

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_12_2018

Monday, February 12, 2018 at 07:00 PM

BOARD OR COMMISSION: City Council Meeting

MEETING DATE: Monday, February 12, 2018 at 07:00 PM

MEETING PLACE: Westfield City Hall- Assembly Room

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

AGENDA

Pledge of Allegiance

Invocation by Terry Lee with Student Impact

Opening of Meeting

Note the presence of a quorum

Announce any changes to Agenda

Approval of Minutes:

Documents: [Meeting Minutes 1-22-18](#)

Claims:

Documents: [Docket](#)

Approval of Claims

Miscellaneous Business/Special Recognition:

Old Business:

Ordinance 18-03: Amended Policies, Procedures and Fee Schedule

Council Introduction: January 22, 2018

Adoption Consideration: February 12, 2018

Documents: [Redline Ordinance 18-03](#) | [Ordinance 18-03](#) | [Exhibit A 2018 EDC Fee Schedutle](#) | [REDLINE 2018 EDC Fee Schedutle](#) | [Exhibit B 2018 PW Fee Schedule](#) | [Exhibit C 2018 PCard Manual](#) | [Exhibit D 2018 Stormwater-Trash Update](#) | [Exhibit E 2018 Westfield Police Fee](#) | [Exhibit F 2018 Fire and Hazmat Fee Scheduel](#) | [Exhibit G 2018 Personnel Policies Manual](#) | [Exhibit H 2018 Park Fee Schedule](#)

New Business:

Interlocal Agreement Between Hamilton County, Indiana and the City of Westfield Regarding a Service Agreement Concerning E-911 and Emergency Dispatch Services

Council Introduction: February 12, 2018

Adoption Consideration: February 12, 2108

Documents: [Interlocal Agreement](#)

Interlocal Agreement Between Hamilton County, and the City Concerning the Use of Health and Wellness Centers

Council Introduction: February 12, 2018

Adoption Consideration: February 12, 2018

Documents: [Interlocal Agreement](#)

Ordinance 18-04: Wheeler Landing PUD

PULLED BY PETITIONER

Ordinance 18-05: Hall and House PUD District Amendment

Council Introduction: February 12, 2018

APC Public Hearing: February 20, 2018

APC Recommendation: March 5, 2018

Adoption Consideration: March 12, 2018

Documents: [Ordinance 18-05](#) | [Location Map](#) | [Site Plan](#) | [Elevations](#)

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 22, 2018

The Westfield City Council met in regular session on Monday January 22, 2018 at the Westfield City Hall. Members present were Jim Ake, Chuck Lehman, Joe Edwards, Bob Horkay, Steve Hoover, and Cindy Spoljaric. Also present were Records Manager Kim Strang, and City Attorney Brian Zaiger.

President Ake called the meeting to order at 7:00 p.m.

Approval of Minutes:

Cindy Spoljaric made a motion to approve January 8, 2018 minutes as presented. Bob Horkay seconded. Vote: Yes-6; No-0. Motion carries.

Claims:

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

Miscellaneous Business/Special Presentations

None

Old Business:

Ordinance 17-45: Hittle at Thirtyone Planned Unit Development (PUD) District

Council Introduction: November 13, 2017

APC Public Hearing: December 4, 2017

APC Recommendation: January 16, 2018

Adoption Consideration – January 22, 2018

Daine Crabtree presented stating the approx. 12.2 areas would be divided into two subareas, Area 1 for hotels and Area 2 for out lots. Discussion was had on permitted uses, signage, and the enhanced proposed entrance to the area.

Bob Horkay made a motion to approve Ordinance 17-45 as presented. Steve Hoover seconded. Vote: Yes-6; No-0. Motion carries.

New Business:

Ordinance 18-03: Amended Policies, Procedures and Fee Schedule

Council Introduction: January 22, 2018

Adoption Consideration: February 12, 2018

Brian Zaiger presented stating this is the annual update to the policies, procedures and fee schedules for each department.

Guests:

None

Council Responses to Guest Comments:

CITY COUNCIL COMMENTS:

Steve Hoover gave APC

MAYOR COMMENTS:

None

PRESIDENT AKE:

Thanked Fire Department for attending services for a Staff Sergeant from the Indiana National guard who passed away

Melt the Trail (February 3rd)

State of the City-10 yr. anniversary of becoming a City

Economic Growth this past year

Thanked street department for hard work on the snow removal

Thanked Greeks Pizza for providing lunch for PW employees that dealt with snow removal

Year in Review will be available to view on City website

Without any further business, the meeting adjourned at 7:20 pm

Clerk-Treasurer

President

INTERLOCAL AGREEMENT BETWEEN HAMILTON COUNTY, INDIANA,
AND THE CITY OF WESTFIELD, INDIANA, CONCERNING THE
USE OF HEALTH AND WELLNESS CENTERS

This Interlocal Agreement entered into on the dates set out below by and between Hamilton County, Indiana, (“the County”); and the City of Westfield, Indiana, (“Westfield”).

WITNESS THAT:

WHEREAS, the County entered into an Agreement with Riverview Health, an Indiana County Hospital (“Riverview”) on January 1, 2015, which was subsequently amended effective the 1st day of January, 2018, (“the County Agreement”); and,

WHEREAS, the County Agreement provides for Riverview to operate a Health and Wellness Center for the benefit of the County’s employees and their dependents, which is located at 395 Westfield Road, Noblesville, Indiana, (“the County Center”); and,

WHEREAS, Westfield has entered into an Agreement with Riverview for Riverview to operate a Health and Wellness Center for Westfield to serve the needs of Westfield’s employees and their dependents (“the Westfield Agreement”); and,

WHEREAS, the Westfield Agreement is effective on the 1st day of February, 2018; and,

WHEREAS, Riverview is in the process of completing a hospital facility at US 31 and State Road 32, which will include the Westfield Health and Wellness Center, which is anticipated to be completed during June of 2018 (“the Westfield Center”); and,

WHEREAS, the County and Westfield are desirous of entering into an Agreement to authorize Westfield’s employees and their dependents to use the County Center until completion of the Westfield Center, and to allow for the employees of Westfield and the County to receive services at either the new Westfield Center or the County Center, as long as both Westfield and the County have an agreement with Riverview to provide a Health and Wellness Center.

IT IS THEREBY AGREED by and between the parties as follows:

1. Beginning February 1, 2018, the employees of Westfield and their dependents shall have the use of the County Center, which use shall continue to be available after completion of the Westfield Center.
2. Beginning with the completion of the Westfield Center, the employees of the County and their dependents shall have the use of either the County Center or the Westfield Center.
3. The parties agree to work with Riverview to adopt a schedule to accommodate the joint use of the County Center from February 1, 2018, until the Westfield Center is completed at which time the schedule for both Centers shall be reasonably amended by Riverview.
4. The terms of this Interlocal Agreement concerning the sharing of the County Center and the Westfield Center by Westfield employees and County employees shall be subject to the approval of Riverview, which approval shall not be rescinded without sixty (60) days notice.

ALL OF WHICH IS AGREED by the Board of Commissioners of Hamilton County on this ____ day of January, 2018.

BOARD OF COMMISSIONERS
OF HAMILTON COUNTY

Mark E. Heirbrandt

Christine Altman

Steven C. Dillinger

ATTEST:

Robin Mills, Auditor

Adopted this ____ day of _____, 2018.

WESTFIELD CITY COUNCIL
Hamilton County, Indiana

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

ATTEST:

Cindy J. Gossard, Clerk-Treasurer

I, affirm, under the penalties of perjury, that I have taken reasonable care to redact each social security number in the document, unless required by law. Michael A. Howard

This instrument prepared by Michael A. Howard, Noblesville City Attorney, 694 Logan Street, Noblesville, Indiana 46060, 773-4212.

**INTERLOCAL AGREEMENT BETWEEN HAMILTON COUNTY, INDIANA AND THE
CITY OF WESTFIELD, INDIANA, REGARDING A SERVICE AGREEMENT
CONCERNING E-911 AND EMERGENCY DISPATCH SERVICES**

WITNESS THAT:

WHEREAS, Hamilton County, Indiana, ("the County") operates a public safety answering point ("PSAP") at the Hamilton County Communication Center ("County Communications Center"), for the purposes of receiving E-911 calls, receiving requests for public safety services and dispatching emergency services (collectively hereinafter referred to as "E-911 Services") for all police and fire agencies in Hamilton County; and

WHEREAS, the City of Westfield ("City") has an existing Agreement with Hamilton County to provide E-911 services to the City from the County Communications Center as part of the integrated E-911 and dispatch system which serves all of Hamilton County; and,

WHEREAS, the County Communications Center has a sufficient number of consoles, dispatch equipment, and other computer hardware and software to provide all E-911 Services for all of the public safety agencies within the County;

WHEREAS, Hamilton County totally consolidated the County E-911 Services at the County Communication Center on September 1, 2012, under the supervision of the Communications Director. The consolidation of the services provides enhanced emergency service and reduced costs to all citizens of Hamilton County; and

WHEREAS, the County and City believe that it is necessary to maintain a secondary back-up PSAP in case of a temporary interruption of E-911 Services at the County Communications Center; and

WHEREAS, Indiana Code 36-8-16.7-47 limits each County to two PSAPs; and,

WHEREAS, the County and the City are desirous of entering into an agreement to continue to provide for the citizens of the City to receive E-911 and dispatch services from the County Communications Center and to define the mutual rights and responsibilities of the City and County in staffing, operating, and funding the operation of the County Communications Center.

IT IS HEREBY AGREED by the parties as follows:

1. The following terms used in this Agreement shall be defined as follows:
 - a. 911 Executive Board. The membership of the 911 Executive Board is described in Section 6(a) of this Agreement and is referred to as the "Communications Operations Board" in Hamilton County Ordinance No. 07-14-14-A.

- b. Back-up PSAP means a back-up Communications Center as approved by the 911 Executive Board.
- c. Communications Department means the "Hamilton County Communication Center" established by the Board of Commissioners of Hamilton County pursuant to Hamilton County Ordinance 09-12-2011-A, which department is to operate the County Communications Center and the Back-up PSAP.
- d. Communications Department Budget means the annual budget for all expenses of the County Communications Center and the Back-up PSAP, which budget shall include, but is not limited to, the following:
 - i. Payment of all County employees of the Communications Department, including those benefits paid to County Employees pursuant to the County Personnel Policy.
 - ii. Payment of the costs of maintaining and replacing the equipment of the Communications Department, subject to any exclusion within this Agreement.
 - iii. A reasonable annual deposit into a sinking account to be used to fund future anticipated repairs and replacement of equipment of the Communications Department, subject to any exclusion within this Agreement.
 - iv. Lease payments for long term leases on existing and replacement equipment of the Communications Department, subject to any exclusion within this Agreement.
 - v. The maintenance and replacement of the consoles, furniture, monitors, computers, and dispatch hardware, within the offices, break room, and all other parts of the building or buildings which contain the employees and equipment of the Communications Department, subject to any exclusion within this Agreement.
 - vi. The proportional part of the utilities and maintenance costs of the part of the County Sheriff Offices and Jail Complex used for the County Communications Department.
 - vii. The costs of the maintenance and replacement of all software necessary and desirable for the Integrated System, including all licensing and support service fees.

- viii. The costs of the maintenance and/or replacement of all towers and equipment which are used as part of the Hamilton County Integrated Communication system, other than replacement, enhancement, or maintenance of the tower located within downtown Carmel, which costs are to be fully paid by Carmel only in the event Carmel elects to remove, relocate, or modify that tower or the features thereof.
 - ix. Lease payments for use of radio towers, shelter buildings, or other land affiliated with the radio system.
 - x. The costs of any building for a Back-up PSAP including any maintenance and utilities that are associated with the Back-up PSAP.
- e. Communications Director means the Executive Director of the Communications Department.
 - f. Communications Equipment means all buildings, towers, equipment, furniture, and software used by the Communications Department to receive E-911 service and to dispatch those calls to the appropriate public safety providers, subject to any exclusion within this Agreement.
 - g. Contracting Agency means Hamilton County, Carmel, Fishers, Noblesville and/or Westfield if the above municipalities and the County have an agreement similar to this Agreement which provides for the County, acting through the Communications Department, to provide 911 and dispatch services for the municipality.
 - h. County Communications Center means the portion of the Hamilton County Sheriff's Offices at 18100 Cumberland Road, Noblesville, Indiana, used to receive E-911 calls and to dispatch emergency services, including all administrative, support, and supervisory staff.
 - i. E-911 Fund means the "Shared Cost E-911 Fund" created by Hamilton County Ordinance No. 07-14-14-A, which is a non-reverting communications fund maintained by the Hamilton County Auditor to hold, receive, and disburse funds appropriated by the Hamilton County Council from the County General Fund and payments from any Contracting Agency. The E-911 Fund shall only be used to pay the costs set out in the Communications Department Budget.
 - j. E-911 Statewide Account means the account maintained by the Hamilton County Auditor for the deposit of funds remitted by the State 911 Board to be used to pay

part of the expenses of the Communication Center and Enhanced Emergency Telephone System.

- k. E-911 Fees means any monthly telephone access charges received by the County, or distributed by the State of Indiana, which are designated to pay all or part of the costs of an enhanced emergency telephone system.
 - l. E-911 Services means the receipt of E-911 calls, calls requesting public safety services and dispatching calls for emergency services, including the maintenance of all equipment necessary and desirable to perform such services plus all support, managerial and clerical staff necessary to accomplish said public safety services.
 - m. Integrated System means all equipment of all types used by the County to receive E-911 service, and to dispatch said calls to the public service providers in County, whether or not the unit of government is a Contracting Agency as defined within this Agreement, including the City Fire and Police Departments.
 - n. Personnel Policy is the Personnel Policy of the County as set out in the latest version of the Hamilton County Employee Handbook, as amended.
 - o. Pro Rata Shared Expenses means each Contracting Agency's annual portion of the Shared Expenses as calculated in Section eleven (11) and Section twelve (12) below.
 - p. PSAP means the County Communications Center and any Back-up PSAP which is part of the Integrated System.
 - q. Shared Expenses means the portion of the annual Communications Department Budget which is not funded by E-911 Fees and is divided among the Contracting Agencies pursuant to Section Eleven (11) of this Agreement.
 - r. Small Towns means municipalities other than those that are defined in this Agreement as a Contracting Agency that provide their own law enforcement and/or fire service. As of the time of writing, this includes the towns of Cicero, Arcadia, and Sheridan.
2. Continuing on January 1, 2018, the County shall provide E-911 Services for the City. The County will pay all costs, and dispatch said services for the City. The County will provide all maintenance and/or replacement of all equipment used by the Communications Department at the County Communications Center and the Back-up PSAP as part of the Integrated System.

3. The day to day operations of the Communications Center and the Back-up PSAP and all assets of the Communications Center and the Back-up PSAP shall be supervised by the Communications Department and Communications Director.
4. All employees of the Communications Department shall report directly to the Communications Director. Said employees shall be compensated as County employees pursuant to the salary ordinance approved by the Hamilton County Council. Employees shall also be subject to the rules and regulations as set out in the Hamilton County Employee Handbook, and such supplementary rules and regulations as may be implemented by the Board of Commissioners of Hamilton County and the Hamilton County Council. All decisions considering scheduling and work conditions of County Employees at the County Communications Center and the Back-up PSAP, or any subsequently established communication center shall be the responsibility of the Communications Director.
5. The 911 Executive Board shall consist of the following members:
 - a. The Hamilton County Sheriff
 - b. A member of the Board of Commissioners or the Board's designee
 - c. The Mayor of Carmel or his designee
 - d. The Mayor of Fishers or his designee
 - e. The Mayor of Noblesville or his designee
 - f. The Mayor of Westfield or his designee
 - g. A non-voting, Advisory Member of the Small Towns as chosen by a vote of representatives of the Small Towns. This representation of the Small Towns shall be subject to annual vote of the Small Towns.

The Board positions listed in Subsection c, d, e, and f above shall be effective upon each municipality continuing as a Contracting Agency.

The Board of Commissioners has the authority to hire and terminate the Communications Director and may, at its option, terminate the Communications Director after a recommendation of termination by a three-quarter majority vote of the 911 Executive Board.

6. In addition to its duties in the Dispute Resolution process as described in Sections Sixteen (16) and Seventeen (17) of this Agreement, the 911 Executive Board shall meet at least quarterly to consider and make recommendations to the Communications Director, the

Board of Commissioners, the County Council, and the fiscal bodies of all Contracting Agencies concerning:

- a. Budgets
 - b. Organization of the Department and Employee Compensation
 - c. Major system and infrastructure issues
7. The Communications Director, with approval of the 911 Executive Board, shall create such advisory committees as they deem appropriate, which committees shall, at a minimum, include the police chiefs and fire chiefs of each Contracting Agency and a police and fire representative designated by the Small Towns.
8. The provisions in this Agreement concerning Dispute Resolution shall not apply to personnel issues. The Communications Director shall be responsible for all issues concerning the hiring, supervision, and discipline of personnel of the Communications Department pursuant to the Personnel Policy of the County.
9. The term of this Agreement shall be for five (5) full years, beginning on the 1st day of January, 2018, and ending on the 31st day of December, 2023. The City may terminate the Agreement upon one (1) year's notice. Termination of this Agreement requires the City to provide or contract with another entity to provide dispatch services for the City's public safety agencies as currently performed by the County. Should the City terminate this Agreement and provide dispatch services for the City's public safety agencies, it is understood that the County will still receive the E-911 calls, as provided by State law, and the County will be compensated accordingly. If this Agreement is terminated prior to the end of the term, for any reason or by any party, or if another similar Agreement is not reached by the end of the term, the County agrees to continue dispatch services for the City as contemplated under this Agreement, until arrangements can be made by the City to resume responsibility providing dispatch services, so as not to disrupt essential emergency services for the citizens of the City. Upon termination by either party, the City shall continue to pay its monthly part of the Shared Costs until the City resumes providing the dispatch services described above. If the City terminates with less than one year's notice, it shall be responsible for reasonable costs incurred by the County, had this Agreement not been terminated with less than one (1) year's notice.
10. Payments shall be paid quarterly on or before March 1st, June 1st, September 1st and December 1st of each year. The payments shall be deposited into the E-911 Fund to pay the Shared Expenses as described in the Communications Department Budget.

11. Each year in February, the Communications Director shall prepare a schedule of the prior full calendar year's police and fire calls received and dispatched to the citizens of each Contracting Agency, the Hamilton County Sheriff's Department, and the Small Towns. Each Contracting Agency, the Hamilton County Sheriff's Department, and Small Town shall budget and pay its proportion of Shared Costs, with the proportion being calculated as follows:
 - a. The total of the Shared Costs will be split 60/40 with sixty percent (60%) of the total to be covered by the calls received and dispatched from the police agencies and forty percent (40%) to be covered by the calls received and dispatched from the fire agencies.
 - b. For calculating the police agencies' sixty percent (60%) split, the proportion will be calculated with the numerator being the Contracting Agency's or Hamilton County Sheriff's Department number of dispatched police calls and the denominator being the total number of dispatched police calls from those listed agencies. This percentage will then be multiplied by the dollar figure representing sixty percent (60%) of the shared expenses.
 - c. For calculating the fire agencies' forty percent (40%) split, the proportion will be calculated with the numerator being the Contracting Agency's number of dispatched fire calls and the denominator being the total number of dispatched fire calls from those listed agencies. This percentage will then be multiplied by the dollar figure representing forty percent (40%) of the shared expenses.
 - d. In February, 2018, an amended interlocal agreement will be prepared that will include payments by the Small Towns and the township fire departments (i.e., Jackson Township, Wayne Township, and White River Township) to begin funding their proportional share of dispatch costs effective January 1, 2019, through the remainder of this Agreement.
12. In May of each year, the Communications Director, in consultation with the 911 Executive Board, shall prepare a proposed budget for the Communications Department including the anticipated 911 revenues from E-911 Fees and the calculation of the police and fire calls of the Contracting Agencies and Hamilton County Sheriff's Department for the prior full calendar year. This proposed budget shall be distributed to the executive and fiscal body of each Contracting Agency, Hamilton County Sheriff's Department, and Small Town in each year by the 15th day of May. Any comments concerning the proposed budget shall be

forwarded to the 911 Executive Board and the Communications Director within twenty (20) days of delivery to the Contracting Agency, Sheriff's Department, and Small Town.

13. The County agrees to maintain a non-reverting E-911 Fund. The parties agree that all shared costs paid by a Participating Agency shall be deposited into the E-911 Fund. In each calendar year, all 911 fees collected, and paid to the County shall be used to fund the Communications Department Budget. The balance of the budget shall be paid from the E-911 Fund. The E-911 Fund shall be a non-reverting fund and shall not revert to the County General Fund. The balances in the E-911 Fund at the end of any calendar year may be used to:
 - a. Pay part of the Shared Costs of all Participating Agencies in the subsequent year;
or,
 - b. Held as a cash reserve of up to ten percent (10%) of the prior year's total Shared Costs of all Participating Agencies.
14. All disputes which arise concerning the operation of the Communications Department, which are not personnel issues covered by the Personnel Policy, shall be informally discussed by the complaining party and the Communications Director. Any dispute not resolved informally shall be considered by the 911 Executive Board.
15. In the event the City and the County have disputes not resolved by the Communication Operation Board, the parties agree to submit any dispute to mediation under the Indiana Rules of Alternative Dispute Resolution prior to the initiation of litigation, except for temporary restraining order and/or preliminary injunction requests. The dispute procedures listed in Section fourteen (14) of this Agreement should not be construed as final administrative procedures or remedies under the Law. Section fourteen (14) is merely an avenue for the County and City to attempt to resolve any dispute prior to formal mediation under the Indiana Rules of Alternative Dispute Resolution.
16. This Agreement shall be construed as an Interlocal Agreement under the terms of Indiana Code 36-1-7 and shall be effective upon approval of the legislative and fiscal bodies of Hamilton County and the City of Westfield.

IN WITNESS WHEREOF, the following bodies of the City and the County have approved this Agreement on the dates set out herein.

ALL OF WHICH IS AGREED this ____ day of _____, 2017.

BOARD OF COMMISSIONERS OF
HAMILTON COUNTY

Steven C. Dillinger

Christine Altman

Mark Heirbrandt

ATTEST:

Robin Mills, Auditor

ALL OF WHICH IS AGREED BY THE Hamilton County Council this _____ day of _____, 2017.

HAMILTON COUNTY COUNCIL

Fred Glynn

Amy Massillamany

Steve Schwartz

Paul Ayers

Brad Beaver

Jeff Hern

Rick McKinney

ATTEST:

Robin Mills, Auditor

Adopted this ____ day of _____, 2018.

