARE LICENSING		16,469.39		
	VEN001653	Regions Insurance Inc	APP040175	1/25/2017	101007339	IT-INSURANCE	Jan 2017 renewal Comml pkg	469.96	61474	1/25/2017
	VEN005272	SHI International	APP040188	1/25/2017	101007451	IT-COMPUTER/EQUIP	2017 Desktop Purchase	10,247.82		
	VEN005272	SHI International	APP040188	1/25/2017	101007451	IT-COMPUTER/EQUIP	2017 Laptop Purchase	12,145.68		
	VEN000126	Anthem Blue Cross Blue Shield	APP040248	1/27/2017	101007119	IT-HEALTH AND DENTAL	Medical Ins Prem	5,253.74	61480	1/27/2017
	VEN000534	Delta Dental	APP040249	1/27/2017	101007119	IT-HEALTH AND DENTAL	Dental Ins Prem	405.37	61481	1/27/2017
	VEN004479	Symetra Life Insurance	APP040253	1/30/2017	101007119	IT-HEALTH AND DENTAL	Life Ins	19.50	61482	1/30/2017
	VEN005718	Door Closer Service Co	APP040292	1/31/2017	101007451	IT-COMPUTER/EQUIP	Grand Park storeroom	790.00		
	VEN004591	Virtusa Corporation	APP040293	1/31/2017	101007331	IT-CONSULTING	Jan services	5,600.00		
	VEN002012	U.S. Bank Equipment Finance	APP040294	1/31/2017	101007337	IT-PRINTING	Copy machine rental Training	87.72		
	VEN000697	Finley and Cook	APP040295	1/31/2017	101007331	IT-CONSULTING	Jet Scheduler Setup	138.75		
	VEN002213	Open Control Systems	APP040296	1/31/2017	101007451	IT-COMPUTER/EQUIP	Media Room Projector Lamps	2,277.00		
	VEN005135	FP Mailing Solutions	APP040297	1/31/2017	101007337	IT-PRINTING	Cust Service ink	50.03		
	VEN001459	North Central Co-Op	APP040298	1/31/2017	101007226	IT-VEHICLE GAS	Unleaded fuel for Jan	114.71		
	VEN002044	Van Ausdall and Farrar	APP040299	1/31/2017	101007337	IT-PRINTING	Click charges for Nov	698.39		
	VEN002044	Van Ausdall and Farrar	APP040299	1/31/2017	101007337	IT-PRINTING	Click charges for Dec	743.64		
	VEN000348	CDW Government Inc	APP040300	1/31/2017	101007451	IT-COMPUTER/EQUIP	Startech	118.98		
	VEN005134	Lifeline Data Centers	APP040302	1/31/2017	101007349	IT-SERVICES	Fees	1,065.70		
	VEN002012	U.S. Bank Equipment Finance	APP040304	1/31/2017	101007337	IT-PRINTING	Copy machine rentals	1,315.74		
	VEN005726	Malwarebytes Corp	APP040425	2/6/2017	101007389	IT-SOFTWARE LICENSING	Endpoint Security renewal	4,897.50		

	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									
	VEN000796	Connection	APP040426	2/6/2017	101007451	IT-COMPUTER/EQUIP	PSB	1,417.66		
	VEN002012	U.S. Bank Equipment Finance	APP040427	2/6/2017	101007337	IT-PRINTING	Copy machine rentals	1,315.74		
	VEN004591	Virtusa Corporation	APP040428	2/6/2017	101007349	IT-SERVICES	Disaster Recovery	262.50		
	VEN003902	Oscar Winski Co	APP040429	2/6/2017	101007349	IT-SERVICES	Computer recycling	154.00		
	VEN000348	CDW Government Inc	APP040430	2/6/2017	101007451	IT-COMPUTER/EQUIP	Grand Park suite build out	759.15		
	VEN003729	Metronet	APP040431	2/6/2017	101007335	IT-TELEPHONE	Land lines and long distance	2,183.04		
	VEN001537	Payroll	APP040518	2/7/2017	101007111	IT-SALARY	sal	14,279.14	500000157	2/7/2017
	VEN001537	Payroll	APP040518	2/7/2017	101007120	IT-FICA AND MEDICARE	fica	841.11	500000157	2/7/2017
	VEN001537	Payroll	APP040518	2/7/2017	101007120	IT-FICA AND MEDICARE	med	196.70	500000157	2/7/2017
	VEN001537	Payroll	APP040518	2/7/2017	101007121	IT-PERF	perf	2,027.64	500000157	2/7/2017
	Subtotal for Informatics							**140,638.16**		

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**								
	Clerk Treasurer								
VEN000126	Anthem Blue Cross Blue Shield	APP039829	1/9/2017	101008119	CT-HEALTH AND DENTAL	Medical ins prem	3,337.10	61439	1/9/2017
VEN000267	Boyce Forms/systems	APP039860	1/10/2017	101008337	CT-PRINTING	City receipts	287.71		
VEN000267	Boyce Forms/systems	APP039860	1/10/2017	101008337	CT-PRINTING	1099s	124.38		
VEN001537	Payroll	APP039887	1/11/2017	101008111	CT-SALARY	net sal	15,896.78	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101008120	CT-FICA AND MEDICARE	fica	927.00	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101008120	CT-FICA AND MEDICARE	med	216.79	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101008121	CT-PERF	perf	1,870.06	500000141	1/12/2017
VEN000847	Hamilton County Recorder	APP039918	1/12/2017	101008338	CT-LEGAL NOTICES	Easements and Deeds	208.00	61443	1/12/2017
VEN000837	Hamilton County Auditor Courthouse	APP039919	1/12/2017	101008338	CT-LEGAL NOTICES	Auditor	20.00	61444	1/12/2017
VEN005662	Rocchio Kiley Ins	APP039963	1/13/2017	101008122	CT-WORKERS' COMP	1st semi annual inst Workers	221.25	61446	1/13/2017
VEN004297	ADP-Payroll	APP039974	1/17/2017	101008331	CT-CONSULTING	Processing charges and Enha	2,984.98	500000149	1/18/2017
VEN000938	IIMC	APP039992	1/18/2017	101008350	CT-SUBSCRIPTIONS/DUES/	IIMC 2017 renewals	700.00	61465	1/20/2017
VEN000345	Cave and Company Printing	APP039993	1/18/2017	101008337	CT-PRINTING	Window envelopes	577.85		
VEN004297	ADP-Payroll	APP040089	1/19/2017	101008331	CT-CONSULTING	HCM charges	1,991.85	500000150	1/19/2017
VEN000513	DavisVision	APP040114	1/23/2017	101008119	CT-HEALTH AND DENTAL	Vision Ins Prem	65.98	61471	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101008111	CT-SALARY	1/26 payroll	15,885.96	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101008120	CT-FICA AND MEDICARE	1/26 FICA	926.31	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101008120	CT-FICA AND MEDICARE	1/26 Medicare	216.61	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101008121	CT-PERF	1/26 PERF	1,868.57	500000151	1/23/2017
VEN001826	Staples	APP040173	1/25/2017	101008223	CT-OFFICE SUPPLIES	Office supplies	54.46		
VEN000847	Hamilton County Recorder	APP040174	1/25/2017	101008338	CT-LEGAL NOTICES	ordinances	270.00	61472	1/25/2017
VEN001653	Regions Insurance Inc	APP040175	1/25/2017	101008339	CT-INSURANCE	Jan 2017 renewal Comml pkg	408.02	61474	1/25/2017
VEN000126	Anthem Blue Cross Blue Shield	APP040248	1/27/2017	101008119	CT-HEALTH AND DENTAL	Medical Ins Prem	3,337.10	61480	1/27/2017
VEN000534	Delta Dental	APP040249	1/27/2017	101008119	CT-HEALTH AND DENTAL	Dental Ins Prem	297.17	61481	1/27/2017
VEN004479	Symetra Life Insurance	APP040253	1/30/2017	101008119	CT-HEALTH AND DENTAL	Life Ins	19.50	61482	1/30/2017
VEN004297	ADP-Payroll	APP040282	1/31/2017	101008331	CT-CONSULTING	Processing charges	895.94	500000155	1/31/2017
VEN001826	Staples	APP040359	2/3/2017	101008223	CT-OFFICE SUPPLIES	Office Supplies	10.80		
VEN001537	Payroll	APP040518	2/7/2017	101008111	CT-SALARY	sal	16,021.43	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101008120	CT-FICA AND MEDICARE	fica	933.49	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101008120	CT-FICA AND MEDICARE	med	218.29	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101008121	CT-PERF	perf	1,887.79	500000157	2/7/2017
	Subtotal for Clerk Treasurer						**72,681.17**		

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**								
	Mayor								
VEN000126	Anthem Blue Cross Blue Shield	APP039829	1/9/2017	101009119	MAYOR-HEALTH AND DENT	Medical ins prem	1,021.56	61439	1/9/2017
VEN001537	Payroll	APP039887	1/11/2017	101009111	MAYOR-SALARY	net sal	4,244.77	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101009120	MAYOR- FICA AND MEDICA	fica	258.34	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101009120	MAYOR- FICA AND MEDICA	med	60.42	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101009121	MAYOR-PERF	perf	602.76	500000141	1/12/2017
VEN005662	Rocchio Kiley Ins	APP039963	1/13/2017	101009122	MAYOR-WORKERS' COMP	1st semi annual inst Workers	62.50	61446	1/13/2017
VEN000513	DavisVision	APP040114	1/23/2017	101009119	MAYOR-HEALTH AND DENT	Vision Ins Prem	12.14	61471	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101009111	MAYOR-SALARY	1/26 payroll	4,244.77	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101009120	MAYOR- FICA AND MEDICA	1/26 FICA	258.34	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101009120	MAYOR- FICA AND MEDICA	1/26 Medicare	60.42	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101009121	MAYOR-PERF	1/26 PERF	602.76	500000151	1/23/2017
VEN000126	Anthem Blue Cross Blue Shield	APP040248	1/27/2017	101009119	MAYOR-HEALTH AND DENT	Medical Ins Prem	1,021.56	61480	1/27/2017
VEN000534	Delta Dental	APP040249	1/27/2017	101009119	MAYOR-HEALTH AND DENT	Dental Ins Prem	47.80	61481	1/27/2017
VEN004479	Symetra Life Insurance	APP040253	1/30/2017	101009119	MAYOR-HEALTH AND DENT	Life Ins	2.21	61482	1/30/2017
VEN001537	Payroll	APP040518	2/7/2017	101009111	MAYOR-SALARY	sal	4,244.77	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101009120	MAYOR- FICA AND MEDICA	fica	258.34	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101009120	MAYOR- FICA AND MEDICA	med	60.42	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101009121	MAYOR-PERF	perf	602.76	500000157	2/7/2017
VEN002097	Westfield Chamber Of Commerce	APP040567	1/24/2017	101009347	MAYOR-PROMOTIONS	Jan Chamber Luncheon	20.00		
Subtotal for Mayor							**17,686.64**		
	City Council								
VEN005662	Rocchio Kiley Ins	APP039963	1/13/2017	101010122	CITY COUNCIL-WORKERS'	1st semi annual inst Workers	210.00	61446	1/13/2017
VEN002097	Westfield Chamber Of Commerce	APP040567	1/24/2017	101010347	CITY COUNCIL-PROMOTION	Conner Prairie Brkft and Jan	78.00		
Subtotal for City Council							**288.00**		
	Public Works								
VEN000126	Anthem Blue Cross Blue Shield	APP039829	1/9/2017	101013119	PW-HEALTH AND DENTAL	Medical ins prem	34,723.36	61439	1/9/2017
VEN001182	Kings III America	APP039865	1/10/2017	101013349	PW-CONTRACTUAL SERVIC	Elevator phone service for Jan	95.34		
VEN001676	Riverview Hospital	APP039866	1/10/2017	101013349	PW-CONTRACTUAL SERVIC	CDL physical exams	130.00		
VEN002017	Unifirst Corporation	APP039868	1/10/2017	101013349	PW-CONTRACTUAL SERVIC	Mats for Dec	461.20		
VEN003051	Bentley Systems	APP039871	1/10/2017	101013451	PW-COMPUTER EQUIPMEN	Open Roads Designer 2017	1,942.20		
VEN001879	T.M.T Inc	APP039872	1/10/2017	101013224	PW-OPERATING SUPPLIES	Stock for Arbor Day	15,000.00		
VEN001537	Payroll	APP039887	1/11/2017	101013111	PW-SALARY	net sal	62,562.06	500000141	1/12/2017