WESTFIELD CITY COUNCIL
Hamilton County, Indiana

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

ATTEST:

Cindy J. Gossard, Clerk-Treasurer

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 12, 2018

Fiscal Officer

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

CITY OF WESTFIELD

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 29 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 12 day of February, 2018

Signatures of Governing Board

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

Purchase Invoice Register

City of Westfield

Report Date Range: 01/19/18..02/07/18

2/7/2018 9:27 AM

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WESTFIELD\kgagnon

Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No. Fund Name									
101	General								
Administration									
VEN002336	Citizens Westfield	APP049011	1/19/2018	101001328	ADM-HEAT/GAS	GasHeat	423.29	63885	1/22/2018
VEN005845	Kinetrex Energy	APP049017	1/19/2018	101001328	ADM-HEAT/GAS	Natural Gas	211.38	63908	1/22/2018
VEN001537	Payroll	APP049045	1/23/2018	101001111	ADM-SALARY	SAL	8,869.84		
VEN001537	Payroll	APP049045	1/23/2018	101001120	ADM-FICA AND MEDICARE	fica	528.97		
VEN001537	Payroll	APP049045	1/23/2018	101001120	ADM-FICA AND MEDICARE	med	123.71		
VEN001537	Payroll	APP049045	1/23/2018	101001121	ADM-PERF	perf	1,013.82		
VEN000126	Anthem Blue Cross Blue Shield	APP049062	1/24/2018	101001119	ADM-HEALTH AND DENTAL	Medical Ins	2,142.89	63954	1/24/2018
VEN000513	DavisVision	APP049077	1/24/2018	101001119	ADM-HEALTH AND DENTAL	Vision Ins Prem	27.20	63956	1/24/2018
VEN000534	Delta Dental	APP049093	1/25/2018	101001119	ADM-HEALTH AND DENTAL	Dental Ins	112.70	63959	1/25/2018
VEN004479	Symetra Life Insurance	APP049096	1/25/2018	101001119	ADM-HEALTH AND DENTAL	Life Ins	6.50	63960	1/25/2018
VEN000589	Duke Energy	APP049201	2/5/2018	101001341	ADM-ELECTRICITY	DWA	130.80	63968	2/5/2018
VEN000589	Duke Energy	APP049201	2/5/2018	101001341	ADM-ELECTRICITY	130 Penn North	33.31	63968	2/5/2018
VEN000589	Duke Energy	APP049201	2/5/2018	101001341	ADM-ELECTRICITY	133 Main Lighting	9.40	63968	2/5/2018
VEN000589	Duke Energy	APP049201	2/5/2018	101001341	ADM-ELECTRICITY	Clinic House	111.82	63968	2/5/2018
VEN004767	Triple R Marketing	APP049202	2/5/2018	101001347	ADM-PROMOTIONS	Innovator Award	194.40		
VEN000263	Bose Public Affairs Group LLC	APP049253	2/5/2018	101001331	ADM-CONSULTING	December services	3,500.00		
VEN000739	Frontier	APP049386	2/5/2018	101001349	ADM-SERVICES	City Hall Alarm	63.71	63973	2/5/2018
VEN001537	Payroll	APP049415	2/6/2018	101001111	ADM-SALARY	sal	8,417.68		
VEN001537	Payroll	APP049415	2/6/2018	101001120	ADM-FICA AND MEDICARE	fica	500.95		
VEN001537	Payroll	APP049415	2/6/2018	101001120	ADM-FICA AND MEDICARE	med	117.15		
VEN001537	Payroll	APP049415	2/6/2018	101001121	ADM-PERF	perf	949.61		
VEN002336	Citizens Westfield	APP049422	2/6/2018	101001342	ADM-WATER/SEWER	Old Historical Society	69.86	63974	2/6/2018
VEN002336	Citizens Westfield	APP049422	2/6/2018	101001342	ADM-WATER/SEWER	City Hall	72.96	63974	2/6/2018
VEN002336	Citizens Westfield	APP049422	2/6/2018	101001342	ADM-WATER/SEWER	Clinic House	71.80	63974	2/6/2018
VEN002336	Citizens Westfield	APP049423	2/6/2018	101001328	ADM-HEAT/GAS	Clinic House	132.25	63974	2/6/2018
VEN002336	Citizens Westfield	APP049423	2/6/2018	101001328	ADM-HEAT/GAS	DWA	402.15	63974	2/6/2018
VEN002336	Citizens Westfield	APP049423	2/6/2018	101001342	ADM-WATER/SEWER	DWA	70.63	63974	2/6/2018
Subtotal for Administration							28,308.78		
Police									
VEN002336	Citizens Westfield	APP049011	1/19/2018	101002328	POLICE-HEAT/GAS	GasHeat	519.38	63885	1/22/2018
VEN005845	Kinetrex Energy	APP049017	1/19/2018	101002328	POLICE-HEAT/GAS	Natural Gas	381.16	63908	1/22/2018
VEN001537	Payroll	APP049045	1/23/2018	101002111	POLICE-SALARY	SAL	139,299.90		

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Fund No. Fund Name									
101 General									
Police									
VEN001537	Payroll	APP049045	1/23/2018	101002119	POLICE-HEALTH AND DENT	hsa	833.35		
VEN001537	Payroll	APP049045	1/23/2018	101002120	POLICE-FICA AND MEDICAR	fica	8,322.81		
VEN001537	Payroll	APP049045	1/23/2018	101002120	POLICE-FICA AND MEDICAR	med	1,946.47		
VEN001537	Payroll	APP049045	1/23/2018	101002121	POLICE-PERF	perf	22,157.99		
VEN000126	Anthem Blue Cross Blue Shield	APP049062	1/24/2018	101002119	POLICE-HEALTH AND DENT	Medical Ins	45,612.10	63954	1/24/2018
VEN000513	DavisVision	APP049077	1/24/2018	101002119	POLICE-HEALTH AND DENT	Vision Ins Prem	548.39	63956	1/24/2018
VEN000534	Delta Dental	APP049093	1/25/2018	101002119	POLICE-HEALTH AND DENT	Dental Ins	2,718.53	63959	1/25/2018
VEN004479	Symetra Life Insurance	APP049096	1/25/2018	101002119	POLICE-HEALTH AND DENT	Life Ins	165.75	63960	1/25/2018
VEN002279	Naval Surface Warfare Center	APP049205	2/5/2018	101002472	POLICE-EQUIPMENT	Night Vision	1,800.00		
VEN000715	FOP/Hamilton Co Fraternal Order of Poli	APP049206	2/5/2018	101002350	POLICE-SUBSCRIPTIONS/D	2018 Dues	2,880.00		
VEN004910	NASRO	APP049208	2/5/2018	101002350	POLICE-SUBSCRIPTIONS/D	Annual Membership Dues-Do	40.00		
VEN004513	Evident	APP049209	2/5/2018	101002224	POLICE-OPERATING SUPPLI	Evidence Room Supplies	1,765.75		
VEN005759	IMPD	APP049210	2/5/2018	101002350	POLICE-SUBSCRIPTIONS/D	2018 INPAC Dues	150.00		
VEN001599	Proforma	APP049211	2/5/2018	101002472	POLICE-EQUIPMENT	Gloves, Barrier tape and Tape	601.54		
VEN004386	SPRINT WIRELESS	APP049212	2/5/2018	101002224	POLICE-OPERATING SUPPLI	Tower Search	200.00		
VEN000747	Galls	APP049213	2/5/2018	101002229	POLICE-UNIFORMS	Garrison Belts	61.38		
VEN000747	Galls	APP049213	2/5/2018	101002229	POLICE-UNIFORMS	Elite Winter Specialist	82.11		
VEN000747	Galls	APP049213	2/5/2018	101002229	POLICE-UNIFORMS	Hi-Lite Vest X3	2,120.50		
VEN000636	EMP Technical Group	APP049215	2/5/2018	101002337	POLICE-PRINTING	E-Citation Printer Paper	577.00		
VEN000345	Cave and Company Printing	APP049216	2/5/2018	101002337	POLICE-PRINTING	Business Cards	381.49		
VEN006222	SuperFleet Master Card	APP049217	2/5/2018	101002226	POLICE-VEHICLE GAS/SUPP	Vehicle Gas	85.00		
VEN000314	C.A.R. Clinic	APP049218	2/5/2018	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	434.50		
VEN000080	Almost Home Boarding Kennel	APP049219	2/5/2018	101002355	POLICE-K-9 MAINT	K9 Boarding - Lopez	104.00		
VEN001555	Pet Supplies Plus	APP049220	2/5/2018	101002355	POLICE-K-9 MAINT	Dog Food	157.92		
VEN001555	Pet Supplies Plus	APP049220	2/5/2018	101002355	POLICE-K-9 MAINT	Dog Food	88.77		
VEN001464	Northside Garage Door System	APP049221	2/5/2018	101002343	POLICE-BUILDING MAINTEN	Reset cables and repair leak	192.00		
VEN002017	Unifirst Corporation	APP049222	2/5/2018	101002343	POLICE-BUILDING MAINTEN	Mat Rental	50.95		
VEN002017	Unifirst Corporation	APP049222	2/5/2018	101002343	POLICE-BUILDING MAINTEN	Mat Rental	50.95		
VEN002017	Unifirst Corporation	APP049222	2/5/2018	101002343	POLICE-BUILDING MAINTEN	Mat Rental	50.95		
VEN005007	Herrmann Veterinary Clinic	APP049223	2/5/2018	101002355	POLICE-K-9 MAINT	Vet Bills - Gorky	497.08		
VEN000434	Comcast Cable	APP049224	2/5/2018	101002349	POLICE-SERVICES	Monthly Statement	132.39	63967	2/5/2018
VEN000942	Imagery LLC	APP049228	2/5/2018	101002229	POLICE-UNIFORMS	Polo Shirts	286.89		

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Fund No.	Fund Name								
101	General								
	Police								
VEN001235	Lee Supply Corp	APP049230	2/5/2018	101002343	POLICE-BUILDING MAINTEN	backflow preventer	44.78		
VEN001235	Lee Supply Corp	APP049236	2/5/2018	101002343	POLICE-BUILDING MAINTEN	backflow preventer	31.89		
VEN002097	Westfield Chamber Of Commerce	APP049264	2/5/2018	101002347	POLICE-PROMOTIONS	Chamber luncheon	40.00		
VEN000849	Hamilton County Treasurer	APP049266	2/5/2018	101002336	POLICE-DISPATCH SERVICE	E911 1st quart	200,732.00		
VEN006426	DISA Inc	APP049272	2/5/2018	101002349	POLICE-SERVICES	Intern drug testing	50.00		
VEN006285	Ceres Solutions Cooperative	APP049281	2/5/2018	101002226	POLICE-VEHICLE GAS/SUPP	Unleaded fuel	9,046.94		
VEN003171	HCSRI	APP049341	2/5/2018	101002347	POLICE-PROMOTIONS	Donation for Christmas Party	500.00		
VEN002391	HK PARTS	APP049343	2/5/2018	101002345	POLICE-EQUIP REPAIR	VP9 Parts for Repairs	52.84		
VEN000739	Frontier	APP049386	2/5/2018	101002335	POLICE-TELEPHONE	Postage machine Elevator Chi	60.41	63973	2/5/2018
VEN001537	Payroll	APP049415	2/6/2018	101002111	POLICE-SALARY	sal	140,198.23		
VEN001537	Payroll	APP049415	2/6/2018	101002120	POLICE-FICA AND MEDICAR	fica	8,378.51		
VEN001537	Payroll	APP049415	2/6/2018	101002120	POLICE-FICA AND MEDICAR	med	1,959.49		
VEN001537	Payroll	APP049415	2/6/2018	101002121	POLICE-PERF	perf	21,981.12		
	Subtotal for Police						618,373.21		

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Fund No. Fund Name									
101 General									
Economic and Community Development									
VEN001537	Payroll	APP049045	1/23/2018	101003111	ECD-SALARY	SAL	23,134.17		
VEN001537	Payroll	APP049045	1/23/2018	101003111	ECD-SALARY	SAL	4,231.15		
VEN001537	Payroll	APP049045	1/23/2018	101003120	ECD-FICA AND MEDICARE	fica	1,389.39		
VEN001537	Payroll	APP049045	1/23/2018	101003120	ECD-FICA AND MEDICARE	fica	254.29		
VEN001537	Payroll	APP049045	1/23/2018	101003120	ECD-FICA AND MEDICARE	med	324.95		
VEN001537	Payroll	APP049045	1/23/2018	101003120	ECD-FICA AND MEDICARE	med	59.48		
VEN001537	Payroll	APP049045	1/23/2018	101003121	ECD-PERF	perf	3,285.05		
VEN001537	Payroll	APP049045	1/23/2018	101003121	ECD-PERF	perf	600.82		
VEN000126	Anthem Blue Cross Blue Shield	APP049062	1/24/2018	101003119	ECD-HEALTH AND DENTAL	Medical Ins	8,491.77	63954	1/24/2018
VEN000513	DavisVision	APP049077	1/24/2018	101003119	ECD-HEALTH AND DENTAL	Vision Ins Prem	138.40	63956	1/24/2018
VEN000534	Delta Dental	APP049093	1/25/2018	101003119	ECD-HEALTH AND DENTAL	Dental Ins	555.78	63959	1/25/2018
VEN004479	Symetra Life Insurance	APP049096	1/25/2018	101003119	ECD-HEALTH AND DENTAL	Life Ins	42.25	63960	1/25/2018
VEN004419	Amanda Rubadue	APP049161	1/31/2018	101003334	ECD-TRAVEL/TRAINING/SE	IEDC Conference	43.71		
VEN000137	Applied Economics	APP049162	1/31/2018	101003310	ECD-PLANNING CONSULTIN	Economic Impact Analysis	3,511.00		
VEN001537	Payroll	APP049415	2/6/2018	101003111	ECD-SALARY	sal	23,134.17		
VEN001537	Payroll	APP049415	2/6/2018	101003111	ECD-SALARY	sal	4,231.15		
VEN001537	Payroll	APP049415	2/6/2018	101003120	ECD-FICA AND MEDICARE	fica	1,389.39		
VEN001537	Payroll	APP049415	2/6/2018	101003120	ECD-FICA AND MEDICARE	fica	254.29		
VEN001537	Payroll	APP049415	2/6/2018	101003120	ECD-FICA AND MEDICARE	med	324.93		
VEN001537	Payroll	APP049415	2/6/2018	101003120	ECD-FICA AND MEDICARE	med	59.46		
VEN001537	Payroll	APP049415	2/6/2018	101003121	ECD-PERF	perf	3,285.05		
VEN001537	Payroll	APP049415	2/6/2018	101003121	ECD-PERF	perf	600.82		
Subtotal for Economic and Community Development							79,341.47		

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Fund No. Fund Name									
101 General									
Parks									
VEN001537	Payroll	APP049045	1/23/2018	101005111	PARKS-SALARY	SAL	7,959.53		
VEN001537	Payroll	APP049045	1/23/2018	101005120	PARKS-FICA AND MEDICAR	fica	475.89		
VEN001537	Payroll	APP049045	1/23/2018	101005120	PARKS-FICA AND MEDICAR	med	111.31		
VEN001537	Payroll	APP049045	1/23/2018	101005121	PARKS-PERF	perf	1,130.26		
VEN000126	Anthem Blue Cross Blue Shield	APP049062	1/24/2018	101005119	PARKS-HEALTH AND DENT	Medical Ins	3,073.42	63954	1/24/2018
VEN000513	DavisVision	APP049077	1/24/2018	101005119	PARKS-HEALTH AND DENT	Vision Ins Prem	46.72	63956	1/24/2018
VEN000534	Delta Dental	APP049093	1/25/2018	101005119	PARKS-HEALTH AND DENT	Dental Ins	177.60	63959	1/25/2018
VEN004479	Symetra Life Insurance	APP049096	1/25/2018	101005119	PARKS-HEALTH AND DENT	Life Ins	13.00	63960	1/25/2018
VEN005709	Service Sanitation Inc	APP049155	1/31/2018	101005476	PARKS-EQUIP LEASES	500 Deer Walk	95.00		
VEN005709	Service Sanitation Inc	APP049155	1/31/2018	101005476	PARKS-EQUIP LEASES	3233 W 166th St	91.00		
VEN001537	Payroll	APP049415	2/6/2018	101005111	PARKS-SALARY	sal	7,591.75		
VEN001537	Payroll	APP049415	2/6/2018	101005120	PARKS-FICA AND MEDICAR	fica	453.09		
VEN001537	Payroll	APP049415	2/6/2018	101005120	PARKS-FICA AND MEDICAR	med	105.96		
VEN001537	Payroll	APP049415	2/6/2018	101005121	PARKS-PERF	perf	1,078.04		
VEN002123	Westfield-Washington Schools	APP049419	2/6/2018	101005223	PARKS-OFFICE SUPPLIES	Paper	3.51		
Subtotal for Parks							22,406.08		

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Fund No.	Fund Name								
101	General								
	Informatics								
VEN001537	Payroll	APP049045	1/23/2018	101007111	IT-SALARY	SAL	14,543.23		
VEN001537	Payroll	APP049045	1/23/2018	101007120	IT-FICA AND MEDICARE	fica	857.49		
VEN001537	Payroll	APP049045	1/23/2018	101007120	IT-FICA AND MEDICARE	med	200.56		
VEN001537	Payroll	APP049045	1/23/2018	101007121	IT-PERF	perf	2,065.15		
VEN000126	Anthem Blue Cross Blue Shield	APP049062	1/24/2018	101007119	IT-HEALTH AND DENTAL	Medical Ins	5,742.73	63954	1/24/2018
VEN000513	DavisVision	APP049077	1/24/2018	101007119	IT-HEALTH AND DENTAL	Vision Ins Prem	66.24	63956	1/24/2018
VEN000534	Delta Dental	APP049093	1/25/2018	101007119	IT-HEALTH AND DENTAL	Dental Ins	405.37	63959	1/25/2018
VEN004479	Symetra Life Insurance	APP049096	1/25/2018	101007119	IT-HEALTH AND DENTAL	Life Ins	19.50	63960	1/25/2018
VEN003729	Metronet	APP049299	2/5/2018	101007335	IT-TELEPHONE	Land lines and long distance	2,183.33	63970	2/5/2018
VEN005146	Konica Minolta Business	APP049328	2/5/2018	101007331	IT-CONSULTING	Remote Access Services	4,200.00		
VEN005146	Konica Minolta Business	APP049329	2/5/2018	101007337	IT-PRINTING	Click charges	97.39		
VEN005272	SHI International	APP049331	2/5/2018	101007472	IT-EQUIPMENT	Equipment	2,405.08		
VEN005272	SHI International	APP049332	2/5/2018	101007451	IT-COMPUTER/EQUIP	Equipment	15,437.52		
VEN005272	SHI International	APP049333	2/5/2018	101007389	IT-SOFTWARE LICENSING	License	2,133.32		
VEN000604	Eastern Engineering Supply	APP049335	2/5/2018	101007224	IT-OPERATING SUPPLIES	Paper	95.14		
VEN005996	Konica Minolta Premier Fin	APP049336	2/5/2018	101007337	IT-PRINTING	Copy Machine rentals	1,053.89		
VEN003051	Bentley Systems	APP049340	2/5/2018	101007389	IT-SOFTWARE LICENSING	Micro station quart use	1,510.50		
VEN004591	Virtusa Corporation	APP049345	2/5/2018	101007331	IT-CONSULTING	Jan services	4,027.00		
VEN005146	Konica Minolta Business	APP049347	2/5/2018	101007337	IT-PRINTING	Jan click charges	865.21		
VEN000348	CDW Government Inc	APP049349	2/5/2018	101007451	IT-COMPUTER/EQUIP	Wallmount	301.30		
VEN001537	Payroll	APP049415	2/6/2018	101007111	IT-SALARY	sal	14,618.23		
VEN001537	Payroll	APP049415	2/6/2018	101007120	IT-FICA AND MEDICARE	fica	867.59		
VEN001537	Payroll	APP049415	2/6/2018	101007120	IT-FICA AND MEDICARE	med	202.90		
VEN001537	Payroll	APP049415	2/6/2018	101007121	IT-PERF	perf	2,075.80		
	Subtotal for Informatics						75,974.47		

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Fund No.	Fund Name									
101	General									
Clerk Treasurer										
	VEN001537	Payroll	APP049045	1/23/2018	101008111	CT-SALARY	SAL	16,275.77		
	VEN001537	Payroll	APP049045	1/23/2018	101008120	CT-FICA AND MEDICARE	fica	952.09		
	VEN001537	Payroll	APP049045	1/23/2018	101008120	CT-FICA AND MEDICARE	med	222.63		
	VEN001537	Payroll	APP049045	1/23/2018	101008121	CT-PERF	perf	1,908.29		
	VEN000126	Anthem Blue Cross Blue Shield	APP049062	1/24/2018	101008119	CT-HEALTH AND DENTAL	Medical Ins	4,817.51	63954	1/24/2018
	VEN000513	DavisVision	APP049077	1/24/2018	101008119	CT-HEALTH AND DENTAL	Vision Ins Prem	73.92	63956	1/24/2018
	VEN000534	Delta Dental	APP049093	1/25/2018	101008119	CT-HEALTH AND DENTAL	Dental Ins	297.17	63959	1/25/2018
	VEN004479	Symetra Life Insurance	APP049096	1/25/2018	101008119	CT-HEALTH AND DENTAL	Life Ins	19.50	63960	1/25/2018
	VEN000837	Hamilton County Auditor Courthouse	APP049115	1/26/2018	101008338	CT-LEGAL NOTICES	transfers	5.00	63957	1/26/2018
	VEN000847	Hamilton County Recorder	APP049116	1/26/2018	101008338	CT-LEGAL NOTICES	bond, ordinances, warr deed	300.00	63958	1/26/2018
	VEN000345	Cave and Company Printing	APP049121	1/26/2018	101008223	CT-OFFICE SUPPLIES	Envelopes	528.00		
	VEN004297	ADP-Payroll	APP049137	1/30/2018	101008331	CT-CONSULTING	Processing charges	850.19	500000294	1/30/2018
	VEN000697	Finley and Cook	APP049388	2/5/2018	101008331	CT-CONSULTING	special projects	573.75		
	VEN001537	Payroll	APP049415	2/6/2018	101008111	CT-SALARY	sal	16,323.15		
	VEN001537	Payroll	APP049415	2/6/2018	101008120	CT-FICA AND MEDICARE	fica	951.93		
	VEN001537	Payroll	APP049415	2/6/2018	101008120	CT-FICA AND MEDICARE	med	222.61		
	VEN001537	Payroll	APP049415	2/6/2018	101008121	CT-PERF	perf	1,915.02		
	VEN002123	Westfield-Washington Schools	APP049419	2/6/2018	101008223	CT-OFFICE SUPPLIES	Paper	21.15		
Subtotal for Clerk Treasurer								46,257.68		

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Fund No. Fund Name									
101 General									
Mayor									
VEN001537	Payroll	APP049045	1/23/2018	101009111	MAYOR-SALARY	SAL	4,329.69		
VEN001537	Payroll	APP049045	1/23/2018	101009120	MAYOR- FICA AND MEDICA	fica	263.60		
VEN001537	Payroll	APP049045	1/23/2018	101009120	MAYOR- FICA AND MEDICA	med	61.65		
VEN001537	Payroll	APP049045	1/23/2018	101009121	MAYOR-PERF	perf	614.82		
VEN000126	Anthem Blue Cross Blue Shield	APP049062	1/24/2018	101009119	MAYOR-HEALTH AND DENT	Medical Ins	1,116.64	63954	1/24/2018
VEN000513	DavisVision	APP049077	1/24/2018	101009119	MAYOR-HEALTH AND DENT	Vision Ins Prem	13.60	63956	1/24/2018
VEN000534	Delta Dental	APP049093	1/25/2018	101009119	MAYOR-HEALTH AND DENT	Dental Ins	47.80	63959	1/25/2018
VEN004479	Symetra Life Insurance	APP049096	1/25/2018	101009119	MAYOR-HEALTH AND DENT	Life Ins	2.21	63960	1/25/2018
VEN002121	Westfield Youth Assistance	APP049173	1/23/2018	101009347	MAYOR-PROMOTIONS	2018 YAP recognition brkf	1,000.00	63962	2/1/2018
VEN001537	Payroll	APP049415	2/6/2018	101009111	MAYOR-SALARY	sal	4,329.69		
VEN001537	Payroll	APP049415	2/6/2018	101009120	MAYOR- FICA AND MEDICA	fica	263.60		
VEN001537	Payroll	APP049415	2/6/2018	101009120	MAYOR- FICA AND MEDICA	med	61.65		
VEN001537	Payroll	APP049415	2/6/2018	101009121	MAYOR-PERF	perf	614.82		
Subtotal for Mayor							12,719.77		

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Fund No. Fund Name									
101 General									
Public Works									
VEN002048	Vectren	APP049008	1/19/2018	101013349	PW-CONTRACTUAL SERVIC	151st	17.64	63939	1/22/2018
VEN002336	Citizens Westfield	APP049010	1/19/2018	101013342	PW-WATER/SEWER	PW Water	1,475.68	63884	1/22/2018
VEN002336	Citizens Westfield	APP049011	1/19/2018	101013349	PW-CONTRACTUAL SERVIC	GasHeat	526.72	63885	1/22/2018
VEN000589	Duke Energy	APP049012	1/19/2018	101013341	PW-ELECTRIC	1443 151st	9.40	63891	1/22/2018
VEN000589	Duke Energy	APP049012	1/19/2018	101013341	PW-ELECTRIC	1438 151st	296.84	63891	1/22/2018
VEN005845	Kinetrex Energy	APP049017	1/19/2018	101013349	PW-CONTRACTUAL SERVIC	Natural Gas	259.11	63908	1/22/2018
VEN001537	Payroll	APP049045	1/23/2018	101013111	PW-SALARY	SAL	62,564.41		
VEN001537	Payroll	APP049045	1/23/2018	101013120	PW-FICA AND MEDICARE	fica	3,697.85		
VEN001537	Payroll	APP049045	1/23/2018	101013120	PW-FICA AND MEDICARE	med	864.80		
VEN001537	Payroll	APP049045	1/23/2018	101013121	PW-PERF	perf	9,013.85		
VEN000126	Anthem Blue Cross Blue Shield	APP049062	1/24/2018	101013119	PW-HEALTH AND DENTAL	Medical Ins	27,709.95	63954	1/24/2018
VEN001235	Lee Supply Corp	APP049067	1/24/2018	101013343	PW-BLDG MAINT	Back flow preventer	152.00		
VEN000513	DavisVision	APP049077	1/24/2018	101013119	PW-HEALTH AND DENTAL	Vision Ins Prem	319.36	63956	1/24/2018
VEN000534	Delta Dental	APP049093	1/25/2018	101013119	PW-HEALTH AND DENTAL	Dental Ins	1,579.64	63959	1/25/2018
VEN004479	Symetra Life Insurance	APP049096	1/25/2018	101013119	PW-HEALTH AND DENTAL	Life Ins	96.46	63960	1/25/2018
VEN002336	Citizens Westfield	APP049197	2/5/2018	101013342	PW-WATER/SEWER	PW	625.74	63966	2/5/2018
VEN000589	Duke Energy	APP049198	2/5/2018	101013341	PW-ELECTRIC	Lighting under Bridge	5.47	63968	2/5/2018
VEN000589	Duke Energy	APP049198	2/5/2018	101013341	PW-ELECTRIC	151st	9.40	63968	2/5/2018
VEN006426	DISA Inc	APP049272	2/5/2018	101013349	PW-CONTRACTUAL SERVIC	New employee drug testing	150.00		
VEN000030	Ace-Pak Products	APP049273	2/5/2018	101013224	PW-OPERATING SUPPLIES	Restroom supplies	224.92		
VEN000030	Ace-Pak Products	APP049279	2/5/2018	101013224	PW-OPERATING SUPPLIES	Cleaning supplies	142.95		
VEN005403	BrightView Landscapes LLC	APP049283	2/5/2018	101013349	PW-CONTRACTUAL SERVIC	Playground inspections for De	1,732.25		
VEN002036	USA Automatic Fire and Security	APP049286	2/5/2018	101013343	PW-BLDG MAINT	Fire alarm system monitoring	420.00		
VEN000739	Frontier	APP049386	2/5/2018	101013349	PW-CONTRACTUAL SERVIC	Postage machine Elevator Cit	385.46	63973	2/5/2018
VEN000589	Duke Energy	APP049387	2/5/2018	101013341	PW-ELECTRIC	156th street lighting	53.18	63972	2/5/2018
VEN001537	Payroll	APP049415	2/6/2018	101013111	PW-SALARY	sal	59,739.65		
VEN001537	Payroll	APP049415	2/6/2018	101013119	PW-HEALTH AND DENTAL	hsa	208.50		
VEN001537	Payroll	APP049415	2/6/2018	101013120	PW-FICA AND MEDICARE	fica	3,520.94		
VEN001537	Payroll	APP049415	2/6/2018	101013120	PW-FICA AND MEDICARE	med	823.44		
VEN001537	Payroll	APP049415	2/6/2018	101013121	PW-PERF	perf	8,666.44		
VEN002123	Westfield-Washington Schools	APP049419	2/6/2018	101013223	PW-OFFICE SUPPLIES	Paper	25.95		
Subtotal for Public Works							185,318.00		

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Fund No.	Fund Name								
101	General								
	Communications								
VEN001537	Payroll	APP049045	1/23/2018	101020111	COMM-SALARY	SAL	6,215.02		
VEN001537	Payroll	APP049045	1/23/2018	101020120	COMM-FICA	fica	373.66		
VEN001537	Payroll	APP049045	1/23/2018	101020120	COMM-FICA	med	87.39		
VEN001537	Payroll	APP049045	1/23/2018	101020121	COMM-PERF	perf	882.53		
VEN000126	Anthem Blue Cross Blue Shield	APP049062	1/24/2018	101020119	COMM-INSURANCE	Medical Ins	2,663.98	63954	1/24/2018
VEN000513	DavisVision	APP049077	1/24/2018	101020119	COMM-INSURANCE	Vision Ins Prem	25.44	63956	1/24/2018
VEN000534	Delta Dental	APP049093	1/25/2018	101020119	COMM-INSURANCE	Dental Ins	145.45	63959	1/25/2018
VEN004479	Symetra Life Insurance	APP049096	1/25/2018	101020119	COMM-INSURANCE	Life Ins	9.75	63960	1/25/2018
VEN006490	TownePost Network Inc	APP049139	1/30/2018	101020347	COMM-PROMOTIONS	Publication Westfield 2018	850.00		
VEN006234	CarisDesign	APP049140	1/30/2018	101020347	COMM-PROMOTIONS	State of the City 2018 video	5,250.00		
VEN004233	Indiana Office of Tourism Dev	APP049141	1/30/2018	101020347	COMM-PROMOTIONS	2018 Travel Guide	1,250.00		
VEN002097	Westfield Chamber Of Commerce	APP049142	1/30/2018	101020347	COMM-PROMOTIONS	2018 Membership	450.00		
VEN003961	One Point	APP049143	1/30/2018	101020337	COMM-PRINTING	Year in review booklet	2,282.00		
VEN001537	Payroll	APP049415	2/6/2018	101020111	COMM-SALARY	sal	6,215.02		
VEN001537	Payroll	APP049415	2/6/2018	101020120	COMM-FICA	fica	373.66		
VEN001537	Payroll	APP049415	2/6/2018	101020120	COMM-FICA	med	87.39		
VEN001537	Payroll	APP049415	2/6/2018	101020121	COMM-PERF	perf	882.53		
VEN002123	Westfield-Washington Schools	APP049419	2/6/2018	101020223	COMM- OFFICE SUPP	Paper	42.30		
VEN002123	Westfield-Washington Schools	APP049419	2/6/2018	101020223	COMM- OFFICE SUPP	Paper	1.73		
VEN004767	Triple R Marketing	APP049420	2/6/2018	101020347	COMM-PROMOTIONS	hand warmers	1,583.55		
Subtotal for Communications							29,671.40		

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Fund No.	Fund Name								
101	General								
	Customer Service								
VEN001537	Payroll	APP049045	1/23/2018	101021111	CUSTOMER SERV-SALARY	SAL	7,816.26		
VEN001537	Payroll	APP049045	1/23/2018	101021120	CUSTOMER SERV- FICA/ME	fica	472.15		
VEN001537	Payroll	APP049045	1/23/2018	101021120	CUSTOMER SERV- FICA/ME	med	110.41		
VEN001537	Payroll	APP049045	1/23/2018	101021121	CUSTOMER SERV- PERF	perf	1,109.90		
VEN000126	Anthem Blue Cross Blue Shield	APP049062	1/24/2018	101021119	CUSTOMER SERV- INSURA	Medical Ins	1,557.98	63954	1/24/2018
VEN000513	DavisVision	APP049077	1/24/2018	101021119	CUSTOMER SERV- INSURA	Vision Ins Prem	19.52	63956	1/24/2018
VEN000534	Delta Dental	APP049093	1/25/2018	101021119	CUSTOMER SERV- INSURA	Dental Ins	88.87	63959	1/25/2018
VEN004479	Symetra Life Insurance	APP049096	1/25/2018	101021119	CUSTOMER SERV- INSURA	Life Ins	13.00	63960	1/25/2018
VEN001537	Payroll	APP049415	2/6/2018	101021111	CUSTOMER SERV-SALARY	sal	7,816.27		
VEN001537	Payroll	APP049415	2/6/2018	101021120	CUSTOMER SERV- FICA/ME	fica	472.15		
VEN001537	Payroll	APP049415	2/6/2018	101021120	CUSTOMER SERV- FICA/ME	med	110.41		
VEN001537	Payroll	APP049415	2/6/2018	101021121	CUSTOMER SERV- PERF	perf	1,109.91		
VEN002123	Westfield-Washington Schools	APP049419	2/6/2018	101021223	CUSTOMER SERV- OFFICE	Paper	11.11		
	Subtotal for Customer Service						20,707.94		
	Human Resources								
VEN001537	Payroll	APP049045	1/23/2018	101022111	HR -SALARY	SAL	4,679.78		
VEN001537	Payroll	APP049045	1/23/2018	101022120	HR-FICA & MEDICARE	fica	276.16		
VEN001537	Payroll	APP049045	1/23/2018	101022120	HR-FICA & MEDICARE	med	64.59		
VEN001537	Payroll	APP049045	1/23/2018	101022121	HR PERF	perf	664.53		
VEN000126	Anthem Blue Cross Blue Shield	APP049062	1/24/2018	101022119	HR-HEALTH & DENTAL	Medical Ins	2,717.16	63954	1/24/2018
VEN000513	DavisVision	APP049077	1/24/2018	101022119	HR-HEALTH & DENTAL	Vision Ins Prem	27.20	63956	1/24/2018
VEN000534	Delta Dental	APP049093	1/25/2018	101022119	HR-HEALTH & DENTAL	Dental Ins	145.31	63959	1/25/2018
VEN004479	Symetra Life Insurance	APP049096	1/25/2018	101022119	HR-HEALTH & DENTAL	Life Ins	6.50	63960	1/25/2018
VEN001537	Payroll	APP049415	2/6/2018	101022111	HR -SALARY	sal	4,679.78		
VEN001537	Payroll	APP049415	2/6/2018	101022120	HR-FICA & MEDICARE	fica	276.16		
VEN001537	Payroll	APP049415	2/6/2018	101022120	HR-FICA & MEDICARE	med	64.59		
VEN001537	Payroll	APP049415	2/6/2018	101022121	HR PERF	perf	664.53		
	Subtotal for Human Resources						14,266.29		
	Subtotal for Fund 101 General						1,133,345.09		

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Fund No.	Fund Name								
201	Motor Vehicle Highway (MVH)								
	Public Works								
VEN001537	Payroll	APP049045	1/23/2018	201013111	MVH-SALARY	SAL	8,397.63		
VEN001537	Payroll	APP049045	1/23/2018	201013120	MVH-FICA AND MEDICARE	fica	498.56		
VEN001537	Payroll	APP049045	1/23/2018	201013120	MVH-FICA AND MEDICARE	med	116.60		
VEN001537	Payroll	APP049045	1/23/2018	201013121	MVH-PERF	perf	1,192.46		
VEN000126	Anthem Blue Cross Blue Shield	APP049062	1/24/2018	201013119	MVH-HEALTH AND DENTAL	Medical Ins	3,653.02	63954	1/24/2018
VEN003284	Practical Property Group	APP049064	1/24/2018	201013349	MVH-SERVICES	Snow removal	7,264.30		
VEN000332	Cargill	APP049066	1/24/2018	201013231	MVH-SUBGRADE MATERIAL	Salt	15,875.48		
VEN000332	Cargill	APP049066	1/24/2018	201013231	MVH-SUBGRADE MATERIAL	Salt	8,751.71		
VEN000513	DavisVision	APP049077	1/24/2018	201013119	MVH-HEALTH AND DENTAL	Vision Ins Prem	40.80	63956	1/24/2018
VEN000534	Delta Dental	APP049093	1/25/2018	201013119	MVH-HEALTH AND DENTAL	Dental Ins	259.92	63959	1/25/2018
VEN004479	Symetra Life Insurance	APP049096	1/25/2018	201013119	MVH-HEALTH AND DENTAL	Life Ins	13.00	63960	1/25/2018
VEN005403	BrightView Landscapes LLC	APP049259	2/5/2018	201013349	MVH-SERVICES	Snow removal	4,257.65		
VEN006285	Ceres Solutions Cooperative	APP049274	2/5/2018	201013226	MVH-VEHICLE GAS/ SUPPLI	Fuel	653.28		
VEN000480	CSI Signs	APP049275	2/5/2018	201013349	MVH-SERVICES	Parking Signs	217.13		
VEN006285	Ceres Solutions Cooperative	APP049276	2/5/2018	201013226	MVH-VEHICLE GAS/ SUPPLI	Fuel	379.50		
VEN006436	Davis Wholesale Supply	APP049278	2/5/2018	201013231	MVH-SUBGRADE MATERIAL	Coarse Rock	3,780.99		
VEN006285	Ceres Solutions Cooperative	APP049281	2/5/2018	201013226	MVH-VEHICLE GAS/ SUPPLI	Unleaded fuel	7,276.53		
VEN001504	Paddacks Wrecker Service	APP049282	2/5/2018	201013349	MVH-SERVICES	2 Dump Truck tows	1,000.00		
VEN001723	Scott K Osborne	APP049284	2/5/2018	201013360	MVH-VEHICLE REPAIR	Repairs	1,485.60		
VEN000332	Cargill	APP049285	2/5/2018	201013231	MVH-SUBGRADE MATERIAL	Salt	15,611.59		
VEN001671	Rieth-Riley Construction	APP049287	2/5/2018	201013231	MVH-SUBGRADE MATERIAL	Cold mix	529.10		
VEN003284	Practical Property Group	APP049292	2/5/2018	201013349	MVH-SERVICES	Snow removal	7,264.30		
VEN001671	Rieth-Riley Construction	APP049293	2/5/2018	201013231	MVH-SUBGRADE MATERIAL	Cold mix	520.00		
VEN000879	Heritage-crystal Clean	APP049294	2/5/2018	201013349	MVH-SERVICES	Vac pick up	847.80		
VEN002116	Westfield Tire and Muffler	APP049337	2/5/2018	201013360	MVH-VEHICLE REPAIR	Loose Tire	20.00		
VEN001537	Payroll	APP049415	2/6/2018	201013111	MVH-SALARY	sal	7,770.68		
VEN001537	Payroll	APP049415	2/6/2018	201013120	MVH-FICA AND MEDICARE	fica	459.67		
VEN001537	Payroll	APP049415	2/6/2018	201013120	MVH-FICA AND MEDICARE	med	107.52		
VEN001537	Payroll	APP049415	2/6/2018	201013121	MVH-PERF	perf	1,103.37		
	Subtotal for Public Works						99,348.19		
	Subtotal for Fund 201 Motor Vehicle Highway (MVH)						99,348.19		

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Fund No. Fund Name									
202 Local Road and Street (LRS)									
Public Works									
VEN005917	The Etica Group Inc	APP049063	1/24/2018	202013349	LRS-SERVICES	161st and Union	8,677.38		
VEN001368	Midwestern Electric	APP049291	2/5/2018	202013349	LRS-SERVICES	GHP and Greyhound Ct	516.45		
Subtotal for Public Works							9,193.83		
Subtotal for Fund 202 Local Road and Street (LRS)							9,193.83		
Fund No. Fund Name									
203 Fire Operating									
Fire									
VEN002048	Vectren	APP049007	1/19/2018	203012328	FIRE-GAS/HEAT	Sta 82	181.14	63938	1/22/2018
VEN002336	Citizens Westfield	APP049011	1/19/2018	203012328	FIRE-GAS/HEAT	GasHeat	519.38	63885	1/22/2018
VEN005845	Kinetrex Energy	APP049017	1/19/2018	203012328	FIRE-GAS/HEAT	Natural Gas	381.15	63908	1/22/2018
VEN005845	Kinetrex Energy	APP049017	1/19/2018	203012328	FIRE-GAS/HEAT	Natural Gas	148.52	63908	1/22/2018
VEN005845	Kinetrex Energy	APP049017	1/19/2018	203012328	FIRE-GAS/HEAT	Natural Gas	47.51	63908	1/22/2018
VEN001537	Payroll	APP049045	1/23/2018	203012111	FIRE-SALARY	SAL	194,377.77		
VEN001537	Payroll	APP049045	1/23/2018	203012120	FIRE-FICA AND MEDICARE	fica	11,513.32		
VEN001537	Payroll	APP049045	1/23/2018	203012120	FIRE-FICA AND MEDICARE	med	2,692.62		
VEN001537	Payroll	APP049045	1/23/2018	203012121	FIRE-PERF	perf	31,061.57		
VEN000126	Anthem Blue Cross Blue Shield	APP049062	1/24/2018	203012119	FIRE-HEALTH AND DENTAL	Medical Ins	71,528.83	63954	1/24/2018
VEN000513	DavisVision	APP049077	1/24/2018	203012119	FIRE-HEALTH AND DENTAL	Vision Ins Prem	827.36	63956	1/24/2018
VEN000534	Delta Dental	APP049093	1/25/2018	203012119	FIRE-HEALTH AND DENTAL	Dental Ins	4,729.94	63959	1/25/2018
VEN004479	Symetra Life Insurance	APP049096	1/25/2018	203012119	FIRE-HEALTH AND DENTAL	Life Ins	234.00	63960	1/25/2018
VEN002336	Citizens Westfield	APP049200	2/5/2018	203012342	FIRE-WATER/SEWER	Sta 82 water	302.52	63966	2/5/2018
VEN006500	Fire Dept Safety Officers Assoc	APP049229	2/5/2018	203012334	FIRE-TRAVEL/TRAINING/SE	Class for Timme and N. Sout	990.00		
VEN001235	Lee Supply Corp	APP049230	2/5/2018	203012343	FIRE-BUILDING MAINTENAN	backflow preventer	44.78		
VEN001846	Stoops Freightliner	APP049232	2/5/2018	203012360	FIRE-VEHICLE MAINT	E81 and supply	101.28		
VEN000251	Bob Block Fitness Equipment	APP049233	2/5/2018	203012349	FIRE-SERVICES	maintenance contract for 201	123.00		
VEN002622	Fire Department Training Network	APP049234	2/5/2018	203012334	FIRE-TRAVEL/TRAINING/SE	Class for Jeremy Devitt	750.00		
VEN001235	Lee Supply Corp	APP049236	2/5/2018	203012343	FIRE-BUILDING MAINTENAN	backflow preventer	31.89		
VEN000200	Batteries Plus	APP049237	2/5/2018	203012472	FIRE-EQUIP	Batteries	159.25		
VEN002148	Witmer Public Safety Group	APP049240	2/5/2018	203012229	FIRE-UNIFORMS	Face caps, hoods, etc.	324.30		
VEN005587	Kronos Inc	APP049242	2/5/2018	203012349	FIRE-SERVICES	Telestaff Development	1,871.40		
VEN005006	Team Pride Athletic Apparel	APP049245	2/5/2018	203012229	FIRE-UNIFORMS	Beanies	289.31		

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Fund No. Fund Name									
203 Fire Operating									
Fire									
VEN005648	Task Force 1 Inc	APP049246	2/5/2018	203012334	FIRE-TRAVEL/TRAINING/SE	Class for M. Hansen	250.00		
VEN001935	The Overhead Door Co.	APP049247	2/5/2018	203012343	FIRE-BUILDING MAINTENAN	Garage door repair	835.00		
VEN001341	MES-Indiana	APP049248	2/5/2018	203012229	FIRE-UNIFORMS	gloves (8 pair)	552.66		
VEN002148	Witmer Public Safety Group	APP049249	2/5/2018	203012229	FIRE-UNIFORMS	boots	408.00		
VEN001615	Public Safety Medical Services	APP049250	2/5/2018	203012354	FIRE-MEDICAL EXAMS/TEST	Testing for Gilliam	88.26		
VEN002097	Westfield Chamber Of Commerce	APP049263	2/5/2018	203012347	FIRE-PROMOTIONS	Chamber luncheon	20.00		
VEN000849	Hamilton County Treasurer	APP049266	2/5/2018	203012336	FIRE-DISPATCH SERVICE	E911 1st quart	66,911.25		
VEN002148	Witmer Public Safety Group	APP049269	2/5/2018	203012472	FIRE-EQUIP	face caps for flashlights	33.57		
VEN006285	Ceres Solutions Cooperative	APP049281	2/5/2018	203012226	FIRE-VEHICLE GAS/SUPPLIE	Unleaded fuel	1,254.54		
VEN002087	Waterous Company	APP049297	2/5/2018	203012360	FIRE-VEHICLE MAINT	vehicle supply	175.76		
VEN002425	AFC International Inc	APP049298	2/5/2018	203012242	FIRE-HAZMAT	Hazmat Monitoring	4,000.00		
VEN002425	AFC International Inc	APP049298	2/5/2018	203012472	FIRE-EQUIP	Hazmat Monitoring	4,903.05		
VEN000739	Frontier	APP049386	2/5/2018	203012349	FIRE-SERVICES	Postage machine Elevator	60.41	63973	2/5/2018
VEN001537	Payroll	APP049415	2/6/2018	203012111	FIRE-SALARY	sal	189,598.86		
VEN001537	Payroll	APP049415	2/6/2018	203012120	FIRE-FICA AND MEDICARE	fica	11,217.02		
VEN001537	Payroll	APP049415	2/6/2018	203012120	FIRE-FICA AND MEDICARE	med	2,623.38		
VEN001537	Payroll	APP049415	2/6/2018	203012121	FIRE-PERF	perf	30,986.58		
VEN002123	Westfield-Washington Schools	APP049419	2/6/2018	203012223	FIRE-OFFICE SUPPLIES	Paper	42.30		
VEN002336	Citizens Westfield	APP049424	2/6/2018	203012342	FIRE-WATER/SEWER	Sta 83	465.39	63974	2/6/2018
Subtotal for Fire							637,656.87		
Subtotal for Fund 203 Fire Operating							637,656.87		
Fund No. Fund Name									
204 Park Impact									
Public Works									
VEN006491	Recreation Unlimited Inc	APP049073	1/24/2018	204013472	PARK IMPACT-EQUIPMENT	Asa Bales Park North Playgro	77,599.01		
Subtotal for Public Works							77,599.01		
Subtotal for Fund 204 Park Impact							77,599.01		

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Fund No. Fund Name									
206	Parks Programming/Events								
	Parks								
VEN002205	Big Bounce Fun House Rentals	APP049029	1/22/2018	206005347	PARKS PROGRAM-PROMOT	Deposit for WR4	4,560.10	63953	1/22/2018
VEN000676	Fabulously Fun Co	APP049146	1/30/2018	206005350	PARKS PROGRAM-SUBSCRI	Melt the Trails	540.00	63961	1/30/2018
VEN000480	CSI Signs	APP049421	2/6/2018	206005347	PARKS PROGRAM-PROMOT	Derby	2,054.54		
	Subtotal for Parks						7,154.64		
Subtotal for Fund 206 Parks Programming/Events							7,154.64		
Fund No. Fund Name									
239	Law Enforcement								
	Police								
VEN001052	Indiana University	APP049204	2/5/2018	239002334	LAW ENFORCE-TRAVEL/TR	Tuition - Hollowell	573.39	63963	2/5/2018
VEN005759	IMPD	APP049207	2/5/2018	239002334	LAW ENFORCE-TRAVEL/TR	2018 Leadership Academy	6,000.00		
VEN001225	Law Enforcement Training Board	APP049225	2/5/2018	239002334	LAW ENFORCE-TRAVEL/TR	Instructor Recertification - Har	50.00		
VEN001100	Jeff Swiatkowski	APP049226	2/5/2018	239002334	LAW ENFORCE-TRAVEL/TR	Reimbursement for Meals - Tr	66.19	63969	2/5/2018
VEN000293	Broc Larrison	APP049227	2/5/2018	239002334	LAW ENFORCE-TRAVEL/TR	Reimbursement for meals - T	96.31	63964	2/5/2018
VEN006499	Curtis Blue Line	APP049431	2/7/2018	239002472	LAW ENFORCE-EQUIPMENT	Vest Carriers	9,660.40		
	Subtotal for Police						16,446.29		
Subtotal for Fund 239 Law Enforcement							16,446.29		
Fund No. Fund Name									
250	Golf Cart								
	Police								
VEN000480	CSI Signs	APP049214	2/5/2018	250002337	GOLF CART-PRINTING	Golf Cart Permits	320.00		
	Subtotal for Police						320.00		
Subtotal for Fund 250 Golf Cart							320.00		
Fund No. Fund Name									
264	Road and Street Improvement (Road Impact)								
	Public Works								
VEN006223	Sundown Gardens	APP049072	1/24/2018	264013349	ROAD IMPACT-SERVICES	Landscaping Package for 186	13,716.30		
VEN002038	USI Consultants, Inc	APP049082	1/25/2018	264013349	ROAD IMPACT-SERVICES	Retaining wall and utility reloc	6,093.70		
VEN000103	American Structurepoint Inc	APP049136	1/30/2018	264013309	RAOD IMPACT-CONSULTING	General On-Call Services - P	350.00		
	Subtotal for Public Works						20,160.00		
Subtotal for Fund 264 Road and Street Improvement (Road Impact)							20,160.00		

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Fund No. Fund Name									
268 Emergency Medical and Equip									
Fire									
VEN000065	Airgas Mid America	APP049231	2/5/2018	268012224	EMS-OPERATING SUPPLIES	Oxygen	27.54		
VEN000266	Bound Tree Medical	APP049238	2/5/2018	268012224	EMS-OPERATING SUPPLIES	meds, gloves, etc.	1,042.21		
VEN001849	Stryker Sales	APP049241	2/5/2018	268012472	EMS-LEASE EQUIPMENT	Upgrade to ambulances to av	20,850.00		
VEN000266	Bound Tree Medical	APP049243	2/5/2018	268012224	EMS-OPERATING SUPPLIES	regulator gauge	53.99		
VEN000266	Bound Tree Medical	APP049244	2/5/2018	268012224	EMS-OPERATING SUPPLIES	NaCl	288.40		
VEN000266	Bound Tree Medical	APP049251	2/5/2018	268012224	EMS-OPERATING SUPPLIES	Ephinephrine	74.76		
VEN000266	Bound Tree Medical	APP049252	2/5/2018	268012224	EMS-OPERATING SUPPLIES	EMS supplies	1,538.90		
VEN000266	Bound Tree Medical	APP049267	2/5/2018	268012224	EMS-OPERATING SUPPLIES	IV flush yringes	42.00		
VEN000266	Bound Tree Medical	APP049268	2/5/2018	268012224	EMS-OPERATING SUPPLIES	access cannula	26.99		
VEN000065	Airgas Mid America	APP049270	2/5/2018	268012224	EMS-OPERATING SUPPLIES	O2 for Sta 81	9.76		
VEN000065	Airgas Mid America	APP049271	2/5/2018	268012224	EMS-OPERATING SUPPLIES	O2 at Sta 82	24.40		
Subtotal for Fire							23,978.95		
Subtotal for Fund 268 Emergency Medical and Equip							23,978.95		
Fund No. Fund Name									
269 Training Facility Center									
Public Safety (Police and Fire)									
VEN002048	Vectren	APP049009	1/19/2018	269014328	TRAINING FAC-HEAT/GAS	Training Facility	68.53	63940	1/22/2018
VEN000434	Comcast Cable	APP049015	1/19/2018	269014350	TRAINING FAC-SUBSCRIPTI	Training Facility	240.90	63887	1/22/2018
VEN005845	Kinetrex Energy	APP049017	1/19/2018	269014328	TRAINING FAC-HEAT/GAS	Natural Gas	33.79	63908	1/22/2018
VEN001062	Jack Laurie Floors LLC	APP049091	1/25/2018	269014343	TRAINING FAC-BUILDING M	Training Facility	666.67		
VEN000589	Duke Energy	APP049199	2/5/2018	269014341	TRAINING FAC-ELECTRIC	Training Facility	387.43	63968	2/5/2018
VEN000905	Hoosier Portable Restroom	APP049239	2/5/2018	269014349	TRAINING FAC-SERVICES	service for 12/2/17-1/27/18	160.00		
VEN000405	Citizens Energy Group	APP049342	2/5/2018	269014342	TRAINING FAC-WATER/SE	Water Training Facility	30.80	63965	2/5/2018
VEN002191	City of Noblesville Utilities	APP049385	2/5/2018	269014342	TRAINING FAC-WATER/SE	sewer training facility	18.91	63971	2/5/2018
Subtotal for Public Safety (Police and Fire)							1,607.03		
Subtotal for Fund 269 Training Facility Center							1,607.03		

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Fund No. Fund Name									
309	Eagletown TIF								
	RDC								
VEN000920	Huntington National Bank	APP049338	1/31/2018	309018380	EAGLETOWN TIF BOND PRI	Bond Series 2016	80,000.00	500000295	1/31/2018
VEN000920	Huntington National Bank	APP049338	1/31/2018	309018381	EAGLETOWN TIF BOND IN	Bond Series 2016	97,717.50	500000295	1/31/2018
	Subtotal for RDC						177,717.50		
Subtotal for Fund 309 Eagletown TIF							177,717.50		
Fund No. Fund Name									
318	Gigabit Broadband TIF								
	RDC								
VEN000920	Huntington National Bank	APP049339	1/31/2018	318018381	GIGABIT BROADBAND INTE	Bond Series 2015	10,598.43	500000296	1/31/2018
	Subtotal for RDC						10,598.43		
Subtotal for Fund 318 Gigabit Broadband TIF							10,598.43		
Fund No. Fund Name									
344	Go Bond 2017								
	Fire								
VEN001341	MES-Indiana	APP049235	2/5/2018	344012473	GO BOND 2017 FD VEH LEA	New Apparatus	1,730.28		
	Subtotal for Fire						1,730.28		
	Public Works								
VEN006502	Trans Chicago Truck Group	APP049289	2/5/2018	344013473	GO BOND 2017 PW VEH LE	2018 Western Star truck	171,500.00		
VEN006502	Trans Chicago Truck Group	APP049290	2/5/2018	344013473	GO BOND 2017 PW VEH LE	2018 Western Star Truck	169,000.00		
	Subtotal for Public Works						340,500.00		
Subtotal for Fund 344 Go Bond 2017							342,230.28		
Fund No. Fund Name									
557	Kinsey Ave Widen Grant								
	Public Works								
VEN001788	Shrewsberry and Associates LLC	APP049145	1/30/2018	557013349	KINSEY AVE GRANT SERV	Kinsey Avenue Culvert Replac	12,202.29		
	Subtotal for Public Works						12,202.29		
Subtotal for Fund 557 Kinsey Ave Widen Grant							12,202.29		