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									
Public Works									
VEN001537	Payroll	APP039887	1/11/2017	101013120	PW-FICA AND MEDICARE	fica	3,669.89	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101013120	PW-FICA AND MEDICARE	med	858.33	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101013121	PW-PERF	perf	8,627.65	500000141	1/12/2017
VEN002036	USAutomatic Fire and Security	APP039899	1/11/2017	101013224	PW-OPERATING SUPPLIES	PW Sprinkler and Extinguishe	1,024.85	61477	1/25/2017
VEN005662	Rocchio Kiley Ins	APP039963	1/13/2017	101013122	PW-WORKERS' COMP	1st semi annual inst Workers	18,260.00	61446	1/13/2017
VEN002048	Vectren	APP039994	1/18/2017	101013349	PW-CONTRACTUAL SERVIC	151st	87.64	61467	1/20/2017
VEN002336	Citizens Westfield	APP039995	1/18/2017	101013342	PW-WATER/SEWER	151st	65.16	61451	1/20/2017
VEN002336	Citizens Westfield	APP039995	1/18/2017	101013342	PW-WATER/SEWER	2728 E 171st	95.90	61451	1/20/2017
VEN002336	Citizens Westfield	APP039995	1/18/2017	101013342	PW-WATER/SEWER	2706 E 171st	530.03	61451	1/20/2017
VEN002336	Citizens Westfield	APP039995	1/18/2017	101013342	PW-WATER/SEWER	2706 E 171st Bthrm	79.10	61451	1/20/2017
VEN002336	Citizens Westfield	APP039995	1/18/2017	101013342	PW-WATER/SEWER	Temp Hydmet	55.00	61451	1/20/2017
VEN002336	Citizens Westfield	APP039995	1/18/2017	101013342	PW-WATER/SEWER	2728 E 171st	275.06	61451	1/20/2017
VEN000589	Duke Energy	APP040012	1/18/2017	101013341	PW-ELECTRIC	Electric	4,383.39	61463	1/20/2017
VEN000589	Duke Energy	APP040098	1/19/2017	101013341	PW-ELECTRIC	151st	59.85	61464	1/20/2017
VEN000513	DavisVision	APP040114	1/23/2017	101013119	PW-HEALTH AND DENTAL	Vision Ins Prem	413.30	61471	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101013111	PW-SALARY	1/26 payroll	63,385.74	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101013120	PW-FICA AND MEDICARE	1/26 FICA	3,719.49	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101013120	PW-FICA AND MEDICARE	1/26 Medicare	869.85	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101013121	PW-PERF	1/26 PERF	8,761.64	500000151	1/23/2017
VEN001653	Regions Insurance Inc	APP040175	1/25/2017	101013339	PW-INSURANCE	Jan 2017 renewal Comml pkg	2,550.15	61474	1/25/2017
VEN000126	Anthem Blue Cross Blue Shield	APP040248	1/27/2017	101013119	PW-HEALTH AND DENTAL	Medical Ins Prem	33,259.12	61480	1/27/2017
VEN000534	Delta Dental	APP040249	1/27/2017	101013119	PW-HEALTH AND DENTAL	Dental Ins Prem	2,513.35	61481	1/27/2017
VEN004479	Symetra Life Insurance	APP040253	1/30/2017	101013119	PW-HEALTH AND DENTAL	Life Ins	124.67	61482	1/30/2017
VEN002036	USAutomatic Fire and Security	APP040256	1/30/2017	101013343	PW-BLDG MAINT	Tested phone line	180.00		
VEN000345	Cave and Company Printing	APP040257	1/30/2017	101013223	PW-OFFICE SUPPLIES	Business cards	136.76		
VEN001676	Riverview Hospital	APP040267	1/30/2017	101013349	PW-CONTRACTUAL SERVIC	CDL physical exam	130.00		
VEN000062	Aim Right Inc	APP040268	1/30/2017	101013229	PW-UNIFORMS	Wearables	1,676.83		
VEN000739	Frontier	APP040438	2/6/2017	101013349	PW-CONTRACTUAL SERVIC	City Services	381.98		
VEN002336	Citizens Westfield	APP040444	2/6/2017	101013342	PW-WATER/SEWER	PW water	318.22		
VEN002336	Citizens Westfield	APP040445	2/6/2017	101013342	PW-WATER/SEWER	City Services	95.90		
VEN002336	Citizens Westfield	APP040445	2/6/2017	101013342	PW-WATER/SEWER	Carey Rd Irrig	15.04		
VEN002336	Citizens Westfield	APP040445	2/6/2017	101013342	PW-WATER/SEWER	Temp Hydmet	59.00		

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**								
	Public Works								
VEN002336	Citizens Westfield	APP040445	2/6/2017	101013342	PW-WATER/SEWER	Bthrm 2706 171st	79.10		
VEN002336	Citizens Westfield	APP040445	2/6/2017	101013342	PW-WATER/SEWER	Simon Moon Park Drinking	14.45		
VEN002336	Citizens Westfield	APP040446	2/6/2017	101013342	PW-WATER/SEWER	151st	65.16		
VEN001062	Jack Laurie Floors LLC	APP040482	2/6/2017	101013343	PW-BLDG MAINT	Office cleaning at City Service	2,850.00		
VEN002036	USAutomatic Fire and Security	APP040492	2/6/2017	101013349	PW-CONTRACTUAL SERVIC	Fire alarm monitoring for 201	420.00		
VEN001367	Midwest Toxicology Servic	APP040493	2/6/2017	101013349	PW-CONTRACTUAL SERVIC	Drug and alcohol testing	164.33		
VEN001062	Jack Laurie Floors LLC	APP040496	2/6/2017	101013349	PW-CONTRACTUAL SERVIC	Carpet cleaning	500.00		
VEN001537	Payroll	APP040518	2/7/2017	101013111	PW-SALARY	sal	63,395.06	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101013120	PW-FICA AND MEDICARE	fica	3,718.29	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101013120	PW-FICA AND MEDICARE	med	869.63	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101013121	PW-PERF	perf	8,745.07	500000157	2/7/2017
VEN001062	Jack Laurie Floors LLC	APP040569	1/24/2017	101013343	PW-BLDG MAINT	Office cleaning at City Service	2,850.00		
	Subtotal for Public Works						**355,248.14**		

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**								
	Communications								
VEN000126	Anthem Blue Cross Blue Shield	APP039829	1/9/2017	101020119	COMM-INSURANCE	Medical ins prem	2,889.56	61439	1/9/2017
VEN001537	Payroll	APP039887	1/11/2017	101020111	COMM-SALARY	net sal	7,496.77	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101020120	COMM-FICA	fica	450.11	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101020120	COMM-FICA	med	105.27	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101020121	COMM-PERF	perf	843.88	500000141	1/12/2017
VEN003356	Workplace Dynamics	APP039914	1/12/2017	101020347	COMM-PROMOTIONS	Mang Intelligence Pkg	2,999.00		
VEN005662	Rocchio Kiley Ins	APP039963	1/13/2017	101020122	COMM-WORKER'S COMP	1st semi annual inst Workers	137.50	61446	1/13/2017
VEN000513	DavisVision	APP040114	1/23/2017	101020119	COMM-INSURANCE	Vision Ins Prem	29.56	61471	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101020111	COMM-SALARY	1/26 payroll	7,496.78	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101020120	COMM-FICA	1/26 FICA	450.11	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101020120	COMM-FICA	1/26 Medicare	105.26	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101020121	COMM-PERF	1/26 PERF	843.88	500000151	1/23/2017
VEN000126	Anthem Blue Cross Blue Shield	APP040248	1/27/2017	101020119	COMM-INSURANCE	Medical Ins Prem	2,889.56	61480	1/27/2017
VEN000534	Delta Dental	APP040249	1/27/2017	101020119	COMM-INSURANCE	Dental Ins Prem	186.38	61481	1/27/2017
VEN004479	Symetra Life Insurance	APP040253	1/30/2017	101020119	COMM-INSURANCE	Life Ins	9.75	61482	1/30/2017
VEN005006	Team Pride Athletic Apparel	APP040352	2/3/2017	101020347	COMM-PROMOTIONS	Wearables	592.30		
VEN001537	Payroll	APP040518	2/7/2017	101020111	COMM-SALARY	sal	7,496.78	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101020120	COMM-FICA	fica	450.11	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101020120	COMM-FICA	med	105.27	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101020121	COMM-PERF	perf	843.88	500000157	2/7/2017
	Subtotal for Communications						**36,421.71**		

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**								
Customer Service									
VEN000126	Anthem Blue Cross Blue Shield	APP039829	1/9/2017	101021119	CUST SERVICE- INSURANC	Medical ins prem	4,397.58	61439	1/9/2017
VEN001537	Payroll	APP039887	1/11/2017	101021111	CUST SERVICE- SAL	net sal	8,029.88	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101021120	CUSTOMER SERV- FICA ME	fica	468.62	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101021120	CUSTOMER SERV- FICA ME	med	109.58	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	101021121	CUSTOMER SERV- PERF	perf	1,140.25	500000141	1/12/2017
VEN005662	Rocchio Kiley Ins	APP039963	1/13/2017	101021122	CUSTOMER SERV-WORKER	1st semi annual inst Workers	146.25	61446	1/13/2017
VEN000345	Cave and Company Printing	APP040081	1/18/2017	101021337	CUSTOMER SERV-PRINTIN	Envelopes	291.00		
VEN000513	DavisVision	APP040114	1/23/2017	101021119	CUST SERVICE- INSURANC	Vision Ins Prem	41.70	61471	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101021111	CUST SERVICE- SAL	1/26 payroll	8,978.40	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101021120	CUSTOMER SERV- FICA ME	1/26 FICA	527.43	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101021120	CUSTOMER SERV- FICA ME	1/26 Medicare	123.35	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	101021121	CUSTOMER SERV- PERF	1/26 PERF	1,274.93	500000151	1/23/2017
VEN001367	Midwest Toxicology Servic	APP040234	1/27/2017	101021347	CUST SERV- PROMO	New emlpoyee drug testing	50.00		
VEN005717	Background Investigation Bureau LLC	APP040235	1/27/2017	101021347	CUST SERV- PROMO	New Employee background ck	11.95		
VEN000126	Anthem Blue Cross Blue Shield	APP040248	1/27/2017	101021119	CUST SERVICE- INSURANC	Medical Ins Prem	4,397.58	61480	1/27/2017
VEN000534	Delta Dental	APP040249	1/27/2017	101021119	CUST SERVICE- INSURANC	Dental Ins Prem	331.69	61481	1/27/2017
VEN004479	Symetra Life Insurance	APP040253	1/30/2017	101021119	CUST SERVICE- INSURANC	Life Ins	19.50	61482	1/30/2017
VEN005006	Team Pride Athletic Apparel	APP040350	2/3/2017	101021347	CUST SERV- PROMO	Logo on wearables	226.92		
VEN001537	Payroll	APP040518	2/7/2017	101021111	CUST SERVICE- SAL	sal	8,978.39	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101021120	CUSTOMER SERV- FICA ME	fica	527.43	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101021120	CUSTOMER SERV- FICA ME	med	123.35	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	101021121	CUSTOMER SERV- PERF	perf	1,274.93	500000157	2/7/2017
Subtotal for Customer Service							**41,470.71**		

	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**									
	Human Resources									
	VEN000126	Anthem Blue Cross Blue Shield	APP039829	1/9/2017	101022119	HR- INSURANCE	Medical ins prem	2,485.80	61439	1/9/2017
	VEN001537	Payroll	APP039887	1/11/2017	101022111	HR - SAL	net sal	4,574.83	500000141	1/12/2017
	VEN001537	Payroll	APP039887	1/11/2017	101022120	HR- FICA MED	fica	269.66	500000141	1/12/2017
	VEN001537	Payroll	APP039887	1/11/2017	101022120	HR- FICA MED	med	63.07	500000141	1/12/2017
	VEN001537	Payroll	APP039887	1/11/2017	101022121	HR - PERF	perf	649.63	500000141	1/12/2017
	VEN005662	Rocchio Kiley Ins	APP039963	1/13/2017	101022122	HR- WORKERS COMP	1st semi annual inst Workers	71.25	61446	1/13/2017
	VEN000513	DavisVision	APP040114	1/23/2017	101022119	HR- INSURANCE	Vision Ins Prem	24.28	61471	1/23/2017
	VEN001537	Payroll	APP040128	1/23/2017	101022111	HR - SAL	1/26 payroll	4,574.83	500000151	1/23/2017
	VEN001537	Payroll	APP040128	1/23/2017	101022120	HR- FICA MED	1/26 FICA	269.66	500000151	1/23/2017
	VEN001537	Payroll	APP040128	1/23/2017	101022120	HR- FICA MED	1/26 Medicare	63.06	500000151	1/23/2017
	VEN001537	Payroll	APP040128	1/23/2017	101022121	HR - PERF	1/26 PERF	649.63	500000151	1/23/2017
	VEN000126	Anthem Blue Cross Blue Shield	APP040248	1/27/2017	101022119	HR- INSURANCE	Medical Ins Prem	2,485.80	61480	1/27/2017
	VEN000534	Delta Dental	APP040249	1/27/2017	101022119	HR- INSURANCE	Dental Ins Prem	145.31	61481	1/27/2017
	VEN004479	Symetra Life Insurance	APP040253	1/30/2017	101022119	HR- INSURANCE	Life Ins	6.50	61482	1/30/2017
	VEN001537	Payroll	APP040518	2/7/2017	101022111	HR - SAL	sal	4,574.83	500000157	2/7/2017
	VEN001537	Payroll	APP040518	2/7/2017	101022120	HR- FICA MED	fica	269.66	500000157	2/7/2017
	VEN001537	Payroll	APP040518	2/7/2017	101022120	HR- FICA MED	med	63.07	500000157	2/7/2017
	VEN001537	Payroll	APP040518	2/7/2017	101022121	HR - PERF	perf	649.63	500000157	2/7/2017
	Subtotal for Human Resources							**21,890.50**		
Subtotal for Fund 101 General								**1,857,079.86**		