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Fund No. Fund Name									
582	SR32-216th TE Grant								
	Public Works								
VEN000562	DLZ	APP049071	1/24/2018	582013349	SR32-216TH TE GRANT SER	Monon 6 and 7 PE - Supplem	38.10		
	Subtotal for Public Works						38.10		
	Subtotal for Fund 582 SR32-216th TE Grant						38.10		
Fund No. Fund Name									
585	MPO 151st Culvert Protec Grant								
	Public Works								
VEN006498	William P Schaming	APP049296	2/5/2018	585013349	MPO 151 CULVERT PRO GR	Parcel 1 - Schaming Land Ac	2,950.00		
	Subtotal for Public Works						2,950.00		
	Subtotal for Fund 585 MPO 151st Culvert Protec Grant						2,950.00		
Fund No. Fund Name									
587	MPO Intersec Sight Dist Improv Grant								
	Public Works								
VEN006497	Carey Corp	APP049295	2/5/2018	587013349	MPO INTER SIGHT GRANT S	Parcel 5 - Carey Corp Land A	5,000.00		
	Subtotal for Public Works						5,000.00		
	Subtotal for Fund 587 MPO Intersec Sight Dist Improv Grant						5,000.00		
Fund No. Fund Name									
597	MPO 186th-Springmill Grant								
	Public Works								
VEN002336	Citizens Westfield	APP049092	1/25/2018	597013349	MPO 186TH-SPRINGMILL GR	Water Tap for 186th and Sprin	5,307.68	63966	2/5/2018
VEN002019	United Consulting Engineers	APP049144	1/30/2018	597013349	MPO 186TH-SPRINGMILL GR	CE Contract (Inspection) for 1	29,580.77		
	Subtotal for Public Works						34,888.45		
	Subtotal for Fund 597 MPO 186th-Springmill Grant						34,888.45		

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Fund No.	Fund Name								
640	Sports Campus Operating								
	Grand Park								
VEN000589	Duke Energy	APP049013	1/19/2018	640015341	SPORTS CAMPUS-ELECTRI	GP General	5,609.16	1812	1/22/2018
VEN000589	Duke Energy	APP049013	1/19/2018	640015341	SPORTS CAMPUS-ELECTRI	GP Diam	3,684.24	1812	1/22/2018
VEN000589	Duke Energy	APP049013	1/19/2018	640015341	SPORTS CAMPUS-ELECTRI	GP Field	4,771.28	1812	1/22/2018
VEN004840	Tyson Onsite	APP049083	1/25/2018	640015472	SPORTS CAMPUS-EQUIPME	Storage contatiner	4,995.00		
VEN001637	Ray's Trash Service	APP049107	1/26/2018	640015349	SPORTS CAMPUS-SERVICE	Diam	125.62		
VEN000942	Imagery LLC	APP049108	1/26/2018	640015347	SPORTS CAMPUS-PROMOTI	GP Lucite Awards	1,805.14		
VEN006493	LST Marketing LLC	APP049112	1/26/2018	640015472	SPORTS CAMPUS-EQUIPME	Equipment	5,175.00		
VEN006184	National Assoc of Sports Commissions	APP049113	1/26/2018	640015334	SPORT CAMPUS-TRAVEL T	CSEE course	3,685.00		
VEN005403	BrightView Landscapes LLC	APP049254	2/5/2018	640015349	SPORTS CAMPUS-SERVICE	December Services	6,549.76		
VEN005403	BrightView Landscapes LLC	APP049254	2/5/2018	640015349	SPORTS CAMPUS-SERVICE	December Services	8,682.24		
VEN005403	BrightView Landscapes LLC	APP049255	2/5/2018	640015349	SPORTS CAMPUS-SERVICE	Grass Field December servic	29,727.19		
VEN005403	BrightView Landscapes LLC	APP049255	2/5/2018	640015349	SPORTS CAMPUS-SERVICE	Stripping December services	1,417.00		
VEN006141	Westfield Restaurant Group LLC	APP049260	2/5/2018	640015347	SPORTS CAMPUS-PROMOTI	Event Center	830.00		
VEN001637	Ray's Trash Service	APP049265	2/5/2018	640015349	SPORTS CAMPUS-SERVICE	Bull	52.50		
VEN000739	Frontier	APP049389	2/5/2018	640015224	SPORTS CAMPUS-OPERATI	GP Diam	221.25	1826	2/5/2018
VEN000739	Frontier	APP049389	2/5/2018	640015224	SPORTS CAMPUS-OPERATI	GP Field	233.06	1826	2/5/2018
	Subtotal for Grand Park						77,563.44		

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Fund No. Fund Name									
701 Payroll									
Clerk Treasurer									
VEN001011	Infinisource	APP049043	1/23/2018	701008930	PAYROLL-INS. DED	Jones insurance prem	542.36	16876	1/23/2018
VEN000959	Indiana Dept Of Revenue	APP049044	1/23/2018	701008923	PAYROLL-STATE WITHHOL	state	15,217.08	700000382	1/23/2018
VEN000959	Indiana Dept Of Revenue	APP049044	1/23/2018	701008923	PAYROLL-STATE WITHHOL	coit	5,654.39	700000382	1/23/2018
VEN001537	Payroll	APP049046	1/23/2018	701008110	PAYROLL-NET SALARIES	net sal	365,957.42	700000383	1/23/2018
VEN000920	Huntington National Bank	APP049048	1/23/2018	701008131	PAYROLL-EMPLOYER'S FIC	fica	30,959.73	700000381	1/23/2018
VEN000920	Huntington National Bank	APP049048	1/23/2018	701008132	PAYROLL-EMPLOYER'S ME	med	7,240.58	700000381	1/23/2018
VEN000920	Huntington National Bank	APP049048	1/23/2018	701008921	PAYROLL-FEDERAL WITHH	fed	48,499.11	700000381	1/23/2018
VEN000920	Huntington National Bank	APP049048	1/23/2018	701008922	PAYROLL-EMPLOYEE FICA	med	7,240.62	700000381	1/23/2018
VEN000920	Huntington National Bank	APP049048	1/23/2018	701008922	PAYROLL-EMPLOYEE FICA	fica	30,959.75	700000381	1/23/2018
VEN002177	Indiana Members Credit Union	APP049049	1/23/2018	701008930	PAYROLL-INS. DED	hsa	250.00	16874	1/23/2018
VEN002177	Indiana Members Credit Union	APP049050	1/23/2018	701008930	PAYROLL-INS. DED	hsa	833.35	16875	1/23/2018
VEN000163	Aul Retirement	APP049051	1/23/2018	701008931	PAYROLL-401A MATCHING-	retirement	22,193.00	700000384	1/24/2018
VEN000948	IN Family and Social Services Admin	APP049052	1/23/2018	701008140	PAYROLL-SUPPORT WITHH	Child Support	1,874.24	700000385	1/24/2018
VEN004836	Nationwide Retirement Solutions	APP049053	1/23/2018	701008931	PAYROLL-401A MATCHING-	Contributions and loan pmts	1,475.13	16878	1/23/2018
VEN001583	Police and Firemens Insurance	APP049054	1/23/2018	701008930	PAYROLL-INS. DED	Police and Fire Ins Prem	10.70	16879	1/23/2018
VEN001864	Supporting Heroes	APP049055	1/23/2018	701008991	PAYROLL-MISC	Supporting Heroes	116.26	16880	1/23/2018
VEN000703	Fire Fighters Credit Union	APP049056	1/23/2018	701008141	PAYROLL-UNION DUES	Union Dues	1,996.65	16877	1/23/2018
VEN000126	Anthem Blue Cross Blue Shield	APP049060	1/24/2018	701008930	PAYROLL-INS. DED	Medical Ins	5,817.15	16881	1/24/2018
VEN000058	AFLAC	APP049075	1/24/2018	701008930	PAYROLL-INS. DED	Disability Ins	6,974.96	16882	1/24/2018
VEN005722	Aflac Premium Holding	APP049076	1/24/2018	701008930	PAYROLL-INS. DED	Disability Group Ins	2,479.48	16883	1/24/2018
VEN000513	DavisVision	APP049078	1/24/2018	701008930	PAYROLL-INS. DED	Vision Ins Prem	37.28	16884	1/24/2018
VEN000008	77 Police and Fire Fund	APP049088	1/25/2018	701008133	PAYROLL-PERF	Non Civilian PERF	50,709.72		
VEN001550	PERF	APP049089	1/25/2018	701008930	PAYROLL-INS. DED	Civilian PERF	40,823.87		
VEN000534	Delta Dental	APP049094	1/25/2018	701008930	PAYROLL-INS. DED	Dental Ins	4,196.72	16885	1/25/2018
VEN000163	Aul Retirement	APP049407	2/5/2018	701008931	PAYROLL-401A MATCHING-	Contributions and loan pmt	22,134.99		
VEN002177	Indiana Members Credit Union	APP049408	2/5/2018	701008930	PAYROLL-INS. DED	HSA Gagnon	250.00	16887	2/6/2018
VEN000948	IN Family and Social Services Admin	APP049409	2/6/2018	701008140	PAYROLL-SUPPORT WITHH	child support	1,874.24		
VEN000959	Indiana Dept Of Revenue	APP049410	2/6/2018	701008923	PAYROLL-STATE WITHHOL	state	14,930.81		
VEN000959	Indiana Dept Of Revenue	APP049410	2/6/2018	701008923	PAYROLL-STATE WITHHOL	coit	5,544.97		
VEN001864	Supporting Heroes	APP049411	2/6/2018	701008991	PAYROLL-MISC	employee contrib	116.26	16890	2/6/2018
VEN000703	Fire Fighters Credit Union	APP049412	2/6/2018	701008141	PAYROLL-UNION DUES	union dues	1,996.65	16886	2/6/2018
VEN004836	Nationwide Retirement Solutions	APP049413	2/5/2018	701008931	PAYROLL-401A MATCHING-	Contributions and loan pmt	1,475.13	16888	2/6/2018

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Fund No.	Fund Name								
701	Payroll								
	Clerk Treasurer								
VEN001583	Police and Firemens Insurance	APP049414	2/6/2018	701008930	PAYROLL-INS. DED	police, fire ins	10.70	16889	2/6/2018
VEN001537	Payroll	APP049416	2/6/2018	701008110	PAYROLL-NET SALARIES	net	358,768.47		
VEN000920	Huntington National Bank	APP049417	2/6/2018	701008131	PAYROLL-EMPLOYER'S FIC	fica	30,405.46		
VEN000920	Huntington National Bank	APP049417	2/6/2018	701008132	PAYROLL-EMPLOYER'S ME	med	7,110.95		
VEN000920	Huntington National Bank	APP049417	2/6/2018	701008921	PAYROLL-FEDERAL WITHH	fed	47,876.60		
VEN000920	Huntington National Bank	APP049417	2/6/2018	701008922	PAYROLL-EMPLOYEE FICA	med	7,111.00		
VEN000920	Huntington National Bank	APP049417	2/6/2018	701008922	PAYROLL-EMPLOYEE FICA	fica	30,405.49		
	Subtotal for Clerk Treasurer						1,182,071.27		
	Subtotal for Fund 701 Payroll						1,182,071.27		

Fund No.	Fund Name								
900	Stormwater								
	Stormwater								
VEN001537	Payroll	APP049047	1/23/2018	900016111	STORM-SALARY	net	18,355.39	900000115	1/23/2018
VEN001537	Payroll	APP049047	1/23/2018	900016120	STORM-FICA AND MEDICAR	fica	1,083.50	900000115	1/23/2018
VEN001537	Payroll	APP049047	1/23/2018	900016120	STORM-FICA AND MEDICAR	med	253.41	900000115	1/23/2018
VEN001537	Payroll	APP049047	1/23/2018	900016121	STORM-PERF	perf	1,885.75	900000115	1/23/2018
VEN000126	Anthem Blue Cross Blue Shield	APP049061	1/24/2018	900016119	STORM-HEALTHDENTAL	Medical Ins Prem	9,034.16	38048	1/24/2018
VEN003318	IDEM	APP049065	1/24/2018	900016350	STORM-SUBSCRIPTIONS/D	Base fee	400.00		
VEN002193	Christopher Burke	APP049074	1/24/2018	900016309	STORM-CONSULTING FEES	Stormwater Master Plan	6,685.64		
VEN000513	DavisVision	APP049079	1/24/2018	900016119	STORM-HEALTHDENTAL	Vision Ins	108.80	38049	1/24/2018
VEN000534	Delta Dental	APP049095	1/25/2018	900016119	STORM-HEALTHDENTAL	Dental Storm	680.66	38050	1/25/2018
VEN004479	Symetra Life Insurance	APP049097	1/25/2018	900016119	STORM-HEALTHDENTAL	Life Ins	26.00	38051	1/25/2018
VEN002424	IUPPS	APP049277	2/5/2018	900016309	STORM-CONSULTING FEES	November tickets	1,189.40		
VEN006504	Jessica Gipe Holcombe	APP049300	2/5/2018	900016370	STORMWATER-REFUND		9.01		
VEN006505	Scott Smith	APP049301	2/5/2018	900016370	STORMWATER-REFUND		14.01		
VEN006506	Richard Smith	APP049302	2/5/2018	900016370	STORMWATER-REFUND		10.40		
VEN006507	Thomas and Stacy Brown	APP049303	2/5/2018	900016370	STORMWATER-REFUND		8.18		
VEN006508	Gabriel Harris	APP049304	2/5/2018	900016370	STORMWATER-REFUND		14.28		
VEN006508	Gabriel Harris	APP049304	2/5/2018	900016370	STORMWATER-REFUND	OP	78.66		
VEN006509	Khemary Carter	APP049305	2/5/2018	900016370	STORMWATER-REFUND		7.21		
VEN006510	Charla Wolfe	APP049306	2/5/2018	900016370	STORMWATER-REFUND		7.07		

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Fund No.	Fund Name								
900	Stormwater								
	Stormwater								
	VEN006511 Dianne Elliott	APP049307	2/5/2018	900016370	STORMWATER-REFUND		8.32		
	VEN006512 Brian Quandt	APP049308	2/5/2018	900016370	STORMWATER-REFUND		12.48		
	VEN006513 Randy Chapman	APP049309	2/5/2018	900016370	STORMWATER-REFUND		9.29		
	VEN006513 Randy Chapman	APP049309	2/5/2018	900016370	STORMWATER-REFUND	OP	50.82		
	VEN006514 Ron Macy	APP049310	2/5/2018	900016370	STORMWATER-REFUND		10.40		
	VEN006515 Jeff Sajdak	APP049311	2/5/2018	900016370	STORMWATER-REFUND		11.23		
	VEN006516 Jennifer Davis	APP049312	2/5/2018	900016370	STORMWATER-REFUND		7.35		
	VEN006517 Susie and Peter Alexander	APP049313	2/5/2018	900016370	STORMWATER-REFUND		10.12		
	VEN006518 Westfield Family Dental	APP049314	2/5/2018	900016370	STORMWATER-REFUND		12.21		
	VEN006519 Amanda Knock	APP049315	2/5/2018	900016370	STORMWATER-REFUND		13.94		
	VEN006520 Sarah Amidon	APP049316	2/5/2018	900016370	STORMWATER-REFUND		8.04		
	VEN006521 Madelyn Ryan	APP049317	2/5/2018	900016370	STORMWATER-REFUND		9.15		
	VEN006471 Frank Gilbert	APP049318	2/5/2018	900016370	STORMWATER-REFUND		2.50		
	VEN006522 Thomas Warren	APP049319	2/5/2018	900016370	STORMWATER-REFUND		8.32		
	VEN006523 Andrew Singer	APP049320	2/5/2018	900016370	STORMWATER-REFUND		12.06		
	VEN006524 Dennis and Deborah Strader	APP049321	2/5/2018	900016370	STORMWATER-REFUND		8.32		
	VEN003264 Erica Pherson	APP049322	2/5/2018	900016370	STORMWATER-REFUND		5.13		
	VEN006473 Matthew Fishman	APP049323	2/5/2018	900016370	STORMWATER-REFUND	OP	55.91		
	VEN006525 Kalie Byrd	APP049324	2/5/2018	900016370	STORMWATER-REFUND		9.01		
	VEN006526 Nancy Todd	APP049325	2/5/2018	900016370	STORMWATER-REFUND		8.32		
	VEN006527 John Peters	APP049326	2/5/2018	900016370	STORMWATER-REFUND		8.04		
	VEN006528 Houses 101 LLC	APP049327	2/5/2018	900016370	STORMWATER-REFUND		9.01		
	VEN006285 Ceres Solutions Cooperative	APP049330	2/5/2018	900016226	STORM-VEHICLE GAS	Unleaded fuel	216.91		
	VEN001537 Payroll	APP049418	2/6/2018	900016111	STORM-SALARY	sal	17,436.21		
	VEN001537 Payroll	APP049418	2/6/2018	900016120	STORM-FICA AND MEDICAR	fica	1,026.51		
	VEN001537 Payroll	APP049418	2/6/2018	900016120	STORM-FICA AND MEDICAR	med	240.07		
	VEN001537 Payroll	APP049418	2/6/2018	900016121	STORM-PERF	perf	1,755.23		
	Subtotal for Stormwater						60,816.43		
	Subtotal for Fund 900 Stormwater						60,816.43		

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Fund No. Fund Name									
901	SW 2017 Construction								
Stormwater									
VEN001339	Merrell Bros	APP049138	1/30/2018	901016474	STORM-2017 BOND CONST	Lagoon Closure Project	1,031,136.06		
VEN003987	Indiana Reclamation and Excavating	APP049357	2/5/2018	901016474	STORM-2017 BOND CONST	Sleepy Hollow Drainage Impr	70,878.69		
Subtotal for Stormwater							1,102,014.75		
Subtotal for Fund 901 SW 2017 Construction							1,102,014.75		
Fund No. Fund Name									
950	Trash								
Trash									
VEN002155	Worrell	APP049280	2/5/2018	950017223	TRASH-OFFICE SUPPLIES	Trash Storm Billing	15.00		
VEN006504	Jessica Gipe Holcombe	APP049300	2/5/2018	950017370	TRASH-REFUND		2.17		
VEN006504	Jessica Gipe Holcombe	APP049300	2/5/2018	950017370	TRASH-REFUND		25.52		
VEN006505	Scott Smith	APP049301	2/5/2018	950017370	TRASH-REFUND		3.37		
VEN006505	Scott Smith	APP049301	2/5/2018	950017370	TRASH-REFUND		39.57		
VEN006506	Richard Smith	APP049302	2/5/2018	950017370	TRASH-REFUND		2.50		
VEN006506	Richard Smith	APP049302	2/5/2018	950017370	TRASH-REFUND		29.45		
VEN006507	Thomas and Stacy Brown	APP049303	2/5/2018	950017370	TRASH-REFUND		1.97		
VEN006507	Thomas and Stacy Brown	APP049303	2/5/2018	950017370	TRASH-REFUND		23.17		
VEN006508	Gabriel Harris	APP049304	2/5/2018	950017370	TRASH-REFUND		3.43		
VEN006508	Gabriel Harris	APP049304	2/5/2018	950017370	TRASH-REFUND		40.34		
VEN006509	Khemary Carter	APP049305	2/5/2018	950017370	TRASH-REFUND		1.73		
VEN006509	Khemary Carter	APP049305	2/5/2018	950017370	TRASH-REFUND		20.42		
VEN006510	Charla Wolfe	APP049306	2/5/2018	950017370	TRASH-REFUND		1.70		
VEN006510	Charla Wolfe	APP049306	2/5/2018	950017370	TRASH-REFUND		20.03		
VEN006511	Dianne Elliott	APP049307	2/5/2018	950017370	TRASH-REFUND		2.00		
VEN006511	Dianne Elliott	APP049307	2/5/2018	950017370	TRASH-REFUND		23.56		
VEN006512	Brian Quandt	APP049308	2/5/2018	950017370	TRASH-REFUND		3.00		
VEN006512	Brian Quandt	APP049308	2/5/2018	950017370	TRASH-REFUND		35.34		
VEN006513	Randy Chapman	APP049309	2/5/2018	950017370	TRASH-REFUND		2.23		
VEN006513	Randy Chapman	APP049309	2/5/2018	950017370	TRASH-REFUND		26.31		
VEN006514	Ron Macy	APP049310	2/5/2018	950017370	TRASH-REFUND		2.50		
VEN006514	Ron Macy	APP049310	2/5/2018	950017370	TRASH-REFUND		29.45		
VEN006515	Jeff Sajdak	APP049311	2/5/2018	950017370	TRASH-REFUND		2.70		

Purchase Invoice Register

City of Westfield

Report Date Range: 01/19/18..02/07/18

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Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No. Fund Name									
950	Trash								
	Trash								
VEN006515	Jeff Sajdak	APP049311	2/5/2018	950017370	TRASH-REFUND		31.81		
VEN006516	Jennifer Davis	APP049312	2/5/2018	950017370	TRASH-REFUND		1.77		
VEN006516	Jennifer Davis	APP049312	2/5/2018	950017370	TRASH-REFUND		20.81		
VEN006517	Susie and Peter Alexander	APP049313	2/5/2018	950017370	TRASH-REFUND		2.43		
VEN006517	Susie and Peter Alexander	APP049313	2/5/2018	950017370	TRASH-REFUND		28.66		
VEN006519	Amanda Knock	APP049315	2/5/2018	950017370	TRASH-REFUND		3.35		
VEN006519	Amanda Knock	APP049315	2/5/2018	950017370	TRASH-REFUND		38.82		
VEN006520	Sarah Amidon	APP049316	2/5/2018	950017370	TRASH-REFUND		1.93		
VEN006520	Sarah Amidon	APP049316	2/5/2018	950017370	TRASH-REFUND		22.77		
VEN006521	Madelyn Ryan	APP049317	2/5/2018	950017370	TRASH-REFUND		2.20		
VEN006521	Madelyn Ryan	APP049317	2/5/2018	950017370	TRASH-REFUND		25.91		
VEN006471	Frank Gilbert	APP049318	2/5/2018	950017370	TRASH-REFUND		0.60		
VEN006471	Frank Gilbert	APP049318	2/5/2018	950017370	TRASH-REFUND		7.07		
VEN006522	Thomas Warren	APP049319	2/5/2018	950017370	TRASH-REFUND		2.00		
VEN006522	Thomas Warren	APP049319	2/5/2018	950017370	TRASH-REFUND		23.56		
VEN006523	Andrew Singer	APP049320	2/5/2018	950017370	TRASH-REFUND		2.90		
VEN006523	Andrew Singer	APP049320	2/5/2018	950017370	TRASH-REFUND		34.16		
VEN006524	Dennis and Deborah Strader	APP049321	2/5/2018	950017370	TRASH-REFUND		2.00		
VEN006524	Dennis and Deborah Strader	APP049321	2/5/2018	950017370	TRASH-REFUND		23.56		
VEN003264	Erica Pherson	APP049322	2/5/2018	950017370	TRASH-REFUND		1.23		
VEN003264	Erica Pherson	APP049322	2/5/2018	950017370	TRASH-REFUND		14.53		
VEN006525	Kalie Byrd	APP049324	2/5/2018	950017370	TRASH-REFUND		2.17		
VEN006525	Kalie Byrd	APP049324	2/5/2018	950017370	TRASH-REFUND		25.52		
VEN006526	Nancy Todd	APP049325	2/5/2018	950017370	TRASH-REFUND		2.00		
VEN006526	Nancy Todd	APP049325	2/5/2018	950017370	TRASH-REFUND		23.56		
VEN006527	John Peters	APP049326	2/5/2018	950017370	TRASH-REFUND		1.93		
VEN006527	John Peters	APP049326	2/5/2018	950017370	TRASH-REFUND		22.77		
VEN006528	Houses 101 LLC	APP049327	2/5/2018	950017370	TRASH-REFUND		2.17		
VEN006528	Houses 101 LLC	APP049327	2/5/2018	950017370	TRASH-REFUND		25.52		
VEN001637	Ray's Trash Service	APP049334	2/5/2018	950017850	TRASH-TRASH BAGS CONT	Overage on bags	200.00		
VEN003986	Accela Inc	APP049344	2/5/2018	950017349	TRASH-ADM SERVICES	Web prmts online billing	1,157.00		

Purchase Invoice Register

City of Westfield

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Buy-From									
Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No. Fund Name									
950	Trash								
Trash									
VEN002155	Worrell	APP049348	2/5/2018	950017223	TRASH-OFFICE SUPPLIES	Trash Storm invoicing	1,295.40		
VEN001637	Ray's Trash Service	APP049432	2/7/2018	950017851	TRASH-RES QRTL Y FEE CO	Quarterly services	239,577.85		
Subtotal for Trash							242,985.42		
Subtotal for Fund 950 Trash							242,985.42		
Posted Invoices Total							242,985.42		
							5,437,599.10		
Un-Posted Invoices									
Vendor No.	Vendor Name	Invoice No.	Date	GL Account	GL Account Description	Description	Amount	Status	
Fund No. Fund Name									
101	General								
Administration									
VEN001062	Jack Laurie Floors LLC	API0003350	1/3/2018	101001343	Adm-Building	Adm-Building	500.00	Approval Pending	
VEN001062	Jack Laurie Floors LLC	API0003351	1/3/2018	101001343	Adm-Building	Adm-Building	500.00	Approval Pending	
VEN001469	O W Krohn and Associates	API0003372	1/18/2018	101001349	Adm-Services	Adm-Services	3,080.00	Approval Pending	
VEN002017	Unifirst Corporation	API0003377	1/24/2018	101001343	Adm-Building	Adm-Building	103.30	Approval Pending	
VEN002017	Unifirst Corporation	API0003377	1/24/2018	101001343	Adm-Building	Adm-Building	208.15	Approval Pending	
VEN000931	Ice Miller LLP	API0003378	1/24/2018	101001331	Adm-Consulting	Adm-Consulting	5,220.00	Approval Pending	
VEN006494	Pure Water Partners	API0003378	1/24/2018	101001223	Adm-Office Supplies	Adm-Office Supplies	525.00	Approval Pending	
VEN001953	Thomson West	API0003379	1/24/2018	101001330	Adm-Attorney/Consultant	Adm-Attorney/Consultant	170.41	Approval Pending	
VEN002123	Westfield-Washington Schools	API0003379	1/24/2018	101001223	Adm-Office Supplies	Adm-Office Supplies	21.15	Approval Pending	
VEN000263	Bose Public Affairs Group LLC	API0003379	1/24/2018	101001331	Adm-Consulting	Adm-Consulting	5,000.00	Approval Pending	
VEN004872	Officeworks	API0003380	1/25/2018	101001343	Adm-Building	Adm-Building	1,328.07	Approval Pending	
VEN001264	Love At First Sight	API0003388	1/30/2018	101001347	Adm-Promotions	Adm-Promotions	100.00	Approval Pending	
VEN000931	Ice Miller LLP	API0003393	2/2/2018	101001331	Adm-Consulting	Adm-Consulting	5,000.00	Approval Pending	
VEN002017	Unifirst Corporation	API0003393	2/2/2018	101001343	Adm-Building	Adm-Building	103.30	Approval Pending	
VEN002097	Westfield Chamber Of Commerce	API0003393	2/2/2018	101001347	Adm-Promotions	Adm-Promotions	40.00	Approval Pending	
VEN005845	Kinetrex Energy	API0003394	2/2/2018	101001328	Adm-Heat/Gas	Adm-Heat/Gas	374.89	Approval Pending	
VEN002017	Unifirst Corporation	API0003398	2/5/2018	101001343	Adm-Building	Adm-Building	103.30	Approval Pending	
VEN004218	Jordan Leiter	API0003400	2/6/2018	101001111	Adm-Salary	Adm-Salary	0.00	New	
Subtotal for Administration							22,377.57		

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Vendor No.	Vendor Name	Invoice No.	Date	GL Account	GL Account Description	Description	Amount	Status
Fund No.	Fund Name							
101	General							
	Customer Service							
VEN002097	Westfield Chamber Of Commerce	API0003393	2/2/2018	101021347	Cust serv- promo	Cust serv- promo	20.00	Approved
	Subtotal for Customer Service						20.00	
Subtotal by Fund 101 General							31,743.05	
Fund No.	Fund Name							
201	Motor Vehicle Highway (MVH)							
	Public Works							
VEN001671	Rieth-Riley Construction	API0003398	2/5/2018	201013231	MVH-Subgrade Materials	MVH-Subgrade Materials	824.20	Approval Pending
VEN005403	BrightView Landscapes LLC	API0003398	2/5/2018	201013349	MVH-Services	MVH-Services	4,257.65	Approval Pending
VEN006285	Ceres Solutions Cooperative	API0003398	2/5/2018	201013226	MVH-Vehicle Gas/ Supplies	MVH-Vehicle Gas/ Supplies	817.53	Approval Pending
	Subtotal for Public Works						5,899.38	
Subtotal by Fund 201 Motor Vehicle Highway (MVH)							5,899.38	
Fund No.	Fund Name							
203	Fire Operating							
	Fire							
VEN002425	AFC International Inc	API0003387	1/29/2018	203012472	Fire-Equip	Fire-Equip	0.00	Disapproved
VEN005845	Kinetrex Energy	API0003394	2/2/2018	203012328	Fire-Gas/Heat	Fire-Gas/Heat	614.94	Approved
VEN005845	Kinetrex Energy	API0003394	2/2/2018	203012328	Fire-Gas/Heat	Fire-Gas/Heat	289.54	Approved
VEN005845	Kinetrex Energy	API0003394	2/2/2018	203012328	Fire-Gas/Heat	Fire-Gas/Heat	77.45	Approved
	Subtotal for Fire						981.93	
Subtotal by Fund 203 Fire Operating							981.93	
Fund No.	Fund Name							
269	Training Facility Center							
	Public Safety (Police and Fire)							
VEN005845	Kinetrex Energy	API0003394	2/2/2018	269014328	Training Fac-Heat/Gas	Train Facility-Heat/Gas	91.09	Approved
	Subtotal for Public Safety (Police and Fire)						91.09	
Subtotal by Fund 269 Training Facility Center							91.09	

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Vendor No.	Vendor Name	Invoice No.	Date	GL Account	GL Account Description	Description	Amount	Status
Fund No.	Fund Name							
301	Eastside TIF							
	RDC							
VEN006501	Texas Capital Bank	API0003391	2/1/2018	301018380	Eastside TIF Principal Pmt	Eastside TIF Principal pmt	230,000.00	Approval Pending
VEN006501	Texas Capital Bank	API0003391	2/1/2018	301018381	Eastside TIF Interest Pmt	Eastside TIF Interest Pmt	74,335.06	Approval Pending
	Subtotal for RDC						74,335.06	Approval Pending
	Subtotal by Fund 301 Eastside TIF						304,335.06	
							304,335.06	
Fund No.	Fund Name							
640	Sports Campus Operating							
	Grand Park							
VEN000480	CSI Signs	API0003366	1/11/2018	640015228	Sports Campus-Signage builin	Sports Campus-Campus and	196.76	Approval Pending
	Subtotal for Grand Park						196.76	Approval Pending
	Sport Campus Indoor Event Ctr							
VEN000480	CSI Signs	API0003383	1/26/2018	640023228	GP Indoor-Signs and Posts	GP Indoor-Signs and post	704.12	Approval Pending
VEN005403	BrightView Landscapes LLC	API0003398	2/5/2018	640023349	GP Indoor-Services	GP Indoor-Services	14,803.67	Approval Pending
	Subtotal for Sport Campus Indoor Event Ctr						15,507.79	Approval Pending
	Subtotal by Fund 640 Sports Campus Operating						15,704.55	
							15,704.55	
Fund No.	Fund Name							
900	Stormwater							
	Stormwater							
VEN000608	Eco-Infrastrcture Solution	API0003398	2/5/2018	900016434	Storm-Stormwater Misc. Repa	Stormwater-Misc. Repair	470.00	Approval Pending
	Subtotal for Stormwater						470.00	Approval Pending
	Subtotal by Fund 900 Stormwater						470.00	
	Un-Posted Invoices Total						470.00	
	Credit Memos						359,225.06	
Vendor No.	Vendor Name	Cr. Memo No.	Date	GL Acct.	GL Account Name	Description	Amount	
	Credit Memo Total							

2018 Ordinance to Amend Westfield Departmental Fees, Rules of Operation and Policies



Summarized changes include the following:

- Economic and Community Development Department Building Fees
 - Adding Driveway and Sidewalk Inspection
 - \$50 fee per inspection
- Public Works Department Fees
 - Increase inspection fee across the board to \$75 per hour from \$60 per hour
 - Adding a new fee to process Private-to-Public Street conversations
 - \$500 fee per application
 - This fee will include the research necessary to pull plans and gather historical data. Also includes physical inspection of the infrastructure and formulation of a plan with estimated costs to bring the infrastructure up to current standards.
 - Application Exhibit attached for reference
 - Revising the Bond Review and Processing fees from differing percentages of construction costs to standard flat rate hourly fee of \$75 per hour

REDLINE ORDINANCE

ORDINANCE 13-32

ORDINANCE TO AMEND WESTFIELD DEPARTMENTAL FEES, RULES OF OPERATION AND POLICIES

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 current fees, fines as well as the policies and procedures for all departments operating within the City; and,

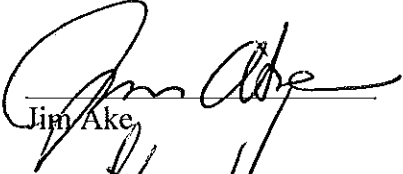
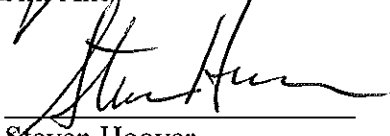
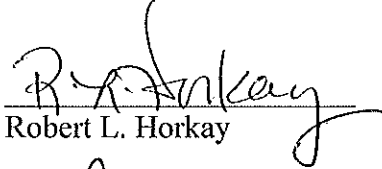
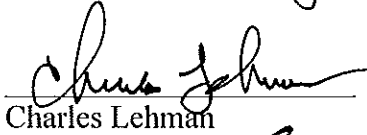
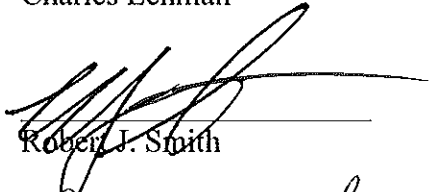
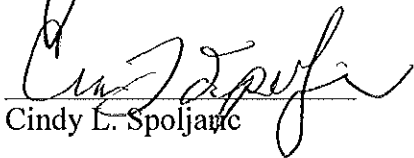
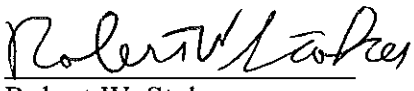
WHEREAS, it has come to the attention of the Council that an amendment to the current fee structures, rules of operation and policies is necessary.

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

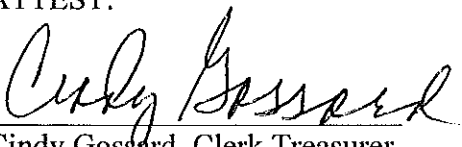
- Section 1.** That the City hereby adopts the changes to the fees, policies and procedures maintained by the Westfield City Departments as outlined by Exhibit "A", attached hereto and incorporated by reference herein.
- Section 2.** The Departments of the City of Westfield are hereby authorized to institute these changes as soon as practicable.
- Section 3.** This Ordinance shall be in full force and effect in accordance with Indiana law, upon the passage of any applicable waiting periods, all as provided by the laws of the State of Indiana. All ordinances or parts thereof that are in conflict herewith are hereby ordered repealed, all acts necessary in the creation of these amendments are hereby ratified.

ALL OF WHICH IS ORDAINED/RESOLVED THIS 9 DAY OF Dec 2013.

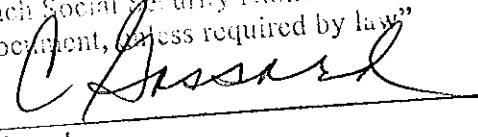
WESTFIELD CITY COUNCIL

<u>Voting For</u>	<u>Voting Against</u>	<u>Abstain</u>
 Jim Ake	_____ Jim Ake	_____ Jim Ake
 Steven Hoover	_____ Steven Hoover	_____ Steven Hoover
 Robert L. Horkay	_____ Robert L. Horkay	_____ Robert L. Horkay
 Charles Lehman	_____ Charles Lehman	_____ Charles Lehman
 Robert J. Smith	_____ Robert J. Smith	_____ Robert J. Smith
 Cindy L. Spoljaric	_____ Cindy L. Spoljaric	_____ Cindy L. Spoljaric
 Robert W. Stokes	_____ Robert W. Stokes	_____ Robert W. Stokes

ATTEST:


Cindy Gossard, Clerk Treasurer

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


Signed

I hereby certify that ORDINANCE 13-32 was delivered to the Mayor of Westfield

on the 10 day of Dec, 2013, at 8:45A m.

Cindy Gossard
Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 13-32

this 12 day of December,
2013.

J. Andrew Cook
J. Andrew Cook, Mayor

I hereby VETO ORDINANCE 13-32

this _____ day of _____,
2013.

J. Andrew Cook, Mayor

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

EXHIBIT A

Economic and Community Development Department Building Fees	
Agriculture	Fee
Agriculture/farm buildings which have major electrical, plumbing, sewage, or water installations	\$ 100
per square foot	\$ 0.08
Agriculture/farm buildings which DO NOT have major electrical, plumbing, sewage, or water installations	\$ 100
Residential	Fee
Single Family/Two Family/Tri-Quad Dwelling	\$ 450
per square foot	\$ 0.08
Multi-Family dwelling	\$ 450
per square foot	\$ 0.08
Residential Addition	\$ 450
per square foot	\$ 0.08
Residential Accessory building/structures (storage buildings, detached carports/garages, other accessory structure with foundations, and in ground pools)	\$ 100
per square foot	\$ 0.08
Non-Residential	Fee
New Construction	\$ 450
per square foot	\$ 0.10
Commercial Addition	\$ 450
per square foot	\$ 0.10
Commercial Remodel/Tenant Finish	\$ 200
per square foot	\$ 0.10
Other Fees	Fee
Residential Certificate of Occupancy	\$ 100
Commercial Certificate of Occupancy	\$ 100
Occupying Structure without C/O	
Residential	\$ 2,500
Commercial	\$ 5,000
Demolition	\$100 per Structure
Building Relocation	\$100 per Structure
Temporary Building/Sales Trailer	\$100 per month
Replacement Permit Card	\$ 25
Accelerated Residential/Commercial Permit Review Fee	\$1,000 + Regular Fees
Commencing Construction without a permit	
Residential	\$ 400
Commercial	\$ 1,250
Inspections	Fee
Residential-Required	
Footing	\$ 50
Foundation/Underslab Plumbing	\$ 50
Rough-in (framing/roof, plumbing, mechanical, electrical)	\$ 50
Dry-wall	\$ 50
Final	\$ 50
Residential-When Applicable or Requested	
Porch	\$ 50
Pre-Final	\$ 50
Energy/Insulation (RAD-RAC-UA-Prescriptive)	\$ 50
Trunkline	\$ 50
Same Day Residential Inspection	\$ 100
After hours or weekend inspection (not to exceed 4 hrs-door to door-included inspection)	\$ 250
All other inspections as determined by the Commissioner	\$ 50
Commercial-Required	
Footing	\$ 90
Foundation/Underslab Plumbing	\$ 90
Rough-in (framing/roof, plumbing, mechanical, electrical)	\$ 90
Dry-wall	\$ 90
Final	\$ 90
Fire Marshal	\$ 90
Commercial-When Applicable or Requested	
Above Ceiling	\$ 90
Insulation(CAC-CRM-CAD-UA-Prescriptive)	\$ 90
Pre-Final	\$ 90
All other inspections as determined by the Commissioner	\$ 90
Same Day Commercial Inspection	\$ 180
Pool-Required	
Rough Bonding	\$ 50
Bonding Grid	\$ 50
Final	\$ 50
Residential Re-inspections	

Add Driveway and Sidewalk Inspection (\$50)

EXHIBIT A

	First Re-inspection	\$	50
	Second Re-inspection	\$	100
	Third Re-inspection	\$	200
	Fourth Re-inspection	\$	400
Commercial Re-inspections			
	First Re-inspection	\$	90
	Second Re-inspection	\$	180
	Third Re-inspection	\$	360
	Fourth Re-inspection	\$	720
Failure to Schedule Inspection Res/Com			
	Residential	\$	250
	Commercial	\$	250

EXHIBIT A

Economic and Community Development Department Zoning and Development Fees		
Zoning Map Change		Fee
Standard Zoning District		\$ 750
	per acre	\$ 30
Planned Unit Development District		\$ 1,200
	per acre	\$ 30
PUD District Ordinance Amendment		\$ 750
	per acre	\$ 30
Modification of Commitments		\$ 400
Subdivision		Fee
Primary Plat		
Residential		\$ 750
	per lot	\$ 30
Non-Residential		\$ 750
	per lot	\$ 30
Secondary Plat		
Residential		\$ 450
	per lot	\$ 30
Non-Residential		\$ 450
	per lot	\$ 30
Recorded Plat Amendment (Replat)		
Residential		\$ 450
	per lot	\$ 30
Non-Residential		\$ 450
	per lot	\$ 30
Condominium Review		\$ 50
	per unit	\$ 10
Certificate of Correction		\$ 100
	per lot	\$ 10
Plat Vacation		\$ 500
Development Plan		Fee
Overall Development Plan (accompany Primary Plat)		
Residential		\$ 700
	per acre	\$ 30
Non-Residential		\$ 700
	per acre	\$ 30
Multi-Family		\$ 700
	per acre	\$ 30
Institution/Non-Profit		\$ 350
	per acre	\$ 30
Detailed Development Plan		
Residential		See Building Fees
Non-Residential		\$ 550
Multi-Family		\$ 550
Institution/Non-Profit		\$ 350

EXHIBIT A

Board of Zoning Appeals		Fee
Variance of Development Standard		\$ 600
	each additional	\$ 100
Variance of Use		\$ 550
Special Exception		\$ 550
Administrative Appeal		\$ 550
Sign Permits		Fee
Permit Review		\$ 100
	per square foot over 32 square feet	\$ 5
Other		Fee
Certificate of Compliance		\$ 100
Administrative Determination		\$ 100
Temporary Use/Event Permit		\$ 100
Fireworks Sales Permit		\$ 1,000
Greenhouse Sales Permit		\$ 400
Zoning Ordinance Penalty/Violation		Fee
Any person who violates, disobeys, omits, neglects or refuses to comply with, or who resists the enforcement of any provision of Title 16 shall be subject to judgement of not less than \$25 nor more than \$300 for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.		

EXHIBIT A

(PK 05-11) Fee
Schedule 2014

Westfield Parks & Recreation

SHELTER RENTALS

All Park shelters are \$45.00 for 4 hours

ANNUAL FARM LAND RENTAL- OSBORNE PARK
\$150/acre for 20 acres

SPECIAL EVENT RENTAL FEES -Accessed per event see Special Event Policy
PK 01-11

PROGRAMMING FEES –Fees will range from \$5 to \$200 depending on the
operating costs and processing fees associated with the program

Revised 11-11-13

EXHIBIT A

Policy: PK 01-11
Policy Title: Westfield Parks & Recreation Special Event Policy
Policy Purpose: Establish Non-Park Special Event Protocol
Implementation Date: March 1, 2011
Revision Date: January 1, 2014

CITY OF WESTFIELD PARKS AND RECREATION DEPARTMENT NON-CITY SPONSORED SPECIAL EVENT POLICY

A. Purpose and Intent

1. The Westfield Parks and Recreation Department assists in bringing group events to Westfield that contribute to the community's quality of life. In the continuing efforts by the City to provide the public with quality recreational choices in well maintained, clean, and safe parks, Westfield has developed the following standard operating procedures to review requests for Special Events to be held in the City Parks.
2. Park facilities may be made available for non-park related uses consistent with the policies herein and subject to availability.

B. Definition

1. Special Event.
"Special Event" means a group activity including, but not limited to, a performance, meeting, assembly, contest, exhibit, ceremony, parade, athletic competition, reading, or picnic involving more people than an individual shelter rental could accommodate or a group activity in which a specific park space is requested to be reserved. Special Events are not defined as casual park use by visitors or tourists, or individual shelter rental.

C. Uses

1. Priority shall be given to groups and individuals whose request reflects significant community interest and general value. The Westfield Parks Director or his/her designee will review and balance each request. The Westfield Parks Director or designee reserves the right to refuse rental/use.
2. Applicants wishing to use the park facilities shall meet requirements as outlined in the Eligible User Groups as developed by the Westfield Parks and Recreation Department.

EXHIBIT A

C. Consideration

1. Scheduling priority will be given according to the order indicated below with Group 1 having the first priority and Group 4 having the last. Scheduling will be on a first come, first served basis within a group. A Group 1 organization may bump a lower priority group with a one month or greater notification.
2. In order to recover some of the costs associated with special events, Special Event Public Safety and Maintenance Fees may be charged.
3. The Westfield Parks Director reserves the right to waive rental fees.
4. Facilities shall be available for only nonprofit uses. Any exceptions shall be at the sole discretion of the Westfield Parks Director or designee and shall be evaluated by the benefit to the public.
5. In an emergency, the Parks Department shall cooperate with recognized state or federal agencies in the use of all park facilities without charge, superseding all other scheduled events and uses.
6. Special Events such as weddings or funerals shall be scheduled under exceptional conditions and as schedules allow.
7. City employees wishing to host a special event other than a shelter rental for individual use will adhere to this same policy.

F. Eligible User Groups

Group 1: Direct City Related Activities E.g. City Department meetings, classes, special events, or activities	No Rental Fee No Maintenance Fee No Public Safety Fee
Group 2: Joint Sponsored Events E.g. DWA, Washington Township Parks Department, Hamilton County Parks Department, Schools and Education Foundation, Library	No Rental Fee No Maintenance Fee No Public Safety Fee
Group 3: Civic and Service Organizations, Non-Profits E.g. Scouts, 4-H Clubs, Youth Athletics, Youth Organizations, Rotary, Lions, Kiwanis, Churches, Chamber of Commerce, other Community Groups	Rental Fee Maintenance Fee Public Safety Fee (if necessary)
Group 4: Private Businesses, Organizations, and Citizens Acceptable events will be determined by Parks & Recreation Director	Rental Fee Maintenance Fee Public Safety Fee (if necessary)

EXHIBIT A

G. Application Procedure

1. All requests should be made in writing using the Permit for Special Event Use form (Exhibit B) and submitted to the Westfield Parks and Recreation Administration Office at a minimum of 30 days prior to the requested event date. Applications are available online at the Westfield Parks and Recreation website below; at City Service Center- Customer Service and at the Westfield Parks and Recreation Administration Office.

<http://www.westfield.in.gov/parks>

Please note: if a large scale event (an event with estimated 500+ people in attendance) is being proposed, you may need as much as one year's preparation.

2. The application must state the specific time and date of the event as well as all facility needs to be furnished by the City.
3. The Westfield Parks Director will determine the merits of the application and availability of the location. A copy of the signed application will be given to the Westfield Fire Department, Westfield Police Department, and the Westfield Public Works Department for their comments regarding public safety and to determine if any public safety and maintenance fees will be charged.
4. Upon approval of the special event, all rental, maintenance and public safety fees will be invoiced with the due date indicated on the invoice.
5. A refundable damage deposit of \$200 is required for all special events. If alcohol is served, the deposit increases to \$600. The damage deposit should be paid with a separate check from any rental and public safety fees. Renters agree to be responsible for any additional charges incurred or damages caused by renter's activities.
6. Upon receipt of certificate of insurance (please see Section H), and payment of damage deposit and fees, a copy of the approved application will be returned to serve as the permit.
7. Permits granted may be subject to cancellation at any time by the Westfield Parks Director or his/her designee.

H. Insurance and Liability

1. Any group using the Westfield City Parks for any purpose must provide a certificate of insurance showing proof of liability insurance in the amount of \$100,000 property damage per occurrence and \$1,000,000 bodily injury per occurrence naming the City of Westfield as an additional insured.

EXHIBIT A

2. The requesting party shall protect and hold harmless the City of Westfield and its **elected officials, employees, staff and representatives, and each of them**, from any and all claims, suits, liabilities, damages or causes of action of any kind, provided such person was acting in the discharge of his/her duties.

I. Rules and Regulations

1. Applicants shall comply with all Rules of Park Operations set forth in – Ordinance 10-28 PK 02-11. A copy is posted on the Parks Department webpage and is available upon request.
2. Holders of permits shall confine their use strictly to the specific area approved and will not be permitted to use any other space, equipment or apparatus unless it is approved in the application.
3. The applicant and his/her organization shall be held strictly accountable for complying with the rules and regulations that govern use of the City Parks, and shall be responsible for damages, losses, or accidents, which might occur while the organization is using the site. If proper care is not exercised, the continued use of the City Parks may be denied.
4. The sponsoring organization must provide adequate supervision and must ensure visitors use only the areas approved for rental/use. The organization will also provide all necessary supporting personnel such as medical personnel, parking attendants, set up and cleanup crews. A Public Safety fee may be charged if these services are deemed necessary to be provided by the City.
5. It is the sole responsibility of the user to secure additional trash receptacles or have trash hauled away if park containers will not accommodate the needs of the event. Trash that is not disposed of properly or overfills a receptacle may result in a loss of deposit. The Westfield Parks and Recreation Administration will determine if the size of the event requires a rental of an outside dumpster. Dumpsters are only to be placed in designated areas approved by the Westfield Parks and Recreation Administration.
6. The sponsoring organization is required to provide portable restrooms if the special event will have attendance of over 500 persons. The requirement is one portable restroom per 500 attendees. At least one in every three rented must be handicap accessible. Delivery must be at the latest date and time possible prior to the event and removed from Park property no later than 24 hours after the event. Westfield Parks and Recreation Department is not responsible for any damage to portable restrooms. Portable restrooms are to be placed only in designated areas approved by Westfield Parks and Recreation Administration. Vendors are responsible for any water supply hoses.

EXHIBIT A

7. Vehicles are not allowed on Park property that is not designated for parking. Deliveries or setup needs that require a vehicle to enter the park must be approved in advance by the Westfield Parks and Recreation Administration.
8. The sponsoring organization is responsible for providing information if tents are being proposed as part of the event set-up and for calling in utility locates to prevent interference with irrigation, fiber and utility infrastructures.
9. Users are encouraged to exercise Universal Precautions (Universal Precautions refers to the practice, in medicine, of avoiding contact with bodily fluids, by means of wearing medical gloves, goggles and face shields) and to have the necessary emergency first aid kits issued to their members.
10. A report of any personal injury must be submitted to the Westfield Parks and Recreation Administration Office by the person securing the permit within 24 hours after an injury.
11. Property damage must be reported immediately to the City representative on duty, and an itemized list of any property damage must be provided to the Westfield Parks and Recreation Administrative Office by the person securing the permit within 24 hours after any such damage.
12. No signs, displays, or materials may be attached, nailed or otherwise affixed to shelters, trees, buildings or existing signs.
13. For temporary signage at locations outside of the park, or road closures or blockages, the sponsoring organization must obtain an Encroachment Permit through the City of Westfield Community Development Department, which may carry an additional fee. The Encroachment Permit Application is available online at www.westfield.in.gov or at the City Service Center. Please allow ten (10) working days from receipt for approval.
14. No Park fixtures may be moved without consent of the Westfield Parks Director.
15. The use of special equipment, including but not limited to, cooking equipment, musical instruments, and public address systems and sports equipment will be reviewed per application.
16. Alcohol use is restricted and will be reviewed per application. All necessary licensing and insurance is required. If approved, the damage deposit increases from \$200 to \$600.
17. Use of the Park facilities will be terminated if the City determines the use is being diminished or compromised by the rental organization.
18. No group may monopolize more space and time than is needed to meet the needs of the approved event.

EXHIBIT A

19. Failure to comply with these rules and regulation will be sufficient reason to cancel future privileges.
20. No Park Facility may be used for a special event without the presence of a City representative.