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**								
201	**Motor Vehicle Highway (MVH)**								
	Public Works								
VEN002706	KJM Trucking Inc	APP039863	1/10/2017	201013231	MVH-SUBGRADE MATERIAL	Maintenance	5,977.85		
VEN002123	Westfield-Washington Schools	APP039864	1/10/2017	201013226	MVH-VEHICLE GAS/ SUPPLI	Diesel fuel for Nov	513.55		
VEN000975	Indiana Oxygen Company	APP039867	1/10/2017	201013345	MVH-EQUIP REPAIR	Acetylene and Oxygen	28.14		
VEN001778	Shelby Materials	APP039869	1/10/2017	201013231	MVH-SUBGRADE MATERIAL	Bridgewater	290.00		
VEN001459	North Central Co-Op	APP039873	1/10/2017	201013226	MVH-VEHICLE GAS/ SUPPLI	Supplies	384.79		
VEN000589	Duke Energy	APP040012	1/18/2017	201013341	MVH-ELECTRIC	Electric	2,488.91	61463	1/20/2017
VEN000332	Cargill	APP040258	1/30/2017	201013231	MVH-SUBGRADE MATERIAL	1/20 ship	19,876.11		
VEN000332	Cargill	APP040258	1/30/2017	201013231	MVH-SUBGRADE MATERIAL	1/20 ship	5,556.00		
VEN000332	Cargill	APP040258	1/30/2017	201013231	MVH-SUBGRADE MATERIAL	1/23 ship	7,632.60		
VEN001044	Irving Materials	APP040261	1/30/2017	201013231	MVH-SUBGRADE MATERIAL	Stone	413.74		
VEN005567	Jonathon McNutt	APP040262	1/30/2017	201013349	MVH-SERVICES	CDL license	35.00		
VEN005566	Steven Williams	APP040263	1/30/2017	201013349	MVH-SERVICES	CDL license	35.00		
VEN001384	Milestone Contractors LLP	APP040264	1/30/2017	201013231	MVH-SUBGRADE MATERIAL	Stone	65.16		
VEN000975	Indiana Oxygen Company	APP040265	1/30/2017	201013345	MVH-EQUIP REPAIR	Materials	68.79		
VEN000879	Heritage-crystal Clean	APP040266	1/30/2017	201013349	MVH-SERVICES	Sludge removal	688.33		
VEN005403	BrightView Landscapes LLC	APP040270	1/30/2017	201013349	MVH-SERVICES	12/13 snow event	3,946.00		
VEN001708	RPM Machinery	APP040272	1/30/2017	201013472	MVH-EQUIP	Backhoe and Loader repairs	1,140.86		
VEN001459	North Central Co-Op	APP040298	1/31/2017	201013226	MVH-VEHICLE GAS/ SUPPLI	Unleaded fuel for Jan	6,011.84		
VEN000596	E and B Paving Inc	APP040488	2/6/2017	201013231	MVH-SUBGRADE MATERIAL	Cold mix	392.40		
VEN000332	Cargill	APP040491	2/6/2017	201013231	MVH-SUBGRADE MATERIAL	Deicer	24,910.90		
VEN000596	E and B Paving Inc	APP040494	2/6/2017	201013231	MVH-SUBGRADE MATERIAL	Cold Mix	387.00		
	Subtotal for Public Works						**80,842.97**		
Subtotal for Fund 201 Motor Vehicle Highway (MVH)							**80,842.97**		
Fund No.	**Fund Name**								
202	**Local Road and Street (LRS)**								
	Public Works								
VEN001541	PCS Engineers	APP039943	1/13/2017	202013349	LRS-SERVICES	161st and Union	655.76		
VEN001368	Midwestern Electric	APP040260	1/30/2017	202013349	LRS-SERVICES	151st and Thatcher signal out	486.00		
VEN002842	Precision Concrete Inc	APP040271	1/30/2017	202013432	LRS-SIDEWALK	Trip Hazard Removal	5,168.75		
	Subtotal for Public Works						**6,310.51**		
Subtotal for Fund 202 Local Road and Street (LRS)							**6,310.51**		

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**								
203	**Fire Operating**								
	Fire								
VEN000126	Anthem Blue Cross Blue Shield	APP039829	1/9/2017	203012119	FIRE-HEALTH AND DENTAL	Medical ins prem	63,745.44	61439	1/9/2017
VEN001537	Payroll	APP039887	1/11/2017	203012111	FIRE-SALARY	net sal	193,051.20	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	203012120	FIRE-FICA AND MEDICARE	fica	11,437.90	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	203012120	FIRE-FICA AND MEDICARE	med	2,674.98	500000141	1/12/2017
VEN001537	Payroll	APP039887	1/11/2017	203012121	FIRE-PERF	perf	30,164.18	500000141	1/12/2017
VEN002036	USAutomatic Fire and Security	APP039899	1/11/2017	203012343	FIRE-BUILDING MAINTENAN	PSB Sprinkler and Extinguish	1,121.95	61477	1/25/2017
VEN002036	USAutomatic Fire and Security	APP039899	1/11/2017	203012343	FIRE-BUILDING MAINTENAN	Sta 82 Annual Extinguisher	25.00	61477	1/25/2017
VEN002036	USAutomatic Fire and Security	APP039899	1/11/2017	203012343	FIRE-BUILDING MAINTENAN	Sta 83 Sprinkler and Extinguis	676.85	61477	1/25/2017
VEN001367	Midwest Toxicology Servic	APP039915	1/12/2017	203012354	FIRE-MEDICAL EXAMS/TEST	Drug and Alcohol testing	88.00		
VEN005662	Rocchio Kiley Ins	APP039963	1/13/2017	203012122	FIRE-WORKERS' COMP	1st semi annual inst Workers	69,010.25	61446	1/13/2017
VEN002336	Citizens Westfield	APP039997	1/18/2017	203012342	FIRE-WATER/SEWER	water/sewer charge	330.37	61452	1/20/2017
VEN002336	Citizens Westfield	APP039998	1/18/2017	203012342	FIRE-WATER/SEWER	Stored Water for Station 81	92.00	61453	1/20/2017
VEN002336	Citizens Westfield	APP040000	1/18/2017	203012342	FIRE-WATER/SEWER	Water Sewer Sta 82	205.74	61454	1/20/2017
VEN002336	Citizens Westfield	APP040002	1/18/2017	203012342	FIRE-WATER/SEWER	Sta 83	461.97	61455	1/20/2017
VEN002336	Citizens Westfield	APP040005	1/18/2017	203012328	FIRE-GAS/HEAT	Sta 83	799.50	61457	1/20/2017
VEN002048	Vectren	APP040009	1/18/2017	203012328	FIRE-GAS/HEAT	Sta 82	384.02	61469	1/20/2017
VEN002336	Citizens Westfield	APP040010	1/18/2017	203012328	FIRE-GAS/HEAT	Heat	1,367.24	61459	1/20/2017
VEN000589	Duke Energy	APP040012	1/18/2017	203012341	FIRE-ELECTRIC	Electric	3,916.53	61463	1/20/2017
VEN000903	Hoosier Fire Equipment	APP040061	1/18/2017	203012360	FIRE-VEHICLE MAINT	Valve Repair Kit	150.00		
VEN002086	WATEROUS	APP040062	1/18/2017	203012360	FIRE-VEHICLE MAINT	Valve Repair Kit	991.21		
VEN004254	Wondersign	APP040063	1/18/2017	203012349	FIRE-SERVICES	Website Service	1,241.99		
VEN001615	Public Safety Medical Services	APP040066	1/18/2017	203012354	FIRE-MEDICAL EXAMS/TEST	Fit for Duty Exam- Rambo	82.80		
VEN001478	Office Team	APP040067	1/18/2017	203012111	FIRE-SALARY	Temp. Salary	652.50		
VEN001817	Spill 911 Inc	APP040069	1/18/2017	203012242	FIRE-HAZMAT	Loose Dri, etc.	879.38		
VEN003505	Smartstop Dry Cleaners	APP040070	1/18/2017	203012229	FIRE-UNIFORMS	Service for 12/9-12/31	6.00		
VEN001202	Kyle Howe	APP040071	1/18/2017	203012229	FIRE-UNIFORMS	Shoe reimbursement	50.00		
VEN001264	Love At First Sight	APP040073	1/18/2017	203012347	FIRE-PROMOTIONS	Flower Arrangement	82.50		
VEN005006	Team Pride Athletic Apparel	APP040074	1/18/2017	203012229	FIRE-UNIFORMS	Tennis Shoes (3)	162.48		
VEN001942	The Uniform House, Inc	APP040076	1/18/2017	203012229	FIRE-UNIFORMS	Collar pins, Trousers, Shirts, I	862.65		
VEN000364	Channing Bete Company	APP040077	1/18/2017	203012334	FIRE-TRAVEL/TRAINING/SE	Heartcode Training	160.50		
VEN001459	North Central Co-Op	APP040078	1/18/2017	203012226	FIRE-VEHICLE GAS/SUPPLIE	Fuel	968.55		
VEN000513	DavisVision	APP040114	1/23/2017	203012119	FIRE-HEALTH AND DENTAL	Vision Ins Prem	741.62	61471	1/23/2017

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**								
203	**Fire Operating**								
	Fire								
VEN001537	Payroll	APP040128	1/23/2017	203012111	FIRE-SALARY	1/26 payroll	193,008.90	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	203012120	FIRE-FICA AND MEDICARE	1/26 FICA	11,433.11	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	203012120	FIRE-FICA AND MEDICARE	1/26 Medicare	2,673.93	500000151	1/23/2017
VEN001537	Payroll	APP040128	1/23/2017	203012121	FIRE-PERF	1/26 PERF	30,164.17	500000151	1/23/2017
VEN001202	Kyle Howe	APP040154	1/24/2017	203012334	FIRE-TRAVEL/TRAINING/SE	Travel Reimbursement	21.27		
VEN000689	Federal Field Services LLC	APP040156	1/24/2017	203012349	FIRE-SERVICES	Siren Inspection agreement	4,308.40		
VEN002622	Fire Department Training Network	APP040157	1/24/2017	203012350	FIRE-SUBSCRIPTIONS/DUE	Department Membership	240.00		
VEN001478	Office Team	APP040159	1/24/2017	203012111	FIRE-SALARY	Temp. Salary	489.38		
VEN001678	Road Solutions Inc	APP040160	1/24/2017	203012360	FIRE-VEHICLE MAINT	Super Wash & Wax, etc.	296.39		
VEN001571	Pickett's Place	APP040161	1/24/2017	203012360	FIRE-VEHICLE MAINT	weld/repair puddle sucker, tan	90.00		
VEN002104	Westfield Fire Dept	APP040162	1/24/2017	203012334	FIRE-TRAVEL/TRAINING/SE	Training Facility Rental Fee	8,380.00		
VEN000345	Cave and Company Printing	APP040164	1/24/2017	203012337	FIRE-PRINTING	Cards & Envelopes	253.78		
VEN002148	Witmer Public Safety Group	APP040165	1/24/2017	203012229	FIRE-UNIFORMS	Helmet Shield	46.99		
VEN002148	Witmer Public Safety Group	APP040166	1/24/2017	203012229	FIRE-UNIFORMS	Short cuff gloves (4)	284.00		
VEN002028	UPS	APP040167	1/24/2017	203012333	FIRE-POSTAGE	Postage fees	8.22		
VEN000633	Embroidery Plus	APP040168	1/24/2017	203012229	FIRE-UNIFORMS	Service on two coats	126.00		
VEN001653	Regions Insurance Inc	APP040175	1/25/2017	203012339	FIRE-INSURANCE	Jan 2017 renewal Comml pkg	2,792.41	61474	1/25/2017
VEN005594	Reinalt-Thomas Corp	APP040177	1/25/2017	203012360	FIRE-VEHICLE MAINT	Tires for Misc. Staff Vehicles	1,602.00	61483	1/31/2017
VEN000251	Bob Block Fitness Equipment	APP040231	1/27/2017	203012224	FIRE-OPERATING SUPPLIES	Ellip. Repair	57.50		
VEN000126	Anthem Blue Cross Blue Shield	APP040248	1/27/2017	203012119	FIRE-HEALTH AND DENTAL	Medical Ins Prem	63,876.78	61480	1/27/2017
VEN000534	Delta Dental	APP040249	1/27/2017	203012119	FIRE-HEALTH AND DENTAL	Dental Ins Prem	4,688.73	61481	1/27/2017
VEN004479	Symetra Life Insurance	APP040253	1/30/2017	203012119	FIRE-HEALTH AND DENTAL	Life Ins	217.87	61482	1/30/2017
VEN001459	North Central Co-Op	APP040298	1/31/2017	203012226	FIRE-VEHICLE GAS/SUPPLIE	Unleaded fuel for Jan	1,064.11		
VEN000903	Hoosier Fire Equipment	APP040355	2/3/2017	203012229	FIRE-UNIFORMS	Boots (2)	722.70		
VEN005587	Kronos Inc	APP040360	2/3/2017	203012349	FIRE-SERVICES	Telestaff Development	1,665.00		
VEN000644	Enviro-max Inc	APP040367	2/3/2017	203012343	FIRE-BUILDING MAINTENAN	Services	321.95		
VEN001478	Office Team	APP040368	2/3/2017	203012111	FIRE-SALARY	Fire Temp - Jill	326.25		
VEN000903	Hoosier Fire Equipment	APP040369	2/3/2017	203012229	FIRE-UNIFORMS	facepiece, harness, voice bra	1,054.45		
VEN000903	Hoosier Fire Equipment	APP040369	2/3/2017	203012472	FIRE-EQUIP	misc. parts, valves	3,906.00		
VEN000849	Hamilton County Treasurer	APP040371	2/3/2017	203012336	FIRE-DISPATCH SERVICE	1st quart E911 portion	53,109.94		
VEN003505	Smartstop Dry Cleaners	APP040373	2/3/2017	203012229	FIRE-UNIFORMS	Service 1-1 to 1-12	50.00		
VEN002148	Witmer Public Safety Group	APP040375	2/3/2017	203012229	FIRE-UNIFORMS	Pants and shields	158.29		

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**								
203	**Fire Operating**								
	Fire								
VEN000682	Fastenal	APP040377	2/3/2017	203012360	FIRE-VEHICLE MAINT	Parts for vehicle maint.	5.99		
VEN000480	CSI Signs	APP040378	2/3/2017	203012337	FIRE-PRINTING	Decals for pool cars	390.00		
VEN000094	American Eagle Equipment	APP040379	2/3/2017	203012360	FIRE-VEHICLE MAINT	Remote start on Chief Reed's	225.00		
VEN002046	Van's Electrical Systems	APP040381	2/3/2017	203012360	FIRE-VEHICLE MAINT	Solenoids (2)	39.20		
VEN002336	Citizens Westfield	APP040384	2/3/2017	203012342	FIRE-WATER/SEWER	Sta 82	243.15		
VEN001417	Napa Auto Parts	APP040411	2/6/2017	203012360	FIRE-VEHICLE MAINT	E81, U81, 2012 Tahoe mainte	811.11		
VEN000910	HP Products	APP040412	2/6/2017	203012224	FIRE-OPERATING SUPPLIES	Liquid Detergent	1,027.68		
VEN001478	Office Team	APP040413	2/6/2017	203012111	FIRE-SALARY	Temp Salary	326.25		
VEN000682	Fastenal	APP040414	2/6/2017	203012360	FIRE-VEHICLE MAINT	Shop Supplies	37.81		
VEN000336	Carmel Clay Schools	APP040415	2/6/2017	203012224	FIRE-OPERATING SUPPLIES	HVAC for applicant testing	121.00		
VEN001459	North Central Co-Op	APP040416	2/6/2017	203012226	FIRE-VEHICLE GAS/SUPPLIE	Fuel	5,046.41		
VEN000739	Frontier	APP040438	2/6/2017	203012349	FIRE-SERVICES	PSB	60.10		
VEN002336	Citizens Westfield	APP040441	2/6/2017	203012328	FIRE-GAS/HEAT	Sta 83	885.90		
VEN002336	Citizens Westfield	APP040442	2/6/2017	203012342	FIRE-WATER/SEWER	Sta 83	135.35		
VEN001367	Midwest Toxicology Servic	APP040493	2/6/2017	203012354	FIRE-MEDICAL EXAMS/TEST	Drug and alcohol testing	136.33		
VEN001537	Payroll	APP040518	2/7/2017	203012111	FIRE-SALARY	sal	187,810.10	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	203012120	FIRE-FICA AND MEDICARE	fica	11,110.55	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	203012120	FIRE-FICA AND MEDICARE	med	2,598.43	500000157	2/7/2017
VEN001537	Payroll	APP040518	2/7/2017	203012121	FIRE-PERF	perf	29,722.57	500000157	2/7/2017
VEN002336	Citizens Westfield	APP040555	2/7/2017	203012342	FIRE-WATER/SEWER	Stored Water Station 81	92.00		
VEN005760	Advanced Systems Group	APP040576	2/8/2017	203012343	FIRE-BUILDING MAINTENAN	Touchscreen Display	10,794.29		
VEN002148	Witmer Public Safety Group	APP040577	2/8/2017	203012229	FIRE-UNIFORMS	Tactical Pants	70.00		
VEN000251	Bob Block Fitness Equipment	APP040579	2/8/2017	203012349	FIRE-SERVICES	Service Contract	370.00		
VEN004740	Super Laundry	APP040580	2/8/2017	203012343	FIRE-BUILDING MAINTENAN	washer and dryer repair at Sta	31.61		
VEN002171	Zesco	APP040581	2/8/2017	203012224	FIRE-OPERATING SUPPLIES	Pots and pans for Station 83	459.06		
VEN005006	Team Pride Athletic Apparel	APP040582	2/8/2017	203012229	FIRE-UNIFORMS	Tennis shoes	113.15		
Subtotal for Fire							**1,026,686.86**		
Subtotal for Fund 203 Fire Operating							**1,026,686.86**		

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**								
206	**Parks Programming/Events**								
	Parks								
VEN005243	Franklin Equipment	APP039861	1/10/2017	206005347	PARKS PROGRAM/PROMOT	Rental Equipment for Westfiel	981.70		
VEN002573	Jonathan Byrds Event	APP039900	1/11/2017	206005347	PARKS PROGRAM/PROMOT	Melt the Trail Photo Booth	763.20	61450	1/19/2017
VEN001716	Runyon Equipment Rental	APP040179	1/25/2017	206005347	PARKS PROGRAM/PROMOT	WIL	80.00		
VEN000676	Fabulously Fun Co	APP040321	1/30/2017	206005347	PARKS PROGRAM/PROMOT	Melt the Trail Face Painter	270.00	61485	2/1/2017
VEN001335	Melody Jones	APP040333	1/30/2017	206005347	PARKS PROGRAM/PROMOT	Feb Bingo Brunch	174.95	61488	2/2/2017
VEN000942	Imagery LLC	APP040354	2/3/2017	206005347	PARKS PROGRAM/PROMOT	Plaque	91.88		
VEN001236	Leedy s Trophy Center Inc	APP040432	2/6/2017	206005347	PARKS PROGRAM/PROMOT	Derby Trophys	352.50		
VEN005659	Katherine VanSickle	APP040497	2/6/2017	206005347	PARKS PROGRAM/PROMOT	Daddy Daughter Dance Logo	225.00		
	Subtotal for Parks						**2,939.23**		
Subtotal for Fund 206 Parks Programming/Events							**2,939.23**		
Fund No.	**Fund Name**								
250	**Golf Cart**								
	Police								
VEN000480	CSI Signs	APP040511	2/7/2017	250002337	GOLF CART-PRINTING	Golf Cart Permits Decals	240.00		
	Subtotal for Police						**240.00**		
Subtotal for Fund 250 Golf Cart							**240.00**		
Fund No.	**Fund Name**								
264	**Road and Street Improvement (Road Impact)**								
	Public Works								
VEN001521	Parsons Brinckerhoff Inc	APP039902	1/11/2017	264013309	RAOD IMPACT-CONSULTIN	217 S. Union (Cook) Appraisa	4,368.00		
VEN001521	Parsons Brinckerhoff Inc	APP040228	1/27/2017	264013349	ROAD IMPACT-SERVICES	Westfield Connector	63,385.74		
VEN000961	Indiana Dept Of Transportation	APP040498	2/6/2017	264013349	ROAD IMPACT-SERVICES	Monon 6 - Change Orders 4 a	14,311.48		
VEN000589	Duke Energy	APP040501	2/7/2017	264013349	ROAD IMPACT-SERVICES	Grand Park Boulevard Lightin	7,484.65		
	Subtotal for Public Works						**89,549.87**		
Subtotal for Fund 264 Road and Street Improvement (Road Impact)							**89,549.87**		

	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**									
268	**Emergency Medical and Equip**									
	Fire									
	VEN000065	Airgas Mid America	APP040064	1/18/2017	268012224	EMS-OPERATING SUPPLIES	Oxygen	32.42		
	VEN000065	Airgas Mid America	APP040065	1/18/2017	268012224	EMS-OPERATING SUPPLIES	Cylinder Rental	370.24		
	VEN001562	Philips Healthcare	APP040068	1/18/2017	268012349	EMS-SERVICES	Service Agreement	4,108.50		
	VEN000480	CSI Signs	APP040072	1/18/2017	268012349	EMS-SERVICES	Community Paramedicine Ve	1,534.32		
	VEN005584	The Accumed Group	APP040079	1/18/2017	268012349	EMS-SERVICES	Billing Service Fee	2,751.61		
	VEN000266	Bound Tree Medical	APP040155	1/24/2017	268012224	EMS-OPERATING SUPPLIES	IV Starter kit, Curaplex, Filter	889.86		
	VEN000065	Airgas Mid America	APP040158	1/24/2017	268012224	EMS-OPERATING SUPPLIES	Oxygen	14.64		
	VEN000266	Bound Tree Medical	APP040163	1/24/2017	268012224	EMS-OPERATING SUPPLIES	Sharps Container, Aspirin, IV	967.73		
	VEN001050	IU Health Ball Memorial Hospital	APP040169	1/24/2017	268012224	EMS-OPERATING SUPPLIES	Pharmacy Charges Decembe	362.12		
	VEN000065	Airgas Mid America	APP040366	2/3/2017	268012224	EMS-OPERATING SUPPLIES	oxygen	29.28		
	VEN000266	Bound Tree Medical	APP040370	2/3/2017	268012224	EMS-OPERATING SUPPLIES	Suction Unit 800 ml with case	495.90		
	VEN000403	Ciproms Inc	APP040372	2/3/2017	268012349	EMS-SERVICES	Billing Services December 20	546.78		
	VEN000266	Bound Tree Medical	APP040374	2/3/2017	268012224	EMS-OPERATING SUPPLIES	Catheters, eletrodes, IV soluti	945.54		
	VEN005721	Martha J Leonard	APP040376	2/3/2017	268012349	EMS-SERVICES	Patient Refund	409.00		
	VEN001569	Physio Control	APP040380	2/3/2017	268012349	EMS-SERVICES	Service Contract	5,585.76		
	VEN001569	Physio Control	APP040380	2/3/2017	268012472	EMS-LEASE EQUIPMENT	Lucas Device	15,106.07		
	VEN005720	Estate of Marion Ploughe	APP040383	2/3/2017	268012349	EMS-SERVICES	Patient Refund	85.74		
	VEN000266	Bound Tree Medical	APP040574	2/8/2017	268012224	EMS-OPERATING SUPPLIES	Medication, etc.	510.73		
	VEN005584	The Accumed Group	APP040578	2/8/2017	268012349	EMS-SERVICES	Billing Service Fee	2,598.27		
	Subtotal for Fire							**37,344.51**		
Subtotal for Fund 268 Emergency Medical and Equip								**37,344.51**		

	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**									
269	**Training Facility Center**									
	Public Safety (Police and Fire)									
	VEN000589	Duke Energy	APP039973	1/17/2017	269014341	TRAINING FAC-ELECTRIC	Training Facility	422.90	61447	1/17/2017
	VEN002191	City of Noblesville Utilities	APP040001	1/18/2017	269014342	TRAINING FAC-WATER/SE	Dec Sewer charges	50.82	61461	1/20/2017
	VEN000434	Comcast Cable	APP040004	1/18/2017	269014350	TRAINING FAC-SUBSCRIPTI	Training Facility	240.90	61462	1/20/2017
	VEN002048	Vectren	APP040006	1/18/2017	269014328	TRAINING FAC-HEAT/GAS	Training Facility	200.86	61468	1/20/2017
	VEN000905	Hoosier Portable Restroom	APP040075	1/18/2017	269014349	TRAINING FAC-SERVICES	Restroom Service 10/31/16-1	160.00		
	VEN000405	Citizens Energy Group	APP040138	1/24/2017	269014342	TRAINING FAC-WATER/SE	Training Facility	29.25	61473	1/24/2017
	VEN002036	USAutomatic Fire and Security	APP040233	1/27/2017	269014343	TRAINING FAC-BUILDING M	Training Center	100.00		
	VEN000589	Duke Energy	APP040362	2/3/2017	269014341	TRAINING FAC-ELECTRIC	Training Facility	405.30	61490	2/3/2017
	VEN002191	City of Noblesville Utilities	APP040439	2/6/2017	269014342	TRAINING FAC-WATER/SE	Sewer Charge Training Facilit	50.82		
	Subtotal for Public Safety (Police and Fire)							**1,660.85**		
Subtotal for Fund 269 Training Facility Center								**1,660.85**		
Fund No.	**Fund Name**									
301	**Eastside TIF**									
	RDC									
	VEN000186	Bank Of New York Mellon	APP040096	1/19/2017	301018280	EASTSIDE TIF DEBT SERVIC	District tax increment rev bon	135,000.00	61448	1/19/2017
	VEN000186	Bank Of New York Mellon	APP040096	1/19/2017	301018381	EASTSIDE TIF INTEREST P	District tax increment rev bon	169,040.00	61448	1/19/2017
	Subtotal for RDC							**304,040.00**		
Subtotal for Fund 301 Eastside TIF								**304,040.00**		
Fund No.	**Fund Name**									
305	**Grand Junction TIF**									
	RDC									
	VEN004676	Hamilton National Title LLC	APP040503	1/30/2017	305018400	GRAND JUNCTION LAND PU	Theodore and Elizabeth Lewi	274,492.37	500000156	1/30/2017
	Subtotal for RDC							**274,492.37**		
Subtotal for Fund 305 Grand Junction TIF								**274,492.37**		