J. Fees and Charges

1. See Exhibit A.
Titled: CITY OF WESTFIELD PARKS AND RECREATION DEPARTMENT
SPECIAL EVENT FEES AND CHARGES

EXHIBIT A

CITY OF WESTFIELD PARKS AND RECREATION DEPARTMENT SPECIAL EVENT FEES AND CHARGES (PK 01-11)

Asa Bales Park- North (205 W. Hoover Street) **\$150** for up to four (4) hours, **\$20** for each additional hour. Based upon the number of attendees, public safety fees may be charged.

Amenities include: three shelters, fourteen picnic tables, large permanent grill, drinking fountain, restrooms, skate park, playground, large open grass field, lots of trees, creek, paved trails and paved parking lot (twenty spaces). Asa Bales North is located across the street from Westfield High School, next to the Westfield Middle School, the Public Library and just two blocks from Freedom Trail Park.

Asa Bales Park- South (200 Camilla Court) **\$100** for up to four (4) hours, **\$20** for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: playground, natural amphitheater, paved trail, lots of trees, creek, paved parking lot (eighteen spaces), and paved trail access from Union Street.

Freedom Trail Park Fields (500 Deer Walk Trace) **\$200** for up to four (4) hours, **\$20** for each additional hour. This includes use of three football fields. The fields can be rented individually for \$100 for up to four (4) hours, \$20 for each additional hour.

Freedom Trail Park Play Area (500 Deer Walk Trace) **\$150** for up to four (4) hours, **\$20** for each additional hour. Amenities include: all inclusive playground, sensory garden, paved and gravel trails, prairie establishment, and a paved parking lot.

Hadley Park (100 W. Main Street) **\$40** for up to four (4) hours, **\$20** for each additional hour. Based upon the number of attendees, public safety fees may be charged. Hadley Park is a small intimate space ideal for small weddings or small gatherings. It is located in the center of downtown Westfield. Amenities include: a portico, benches, memorial brick walkway, beautiful gardens, and trees. It is adjacent to Asa Bales Park.

Quaker Park (17501 Dartown Road) **\$150** for up to four (4) hours, **\$20** for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: Shelters 2, 3 & 4, eighteen picnic tables, playground, splash park, basketball goals, Midland Trace Trail, which includes Born Learning Trail, drinking fountain, permanent grill, restrooms, paved parking (44 spaces), large open grass field, trees, and creek. Shelter #1 cannot be included in special event rentals.

Simon Moon Park (2710 E. 171st Street) **\$100** for up to four (4) hours, **\$20** for each additional hour. Based upon the number of attendees, public safety fees may be charged. Anyone wanting to rent the shelter and use the Council Circle Fire Pit must apply as a special event. Amenities include: Shelter with six picnic tables, additional picnic tables on top of hill, sledding hill,

EXHIBIT A

Council Circle with Fire Pit, Fire Host (park staff), wood and fuel for fire, fire maintenance and extinguishing of fire, trail connection to Midland Trace Trail, 2-5year old playground, 5-12 year old playground, drinking fountain, permanent grill, paved parking (eight spaces) and additional parking at the City Services Center.

Old Friends Cemetery Park (302 S. Union Street) **\$100** for up to four (4) hours, **\$20** for each additional hour. Based upon the number of attendees, public safety fees may be charged.

Amenities include: 1834 Historical Friends (Quaker) Cemetery in a beautiful serene setting in the heart of downtown Westfield, plaza, gazebo, Martha Doan Memorial Garden, stoned walkways, interpretive signage that shares Westfield's story, benches, drinking fountain, bike racks, adjacent to the Midland Trace Trail and Grand Junction Trail across the street.

Monon Trail - **\$100** for up to four (4) hours, **\$20** for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: 12-foot paved asphalt trails with two-foot stone shoulders, drinking fountain, benches, Greyhound Pass Trail Head (1155 E. Greyhound Pass) with parking, bike racks and restrooms, connection to Carmel/Indy Monon Trail and the Midland Trace Trail.

Midland Trace Trail - **\$100** for up to four (4) hours, **\$20** for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: Three sections of the trail now open (Carey Road to Union Street; Oak Ridge Road to Quaker Park and Springmill Road toward Ditch); 12-foot paved asphalt trails with two-foot stone shoulders, drinking fountains, benches, bike racks, connections to Simon Moon Park, Old Friends Cemetery Park, Grand Junction Trail/Natalie Wheeler Trail, Downtown Westfield and Quaker Park; parking available at Simon Moon Park and Quaker Park.

Grand Junction Trail - **\$100** for up to four (4) hours, **\$20** for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: 10-foot paved asphalt/brick trail with granite shoulder, benches, landscaping and bio-swales, leisure urban feeling; connections to Midland Trace Trail, Natalie Wheeler Trail, Old Friends Cemetery Park, Union Bible College, close proximity to Hadley Park and Asa Bales Park.

Natalie Wheeler Trail - **\$100** for up to four (4) hours, **\$20** for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: 12-foot paved asphalt trails, connecting to Grand Junction Trail, Cool Creek Park, future Cool Creek Trail extension and Liberty Park. Parking at Liberty Park and Cool Creek Park.

NOTE: A refundable damage deposit of \$200 is required for all special events; if alcohol is served, the deposit increases to \$600.

All fees are final and non-refundable. Rental fees include: Clean up prior to event, set up of additional trash receptacles (if needed), and trash removal after the event, any necessary furniture moving and on-site staff during event.

EXHIBIT A

PERMIT FOR SPECIAL EVENT USE WESTFIELD PARKS AND RECREATION DEPARTMENT

ALL REQUESTS ARE TO BE SUBMITTED AT LEAST 30 DAYS PRIOR TO USE

(Exhibit B-Policy PK 01-11)

TODAY'S DATE: _____ ORGANIZATION: _____

EVENT LOCATION: _____ SPECIFIC AREA: _____

DATE(S): _____ HOURS: _____ APPROX. ATTENDANCE: _____

EVENTNAME: _____ EVENTPURPOSE: _____

Specify, in as much detail as possible, what will be required for the event. Include set up (tents, tables, chairs), technology needs, use of public address systems, power, and who is supplying and setting up this equipment. Also, include event signage. Attach a map of the event layout.

A Certificate of Liability Insurance in the amount of \$/ 00,000 property damage per occurrence and \$1,000,000 bodily injury per occurrence naming the City of Westfield as additional insured required Certificate is due with payment of damage deposit and fees.

A signed Permit For Special Event Use form must be on file with the Park Administration Office to confirm scheduling of your event.

REPRESENTATIVE _____ ALTERNATE CONTACT NAME & PHONE _____

SIGNATURE OF REPRESENTATIVE _____ MAILING ADDRESS _____

HOME PHONE _____ WORK PHONE _____ CITY/STATE _____ ZIP _____

EMAIL _____ DATE _____

FOR OFFICE USE ONLY:

DEPOSIT AMT: _____ DATE RECEIVED: _____ RENTAL FEE: _____ DATE RECEIVED: _____

PUBLIC SAFETY FEE: _____ DATE RECEIVED: _____ MAINTENANCE FEE: _____ DATE RECEIVED: _____

APPROVED/DENIED: _____

CERTIFICATE OF INSURANCE RECEIVED: _____ PERMIT NUMBER: _____

EXHIBIT A

Department of Public Works Required Inspections	
Erosion Control	Proposed Fee
Perimeter Control Inspection (Preconstruction) <i>Inspection to be completed prior to any grading</i>	\$60.00 per hour
Monthly Erosion Control Inspection	\$60.00 per hour
Post Weather Event Walkthru (As Required)	\$60.00 per hour
Performance Bond Walkthru (Punchlist)	\$60.00 per hour
Punchlist Completion Inspection	\$60.00 per hour
Maintenance Bond Walkthru (Punchlist)	\$60.00 per hour
Punchlist Completion Inspection (Bond Release)	\$60.00 per hour
Streets & Curbs	Proposed Fee
Subgrade Evaluation (Proof Roll)	\$60.00 per hour
Curb Under Drain Installation	\$60.00 per hour
Soil Stabilization (If Applicable)	\$60.00 per hour
Stone Base Inspection (Secondary Proof Roll)	\$60.00 per hour
Curb Placement	\$60.00 per hour
Asphalt Placement Inspection (Base)	\$60.00 per hour
Asphalt Placement Inspection (Binder)	\$60.00 per hour
Asphalt Placement Inspection (Tack Coat & Surface)	\$60.00 per hour
Concrete Pavement Inspection (If Applicable)	\$60.00 per hour
Sidewalk & Walking Path Inspection	\$60.00 per hour
Performance Bond Walkthru (Punchlist)	\$60.00 per hour
Punchlist Completion Inspection	\$60.00 per hour
Maintenance Bond Walkthru (Punchlist)	\$60.00 per hour
Punchlist Completion Inspection (Bond Release)	\$60.00 per hour
Storm Sewers	Proposed Fee
Daily Installation Inspection (Installation Quality Control)	\$60.00 per hour
Performance Bond Walkthru (Punchlist)	\$60.00 per hour
Pipe Televising Efforts	At Cost
Punchlist Completion Inspection	\$60.00 per hour
Maintenance Bond Walkthru (Punchlist)	\$60.00 per hour
Punchlist Completion Inspection (Bond Release)	\$60.00 per hour
Monumentation & Signage	Proposed Fee
Regulatory Signage & Inspection (Prior to opening)	\$60.00 per hour
Traffic/Road Striping Inspection (Prior to opening)	\$60.00 per hour
Subdivision Boundary Inspection (If Required)	\$60.00 per hour
Sanitary Sewers	Proposed Fee
Daily Installation Inspection - On Site (Installation Quality Control)	\$60.00 per hour
Daily Installation Inspection - Off Site (Installation Quality Control)	\$60.00 per hour
Service Lateral/Connection Inspection - Non-residential (Quality Control)	\$60.00 per hour
Performance Bond Walkthru (Punchlist)	\$60.00 per hour
Pipe Televising Efforts	At Cost
Punchlist Completion Inspection	\$60.00 per hour
Maintenance Bond Walkthru (Punchlist)	\$60.00 per hour
Punchlist Completion Inspection (Bond Release)	\$60.00 per hour
Water Mains	Proposed Fee
Daily Installation Inspection - On Site (Installation Quality Control)	\$60.00 per hour
Daily Installation Inspection - Off Site (Installation Quality Control)	\$60.00 per hour
Fire Service Inspection	\$60.00 per hour
Service Connection Inspection (meter pit installation)	\$60.00 per hour
Pressure & Leak Testing	\$60.00 per hour
Bacteriological Testing	\$60.00 per hour
Performance Bond Walkthru (Punchlist)	\$60.00 per hour
Punchlist Completion Inspection	\$60.00 per hour
Maintenance Bond Walkthru (Punchlist)	\$60.00 per hour
Punchlist Completion Inspection (Bond Release)	\$60.00 per hour
Miscellaneous / Other	Proposed Fee
Traffic Control Inspection (when activities impact right of way)	\$60.00 per hour
Safety Inspection (If Requested / As Required)	no cost
Auxiliary Lane Improvements	\$60.00 per hour
Exterior Road Improvements	\$60.00 per hour
Other Items As Required (Per Westfield Construction Standards)	\$60.00 per hour

Increase to \$75 per hour across the board

EXHIBIT A

Department of Public Works Plan Review Fees		
Rezoning Plan Review Fees		Proposed Fee
Plan Review Fee	\$100.00	
Number of Sheets:		
1 to 20 sheets	\$25.00	
21 to 40 sheets	\$50.00	
41 to 60 sheets	\$75.00	
61 to 80 sheets	\$100.00	
Each additional 20 sheets	\$1.00	per sheet
Planned Urban Development (PUD) Plan Review Fees		Proposed Fee
Plan Review Fee	\$750.00	
Number of Sheets:		
1 to 20 sheets	\$50.00	
21 to 40 sheets	\$250.00	
41 to 60 sheets	\$450.00	
61 to 80 sheets	\$650.00	
Each additional 20 sheets	\$20.00	per sheet
Development Plan (each) Review Fees		Proposed Fee
Plan Review Fee	\$750.00	
Number of Sheets:		
1 to 20 sheets	\$50.00	
21 to 40 sheets	\$250.00	
41 to 60 sheets	\$450.00	
61 to 80 sheets	\$650.00	
Each additional 20 sheets	\$20.00	per sheet
Specialty Plan Review & Other Fees		Proposed Fee
Specialty Plan Reviews		
Primary, Secondary & Construction Plan Sedimentation Control Plan	\$300.00	
Fire Service Plan Review Fee	\$265.00	
Maintenance Bond / Letter of Credit Options		
Performance Bond Letter of Credit ILO Bonds		
Letter of Credit ilo Performance Bond	1.5% of Improvement Costs	
Letter of Credit ilo Maintenance Bond	0.25% of Improvement Costs	
Set Fee per Bond (Cannot be used if less than LOC options above)	\$250.00	
Traditional Assurance		
Performance Bond	Developer Cost	
Maintenance Bond	Developer Cost	

Revised to \$75 per hour

Revised to \$75 per hour

Add Private to Public
Street Conversion
Review Fee (\$500)

Private to Public Street Conversion Application



- The applicant named below requests Westfield Public Works to conduct a full review of private infrastructure and desires to convert to public infrastructure and right-of-way.
- Applicant shall submit one original application either in person, by mail or by email.
- **Cash or check payments only;** No credit cards accepted.
- Please call (317)804-3171 with any questions.

Application Date _____

Subdivision _____

Streets To Review _____

(Aerial Map Required to Complete Application)

Applicant Information:

Name _____ Title _____

Address _____ City _____

State _____ Zip _____ Phone _____ Email _____

TERMS AND CONDITIONS FOR CONVERSION PERMIT

1. It is understood that any permit by virtue of this request is revocable at the pleasure of the City of Westfield and that the same shall be voided if the following terms and conditions are not fulfilled by the Applicant.
2. Westfield Public Works review typically takes up to 30 days but we reserve the right to extend the completion date of the internal review for any reason deemed necessary by Public Works personnel.
3. Infrastructure review includes, but not limited to, asphalt pavements, storm infrastructure, concrete curbs, sidewalks, driveways, ADA infrastructure, signage, and intersection lighting.
4. Acceptance of private street conversion is subject to City Council approval.

Signature of Applicant _____ Date _____

For Office Use Only:

Inspector: _____ Date of Inspection _____

Plans Recovered: YES NO

_____ Date Approved _____

Director / Representative Approval



Westfield Fire Department Fee -2018

Ambulance Billing Fees	
BLS	\$514.00
ALS	\$610.00
ALS-2	\$883.00
ALS-Non	\$350.00
Mileage	\$15.00/ per mile
Non-Resident Fee	\$200.00 - Outside of Westfield, Noblesville, Sheridan, Carmel

Grand Park EMS Billing Rates-Special Events	
BLS Trained Firefighter	\$65.00 per hour
Ambulance (non-staffed)	\$200 per day
EMS Cart	\$100 per day

Fire Inspection Fees for New Business	
When filing bldg. permit	\$100.00 up front
If Final Inspection fails	\$100.00 for a re-inspect
Apartments	\$100 for the building plus \$100 per unit in each building

Report Fees	
Basic NFIRS	\$10.00
EMS Reports	\$20.00
Report with pictures	\$30.00

Miscellaneous Fees	
Fireworks Fee	\$1000.00- not sure if Fire gets a portion of this fee
Copy Fees	

Hourly Fee for Fire & EMS Apparatus	
Engines / Ladder / Decon	\$250.00 / First Hour
	\$150.00 / per hour after first hour
Battalion / Command Unit	\$100.00 / First Hour
	\$50.00 / per hour after first hour



Westfield Fire Department Hazardous Materials Division Charge sheet



<i>AE Kits</i>	<i>quantity</i>
Ball plug	30.25
Ball Plug	32.45
Taper Surface plug	10.25
Taper Surface plug	10.63
Taper Surface plug	12.18
Taper Surface plug	12.93
Taper Surface plug	18.19
Taper Surface plug	21.20
T patch (1)	27.88
T patch (3)	31.39
Screw patch	3.19
Screw patch	3.19
Screw patch	3.57
Screw patch	3.57
Screw patch	4.27
Lead wool pack	9.98
Hose tape	7.66
¼" foam	23.08
Sorbent pad	5.39
Barrier tape	21.95
Plug pattie	14.71

<i>AE Kit</i>	<i>quantity</i>
Rubber patch	32.53
Support ladder	24.01
Foam patch	58.50
Epoxy putty	11.97
Neoprene material	8.55
Wood wedge pack	29.57
Ratcheting straps	92.95
Drift pin-Steel	22.86
Draft pin-non sparking	58.81
Tool Kit-Steel	37.79
Tool Kit-non sparking	131.01
Carrying Case	80.37
T-Bolts	109.23

<i>C-2 Kit</i>	<i>quantity</i>
½" pipe patch	18.65
¾" pipe patch	18.85
1" pipe patch	20.10
1 ¼" pipe patch	37.14
1 ½" pipe patch	41.58
2" pipe patch	49.45
2 ½" pipe patch	52.99
3" pipe patch	56.98
3 ½" pipe patch	61.18
4" pipe patch	62.89
Foam	23.08
Rubber	8.55

<i>description</i>	<i>quantity</i>
Lite-Dri	10
White pads	1
Grey Pads	1
White Booms	15
3" Grey Socks	2
3" White Socks	4

<i>air monitor</i>	<i>hour</i>
50.00	

gas line cuts

Was locates done
yes_____no_____
If yes, locate
number_____
Size of gas line

Did we crimp the
line_____

<i>description</i>	<i>quantity</i>
Plug-n-Seal	15
Chemical Classifier	10
pH paper	12
AR-AFFF 3-6%	300

Date _____ Cad# _____ Dispatched Location _____

Responsible Party _____ Business Name _____

Address _____ Phone _____

Apparatus on scene_E81_E82_ E83_L81_B8_A81_A82_DECON 80

E81 Total Time _____

L81 Total Time _____

E82 Total Time _____

B8 Total Time _____

E83 Total Time _____

Decon 80 Total Time _____



(PK-05-11) Fee
Schedule 2018

Westfield Park and Recreation

Shelter Rentals

For Westfield residents, all Park shelters rented in 4 hours increments for \$50.00.

For Non-Westfield residents, all Park shelters rented in 4 hours increments for \$75.00.

Annual Farm Land Rental- Osborne Park

\$150-\$300 per acre paid annually

Special Event Rental Fees

Accessed per event see Special Event Policy PK01-11

Programming Fees

Fees will range from \$5-\$200 depending on the operating costs and processing fees associated with the program.



CITY OF

Westfield

INDIANA

PERSONNEL POLICIES,
PROCEDURES AND BENEFITS
MANUAL

2018



PERSONNEL POLICIES,
PROCEDURES AND BENEFITS
MANUAL

CITY OF WESTFIELD

PERSONNEL POLICIES, PROCEDURES, AND BENEFITS MANUAL

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(This Policy Manual updated with Resolution Dated)

RESOLUTION 17-102

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

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

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

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

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

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

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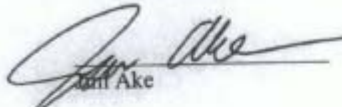
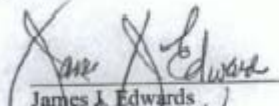
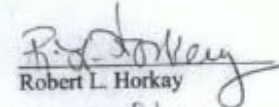
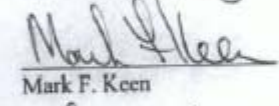
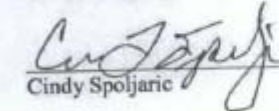
ALL OF WHICH IS RESOLVED THIS 13 DAY OF Feb 2017.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

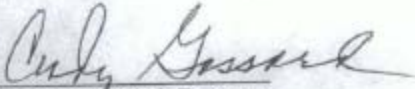
Abstain

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

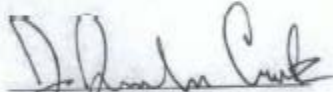
ATTEST:


Cindy Gossard, Clerk Treasurer

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


Cindy Gossard, Clerk-Treasurer

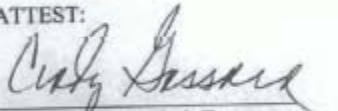
I hereby APPROVE RESOLUTION 17-XX
this _____ day of _____,
2016.


J. Andrew Cook, Mayor

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

J. Andrew Cook, Mayor

ATTEST:


Cindy Gossard, Clerk Treasurer

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

Resolution 17-XX

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1.00 STATEMENT OF PURPOSE

1.01 Mission Statement

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

1.02 Personnel Philosophy

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

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

1.03 General Policy & Procedures Considerations

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

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

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

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

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

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

1.04 Public Safety Departments Policy & Procedures Considerations

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

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2.00 RECRUITMENT, SELECTION & HIRING

2.01 Statement of Policy

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

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

2.02 Equal Employment Opportunity (EEO) Statement

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

1. Discrimination

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

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

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

2. Sexual Harassment Policy

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

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

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

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

3. Harassment

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

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

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

4. Complaint Process

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

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

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

5. No-Retaliation Policy

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

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

2.03 Americans with Disabilities Act (ADA)

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

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

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

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

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

2.04 Open-Door Policy

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

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

2.05 Responsibility for Recruitment

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

2.06 Qualification and Selection

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

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

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

2.07 Drug Free Workplace

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

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

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

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

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

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

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

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

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

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

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

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

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

Drug Testing Procedures:

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

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

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

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

US Department of Transportation (US DOT)

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

Drug Screening

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

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

2.08 Employing Relatives/Romantic Relationships

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

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

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

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

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

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

2.09 Security and Background Information

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

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

2.10 Orientation

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

2.11 Employment Anniversary Date

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

2.12 Adjusted Date of Employment

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

2.13 Employment Status

There are 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.

<u>Benefit Program</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Temporary</u>
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
<u>Retirement Programs</u>			
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 **partial** year of employment to be taken after January 1st of the following year. He would be eligible for 10 vacation days to be taken between January 1st and December 31st of his first full year of employment.

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

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

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

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

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

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

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

ADMINISTRATION AND PUBLIC WORKS PERSONNEL VACATION POLICY

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

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

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

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

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

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

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

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

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

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

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

4.09 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:

2018 Holiday Schedule for Civilian Employees

New Year's Day Celebrated	Monday	January 1, 2018
Martin Luther King Jr. Day	Monday	January 15, 2018
Presidents' Day	Monday	February 19, 2018
Memorial Day	Monday	May 28, 2018
Independence Day Observed	Wednesday	July 4, 2018
Labor Day	Monday	September 3, 2018
Thanksgiving Day	Thursday	November 22, 2018
Day after Thanksgiving	Friday	November 23, 2018
Christmas Eve Holiday	Monday	December 24, 2018
Christmas Holiday	Tuesday	December 25, 2018
New Year's Eve	Monday	December 31, 2018
Two Floating Holidays		

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

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

1. **Fixed and Floating Holidays during Training Probation**

Employees are eligible for **all fixed holidays** (excluding Professional Police and 24-hour Fire Personnel) during their training probation. Employees are eligible for **floating holidays** after the completion of their training probation. Professional Police (8-hour and 12-hour) and 24-hour Fire Personnel are eligible to take floating holidays during their training probation period after 90 days of employment.

2. **Fixed and Floating Holidays during Disciplinary Probation**

Employees are eligible for **all fixed and floating holidays, including vacation and sick time**, during their disciplinary probationary period.

3. Any employee terminated during either of these probationary periods is not required to "pay back" those fixed or floating holidays they have already used.

4. **Professional Police Officer Fixed and Floating Holidays.**

Because of different shift requirements, sworn professional police personnel will be eligible for eight (8) hours (not 12 hours) each fixed and floating holiday approved by the City Council (for example, if the City Council approved 13 total holidays, then sworn professional police personnel will receive 104 hours). These hours may be used at the employee's choosing and may be used in one-hour increments. Civilian office personnel working Monday through Friday will observe the fixed holiday schedule as approved by City Council. During the first partial year of employment, sworn Professional Police officers are eligible for the remaining fixed holidays occurring after their employment date to be taken as floating holidays. These hours may be used after 90 days of employment, at the employee's choosing and may be used in one-hour increments.

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

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

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

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

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

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

4.13 Floating Holidays

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

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

4.14 Perfect Attendance Day

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

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

4.15 Employee Assistance Program

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

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5.00 COMPENSATION AND PAYROLL

5.01 Compensation Programs

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

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

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

5.02 Pay Periods & Notice of Deposit Delivery

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

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

5.03 Attendance Cards / Forms / Time Keeping System

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

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

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

5.04 Fair Labor Standards Act

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

5.05 Overtime Pay / Compensatory Time

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

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

General Guidelines

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

Public Works Department Personnel

For those personnel regularly scheduled for 40 hours per week

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

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

Administrative Office Personnel

For those personnel regularly scheduled for 37.5 hours per week

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

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

Public Safety Personnel (Police and Fire)

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

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

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

5.06 Non-Exempt Employees: Compensatory Time Off

(A) Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.07 Exempt Employees: Flex Time Off

(A) Exempt Employees: Standard Workweek

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

(B) Exempt Employees: Flex Time Off

- (1) As used within this subsection (B), "department head" shall refer to the applicable department head for the department in which the Exempt Employee is employed. In the case of the Chief Administrative Officer and/or Deputy Mayor, "department head" shall mean the President of the City Council and/or Mayor.
- (2) When an Exempt Employee works more than 40 hours in a given workweek, the department head, at his or her discretion, may grant the Exempt Employee flex time off.
- (3) When flex time off is granted, the Exempt Employee shall earn flex time off at the rate of 1 hour of flex time off for each hour worked in excess of 40 in a workweek. An Exempt Employee must account for 8 hours per day and working more or less should be accounted for by earning or taking flex time or other benefit days.
- (4) When an Exempt Employee earns flex time off, the employee shall be allowed to accrue a flex time off balance up to 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 <u>90</u> Days of Employment
Fire Admin.	6	0	8 Hours for each remaining full month left in the year
Police Admin. Police	6	0	
Utility/Admin.	12	0	
	6	0	
24-Hour Fire	12	0	8 Hours for each remaining full month left in the year

Regular Full-Time Employees

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

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

Carry Over Sick Hours

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

year. 8 and 7-½-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 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, aunt, uncle, or spouse of any of these listed and a person living in the same household with the employee.

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

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

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

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

7.05 Illness in the Family Leave

If serious illness, as defined by the FMLA Act of 1993 (see Section 7.070) 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;

- 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 online at www.in.gov/inprs/perfmbforms.htm. Additional questions should be directed to the Clerk Treasurer's office.