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									
309 Eagletown TIF									
RDC									
VEN000596	E and B Paving Inc	APP039916	1/12/2017	309018349	EAGLETOWN TIF SERVICES	Ditch Rd Extension Project	49,946.40		
VEN002225	Butler Fairman and Seufert	APP040502	2/7/2017	309018349	EAGLETOWN TIF SERVICES	ROW Services and CN activit	9,166.85		
VEN002225	Butler Fairman and Seufert	APP040502	2/7/2017	309018349	EAGLETOWN TIF SERVICES	Ditch Road	503.15		
VEN001469	O W Krohn and Associates	APP040570	1/19/2017	309018349	EAGLETOWN TIF SERVICES	Services for Dec	660.00		
Subtotal for RDC							**60,276.40**		
Subtotal for Fund 309 Eagletown TIF							**60,276.40**		
Fund No. Fund Name									
312 GO Bond #3 2005 Debt Service									
Clerk Treasurer									
VEN002032	US Bank	APP039920	1/12/2017	312008280	GO BOND #3 DEBT SERVIC	Interest	12,468.75	500000145	1/12/2017
VEN002032	US Bank	APP039923	1/12/2017	312008280	GO BOND #3 DEBT SERVIC	Principal	215,000.00	500000146	1/12/2017
Subtotal for Clerk Treasurer							**227,468.75**		
Subtotal for Fund 312 GO Bond #3 2005 Debt Service							**227,468.75**		
Fund No. Fund Name									
342 2016 GO Bond									
Police									
VEN000094	American Eagle Equipment	APP040092	1/19/2017	342002472	GO BOND 2016 PD EQUIP	Equipment for New Vehicles	16,106.01		
VEN000094	American Eagle Equipment	APP040092	1/19/2017	342002472	GO BOND 2016 PD EQUIP	Equipment for New Vehicles	359.96		
VEN000495	D and R Electronics	APP040093	1/19/2017	342002472	GO BOND 2016 PD EQUIP	New Vehicle Equipment	1,039.60		
VEN005586	Five Point Emergency Lighting	APP040094	1/19/2017	342002472	GO BOND 2016 PD EQUIP	5 Up-Fit Intallations	5,300.00	61491	2/6/2017
VEN000569	Don Hinds Ford Inc	APP040095	1/19/2017	342002473	GO BOND 2016 PD VEH LEA	New Vehicle	27,734.00		
VEN000569	Don Hinds Ford Inc	APP040095	1/19/2017	342002473	GO BOND 2016 PD VEH LEA	New Vehicle	28,992.00		
VEN000569	Don Hinds Ford Inc	APP040095	1/19/2017	342002473	GO BOND 2016 PD VEH LEA	New Vehicle	28,877.00		
VEN000569	Don Hinds Ford Inc	APP040095	1/19/2017	342002473	GO BOND 2016 PD VEH LEA	New Vehicle	28,877.00		
Subtotal for Police							**137,285.57**		
Subtotal for Fund 342 2016 GO Bond							**137,285.57**		

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**								
427	**Cum. Capital Development**								
	Administration								
VEN002178	Capital One Public Funding	APP039906	1/11/2017	427001476	CUM CAP DEV- EQUIP LEAS	Turf invoice	422,212.51	500000144	1/12/2017
	Subtotal for Administration						**422,212.51**		
Subtotal for Fund 427 Cum. Capital Development							**422,212.51**		
Fund No.	**Fund Name**								
582	**SR32-216th TE Grant**								
	Public Works								
VEN000562	DLZ	APP040443	2/6/2017	582013349	SR32-216TH TE GRANT SER	Monon Trail 6 7 PE Services	11,906.60		
	Subtotal for Public Works						**11,906.60**		
Subtotal for Fund 582 SR32-216th TE Grant							**11,906.60**		
Fund No.	**Fund Name**								
585	**MPO 151st Culvert Protec Grant**								
	Public Works								
VEN001788	Shrewsberry and Associates LLC	APP040423	2/6/2017	585013349	MPO 151 CULVERT PRO GR	151st Culvert Replacement	47,525.50		
	Subtotal for Public Works						**47,525.50**		
Subtotal for Fund 585 MPO 151st Culvert Protec Grant							**47,525.50**		
Fund No.	**Fund Name**								
590	**Town Rd 156-166 Grant**								
	Public Works								
VEN001710	RQAW Corp	APP039945	1/13/2017	590013349	MPO TOWN RD 156-166 SE	Towne Rd 156th to 166th repl	13,777.20		
VEN001710	RQAW Corp	APP039945	1/13/2017	590013349	MPO TOWN RD 156-166 SE	Supplemental 1	24,360.00		
VEN001710	RQAW Corp	APP039945	1/13/2017	590013349	MPO TOWN RD 156-166 SE	Amendment to add more parc	970.80		
VEN005711	Carmel Lutheran Church	APP040483	2/6/2017	590013349	MPO TOWN RD 156-166 SE	Carmel Lutheran parcel 2 To	1,025.00		
VEN005715	Richard and Sandra Levins	APP040484	2/6/2017	590013349	MPO TOWN RD 156-166 SE	Levins parcel 6 Towne Rd	12,350.00		
VEN005714	Stephen and Cynthia Stafford	APP040485	2/6/2017	590013349	MPO TOWN RD 156-166 SE	Parcel 8 Towne Rd Stafford	7,300.00		
VEN005712	Eric and Mary Frazer	APP040486	2/6/2017	590013349	MPO TOWN RD 156-166 SE	Parcel 14 Towne Rd	15,700.00		
VEN001710	RQAW Corp	APP040554	2/8/2017	590013349	MPO TOWN RD 156-166 SE	Amendment to add more parc	27,210.56		
	Subtotal for Public Works						**102,693.56**		
Subtotal for Fund 590 Town Rd 156-166 Grant							**102,693.56**		

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**								
592	**Round 161-Oakr Grant**								
	Public Works								
VEN002019	United Consulting Engineers	APP040230	1/27/2017	592013349	ROUND 161-OAKRIDGE SER	161st Oak Ridge CE replaces	359.52		
	Subtotal for Public Works						**359.52**		
Subtotal for Fund 592 Round 161-Oakr Grant							**359.52**		
Fund No.	**Fund Name**								
595	**Monon Trail Grant**								
	Public Works								
VEN000562	DLZ	APP040242	1/27/2017	595013349	MONON TRAIL GRANT 191-2	Monon 7 R/W Eng.	2,824.46		
	Subtotal for Public Works						**2,824.46**		
Subtotal for Fund 595 Monon Trail Grant							**2,824.46**		
Fund No.	**Fund Name**								
597	**MPO 186th-Springmill Grant**								
	Public Works								
VEN002225	Butler Fairman and Seufert	APP039904	1/11/2017	597013349	MPO 186TH-SPRINGMILL GR	PE Services for 186th and Spr	3,760.00		
VEN002225	Butler Fairman and Seufert	APP040139	1/24/2017	597013349	MPO 186TH-SPRINGMILL GR	PE Services for 186th and Spr	7,836.00		
	Subtotal for Public Works						**11,596.00**		
Subtotal for Fund 597 MPO 186th-Springmill Grant							**11,596.00**		

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**								
640	**Sports Campus Operating**								
	Grand Park								
VEN000589	Duke Energy	APP039964	1/13/2017	640015341	SPORTS CAMPUS-ELECTRI	Electric General	5,949.11	1496	1/13/2017
VEN000589	Duke Energy	APP039964	1/13/2017	640015341	SPORTS CAMPUS-ELECTRI	Electric Diam	4,391.93	1496	1/13/2017
VEN000589	Duke Energy	APP039964	1/13/2017	640015341	SPORTS CAMPUS-ELECTRI	Electric Field	4,380.08	1496	1/13/2017
VEN002336	Citizens Westfield	APP039966	1/13/2017	640015342	SPORTS CAMPUS-WAT SE	Water general	262.96	1495	1/13/2017
VEN002336	Citizens Westfield	APP039966	1/13/2017	640015342	SPORTS CAMPUS-WAT SE	Sewer general	327.56	1495	1/13/2017
VEN002336	Citizens Westfield	APP039966	1/13/2017	640015342	SPORTS CAMPUS-WAT SE	Sewer field	372.69	1495	1/13/2017
VEN002336	Citizens Westfield	APP039966	1/13/2017	640015342	SPORTS CAMPUS-WAT SE	Sewer diam	372.69	1495	1/13/2017
VEN002336	Citizens Westfield	APP039966	1/13/2017	640015342	SPORTS CAMPUS-WAT SE	Water field	395.21	1495	1/13/2017
VEN002336	Citizens Westfield	APP039966	1/13/2017	640015342	SPORTS CAMPUS-WAT SE	Water diam	395.21	1495	1/13/2017
VEN000739	Frontier	APP039977	1/17/2017	640015224	SPORTS CAMPUS-OPERATI	Diam	216.48	1498	1/17/2017
VEN000739	Frontier	APP039977	1/17/2017	640015224	SPORTS CAMPUS-OPERATI	Field	227.49	1498	1/17/2017
VEN001653	Regions Insurance Inc	APP040176	1/25/2017	640015339	SPORTS CAMPUS-INSURAN	2017 Renewal Comml pkg pol	855.27	1505	1/25/2017
VEN001653	Regions Insurance Inc	APP040176	1/25/2017	640015339	SPORTS CAMPUS-INSURAN	2017 Renewal Comml pkg pol	1,045.32	1505	1/25/2017
VEN001637	Ray's Trash Service	APP040408	1/9/2017	640015349	SPORTS CAMPUS-SERVICE	Dec 10 Field	750.00		
VEN000665	EVAPAR	APP040409	2/6/2017	640015343	SPORTS CAMPUS-BLDG MA	GP Event Center	182.88		
VEN001637	Ray's Trash Service	APP040420	2/6/2017	640015349	SPORTS CAMPUS-SERVICE	Diam Dec 10	52.50		
VEN005006	Team Pride Athletic Apparel	APP040421	2/6/2017	640015349	SPORTS CAMPUS-SERVICE	Grand Park Wearables	406.44		
Subtotal for Grand Park							**20,583.82**		

	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**									
640	**Sports Campus Operating**									
	Sport Campus Indoor Event Ctr									
	VEN000480	CSI Signs	APP039862	1/10/2017	640023228	GP INDOOR-SIGNS AND PO	GPEC Front Desk Window Ici	912.69		
	VEN002573	Jonathan Byrds Event	APP039913	1/12/2017	640023349	GP INDOOR-SERVICE CONT	1 of 4 installments	80,631.50	1501	1/20/2017
	VEN000589	Duke Energy	APP039967	1/13/2017	640023341	GP INDOOR-ELECTRIC	701 191st indoor	15,819.94	1497	1/17/2017
	VEN000589	Duke Energy	APP039967	1/13/2017	640023341	GP INDOOR-ELECTRIC	701 191st indoor	15.00	1497	1/17/2017
	VEN002336	Citizens Westfield	APP039999	1/18/2017	640023328	GP INDOOR-NATURAL GAS	19000 GP Blvd Indoor Ste 200	24,607.17	1499	1/20/2017
	VEN002336	Citizens Westfield	APP039999	1/18/2017	640023328	GP INDOOR-NATURAL GAS	19000 GP Blvd Indoor Ste 100	1,658.84	1499	1/20/2017
	VEN002336	Citizens Westfield	APP040008	1/18/2017	640023342	GP INDOOR-WAT AND SEW	Water and Fire service indoor	588.41	1500	1/20/2017
	VEN002336	Citizens Westfield	APP040008	1/18/2017	640023342	GP INDOOR-WAT AND SEW	Sewer indoor	124.23	1500	1/20/2017
	VEN000412	City of Westfield Utility	APP040112	1/23/2017	640023342	GP INDOOR-WAT AND SEW	Storm GP Indoor	1,689.06	1504	1/23/2017
	VEN003729	Metronet	APP040410	2/6/2017	640023349	GP INDOOR-SERVICE CONT	Grand Park	141.70		
	VEN005403	BrightView Landscapes LLC	APP040418	2/6/2017	640023349	GP INDOOR-SERVICE CONT	GP Event Center Oct	11,511.00		
	VEN005403	BrightView Landscapes LLC	APP040418	2/6/2017	640023349	GP INDOOR-SERVICE CONT	GP Event Center Nov	18,236.00		
	VEN005403	BrightView Landscapes LLC	APP040419	2/6/2017	640023474	GP INDOOR-CONSTRUCTIO	GP Event Center Irrig Install	23,729.00		
	VEN001637	Ray's Trash Service	APP040420	2/6/2017	640023349	GP INDOOR-SERVICE CONT	CAM Dec 10	172.50		
	VEN001637	Ray's Trash Service	APP040420	2/6/2017	640023349	GP INDOOR-SERVICE CONT	JB Dec 10	525.00		
	Subtotal for Sport Campus Indoor Event Ctr							**180,562.04**		
Subtotal for Fund 640 Sports Campus Operating								**201,145.86**		
Fund No.	**Fund Name**									
641	**Supplemental Reserv**									
	Administration									
	VEN003695	Wells Fargo Bank NA	APP039879	1/10/2017	641001349	SUPPLE RESERV CONTR S	Grand Park Event Center	893,264.26	500000137	1/10/2017
	VEN003695	Wells Fargo Bank NA	APP039879	1/10/2017	641001349	SUPPLE RESERV CONTR S	Grand Park Event Center Escr	2,500.00	500000137	1/10/2017
	VEN005591	Matrax Inc	APP039898	1/11/2017	641001474	SUPPLE RESER-CONSTRU	Grand Park Sports	232,558.59		
	VEN005724	Schilli Transportation Services	APP040565	2/1/2017	641001349	SUPPLE RESERV CONTR S	Freight for Event Center floori	745.00		
	Subtotal for Administration							**1,129,067.85**		
Subtotal for Fund 641 Supplemental Reserv								**1,129,067.85**		

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**								
651	**Infrastructure Improv**								
	Public Works								
VEN001521	Parsons Brinckerhoff Inc	APP039903	1/11/2017	651013474	INFRASTRUCTURE IMPRO	Midland 4 Wheeler On Calls	1,193.85		
VEN002019	United Consulting Engineers	APP040140	1/24/2017	651013474	INFRASTRUCTURE IMPRO	Monon Trail over SR 32 and T	1,392.50		
VEN002038	USI Consultants, Inc	APP040229	1/27/2017	651013474	INFRASTRUCTURE IMPRO	Supplement Agreement 1 Con	6,186.00		
VEN000473	Crider and Crider	APP040273	1/30/2017	651013474	INFRASTRUCTURE IMPRO	191st and Tomlinson Rounda	126,365.12		
VEN000473	Crider and Crider	APP040273	1/30/2017	651013474	INFRASTRUCTURE IMPRO	Change Orders for 191st and	68,247.92		
VEN002067	VS Engineering	APP040424	2/6/2017	651013474	INFRASTRUCTURE IMPRO	Westifield Boulevard Extensio	17,322.57		
VEN003324	Flatland Resources LLC	APP040499	2/6/2017	651013474	INFRASTRUCTURE IMPRO	Stream Restoration	282,020.14		
VEN000473	Crider and Crider	APP040553	2/8/2017	651013474	INFRASTRUCTURE IMPRO	Change Orders for 191st and	62,983.00		
	Subtotal for Public Works						**565,711.10**		
Subtotal for Fund 651 Infrastructure Improv							**565,711.10**		
Fund No.	**Fund Name**								
701	**Payroll**								
	Clerk Treasurer								
VEN000126	Anthem Blue Cross Blue Shield	APP039828	1/9/2017	701008930	PAYROLL-INS. DED	Medical ins prem	3,410.08	16672	1/9/2017
VEN001537	Payroll	APP039886	1/11/2017	701008110	PAYROLL-NET SALARIES	net sal	345,828.42	700000182	1/12/2017
VEN000163	Aul Retirement	APP039889	1/11/2017	701008931	PAYROLL-401A MATCHING-	Employee contributions and lo	17,172.74	700000178	1/12/2017
VEN000058	AFLAC	APP039890	1/11/2017	701008930	PAYROLL-INS. DED	Disb ins prem	7,596.00	16673	1/11/2017
VEN000948	IN Family and Social Services Admin	APP039891	1/11/2017	701008140	PAYROLL-SUPPORT WITHH	Child Support	2,072.84	700000180	1/12/2017
VEN004836	Nationwide Retirement Solutions	APP039892	1/11/2017	701008931	PAYROLL-401A MATCHING-	Employee contributions	1,145.00	16675	1/11/2017
VEN001583	Police and Firemens Insurance	APP039893	1/11/2017	701008930	PAYROLL-INS. DED	Ins prem	70.85	16676	1/11/2017
VEN001864	Supporting Heroes	APP039894	1/11/2017	701008991	PAYROLL-MISC	Employee contributions	111.64	16677	1/11/2017
VEN000703	Fire Fighters Credit Union	APP039895	1/11/2017	701008141	PAYROLL-UNION DUES	Union dues	1,724.65	16674	1/11/2017
VEN000920	Huntington National Bank	APP039896	1/11/2017	701008131	PAYROLL-EMPLOYER'S FIC	fica	29,710.85	700000179	1/12/2017
VEN000920	Huntington National Bank	APP039896	1/11/2017	701008132	PAYROLL-EMPLOYER'S ME	med	6,948.50	700000179	1/12/2017
VEN000920	Huntington National Bank	APP039896	1/11/2017	701008921	PAYROLL-FEDERAL WITHH	fed	57,257.18	700000179	1/12/2017
VEN000920	Huntington National Bank	APP039896	1/11/2017	701008922	PAYROLL-EMPLOYEE FICA	med	6,948.51	700000179	1/12/2017
VEN000920	Huntington National Bank	APP039896	1/11/2017	701008922	PAYROLL-EMPLOYEE FICA	fica	29,710.82	700000179	1/12/2017
VEN000959	Indiana Dept Of Revenue	APP039897	1/11/2017	701008923	PAYROLL-STATE WITHHOL	state	14,792.60	700000181	1/12/2017
VEN000959	Indiana Dept Of Revenue	APP039897	1/11/2017	701008923	PAYROLL-STATE WITHHOL	coit	5,360.72	700000181	1/12/2017
VEN000058	AFLAC	APP039940	1/13/2017	701008930	PAYROLL-INS. DED	Group Ins Prem	3,323.44	16678	1/13/2017
VEN001550	PERF	APP039941	1/13/2017	701008133	PAYROLL-PERF	Civilian PERF	38,486.07	700000184	1/13/2017

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**								
701	**Payroll**								
	Clerk Treasurer								
VEN000008	77 Police and Fire Fund	APP039942	1/13/2017	701008133	PAYROLL-PERF	Non Civilian PERF	47,268.59	700000183	1/13/2017
VEN000513	DavisVision	APP040113	1/23/2017	701008930	PAYROLL-INS. DED	Vision Ins Prem	29.56	16680	1/23/2017
VEN000058	AFLAC	APP040115	1/23/2017	701008930	PAYROLL-INS. DED	Disb Ins Prem	7,472.72	16679	1/23/2017
VEN000920	Huntington National Bank	APP040129	1/23/2017	701008131	PAYROLL-EMPLOYER'S FIC	FICA	30,020.40	700000185	1/23/2017
VEN000920	Huntington National Bank	APP040129	1/23/2017	701008132	PAYROLL-EMPLOYER'S ME	Medicare	7,020.90	700000185	1/23/2017
VEN000920	Huntington National Bank	APP040129	1/23/2017	701008921	PAYROLL-FEDERAL WITHH	Federal	57,808.88	700000185	1/23/2017
VEN000920	Huntington National Bank	APP040129	1/23/2017	701008922	PAYROLL-EMPLOYEE FICA	FICA	30,020.49	700000185	1/23/2017
VEN000920	Huntington National Bank	APP040129	1/23/2017	701008922	PAYROLL-EMPLOYEE FICA	Medicare	7,020.91	700000185	1/23/2017
VEN000959	Indiana Dept Of Revenue	APP040130	1/23/2017	701008923	PAYROLL-STATE WITHHOL	State	14,935.72	700000186	1/23/2017
VEN000959	Indiana Dept Of Revenue	APP040130	1/23/2017	701008923	PAYROLL-STATE WITHHOL	COIT	5,415.62	700000186	1/23/2017
VEN004836	Nationwide Retirement Solutions	APP040141	1/24/2017	701008931	PAYROLL-401A MATCHING-	Emp Contributions	1,145.00	16682	1/24/2017
VEN001583	Police and Firemens Insurance	APP040142	1/24/2017	701008930	PAYROLL-INS. DED	Police and Fire Ins	70.85	16683	1/24/2017
VEN001864	Supporting Heroes	APP040143	1/24/2017	701008991	PAYROLL-MISC	Supporting Heroes	111.64	16684	1/24/2017
VEN000703	Fire Fighters Credit Union	APP040144	1/24/2017	701008141	PAYROLL-UNION DUES	Union Dues	1,724.65	16681	1/24/2017
VEN000948	IN Family and Social Services Admin	APP040152	1/24/2017	701008140	PAYROLL-SUPPORT WITHH	Child Support	2,072.84	700000188	1/24/2017
VEN001537	Payroll	APP040170	1/24/2017	701008110	PAYROLL-NET SALARIES	net sal	349,018.70	700000187	1/24/2017
VEN000163	Aul Retirement	APP040171	1/24/2017	701008931	PAYROLL-401A MATCHING-	Contributions and loan pmts	17,983.13	700000189	1/24/2017
VEN005716	Peter Erotas	APP040199	1/26/2017	701008930	PAYROLL-INS. DED	Refund on dental	74.21	16685	1/26/2017
VEN001550	PERF	APP040226	1/27/2017	701008133	PAYROLL-PERF	Civilian PERF	39,141.94	700000194	2/7/2017
VEN000008	77 Police and Fire Fund	APP040227	1/27/2017	701008133	PAYROLL-PERF	Non Civilian PERF	47,268.59	700000190	2/2/2017
VEN000126	Anthem Blue Cross Blue Shield	APP040247	1/27/2017	701008930	PAYROLL-INS. DED	Medical Ins Prem	2,558.22	16686	1/27/2017
VEN000534	Delta Dental	APP040250	1/27/2017	701008930	PAYROLL-INS. DED	Dental Ins Prem	4,154.16	16687	1/27/2017
VEN005722	Aflac Premium Holding	APP040283	1/31/2017	701008930	PAYROLL-INS. DED	ins	2,527.92	16688	1/31/2017
VEN001537	Payroll	APP040519	2/7/2017	701008110	PAYROLL-NET SALARIES	net sal	341,736.16	700000193	2/7/2017
VEN000920	Huntington National Bank	APP040520	2/7/2017	701008131	PAYROLL-EMPLOYER'S FIC	fica	29,449.81	700000191	2/7/2017
VEN000920	Huntington National Bank	APP040520	2/7/2017	701008132	PAYROLL-EMPLOYER'S ME	med	6,887.45	700000191	2/7/2017
VEN000920	Huntington National Bank	APP040520	2/7/2017	701008921	PAYROLL-FEDERAL WITHH	fed	57,124.70	700000191	2/7/2017
VEN000920	Huntington National Bank	APP040520	2/7/2017	701008922	PAYROLL-EMPLOYEE FICA	med	6,887.52	700000191	2/7/2017
VEN000920	Huntington National Bank	APP040520	2/7/2017	701008922	PAYROLL-EMPLOYEE FICA	fica	29,449.75	700000191	2/7/2017
VEN000959	Indiana Dept Of Revenue	APP040521	2/7/2017	701008923	PAYROLL-STATE WITHHOL	state	14,627.24	700000192	2/7/2017
VEN000959	Indiana Dept Of Revenue	APP040521	2/7/2017	701008923	PAYROLL-STATE WITHHOL	coit	5,285.17	700000192	2/7/2017
VEN000163	Aul Retirement	APP040533	2/7/2017	701008931	PAYROLL-401A MATCHING-	retirement	17,963.43	700000196	2/7/2017

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**								
701	**Payroll**								
	Subtotal for Clerk Treasurer						**1,755,947.78**		
Subtotal for Fund 701 Payroll							**1,755,947.78**		
Fund No.	**Fund Name**								
850	**YAP**								
	Clerk Treasurer								
VEN000849	Hamilton County Treasurer	APP040237	1/27/2017	850008131	WYAP-TRANSFER	YAP part time advocate	37,540.00	61479	1/27/2017
	Subtotal for Clerk Treasurer						**37,540.00**		
Subtotal for Fund 850 YAP							**37,540.00**		
Fund No.	**Fund Name**								
900	**Stormwater**								
	Stormwater								
VEN005476	Terra Site Development	APP039827	1/9/2017	900016433	STORM-INFRASTRUCTURE	Drainage Improvement-Sleep	6,240.00	37195	1/9/2017
VEN000608	Eco-Infrastucture Solution	APP039870	1/10/2017	900016433	STORM-INFRASTRUCTURE	Sink Holes	590.00		
VEN001537	Payroll	APP039885	1/11/2017	900016111	STORM-SALARY	sal	14,366.54	900000026	1/12/2017
VEN001537	Payroll	APP039885	1/11/2017	900016120	STORM-FICA AND MEDICAR	fica	847.03	900000026	1/12/2017
VEN001537	Payroll	APP039885	1/11/2017	900016120	STORM-FICA AND MEDICAR	med	198.09	900000026	1/12/2017
VEN001537	Payroll	APP039885	1/11/2017	900016121	STORM-PERF	perf	1,546.77	900000026	1/12/2017
VEN005662	Rocchio Kiley Ins	APP039962	1/13/2017	900016122	STORM-WORKERS COMP	1st semi annual inst workers	2,500.00	37196	1/13/2017
VEN005663	Melinda Marvel	APP040013	1/18/2017	900016370	STORMWATER-REFUND	OP	220.68		
VEN005664	Omar Romero	APP040014	1/18/2017	900016370	STORMWATER-REFUND	OP	49.93		
VEN005665	Chad Fife	APP040015	1/18/2017	900016370	STORMWATER-REFUND	OP	284.41		
VEN005666	Baker Group LLC	APP040016	1/18/2017	900016370	STORMWATER-REFUND		1.80		
VEN005666	Baker Group LLC	APP040017	1/18/2017	900016370	STORMWATER-REFUND		1.25		
VEN005666	Baker Group LLC	APP040017	1/18/2017	900016370	STORMWATER-REFUND	OP	47.78		
VEN005667	Karen Devansky	APP040018	1/18/2017	900016370	STORMWATER-REFUND		4.16		
VEN005667	Karen Devansky	APP040018	1/18/2017	900016370	STORMWATER-REFUND	OP	86.38		
VEN005668	Felix Alva	APP040019	1/18/2017	900016370	STORMWATER-REFUND		21.08		
VEN005669	Youth Investment	APP040020	1/18/2017	900016370	STORMWATER-REFUND		4.30		
VEN005670	Linda Riley	APP040021	1/18/2017	900016370	STORMWATER-REFUND		4.16		
VEN005671	Dave Siener	APP040022	1/18/2017	900016370	STORMWATER-REFUND		3.05		
VEN005672	Jeffery Brunk	APP040023	1/18/2017	900016370	STORMWATER-REFUND		11.65		