8.03 Deferred Compensation (Supplemental Retirement Option)

457 Retirement Plan

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

8.00 RETIREMENT

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

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

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

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

401(a) Account Vesting Schedule:

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

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

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

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

8.05 City Contribution to 457 Plan for Certain Police Officers

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

8.06 1977 Police and Firefighters Fund

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

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

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

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

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

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9.00 PERSONAL HEALTH AND WELFARE

9.01 On-The-Job Injury

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

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

9.02 On-The-Job Safety

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

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

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

10.00 OPEN DOOR POLICY

9.03 Tobacco Usage

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

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

A tobacco premium differential for medical insurance will be assessed to employees and/or spouses that use tobacco products unless an approved tobacco cessation program is completed. Tobacco usage is defined as the use of any tobacco product or a non-FDA approved nicotine replacement product, including cigarettes, cigars, chewing tobacco, snuff, pipe tobacco, e-cigarettes, and any other form of tobacco, 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.

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

9.04 Security

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

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

10.00 OPEN DOOR POLICY

10.01 Philosophy and Process

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

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

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11.00 DISCIPLINE AND DISCHARGE

11.01 Philosophy

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

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

11.02 Grounds for Disciplinary Action

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

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

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

11.03 Tardiness / Unexcused Absence

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

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

11.04 Extent of Authority

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

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

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

11.05 Progressive Discipline

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

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

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

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

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

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

11.06 Offenses That May Result in Immediate Discharge

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

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

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

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

11.07 Workplace Violence Policy

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

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

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

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

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12.00 OTHER RULES AND REGULATIONS

12.01 Purpose

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

12.02 Performance on the Job

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

12.03 Conduct in the Work Place

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

12.04 Contracting Conflicts of Interest

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

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

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

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

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

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

12.05 Theft

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

12.06 Bribery

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

12.07 Notice of Absence or Delay

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

12.08 Uniforms

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

12.09 Dress Code

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

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

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

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

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

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

12.10 Commitment to Quality

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

12.11 Political Involvement

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

12.12 Personnel Information Changes

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

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

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

12.13 Records Disclosure Policy

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

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

4. Length of employment

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

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

12.14 Conflict of Interest

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

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

12.15 Business / Work Hours

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

12.16 Lunch Time

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

12.17 Resignation

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

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

12.18 Gambling

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

12.19 Ethics

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

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

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

12.20 Technology Resources Policy

12.20.1 Summary

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

12.20.2 Purpose and Scope

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

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

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

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

12.20.3 Statement of Policy

A. Privacy, Confidentiality and Public Records Considerations

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

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

Official City Issued E-mail Address

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

B. Permissible Uses

1. Authorized Users

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

2. Purpose of Use

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

C. Prohibited Uses

1. Prohibited Purposes

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

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

D. City Employee's Access and Disclosure

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

2. General Provisions

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

3. Monitoring of Computing Resources

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

4. Inspection and Disclosure

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

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

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

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

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

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

E. Retention and Archiving of Electronic Mail

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

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

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

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

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

F. Disciplinary Action

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

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

INTRODUCTION

1. Purpose and Scope

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

2. Goals

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

The goals of performance management under this system are to:

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

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

3. Roles and Responsibilities

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

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

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

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

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

THE MANAGEMENT PROCESS

4. Performance Management Schedule

The performance management process has two components to be completed annually: an employee self-assessment and a supervisor evaluation. A Performance Improvement Plan will also be required in some cases.. The 2018 schedule is outlined below.

- Supervisor provides employee with self-assessment form no earlier than September 3, 2018, and no later than October 17, 2018, and sets date and time for performance evaluation meeting (employee must have at least five (5) calendar days to complete self- assessment form).
- Employee completes self-assessment form and returns to supervisor no less than two (2) calendar days before performance evaluation interview.
- Supervisor completes written performance evaluation form, excluding achievements and goals.
- Supervisor(s) meets individually with employee to review employee's self-

assessment and to discuss supervisor's performance evaluation, no later than October 24, 2018. 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, 2018. 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, 2018. 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, 2018. Original signed form is sent to Human Resources no later than March 7, 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 2018, supervisors may go back further than 12 months to establish a pattern of behavior.

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

7. Performance Ratings

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

- Meets Expectations
- Exceeds Expectations
- Needs Improvement
- Unacceptable

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

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

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

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

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

8. Evaluation Interview

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

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

9. Employee Comments and Acknowledgement

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

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

BEYOND THE PERFORMANCE EVALUATION

10. Follow-Up

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

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

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

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

11. Ongoing Feedback

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

PERFORMANCE MANAGEMENT CYCLE



Appendix III

City of Westfield, Indiana 2018 Employee Self-Assessment

Employee Name _____ Department: _____

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

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

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

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

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

Employee Signature

Date

Description of Attributes

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

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

CITY OF WESTFIELD, INDIANA 2018 PERFORMANCE EVALUATION



Employee Name: _____

Department: _____

Job Title: _____

Date: _____

Please check one: Regular Annual Evaluation ☐ Other ☐ _____

Supervisor(s) conducting performance evaluation interview: _____

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

PERSONAL/WORK ATTRIBUTES

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

PERSONAL/WORK ATTRIBUTES (continued)

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

PERSONAL/WORK ATTRIBUTES (continued)

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

CITY GOALS

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

AREAS FOR DEVELOPMENT

Specific areas for improvement:

Recommendations for training or professional development:

ACHIEVEMENTS AND GOALS

Notable achievements in past 12 months:

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

OTHER COMMENTS

Additional supervisor comments (optional):

Employee feedback (optional):

ACKNOWLEDGEMENTS

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

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

Supervisor Signature

Date

Employee Acknowledgement:

I attest that I have had an opportunity to:

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

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

Employee Signature

Date

Management Acknowledgement:

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

Department Director Signature

Date

Manager of Human Resources Signature

Appendix V

Annual Manager Feedback Form (COMPLETE IN PHASE II)

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

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

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

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

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

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

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

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

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

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

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

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

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

Employee Signature: _____ Department: _____

Manager/Supervisor Signature: _____ Date: _____

ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT

READ CAREFULLY

I acknowledge and agree that:

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

Employee Signature

Employee Name (Printed)

Date of Signature

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

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



Trash and Stormwater Billing

- Increase the refund amount from \$5 to \$10, combined (storm/trash/admin fee)
- On active accounts, we would only refund any amount above the next 2 quarter bills (rates are a set amount so we would know the amount, even with rate changes from one year to the next)
- If a customer has an active account and is transferring to another account in their name within the Westfield jurisdiction, we will only transfer the amount. We will not issue refunds in this scenario.

NSF Policy

Increase NSF charge from \$27 to \$30 (Storm/Trash and add to all other funds – citywide fee)



Westfield Police Department Fee Schedule 2018

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

PURCHASING CARD POLICY & PROCEDURE MANUAL



January 2018

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I. OVERVIEW

The purpose of the City of Westfield Purchasing Card Program is to establish a more efficient, cost effective method of purchasing and paying for goods and services within established limits. This program is designed to reduce the number of purchase orders and checks issued, thereby enhancing efficiency and cost-cutting measures within the City.

The Purchasing Card is NOT intended:

- ◆ to avoid or bypass City or State procurement or payment policies and procedures.
- ◆ to be used for entertainment purchases.
- ◆ **for personal use.**

The City Purchasing Card Program (CPC) will be administered by the Purchasing Card Coordinator. The CPC Program is contracted through JP Morgan Chase, with MasterCard as the card brand.

Transaction and billing cycle limits will be determined prior to distribution of Purchasing Cards. Each Department Purchasing Card Coordinator may submit requests to the Purchasing Card Coordinator for lower limits or higher limits with proper justification.

Any vendor falling within the purchasing guidelines is considered a potential vendor of the Purchasing Card. It is likely that any vendor currently utilized as a source for commodities will accept the Purchasing Card. Some vendor types may be blocked from usage with the Purchasing Card. If the card is presented to a blocked vendor, the transaction will be declined.

Each cardholder is responsible for the security of their card. The card is issued by name and any purchases made against the card will be the cardholder's responsibility. Use of the card not in accordance with established guidelines may result in personal liability. If you have any questions about the program or need additional information, please contact the Purchasing Card Coordinator.

The Purchasing Card commits taxpayer funds each time it is used by a cardholder. This is a responsibility that cannot be taken lightly. If you suspect fraud or misuse was committed with a City Purchasing Card, you must report it to the Purchasing Card Coordinator.

II. PROGRAM ADMINISTRATION

The City of Westfield Purchasing Card Program is administered by the Clerk Treasurer's Office. Purchasing Card policy questions and comments can be directed to the City Purchasing Card Coordinator, Cindy Gossard, cgossard@westfield.in.gov or to the City Purchasing Card Administrators, Kerri Gagnon, kgagnon@westfield.in.gov and Micha Farrar, mfarrar@westfield.in.gov.

III. PROGRAM RESOURCES

City Purchasing Card Website

The City maintains an informational website on Purchasing Cards on the City Intranet

<http://westpoint/ClerkWorks/pcard>. Visit the site for up-to-date news regarding the Purchasing Card Program, training information, electronic versions of Purchasing Card forms at your fingertips, and quickly locate program contacts.

IV. CARD USE PROCEDURES

Obtaining a Card

Employees receiving a City Purchasing Card for official City business purchasing must read and understand the terms and conditions outlined in the City Purchasing Card Policy and Procedure Manual and the City Purchasing Card Cardholder Agreement (Appendix 3). The employee's signature on the City Purchasing Card Cardholder Agreement indicates they understand the intent of the City Purchasing Card program and agree to adhere to the established guidelines.

Contact the Purchasing Card Coordinator to obtain the necessary approval. The Purchasing Card Coordinator will:

- ◆ coordinate or provide the employee with cardholder training.
- ◆ notify the cardholder when the card is available.

Decline of Card

Any vendor falling within the purchasing guidelines is considered a potential vendor of the City Purchasing Card, even if they do not accept credit cards today. If a vendor does not currently accept credit cards for payment, complete a Vendor Non-Acceptance Form (Appendix 7) and forward it to the Purchasing Card Coordinator. The Purchasing Card Coordinator will submit the information to JP Morgan Chase, who will contact the potential vendor regarding the acceptance of the City Purchasing Card.

If the card is declined, the cardholder may contact JP Morgan Chase Customer Service at 1-800-316-6056. JP Morgan Chase will assist cardholders in determining if the card was declined due to blocking of the vendor, or exceeding the monthly cycle limit or single transaction limit imposed on the card, etc. The cardholder may also contact the Purchasing Card Coordinator for assistance. Please note, JP Morgan Chase staff will not make changes to any card accounts without designated Purchasing Card Coordinator approval.

Card Renewal

A renewal card will be automatically issued before the card expiration date. Cards do not expire until the end of the month of expiration. The Purchasing Card Coordinator will notify cardholders when the renewal card is available.

Card Cancellation / Closing Accounts

To cancel a card, personally deliver your card to the Purchasing Card Coordinator with a completed Action Request Form (Appendix 5) requesting to cancel. The Purchasing Card Coordinator will process the card cancellation through JP Morgan Chase.

Card usage will be monitored and card privileges can be rescinded if card violations occur. The Purchasing Card Coordinator reserves the right to cancel cards at any time.

Card Changes

Changes can be requested by contacting the Purchasing Card Coordinator and completing an Action Request Form (Appendix 5). The Purchasing Card Coordinator will process the card changes through JP Morgan Chase.

Reporting a Lost or Stolen Card

If a Purchasing Card is lost or stolen, immediately notify all of the following:

- ◆ JP Morgan Chase Security at 1-866-300-4911.

- ◆ Purchasing Card Coordinator or Administrator (Cindy Gossard, Kerri Gagnon, Micha Farrar) at 317-804-3020.

Immediate notification of a lost or stolen Purchasing Card will prevent the cardholder from being held personally responsible for the payment of unauthorized transactions.

V. CARDHOLDER RESPONSIBILITIES

General

Cardholders are responsible for the security of their Purchasing Card and the transactions made against them. The card is issued by name and any purchases made against the card will be the cardholder's financial responsibility. Use of the card not in accordance with established guidelines can result in personal liability and/or disciplinary actions.

Appendix 1 discusses allowable purchases with the City Purchasing Card. Appendix 2 provides examples of items that are unallowable/excluded purchases. However, Appendices 1 and 2 are intended to offer guidance and do not represent all-inclusive lists of items. Department policy may be more restrictive than City policy. Follow your department's established guidelines of allowable charges. Questions concerning the appropriateness of a purchase should be directed to your supervisor and/or Purchasing Card Coordinator prior to using the card.

PayPal & Online Payment Processors

Certain instances may require a transaction on the Purchasing Card with a third-party or online payment processor, such as PayPal. For example, the only vendor offering a particular product or service does not accept credit card payments, although they do accept PayPal. Due to the risk of fraud or misuse associated with these types of vendors, extreme caution must be exercised when using the Purchasing Card for online payment processor transactions. It is important to note that use of the Purchasing Card for PayPal or other online payment processor transactions may incur additional fees to process the transaction. Anytime a PayPal or online payment processor transaction is required, cardholders should obtain supervisor approval in advance to ensure the items purchased and vendors used are appropriate for official City business and that an online payment processor transaction is the most economic payment method available.

As with any Purchasing Card transaction, detailed receipt documentation should accurately depict the goods or services purchased.

Personal Use

Although the card is issued in your name, it is the property of the City of Westfield and is only to be used for official City of Westfield business purchases as defined in this manual. Personal use of the card is prohibited.

Purchasing Card Security

When the card is received, cardholders must sign the back of the card immediately and always keep it in a secure place. **Only the authorized cardholder may use the card.** Card sharing between employees is not allowed and will cause revocation of card privileges. The card and card number must be safeguarded against use by unauthorized individuals in the same manner cardholders would secure personal credit cards.

The Purchasing Card Coordinator will activate the cards before issuing them to the cardholder.

If your card is lost or stolen, or if you suspect the security of your account has been compromised, immediately notify the Purchasing Card Coordinator, Administrators and/or contact JP Morgan Chase Security at 866-300-4911. The Purchasing Card Coordinator will instruct JP Morgan Chase to cancel the account and issue a new card. The new card will be delivered to the Purchasing Card Coordinator within 7–10 business days. Return the canceled card to the Purchasing Card Coordinator for proper card destruction and documentation.

Purchasing Card Violations

Cardholders are responsible for and accountable to their City Department for all charges made with the City Purchasing Card. Violation of any policies or procedures of this program will result in an evaluation of cardholder privileges. Improper use of the Purchasing Card may cause revocation of the card, disciplinary action up to and including termination, and may subject cardholders to criminal prosecution. **Amounts attributable to improper or unapproved use by the cardholder will be the employee's responsibility to reimburse the City directly using their personal funds.**

If a purchase appears inappropriate, the cardholder must supply written justification to the Department Purchasing Card Coordinator, as appropriate. If the justification is insufficient, appropriate action is at the discretion of the Department Purchasing Card Coordinator. In addition, steps should be taken to return the goods for a credit on the Purchasing Card account, or have the cardholder reimburse the City directly using their personal funds.

Splitting transactions to bypass single transaction limits, monthly billing cycle limits, and/or purchasing policies and procedures is strictly prohibited.

MasterCard's Rules for Merchants prohibit vendors from imposing surcharges on a MasterCard transaction if the vendor accepts other forms of credit card payments without additional fees to the buyer. However, vendors may charge convenience fees for accepting a credit card transaction as a convenience to the customer if it is considered an alternate payment channel for customers to pay for goods or services. MasterCard's guidelines also state that convenience fees must be a fixed or flat amount, disclosed to the cardholder before completion of the transaction with an opportunity to cancel the transaction, and included as part of the total transaction amount. If a vendor attempts to include a surcharge to the transaction, contact JP Morgan Chase prior to using the Purchasing Card. JP Morgan Chase, in conjunction with MasterCard, will attempt to resolve the issue with the vendor prior to the Purchasing Card transaction.

The decision to use a City Purchasing Card on a purchase that will incur a convenience fee should be based on variables such as timeliness of payment to avoid late fees, urgency of needed items or services, etc. Departments are asked to carefully evaluate the necessity of City Purchasing Card transactions subject to convenience fees.

Receipt of Goods and Services

The intended use of the Purchasing Card is to procure good(s) and/or service(s). The decision to utilize the Purchasing Card should be made at the time the order is placed, not after the good(s) or service(s) and invoice are received. The risk of compromising established internal controls to prevent duplicate payments increases when the Purchasing Card is used to pay an invoice. If extenuating circumstances require the Purchasing Card to pay a vendor invoice after good(s) or service(s) are received, then a payment confirmation from the vendor must be included with the supporting documentation.

For telephone or internet orders, ensure complete shipping address and instructions are given to the vendor along with your name contact information (e.g., name, department name, telephone number, complete mailing/shipping address, city, state, and zip code). Notify the vendor the order is for a tax exempt organization and request a detailed sales receipt. To prevent duplicate payments, instruct the vendor NOT to invoice the City. Charges for freight should be checked to ensure the amount is correct according to the freight terms stated by the company or noted on the packing slip.

Cardholders are responsible for ensuring receipt of goods and services and must follow-up with the vendor to resolve any delivery problems, discrepancies, and damaged goods. Cardholders should also notify the Purchasing Card Coordinator regarding any erroneous charges or returned items awaiting credit so these transactions can be monitored and ensure timely credits are received.

All purchases require detailed transaction documentation from the vendor regardless of the order method. The detailed charge receipt from the vendor will serve as an invoice. However, the vendor needs to provide a detailed description of the goods on the charge receipt, not just "misc." You must upload the detailed receipt information to the transaction on your online Purchasing Card Account here: <http://smartdata.jpmmorgan.com>. The acceptable formats of the receipt upload are JPG and PNG. You will receive your online user name and password from the Purchasing Card Coordinator. All receipts must be uploaded within 7 business days of the transaction (date card was used) so the monthly statements can be reconciled and the information in the financial system will be as accurate as possible.

If a detailed charge or credit slip, etc. is lost, the cardholder is responsible for working with the vendor to obtain a copy. If the cardholder cannot obtain a copy, the cardholder will be subject to the Purchasing Card Violations above.

Record Keeping and Documentation

Standard payment policies require retention of receipts and other documentation. Each purchase must have a detailed receipt attached in the online purchasing site <http://smartdata.jpmmorgan.com>.

Once the information is entered into the online purchasing site and submitted for approval by the cardholder, the purchase will go to the supervisor for approval. Once the supervisor approves the transaction, the transaction goes to the Purchasing Card Coordinator for processing. The cardholder, supervisor and the Purchasing Card Coordinator are responsible for ensuring the charges are accurate, are for official City business and are in

accordance with all purchasing and payment regulations. Negligent performance may result in disciplinary action.

Record keeping is essential to ensure the success and compliance of the program. To facilitate the reconciliation and approval process, the cardholder is responsible for uploading all detailed purchasing card receipts.

Cardholders will receive a paper monthly billing statement for informational purposes only. All transaction data online will be the official information.

Each department will follow the established guidelines for processing Purchasing Card transactions. Cardholders must not apply final approval to their own JP Morgan Chase card transactions.

Disputed Transactions

Disputed transactions can result from failure to receive goods or services, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. Cardholders are responsible for reviewing and verifying all transactions. It is also the **cardholder's responsibility** to contact and follow up with the vendor on any erroneous charges, returns or other disputed items **within one working day of discovering the item**. Disputed items should be documented in writing along with the resolution agreed to between the cardholder and the vendor. A copy of the written documentation should be forwarded to the Purchasing Card Coordinator on the Dispute Form (Appendix 8).

If resolution of the discrepancy does not occur after follow-up with the vendor, contact the Purchasing Card Coordinator for assistance. The written justification must explain the discrepancy and steps that were taken by the cardholder and others within the City to resolve the issue. The Purchasing Card Coordinator will work with JP Morgan Chase, to obtain resolution with the vendor. It is important that disputed items are addressed as quickly as possible. JP Morgan Chase must be notified of any transaction disputes within sixty (60) days of the last day of the Cycle during which such Transaction is charged to the City of Westfield. Dispute rights are waived after 60 days and the department will be responsible for payment of the charges.

Due to the limited timeframe of 60 days from the statement date of the transaction, all departments are encouraged to file dispute forms on transactions at the time they are discovered, even while continuing to work with the vendor on receiving a credit. The timely filing of the dispute form will protect the City from losing dispute rights due to exceeding the 60 day limit.

State Sales Tax Exemption

The City is exempt from paying Sales or Use Tax per the Indiana Department of Revenue. The state sales tax exemption number is printed on the front of the Purchasing Card. If a vendor requires the certificate, please contact the Purchasing Card Coordinator. **The Sales Tax Exemption is for City business only.**

The cardholder is responsible for ensuring Indiana State Sales Tax is not included in each charge. If sales tax is included, the cardholder must work with the vendor to correct the purchase amount. If sales tax is charged to the Purchasing Card, the cardholder must include justification explaining why the charging of sales tax was approved at the time of the purchase in the transaction information on the online site.

VI. DEPARTMENT RESPONSIBILITIES

General

Each department will have a Department Purchasing Card Coordinator. A backup department coordinator should also be appointed to assist the Department Purchasing Card Coordinator. If a Department Purchasing Card Coordinator is also a Purchasing Cardholder, the Purchasing Card Coordinator must review and approve the Purchasing Card transactions.

Among the responsibilities listed below, the Department Purchasing Card Coordinator's review of the transactions and supporting documentation should be given the utmost attention to ensure all transactions are for official City business and do not violate any City or department purchasing or payment policies and procedures. As with other duties, negligent performance could result in disciplinary action.

The responsibilities of the Department Purchasing Card Coordinator include, but are not limited to:

- ◆ Working with the Purchasing Card Coordinator to determine who is eligible for a Purchasing Card, coordinating cardholder limits, and alerting management of any spending concerns through the quarterly review.
- ◆ Completing the Purchasing Cardholder Account Action Request Form (Appendix 5) and obtaining an authorized signature on the form.
- ◆ Ensuring every potential cardholder has a copy of the City Purchasing Card Policy & Procedure Manual and a signed City Purchasing Card Cardholder Agreement.
- ◆ Training each cardholder prior to the distribution of the Purchasing Card to the employee. The training must include, but is not limited to, the topics covered in the City Purchasing Card Policy & Procedure Manual and the City Purchasing Card Cardholder Agreement. The training must provide detailed card use procedures and cardholder responsibilities.
- ◆ Receipt of the Purchasing Card from the Purchasing Card Coordinator. The Department Purchasing Card Coordinator is required to sign a Purchasing Card Acceptance Form (Appendix 6) stating that the card will be kept in safekeeping or in a locked file until distribution to the cardholder and that no card information will be given to unauthorized personnel by the coordinator.
- ◆ Distributing the card to the cardholder. Each department needs to determine how to secure each card and card number. In some cases, the department may elect for the individual cardholder to carry the card. Other cases may result in the card being stored in a secure place in the department. In either case, the card and account number information must be protected.
- ◆ Processing any department approved changes requested by the cardholder which fall within the Purchasing Card guidelines. The Department Purchasing Card Coordinator should complete a Purchasing Cardholder Account Action Request Form (Appendix 5) and send it to the Purchasing Card Coordinator.
- ◆ Retrieving and cutting up any card when a cardholder assumes different duties within the department that do not require the use of the Purchasing Card or upon termination of the cardholder's employment. After the card has been destroyed, the Department Purchasing Card Coordinator must send a completed Purchasing Cardholder Account Action Request Form (Appendix 5) and the cut-up card to the Purchasing Card Coordinator.

- ◆ Retrieving and securing cards for employees on extended leave of absence. Card limits should be temporarily suspended if an employee will be out on leave for one month or more. Complete a Purchasing Cardholder Account Action Request Form and submit it to the Purchasing Card Coordinator.
- ◆ Ensuring the cardholder has attached a credit slip, charge slip, packing slip, or cash register slip, etc., for each item listed on the online purchasing site.
- ◆ When you approve the transactions on the online site you certify that all charges are accurate and complete, are for official City business, and are in accordance with all City and department purchasing and payment regulations.
- ◆ Verifying the vendor name on the transaction agrees with the credit slip, etc., supplied by the cardholder. If the vendor name does not agree, work with the cardholder to resolve the discrepancy.
- ◆ Ensuring the “Ship To” address on the documentation appears to be correct, if applicable. If not, question the cardholder or other appropriate personnel.
- ◆ Reviewing and approving requests to use the Purchasing Card for PayPal or online payment processor transactions. Ensure the goods or services are for official City business, the transaction is from an appropriate vendor, and this payment option is the most economic method available.
- ◆ Requesting written justification from the cardholder for any sales tax charges and ensure the cardholder is working with the vendor to correct the error. If the sales tax issue is not resolved within a reasonable period, report the status to the Purchasing Card Coordinator for resolution.
- ◆ Requesting written justification from the cardholder for any purchases which appear inappropriate.
- ◆ Recording the necessary payment coding and obtaining the necessary City-authorized signature on the invoice or forward it to the individual in your department responsible for this task.
- ◆ Ensuring all transactions and receipts for each cardholder in your division are uploaded to the Chase site within 7 business days.
- ◆ Forwarding a completed JPMorganChase Purchasing Card Dispute Form (Appendix 7) to the Purchasing Card Coordinator if a discrepancy appears on a monthly billing statement that cannot be resolved between the cardholder and vendor. The Purchasing Card Coordinator will forward the form to JP Morgan Chase. JP Morgan Chase will work with the vendor to resolve the issue.

VII. CITY RESPONSIBILITIES

General

Purchasing Card Coordinator and Administrators within the City are listed in Appendix 4 with contact information.