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
900	Stormwater										
	Stormwater										
		VEN005673	Kevin and Linda Riley	APP040024	1/18/2017	900016370	STORMWATER-REFUND		4.16		
		VEN005674	Thomasa Ford	APP040025	1/18/2017	900016370	STORMWATER-REFUND		14.01		
		VEN005675	Murray Feiwell	APP040026	1/18/2017	900016370	STORMWATER-REFUND		8.04		
		VEN005676	Michael Broge	APP040027	1/18/2017	900016370	STORMWATER-REFUND		0.55		
		VEN005676	Michael Broge	APP040027	1/18/2017	900016370	STORMWATER-REFUND	OP	50.13		
		VEN005677	Adreana Goff	APP040028	1/18/2017	900016370	STORMWATER-REFUND	OP	116.71		
		VEN005678	Louis Paiz	APP040029	1/18/2017	900016370	STORMWATER-REFUND		3.05		
		VEN005604	Student Impact	APP040030	1/18/2017	900016370	STORMWATER-REFUND	OP	19.74		
		VEN005605	Jeremiah Wood	APP040031	1/18/2017	900016370	STORMWATER-REFUND	OP	75.25		
		VEN000592	Duramark Technologies	APP040032	1/18/2017	900016370	STORMWATER-REFUND	OP	12.40		
		VEN005376	Sandy Richardson	APP040033	1/18/2017	900016370	STORMWATER-REFUND		45.00		
		VEN005679	David Keck	APP040034	1/18/2017	900016370	STORMWATER-REFUND		2.36		
		VEN005680	Amber Emily	APP040035	1/18/2017	900016370	STORMWATER-REFUND		3.19		
		VEN005681	Michael Friermood	APP040036	1/18/2017	900016370	STORMWATER-REFUND	OP	99.15		
		VEN005682	Rebecca Stack	APP040037	1/18/2017	900016370	STORMWATER-REFUND		6.38		
		VEN005683	Elizabeth Hayes	APP040038	1/18/2017	900016370	STORMWATER-REFUND		1.53		
		VEN005684	Liz Walmoth	APP040039	1/18/2017	900016370	STORMWATER-REFUND		4.44		
		VEN005685	Lion's Club	APP040040	1/18/2017	900016370	STORMWATER-REFUND	OP	38.39		
		VEN005686	David Rupprecht	APP040041	1/18/2017	900016370	STORMWATER-REFUND		3.74		
		VEN005687	Ryan Bunnell	APP040042	1/18/2017	900016370	STORMWATER-REFUND	OP	134.91		
		VEN005688	Nathan Haag	APP040043	1/18/2017	900016370	STORMWATER-REFUND		11.36		
		VEN005689	Kevin Bergeron	APP040044	1/18/2017	900016370	STORMWATER-REFUND		2.22		
		VEN005690	Steve Hiber	APP040045	1/18/2017	900016370	STORMWATER-REFUND		3.19		
		VEN005690	Steve Hiber	APP040045	1/18/2017	900016370	STORMWATER-REFUND	OP	219.12		
		VEN005691	William Brinkerhoff	APP040046	1/18/2017	900016370	STORMWATER-REFUND		14.70		
		VEN005692	Nick Tigue	APP040047	1/18/2017	900016370	STORMWATER-REFUND		2.22		
		VEN005693	Michelle Fleischman	APP040048	1/18/2017	900016370	STORMWATER-REFUND		8.87		
		VEN005694	Jacqueline Malinowski	APP040049	1/18/2017	900016370	STORMWATER-REFUND		1.39		
		VEN005695	Joe Marzahl	APP040050	1/18/2017	900016370	STORMWATER-REFUND		1.53		
		VEN005349	Paula French	APP040051	1/18/2017	900016370	STORMWATER-REFUND	OP	210.42		
		VEN005696	Kenneth J and Mary B Kocher	APP040052	1/18/2017	900016370	STORMWATER-REFUND		7.90		
		VEN005697	Elizabeth G and Belinda J Finn	APP040053	1/18/2017	900016370	STORMWATER-REFUND		8.18		

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
900	Stormwater										
	Stormwater										
		VEN005698	Francia Ortiz	APP040054	1/18/2017	900016370	STORMWATER-REFUND		10.40		
		VEN005699	Kacia and Andrew Mills	APP040055	1/18/2017	900016370	STORMWATER-REFUND		10.82		
		VEN005700	Jaime M Martino	APP040056	1/18/2017	900016370	STORMWATER-REFUND		3.19		
		VEN005701	Lernihan Properties LLC	APP040057	1/18/2017	900016370	STORMWATER-REFUND		2.77		
		VEN005702	Ashley Jacobs	APP040058	1/18/2017	900016370	STORMWATER-REFUND		2.36		
		VEN005703	Katherine Lindsey	APP040059	1/18/2017	900016370	STORMWATER-REFUND		3.33		
		VEN005704	Lezlie Myers	APP040060	1/18/2017	900016370	STORMWATER-REFUND		3.19		
		VEN002193	Christopher Burke	APP040099	1/19/2017	900016309	STORM-CONSULTING FEES	On-Call Stormwater Services	104.25		
		VEN001537	Payroll	APP040127	1/23/2017	900016111	STORM-SALARY	Storm payroll	14,366.54	90000027	1/23/2017
		VEN001537	Payroll	APP040127	1/23/2017	900016120	STORM-FICA AND MEDICAR	FICA	847.03	90000027	1/23/2017
		VEN001537	Payroll	APP040127	1/23/2017	900016120	STORM-FICA AND MEDICAR	Medicare	198.09	90000027	1/23/2017
		VEN001537	Payroll	APP040127	1/23/2017	900016121	STORM-PERF	PERF	1,546.77	90000027	1/23/2017
		VEN000267	Boyce Forms/systems	APP040259	1/30/2017	900016223	STORM-OFFICE SUPPLIES	Receipt book for Storm	143.19		
		VEN001716	Runyon Equipment Rental	APP040269	1/30/2017	900016349	STORM-SERVICE	Street plate	165.00		
		VEN000517	Daystar Directional Drilling	APP040357	2/3/2017	900016434	STORM-STORMWATER MIS	Fall sump repairs-12 in total	10,810.00		
		VEN005756	John Burkhart	APP040447	2/6/2017	900016370	STORMWATER-REFUND		10.68		
		VEN005756	John Burkhart	APP040447	2/6/2017	900016370	STORMWATER-REFUND	OP	206.94		
		VEN005728	Walter Blake	APP040448	2/6/2017	900016370	STORMWATER-REFUND		8.18		
		VEN005729	James and Olena Hill	APP040449	2/6/2017	900016370	STORMWATER-REFUND		8.87		
		VEN004585	Deanna Lime	APP040450	2/6/2017	900016370	STORMWATER-REFUND		8.87		
		VEN005730	Patrick Vanderhoff	APP040451	2/6/2017	900016370	STORMWATER-REFUND		6.85		
		VEN005732	Christine Easton	APP040452	2/6/2017	900016370	STORMWATER-REFUND		5.96		
		VEN005733	Sara Standridge	APP040453	2/6/2017	900016370	STORMWATER-REFUND		0.99		
		VEN005734	Craig Birchler	APP040454	2/6/2017	900016370	STORMWATER-REFUND		8.74		
		VEN005735	Theresa Gift	APP040455	2/6/2017	900016370	STORMWATER-REFUND		8.32		
		VEN005736	Deirdre Volpe	APP040456	2/6/2017	900016370	STORMWATER-REFUND	OP	39.56		
		VEN002630	Richard Taylor	APP040457	2/6/2017	900016370	STORMWATER-REFUND		0.31		
		VEN005737	Chris Dawson	APP040458	2/6/2017	900016370	STORMWATER-REFUND		9.01		
		VEN005738	Stacy Turley	APP040459	2/6/2017	900016370	STORMWATER-REFUND		8.87		
		VEN005739	Lisa Powell	APP040460	2/6/2017	900016370	STORMWATER-REFUND	OP	104.52		
		VEN005740	Judy Carlson	APP040461	2/6/2017	900016370	STORMWATER-REFUND	OP	38.99		
		VEN005688	Nathan Haag	APP040462	2/6/2017	900016370	STORMWATER-REFUND	OP	12.75		

	Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No.	**Fund Name**									
900	**Stormwater**									
	Stormwater									
	VEN005741	Cassandra Ruoff	APP040463	2/6/2017	900016370	STORMWATER-REFUND		9.29		
	VEN005742	Bryan Brailer	APP040464	2/6/2017	900016370	STORMWATER-REFUND		20.80		
	VEN005743	Joshua Netherton	APP040465	2/6/2017	900016370	STORMWATER-REFUND		6.93		
	VEN005744	Penney Tindall	APP040466	2/6/2017	900016370	STORMWATER-REFUND		8.04		
	VEN005745	Orus Harvey	APP040467	2/6/2017	900016370	STORMWATER-REFUND		7.49		
	VEN005746	Teresa McCarley	APP040468	2/6/2017	900016370	STORMWATER-REFUND		4.71		
	VEN005746	Teresa McCarley	APP040468	2/6/2017	900016370	STORMWATER-REFUND	OP	19.87		
	VEN005747	Brett Lewis	APP040469	2/6/2017	900016370	STORMWATER-REFUND		9.43		
	VEN005748	Alison and Robert Shepherd	APP040470	2/6/2017	900016370	STORMWATER-REFUND		6.38		
	VEN005749	Dan Elisha	APP040471	2/6/2017	900016370	STORMWATER-REFUND		8.04		
	VEN003813	Tonya Gill	APP040472	2/6/2017	900016370	STORMWATER-REFUND	OP	59.84		
	VEN005750	Kevin Skinner	APP040473	2/6/2017	900016370	STORMWATER-REFUND		9.71		
	VEN005751	Ben Caruso	APP040474	2/6/2017	900016370	STORMWATER-REFUND		8.87		
	VEN005752	Ashley Clemens	APP040475	2/6/2017	900016370	STORMWATER-REFUND		9.01		
	VEN005753	Joseph Barker	APP040476	2/6/2017	900016370	STORMWATER-REFUND		9.85		
	VEN005754	Ditech Financial	APP040477	2/6/2017	900016370	STORMWATER-REFUND		12.48		
	VEN005063	Berkshire Hathaway Indiana	APP040478	2/6/2017	900016370	STORMWATER-REFUND		10.82		
	VEN005757	Scott Metz	APP040479	2/6/2017	900016370	STORMWATER-REFUND	OP	45.12		
	VEN005755	Townhomes at Countryside	APP040480	2/6/2017	900016370	STORMWATER-REFUND	OP	120.86		
	VEN003556	Wedgewood Building Company	APP040481	2/6/2017	900016370	STORMWATER-REFUND	OP	28.58		
	VEN001731	Sagamore Ready Mix LLC	APP040487	2/6/2017	900016433	STORM-INFRASTRUCTURE	Ditch Rd	892.50		
	VEN001778	Shelby Materials	APP040489	2/6/2017	900016433	STORM-INFRASTRUCTURE	Ditch	542.25		
	VEN000517	Daystar Directional Drilling	APP040490	2/6/2017	900016434	STORM-STORMWATER MIS	Centennial	9,788.56		
	VEN002424	IUPPS	APP040495	2/6/2017	900016334	STORM-TRAVEL/TRAINING/	Tickets for Dec	1,227.40		
	VEN003324	Flatland Resources LLC	APP040499	2/6/2017	900016474	STORM-CONSTRUCTION C	Mill Street - Stream Mitigation	56,516.38		
	VEN001537	Payroll	APP040522	2/7/2017	900016111	STORM-SALARY	sal	14,366.53	900000195	2/7/2017
	VEN001537	Payroll	APP040522	2/7/2017	900016120	STORM-FICA AND MEDICAR	fica	847.03	900000195	2/7/2017
	VEN001537	Payroll	APP040522	2/7/2017	900016120	STORM-FICA AND MEDICAR	med	198.09	900000195	2/7/2017
	VEN001537	Payroll	APP040522	2/7/2017	900016121	STORM-PERF	perf	1,546.77	900000195	2/7/2017
	Subtotal for Stormwater							**143,210.26**		
Subtotal for Fund 900 Stormwater								**143,210.26**		

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
950	Trash										
	Trash										
		VEN005666	Baker Group LLC	APP040016	1/18/2017	950017370	TRASH-REFUND		0.43		
		VEN005666	Baker Group LLC	APP040016	1/18/2017	950017370	TRASH-REFUND		4.90		
		VEN005666	Baker Group LLC	APP040017	1/18/2017	950017370	TRASH-REFUND		0.30		
		VEN005666	Baker Group LLC	APP040017	1/18/2017	950017370	TRASH-REFUND		3.39		
		VEN005667	Karen Devansky	APP040018	1/18/2017	950017370	TRASH-REFUND		1.00		
		VEN005667	Karen Devansky	APP040018	1/18/2017	950017370	TRASH-REFUND		11.33		
		VEN005668	Felix Alva	APP040019	1/18/2017	950017370	TRASH-REFUND		5.07		
		VEN005668	Felix Alva	APP040019	1/18/2017	950017370	TRASH-REFUND		58.04		
		VEN005669	Youth Investment	APP040020	1/18/2017	950017370	TRASH-REFUND		1.03		
		VEN005669	Youth Investment	APP040020	1/18/2017	950017370	TRASH-REFUND		11.70		
		VEN005670	Linda Riley	APP040021	1/18/2017	950017370	TRASH-REFUND		1.00		
		VEN005670	Linda Riley	APP040021	1/18/2017	950017370	TRASH-REFUND		11.33		
		VEN005671	Dave Siener	APP040022	1/18/2017	950017370	TRASH-REFUND		0.73		
		VEN005671	Dave Siener	APP040022	1/18/2017	950017370	TRASH-REFUND		8.30		
		VEN005672	Jeffery Brunk	APP040023	1/18/2017	950017370	TRASH-REFUND		2.80		
		VEN005672	Jeffery Brunk	APP040023	1/18/2017	950017370	TRASH-REFUND		32.34		
		VEN005673	Kevin and Linda Riley	APP040024	1/18/2017	950017370	TRASH-REFUND		1.00		
		VEN005673	Kevin and Linda Riley	APP040024	1/18/2017	950017370	TRASH-REFUND		11.33		
		VEN005674	Thomasa Ford	APP040025	1/18/2017	950017370	TRASH-REFUND		3.37		
		VEN005674	Thomasa Ford	APP040025	1/18/2017	950017370	TRASH-REFUND		38.11		
		VEN005675	Murray Feiwell	APP040026	1/18/2017	950017370	TRASH-REFUND		1.93		
		VEN005675	Murray Feiwell	APP040026	1/18/2017	950017370	TRASH-REFUND		21.89		
		VEN005676	Michael Broge	APP040027	1/18/2017	950017370	TRASH-REFUND		0.13		
		VEN005676	Michael Broge	APP040027	1/18/2017	950017370	TRASH-REFUND		1.50		
		VEN005678	Louis Paiz	APP040029	1/18/2017	950017370	TRASH-REFUND		0.73		
		VEN005678	Louis Paiz	APP040029	1/18/2017	950017370	TRASH-REFUND		8.30		
		VEN005679	David Keck	APP040034	1/18/2017	950017370	TRASH-REFUND		0.57		
		VEN005679	David Keck	APP040034	1/18/2017	950017370	TRASH-REFUND		6.41		
		VEN005680	Amber Emily	APP040035	1/18/2017	950017370	TRASH-REFUND		0.77		
		VEN005680	Amber Emily	APP040035	1/18/2017	950017370	TRASH-REFUND		8.68		
		VEN005682	Rebecca Stack	APP040037	1/18/2017	950017370	TRASH-REFUND		1.53		
		VEN005682	Rebecca Stack	APP040037	1/18/2017	950017370	TRASH-REFUND		17.36		

Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No.	**Fund Name**								
950	**Trash**								
	Trash								
VEN005683	Elizabeth Hayes	APP040038	1/18/2017	950017370	TRASH-REFUND		0.37		
VEN005683	Elizabeth Hayes	APP040038	1/18/2017	950017370	TRASH-REFUND		4.14		
VEN005684	Liz Walmoth	APP040039	1/18/2017	950017370	TRASH-REFUND		1.07		
VEN005684	Liz Walmoth	APP040039	1/18/2017	950017370	TRASH-REFUND		12.07		
VEN005686	David Rupprecht	APP040041	1/18/2017	950017370	TRASH-REFUND		0.90		
VEN005686	David Rupprecht	APP040041	1/18/2017	950017370	TRASH-REFUND		10.20		
VEN005688	Nathan Haag	APP040043	1/18/2017	950017370	TRASH-REFUND		2.65		
VEN005688	Nathan Haag	APP040043	1/18/2017	950017370	TRASH-REFUND		31.66		
VEN005689	Kevin Bergeron	APP040044	1/18/2017	950017370	TRASH-REFUND		0.53		
VEN005689	Kevin Bergeron	APP040044	1/18/2017	950017370	TRASH-REFUND		6.04		
VEN005690	Steve Hiber	APP040045	1/18/2017	950017370	TRASH-REFUND		0.77		
VEN005690	Steve Hiber	APP040045	1/18/2017	950017370	TRASH-REFUND		8.68		
VEN005691	William Brinkerhoff	APP040046	1/18/2017	950017370	TRASH-REFUND		3.53		
VEN005691	William Brinkerhoff	APP040046	1/18/2017	950017370	TRASH-REFUND		40.69		
VEN005692	Nick Tigue	APP040047	1/18/2017	950017370	TRASH-REFUND		0.53		
VEN005692	Nick Tigue	APP040047	1/18/2017	950017370	TRASH-REFUND		6.04		
VEN005693	Michelle Fleischman	APP040048	1/18/2017	950017370	TRASH-REFUND		2.13		
VEN005693	Michelle Fleischman	APP040048	1/18/2017	950017370	TRASH-REFUND		24.15		
VEN005694	Jacqueline Malinowski	APP040049	1/18/2017	950017370	TRASH-REFUND		0.33		
VEN005694	Jacqueline Malinowski	APP040049	1/18/2017	950017370	TRASH-REFUND		3.77		
VEN005695	Joe Marzahl	APP040050	1/18/2017	950017370	TRASH-REFUND		0.37		
VEN005695	Joe Marzahl	APP040050	1/18/2017	950017370	TRASH-REFUND		4.16		
VEN005700	Jaime M Martino	APP040056	1/18/2017	950017370	TRASH-REFUND		0.77		
VEN005700	Jaime M Martino	APP040056	1/18/2017	950017370	TRASH-REFUND		8.68		
VEN005701	Lernihan Properties LLC	APP040057	1/18/2017	950017370	TRASH-REFUND		0.67		
VEN005701	Lernihan Properties LLC	APP040057	1/18/2017	950017370	TRASH-REFUND		7.55		
VEN005702	Ashley Jacobs	APP040058	1/18/2017	950017370	TRASH-REFUND		0.57		
VEN005702	Ashley Jacobs	APP040058	1/18/2017	950017370	TRASH-REFUND		6.41		
VEN005703	Katherine Lindsey	APP040059	1/18/2017	950017370	TRASH-REFUND		0.80		
VEN005703	Katherine Lindsey	APP040059	1/18/2017	950017370	TRASH-REFUND		9.07		
VEN005704	Lezlie Myers	APP040060	1/18/2017	950017370	TRASH-REFUND		0.77		
VEN005704	Lezlie Myers	APP040060	1/18/2017	950017370	TRASH-REFUND		8.68		

	Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No.	**Fund Name**									
950	**Trash**									
	Trash									
	VEN001637	Ray's Trash Service	APP040232	1/27/2017	950017850	TRASH-TRASH BAGS CONT	Overage bags	400.00		
	VEN001637	Ray's Trash Service	APP040353	2/3/2017	950017851	TRASH-RES QRTLY FEE CO	Month of Jan	276,976.33		
	VEN005731	Vincent Smith	APP040433	2/6/2017	950017370	TRASH-REFUND		7.06		
	VEN005756	John Burkhart	APP040447	2/6/2017	950017370	TRASH-REFUND		2.57		
	VEN005756	John Burkhart	APP040447	2/6/2017	950017370	TRASH-REFUND		29.65		
	VEN005728	Walter Blake	APP040448	2/6/2017	950017370	TRASH-REFUND		1.97		
	VEN005728	Walter Blake	APP040448	2/6/2017	950017370	TRASH-REFUND		22.72		
	VEN005729	James and Olena Hill	APP040449	2/6/2017	950017370	TRASH-REFUND		2.13		
	VEN005729	James and Olena Hill	APP040449	2/6/2017	950017370	TRASH-REFUND		24.64		
	VEN004585	Deanna Lime	APP040450	2/6/2017	950017370	TRASH-REFUND		2.13		
	VEN004585	Deanna Lime	APP040450	2/6/2017	950017370	TRASH-REFUND		24.64		
	VEN005730	Patrick Vanderhoff	APP040451	2/6/2017	950017370	TRASH-REFUND		26.04		
	VEN005732	Christine Easton	APP040452	2/6/2017	950017370	TRASH-REFUND		1.43		
	VEN005732	Christine Easton	APP040452	2/6/2017	950017370	TRASH-REFUND		16.56		
	VEN005733	Sara Standridge	APP040453	2/6/2017	950017370	TRASH-REFUND		4.13		
	VEN005734	Craig Birchler	APP040454	2/6/2017	950017370	TRASH-REFUND		2.10		
	VEN005734	Craig Birchler	APP040454	2/6/2017	950017370	TRASH-REFUND		24.26		
	VEN005735	Theresa Gift	APP040455	2/6/2017	950017370	TRASH-REFUND		2.00		
	VEN005735	Theresa Gift	APP040455	2/6/2017	950017370	TRASH-REFUND		23.10		
	VEN002630	Richard Taylor	APP040457	2/6/2017	950017370	TRASH-REFUND		11.69		
	VEN005737	Chris Dawson	APP040458	2/6/2017	950017370	TRASH-REFUND		2.17		
	VEN005737	Chris Dawson	APP040458	2/6/2017	950017370	TRASH-REFUND		25.02		
	VEN005738	Stacy Turley	APP040459	2/6/2017	950017370	TRASH-REFUND		2.13		
	VEN005738	Stacy Turley	APP040459	2/6/2017	950017370	TRASH-REFUND		24.64		
	VEN005741	Cassandra Ruoff	APP040463	2/6/2017	950017370	TRASH-REFUND		2.23		
	VEN005741	Cassandra Ruoff	APP040463	2/6/2017	950017370	TRASH-REFUND		25.79		
	VEN005742	Bryan Brailer	APP040464	2/6/2017	950017370	TRASH-REFUND		5.00		
	VEN005742	Bryan Brailer	APP040464	2/6/2017	950017370	TRASH-REFUND		57.28		
	VEN005743	Joshua Netherton	APP040465	2/6/2017	950017370	TRASH-REFUND		1.67		
	VEN005743	Joshua Netherton	APP040465	2/6/2017	950017370	TRASH-REFUND		19.25		
	VEN005744	Penney Tindall	APP040466	2/6/2017	950017370	TRASH-REFUND		1.93		
	VEN005744	Penney Tindall	APP040466	2/6/2017	950017370	TRASH-REFUND		22.33		

	Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No.	**Fund Name**									
950	**Trash**									
	Trash									
	VEN005745	Orus Harvey	APP040467	2/6/2017	950017370	TRASH-REFUND		1.80		
	VEN005745	Orus Harvey	APP040467	2/6/2017	950017370	TRASH-REFUND		20.79		
	VEN005746	Teresa McCarley	APP040468	2/6/2017	950017370	TRASH-REFUND		1.13		
	VEN005746	Teresa McCarley	APP040468	2/6/2017	950017370	TRASH-REFUND		13.09		
	VEN005747	Brett Lewis	APP040469	2/6/2017	950017370	TRASH-REFUND		2.27		
	VEN005747	Brett Lewis	APP040469	2/6/2017	950017370	TRASH-REFUND		26.18		
	VEN005748	Alison and Robert Shepherd	APP040470	2/6/2017	950017370	TRASH-REFUND		1.53		
	VEN005748	Alison and Robert Shepherd	APP040470	2/6/2017	950017370	TRASH-REFUND		17.71		
	VEN005749	Dan Elisha	APP040471	2/6/2017	950017370	TRASH-REFUND		1.93		
	VEN005749	Dan Elisha	APP040471	2/6/2017	950017370	TRASH-REFUND		22.33		
	VEN005750	Kevin Skinner	APP040473	2/6/2017	950017370	TRASH-REFUND		2.33		
	VEN005750	Kevin Skinner	APP040473	2/6/2017	950017370	TRASH-REFUND		26.95		
	VEN005751	Ben Caruso	APP040474	2/6/2017	950017370	TRASH-REFUND		2.13		
	VEN005751	Ben Caruso	APP040474	2/6/2017	950017370	TRASH-REFUND		24.64		
	VEN005752	Ashley Clemens	APP040475	2/6/2017	950017370	TRASH-REFUND		2.17		
	VEN005752	Ashley Clemens	APP040475	2/6/2017	950017370	TRASH-REFUND		25.02		
	VEN005753	Joseph Barker	APP040476	2/6/2017	950017370	TRASH-REFUND		2.37		
	VEN005753	Joseph Barker	APP040476	2/6/2017	950017370	TRASH-REFUND		27.34		
	VEN005754	Ditech Financial	APP040477	2/6/2017	950017370	TRASH-REFUND		3.00		
	VEN005754	Ditech Financial	APP040477	2/6/2017	950017370	TRASH-REFUND		34.64		
	VEN005063	Berkshire Hathaway Indiana	APP040478	2/6/2017	950017370	TRASH-REFUND		2.60		
	VEN005063	Berkshire Hathaway Indiana	APP040478	2/6/2017	950017370	TRASH-REFUND		30.03		
	Subtotal for Trash							**278,572.62**		
Subtotal for Fund 950 Trash								**278,572.62**		
Posted Invoices Total								**8,816,531.37**		

Report Date Range:

Un-Posted Invoices

Vendor No.	Vendor Name	Invoice No.	Date	GL Account	GL Account Description	Description	Amount	Status
Fund No.	**Fund Name**							
590	**Town Rd 156-166 Grant**							
	Public Works							
VEN005762	Robert Behring	API0002952	2/8/2017	590013349	MPO Town Rd 156-166 Serv	Town Rd 156-166 Serv	41,590.00	Approval Pending
	Subtotal for Public Works						**41,590.00**	
Subtotal by Fund 590 Town Rd 156-166 Grant							**41,590.00**	
Un-Posted Invoices Total							**41,590.00**	

Credit Memos

Vendor No.	Vendor Name	Cr. Memo No.	Date	GL Acct.	GL Account Name	Description	Amount
Fund No.	**Fund Name**						
101	**General**						
	Administration						
VEN001653	Regions Insurance Inc	ACP001036	1/18/2017	101001339	Adm-Insurance	CM Adm-Insurance	75.00
	Subtotal for						**75.00**
Subtotal by Fund 101 General							**75.00**
Fund No.	**Fund Name**						
203	**Fire Operating**						
	Fire						
VEN001937	THE REINALT-THOMAS CORPOR	ACP001034	1/23/2017	203012360	Fire-Vehicle Maint	CM Fire-Vehicle Maint	1,602.00
	Subtotal for						**1,602.00**
Subtotal by Fund 203 Fire Operating							**1,602.00**
Fund No.	**Fund Name**						
206	**Parks Programming/Events**						
	Parks						
VEN003283	Jerry Goldberg Photography	ACP001027	1/9/2017	206005347	Parks Program/Promotions	Parks Program/Promotions	983.50
	Subtotal for						**983.50**
Subtotal by Fund 206 Parks Programming/Events							**983.50**

Report Date Range:

Credit Memos

Fund No.	Vendor No.	Vendor Name	Cr. Memo No.	Date	GL Acct.	GL Account Name	Description	Amount
Fund No.	**Fund Name**							
900	**Stormwater**							
	Stormwater							
	VEN000517	Daystar Directional Drilling	ACP001037	1/26/2017	900016433	Storm-Infrastructure Repair	CM Stormwater-Infrastructure	6,966.41
	VEN000517	Daystar Directional Drilling	ACP001038	1/26/2017	900016475	Storm-Infrastructure Repair	CM StormWater-Infrastructure	750.00
	Subtotal for							**7,716.41**
Subtotal by Fund 900 Stormwater								**7,716.41**
Credit Memo Total								**10,376.91**