Purchasing Card Coordinator Responsibilities

The Purchasing Card Coordinator's responsibilities include, but are not limited to:

- ◆ Working with the Department Purchasing Card Coordinator(s) and JP Morgan Chase to obtain Purchasing Card accounts and to make any changes to the accounts.
- ◆ Working with JP Morgan Chase and the Department Purchasing Card Coordinator(s) to resolve any issues/concerns related to the City's Purchasing Card program.
- ◆ Keeping records of completed forms submitted to JP Morgan Chase for each cardholder.
- ◆ Reviewing forms submitted by Department Purchasing Card Coordinator(s) to ensure the forms have the required information completed and an original department authorized signature.
- ◆ Applying the departmental approval signature on the forms after review and forwarding the forms to JP Morgan Chase for processing, or using the online account tools through JP Morgan Chase to make card changes or open/close accounts.
- ◆ Updating the City's Purchasing Card manual and other documentation as needed.
- ◆ Training Department Purchasing Card Coordinator(s). The training must include, but is not limited to, the topics covered in the City Purchasing Card Policy & Procedure Manual and the City Purchasing Card Cardholder Agreement. The training must cover in detail the Department Purchasing Card Coordinator's responsibilities.
- ◆ Distributing Purchasing Cards to the Department Purchasing Card Coordinator(s). Cards must be secured until delivered to the Department Purchasing Card Coordinator(s).
- ◆ Obtaining Department Purchasing Card Coordinators' signature and date on the Purchasing Card Acceptance Form (Appendix 6), which acknowledges receipt of each card. The forms will be maintained in the cardholder file by the Purchasing Card Coordinator.
- ◆ Maintaining a master list of all Purchasing Cards, including but not limited to, department name, cardholder name, card/account number, and expiration date in a locked file.
- ◆ Notifying JP Morgan Chase of any card cancellations or changes in cardholder names or addresses. Retain proof of destruction of canceled cards for audit purposes.
- ◆ Sending a completed JPMorganChase Purchasing Card Dispute Form (Appendix 8) and written justification to JP Morgan Chase if a discrepancy appears on a monthly billing statement that cannot be resolved between the cardholder and vendor. JP Morgan Chase Bank will work with the vendor to resolve the issue. The original signature of the cardholder and Department Purchasing Card Coordinator or authorized designee is required on the form.
- ◆ Performing an annual assessment of each card/account for the City. Procedures are as follows:
 - a. After the close of each fiscal year, Purchasing Card Coordinator will create a report reflecting the spending trends over the past year for all accounts in the City.
 - b. The Purchasing Card Coordinator must analyze each account to determine if single transaction and

monthly cycle limits are commensurate with actual spending, if long-term inactive accounts should be closed, and to ensure only authorized employees have accounts.

c. The Purchasing Card Coordinator shall indicate any appropriate changes to the accounts within 30 days of receipt. The Purchasing Card Coordinator will send all account changes to JP Morgan Chase. Documentation of the annual assessment should be retained by the City for audit purposes.

City Payment and Procurement Staff Responsibilities

The City payment and procurement staff responsibilities include but are not limited to:

- ◆ Reviewing the transactions for proper approvals.
- ◆ Reviewing written justification from the cardholder and, if necessary, obtaining City approval for payment.
- ◆ Reviewing the payment coding for proper appropriation authority.
- ◆ Maintaining proper security flow approval to ensure segregation of duties.

VIII. BILLING PAYMENT AND ACCOUNT DISTRIBUTION PROCESS

General

Receipts must be uploaded within 7 business days of the transaction. Timing is extremely critical. Do not hold payments while waiting on credits. If credits are not received in a timely manner, or disputed items are rejected by JP Morgan Chase, the Purchasing Card Coordinator should be contacted.

Transaction Payment Coding

The City and Departments are responsible for ensuring charges are in accordance with State Board of Accounts. **Employees can only use the Purchasing Card for their department appropriation numbers unless approved by the department heads or Chief of Staff and Purchasing Card Coordinator for ongoing expenses.** Before approving the transactions and attached documentation for payment processing, departments should ensure the appropriation number is correct before submitting the expense reports. Once the expense report is approved, the transaction cannot be changed.

Encumbrance Requirements

If there is a Purchase Order (PO) number for the item that is being purchased, please indicate the number in the description field for the transaction. It is the Department Purchasing Coordinator's responsibility to ensure the number is reflected on the transactions and to ensure the necessary adjustment is made to the PO.

Additional Information for Reporting

If there is Program, Project, SubProject, Grant or Contract information for the item that is being purchased, please indicate the Codes in the appropriate fields on the online site. It is the Department Purchasing Coordinator's responsibility to ensure the number is reflected on the transactions.

Automated Interface Payment Processing

An automated interface between JP Morgan Chase and the City financial system is being developed. The approved transaction data should be posted to the City financial system daily. Information will be sent via email once the details are finalized.

Management Reports

Reports can be created and scheduled through the Purchasing Card online site. See training material for more information.

Cardholder Reports

Account access for cardholders is available at any time on any internet enabled device via: <http://smartdatajpmorgan.com>. This website permits cardholders to monitor their accounts, upload receipts, and set the fund, department, object codes as well as descriptions of the purchased items.

Allowable Purchases

Appendix 1

The City Purchasing Card may be used to purchase items classified as commodities such as consumable supplies, maintenance materials, parts, and other miscellaneous purchases. If you are uncertain whether a purchase is allowable on the Purchasing Card, contact your Department and/or Purchasing Card Coordinator.

Gift cards for a specific program shall only be purchased using revenue designated for the specific program. Examples of acceptable revenue sources include sponsorships, donations, participant fees, and vendor fees. No single gift card over \$50 shall be purchased or distributed. The total amount of gift cards per program shall not exceed \$500.

Please contact the Purchasing Card Coordinator if you have any questions on allowable revenues or limits. The internal controls procedure defined by the Purchasing Card Coordinator will be followed for all gift card purchases and distributions.

Unallowable/Excluded Purchases

Appendix 2

The City Purchasing Card may **not** be used to purchase items that are not in accordance with the City of Westfield's payment and procurement rules and regulations. The following list provides examples of unallowable/excluded purchases. This list is not intended to be a complete list of unallowable/excluded purchases that can be made with the Purchasing Card but is provided to assist you in determining a general idea of unacceptable transactions. If you are uncertain whether a purchase is allowable on the Purchasing Card, contact your Department and/or Purchasing Card Coordinator.

Unallowable/Excluded Purchases Descriptions

Alcohol, Cash Advances, Gift Cards for City Staff, Entertainment, Personal Items, Splitting a purchase into multiple transactions to bypass established single transaction or monthly billing cycle dollar limits.

PURCHASING CARD CARDHOLDER AGREEMENT

Appendix 3

Name of Cardholder: _____

Cardholder Business Address: _____

Cardholder Business Phone Number: _____

Department Name: _____

Supervisor's Name & Title: _____

Supervisor's Phone Number: _____

Department Purchasing Card Coordinator Name: _____

Department Purchasing Card Coordinator Phone Number: _____

Cardholder agrees to accept responsibility for the protection and proper use of the City Purchasing Card (CPC) in accordance with the terms and conditions below:

1. Cardholder agrees to upload the supporting receipts from the vendor to <http://smartdata.jpmorgan.com> as stated in the Purchasing Card Policy and Procedures Manual. Failure to correctly document any purchase will be deemed an improper use of the CPC.
2. If the card is lost or stolen, Cardholder shall immediately notify the JP Morgan Chase and the Department or Purchasing Card Coordinator.
3. Cardholder's department shall be responsible for all charges, including fees and interest, incurred from the *proper* use of the CPC.
4. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he/she shall be personally liable for any improper use of the CPC and agrees to reimburse the City for such use, other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the CPC may be cause for disciplinary action by the Department including employment termination and that improper use of the CPC may subject Cardholder to criminal prosecution.
5. Cardholder understands that should his/her employment with the City of Westfield terminate for any reason, the CPC must be returned to the Purchasing Card Coordinator through his/her Department Purchasing Card Coordinator. Cardholder also understands that the Purchasing Card Coordinator may withdraw authorization to use the CPC and require the return of the CPC at any time for any reason.
6. In the event of transfer to a different Department within the City, the CPC must be returned to the Purchasing Card Coordinator through his/her Department Purchasing Card Coordinator. The new Department Purchasing Card Coordinator and Employee must complete a new Cardholder Agreement Form before the card will be re-released to the employee.
7. Cardholder understands that use of the CPC is for purchases subject to individual card limitations for use in official City business. All purchases must comply with City and State accounting

and purchasing statutes, regulations and policies, including all policies the Cardholder's Department implements in the use of the CPC.

8. The following items may **not** be purchased with the CPC; however, the list is not all inclusive: Alcohol, Cash Advances, Gift Cards for City Staff, Entertainment, Personal Items, Splitting a purchase into multiple transactions to bypass established single transaction or monthly billing cycle dollar limits. If in doubt that a purchase is authorized under this agreement through the use of the CPC, Cardholder understands that he/she should seek prior approval from the Purchasing Card Coordinator through his/her Department Purchasing Card Coordinator. Such approval presumes the proper use of the CPC.

9. Cardholder acknowledges by his/her signature to this agreement that he/she has received training in the proper use of the CPC; has received, read and understands the City Purchasing Card Policy & Procedure Manual; and has read and accepts the terms of this agreement.

Cardholder Signature: _____

Date: _____

For Clerk Treasurer's Use Only

Transaction Limit: _____ (Standard \$500)

Cycle Credit Limit: _____ (Standard \$3,000)

Approvals:

Supervisor Signature and Date:

Department Purchasing Card Coordinator Signature and Date:

Purchasing Card Coordinator Signature and Date:

Purchasing Card Coordinator and Administrators**Appendix 4**

	NAME	TITLE	TELEPHONE NUMBER	E-MAIL ADDRESS
Purchasing Card Coordinator	Cindy Gossard	Clerk Treasurer	804-3026	cgossard@westfield.in.gov
Administrator	Kerri Gagnon	Deputy Clerk Treasurer	804-3021	kgagnon@westfield.in.gov
Administrator	Micha Farrar	Deputy Clerk Treasurer	804-3025	mfarrar@westfield.in.gov

PURCHASING CARDHOLDER ACCOUNT ACTION REQUEST

Appendix 5

Please circle the action requested and fill out the information below. Forward completed document (including signatures) to the Purchasing Card Coordinator for processing.

- New Account
- Rush Card Request
- Request Lost/Stolen Replacement
- Update Account Information
- Reissue Replacement Card
- Emergency Card Replacement
- Authorization Override
- Close Account
- Other _____

Account Cycle Controls

- Total Cycle Dollar Limit \$ _____
- Max # Daily Transaction # _____
- Max \$ per Transaction \$ _____

Account Number (last 8 digits)	XXX-XXXX-_____ - _____
Cardholder Name	
Department	
Social Security Number (last 4 digits)	XXX-XX-_____ *For new accounts or replacement requests only
Cardholder Title	
Cardholder Telephone Number	
Special Instructions	

Cardholder Signature and Date:

Department Purchasing Coordinator Signature and Date:

Effective Date of Changes:

Purchasing Card Coordinator Signature and Date:

Purchasing Card Acceptance Form

Appendix 6

CARDHOLDER NAME
CARD NUMBER (last 4 digits) AND CARD EXPIRATION DATE
DEPARTMENT PURCHASING CARD COORDINATOR I certify receipt of the above card and that the Purchasing Card will be kept in a secured location until given to the cardholder. The card information will be kept confidential and will not be given to unauthorized personnel. Signature: Date:

Vendor Non-Acceptance Form

Appendix 7

Instructions: Cardholders who encounter vendors who will not accept the City of Westfield Purchasing Card should fill out the information requested above and forward to the Purchasing Card Coordinator.

Department: _____

Cardholder Name: _____

Department Name: _____

Date: _____

Vendor Information: _____

State Vendor #: (If Known) _____

Vendor Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Would you use this vendor routinely if they DID accept the Purchasing Card?

Yes _____ No _____

What is the value of the order you WOULD have placed? \$_____

Comments: _____

JPMorganChase

Dispute Form:

This form has been provided for your convenience. If you believe that a transaction on your statement is in error you can use this form to contact us. Regulations require that you notify us in writing within 60 days from the statement billing date of the disputed charge. Any response received after this time frame may result in our inability to assist you with your dispute. **Please be advised that Visa & MasterCard require that attempts be made to resolve your dispute with the merchant before notifying us.** Please complete and mail or fax this form to Chase Card Services, Attn: Commercial Card Dispute Dept. OH1-0553, PO Box 182918, Columbus, OH 43272-5543, CCSColumbusDisputes@chase.com, or Fax to 866-865-2298.

Name: _____

Account #: _____

Merchant Name: _____

Transaction Date: _____

Posting Date: _____

Reference #: _____

Transaction Amount: \$ _____

Please Circle one of the following choices applicable to your dispute. Include all necessary information/documentation.

1. I do not recognize the above-mentioned charge. I have attempted to contact the merchant to obtain further information.

2. I have been billed more than once by the same merchant. I authorized one charge with this merchant only. My card
was in my possession at the time of the transaction.

Valid Charge \$ _____ Reference # _____ Transaction Date: _____

Invalid Charge \$ _____ Reference # _____ Transaction Date: _____

3. I canceled: Service / Airline Ticket / Hotel Reservation on _____ (date).
Cancellation# _____

4. I have not received the merchandise that was to be shipped to me on _____ (date). I have requested credit.

5. Merchandise that was shipped to me arrived damaged or not as described. I returned it on _____(date) and asked the merchant to credit my account. I am providing a copy of my returned mail receipt.

Appendix 8 (continued)

6. Merchant was to issue credit for merchandise I returned to the store. I have enclosed a copy of my credit receipt.
7. I have been charged for a purchase that was paid for by other means. I am providing a copy of the documentation showing the other method of payment.
8. I have been billed for an incorrect amount. My receipt shows \$_____, however, I was billed \$_____
I am providing a copy of my receipt showing the correct amount.
9. I did not authorize the above-mentioned charge. I have attempted to contact the merchant to resolve dispute.
(If this is a VISA account, Visa regulations require that your account be closed prior to pursuing this dispute reason.
Please call Customer Service at 800-316-6056 to assist you in closing your account.)
10. Other: I am attaching detailed information that describes the dispute.

Work Phone () _____

Email: _____

Fax _____

Signature _____ Date _____

ORDINANCE 18-03

ORDINANCE TO ADOPT UPDATED POLICIES, PROCEDURES AND FEE SCHEDULES

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

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

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

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

- a) Economic and Community Development
- b) Public Works
- c) Purchasing Cards
- d) Stormwater and Trash
- e) Police Department
- f) Fire Department
- g) Personnel/Human Resources
- h) Parks

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

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

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

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy Spoljaric

Cindy Spoljaric

Cindy Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that ORDINANCE 18-03 was delivered to the Mayor of Westfield

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

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 18-03

this _____ day of _____, 2018.

I hereby VETO ORDINANCE 18-03

this _____ day of _____, 2018.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

ATTEST:

Cindy Gossard, Clerk Treasurer

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

ORDINANCE 18-05

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

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

WHEREAS, The City of Westfield, Indiana (the “City”) and the Township of Washington, both of Hamilton County, Indiana are subject to the Westfield-Washington Township Unified Development Ordinance (the “UDO”); and

WHEREAS, the Common Council enacted Ordinance No. 12-25, establishing the Hall and House PUD Ordinance on July 9, 2012, recorded as Instrument No. 2012041159 in the Office of the Recorder of Hamilton County, Indiana (the “Original PUD Ordinance”); and

WHEREAS, the Council subsequently adopted Ordinance No. 17-16, the Hall and House PUD Amendment on July 10, 2017 (the “First Amendment”), which amended the Original Ordinance; and

WHEREAS, the Westfield-Washington Advisory Plan Commission (the “Commission”) considered a petition (**Petition No. 1803-PUD-07**), requesting an amendment to the Unified Development Ordinance and to the Zoning Map with regard to the subject real estate more particularly describe in **Exhibit A**, attached hereto and made apart hereof (the “Real Estate”); and

WHEREAS, the Commission forwarded Petition No. 1803-PUD-07 to the Common Council with a _____ recommendation (#-#) in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code § 36-7-4-1505; and

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on _____, 2018; 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 Unified Development Ordinance and Zoning Map is hereby amended as follows:

Section 1. Applicability of Ordinance.

- 1.1 Development of the Real Estate shall be governed by (i) the provision of this Ordinance and its exhibits, (ii) the Hall and House PUD Ordinance, and (iii) the provisions of the Unified Development Ordinance, as amended and applicable to the Underlying Zoning District or a Planned Unit Development District, except as modified, revised,

supplemented or expressly made inapplicable by this Ordinance or the Hall and House PUD Ordinance.

1.2 Chapter (“Chapter”) and Article (“Article”) cross-references of this Ordinance shall hereafter refer to the section as specified and referenced in the Unified Development Ordinance.

1.3 All provision and representations of the Unified Development Ordinance that conflict with the provisions of this Ordinance or the Hall and House PUD Ordinance are hereby made inapplicable to the Real Estate and shall be superseded by the terms of this Ordinance.

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

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

Section 4. **General Regulations.** The standards of Chapter 4 Zoning Districts, as applicable to the Underlying Zoning District, shall apply to the development of the Real Estate, except as otherwise modified by the Hall and House PUD Ordinance as set forth below:

4.1 Minimum front yard building setback along 175th Street from the public right-of-way shall be ten (10) feet.

Section 4. **Development Standards.** The standards of Chapter 6 Development Standards shall apply to the development of the Real Estate, except as otherwise modified by the Hall and House PUD Ordinance as set forth below:

4.1 Article 6.8 Landscape Standards: Shall not apply to Lot B-2, rather landscaping shall be installed in substantial compliance with the Illustrative Landscape Exhibit, attached hereto as **Exhibit C**.

[SIGNATURE PAGE IMMEDIATELY FOLLOWS.]

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

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that **ORDINANCE 18-05** was delivered to the Mayor of Westfield

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

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 18-05**

this _____ day of _____, 2018.

J. Andrew Cook, Mayor

I hereby VETO **ORDINANCE 18-05**

this _____ day of _____, 2018.

J. Andrew Cook, Mayor

This document prepared by:

SCHEDULE OF EXHIBITS

- | | |
|-----------|---------------------------------|
| Exhibit A | Real Estate (Legal Description) |
| Exhibit B | Concept Plan |
| Exhibit C | Illustrative Landscape Exhibit |

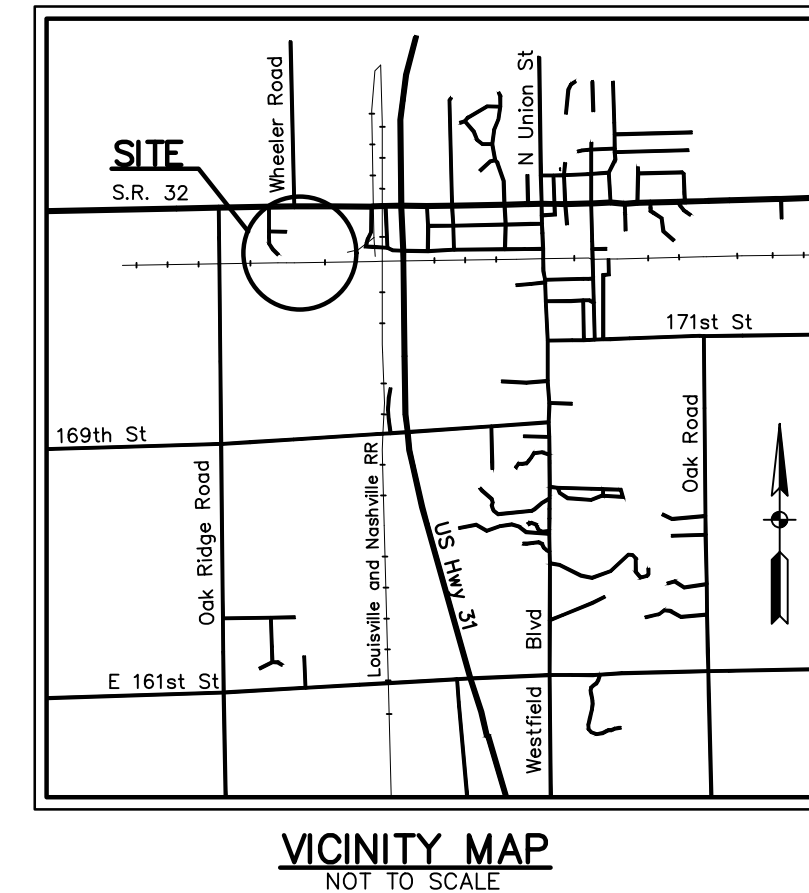
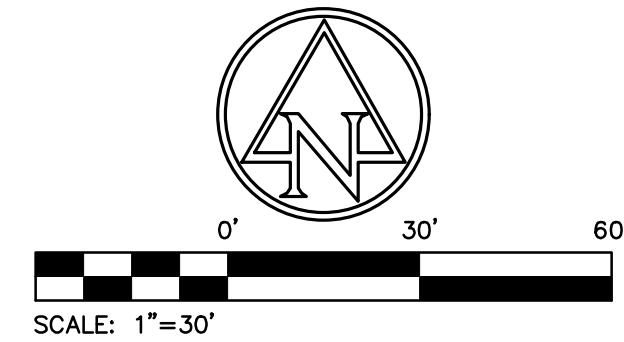
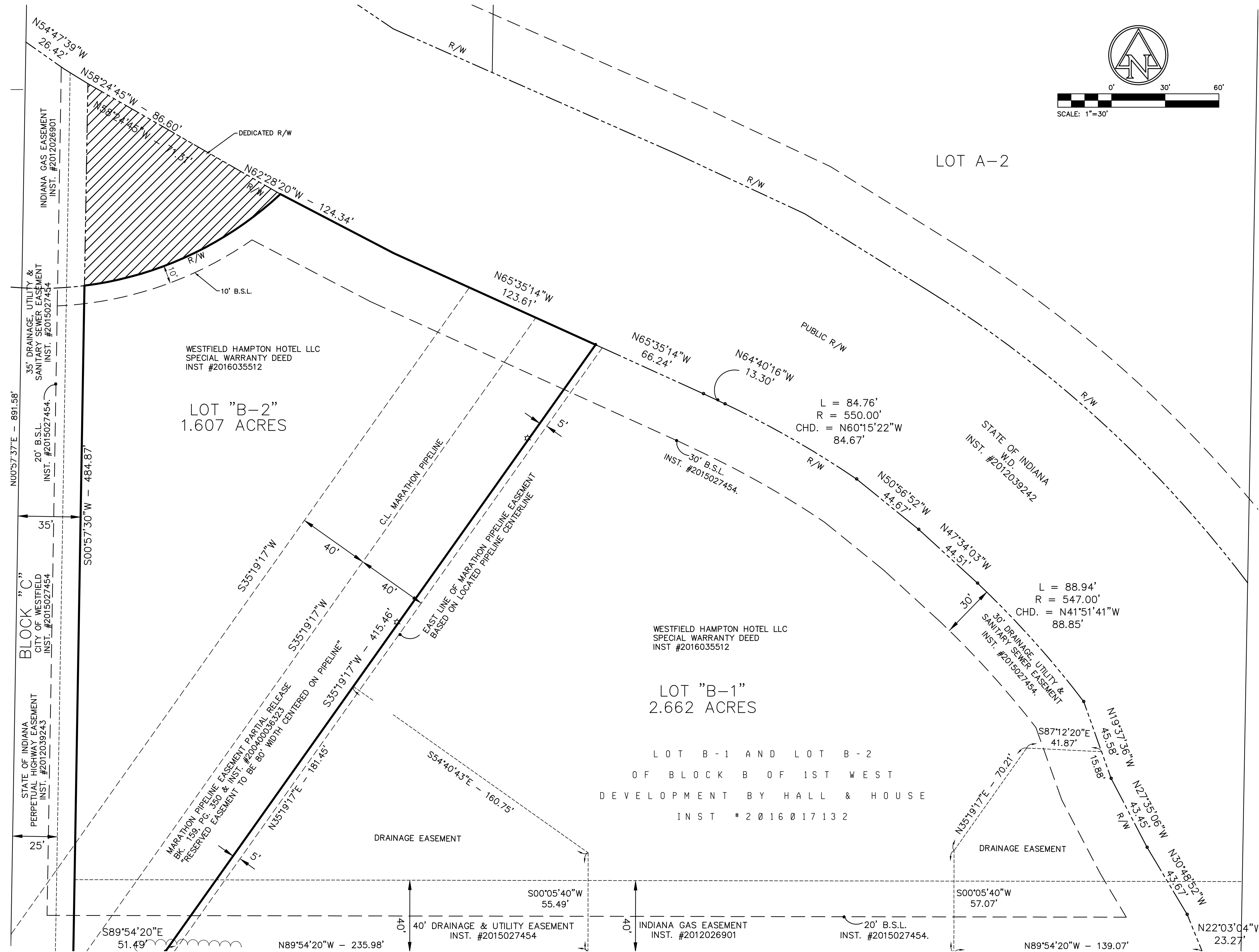
EXHIBIT “A”

DESCRIPTION

Part of the Northwest Quarter of Section 1, Township 18 North, Range 3 East located in Hamilton County, Indiana described as follow:

Commencing at the Southeast corner of the Southwest Quarter of Section 36, Township 19 North, Range 3 East (said corner being South 89 degrees 49 minutes 58 seconds West 79.77 feet from the Northeast corner of the East Half of the Northwest Quarter of Section 1, Township 18 North, Range 3 East) assumed basis of bearings; thence South 89 degrees 49 minutes 58 seconds West along the North line of the said Half Quarter Section 551.56 feet to the northeast corner of a variable right-of-way of State Road 32 per Project STP-008-6(006) parcel 41; thence South 01 degrees 02 minutes 08 seconds West 51.03 feet to the southeast corner of said right-of-way parcel 41, being the Point of Beginning; thence South 01 degrees 02 minutes 08 seconds West 843.75 feet to the north right-of-way of the Central Indiana Railroad; thence North 89 degrees 54 minutes 20 seconds West along said right-of-way 687.23 feet; thence North 00 degrees 57 minutes 37 seconds East 852.24 feet to the southwest corner of the aforesaid variable right-of-way; thence North 89 degrees 11 minutes 51 seconds East along the south line of said right-of-way 688.26 feet to the Point of Beginning containing 13.38 acres more or less.

PLOT DATE: 1/19/2018 4:05 PM
PLOT SCALE: 1"=30'
DRAWING FILE: P:\2017\00598\0. Drawings\Civil\ExhibitB\2017.00598.CE.2018-01-19.PUD Amendment Exhibit B.dwg
EDITED BY: AHOLIER
EDIT DATE: 1/19/2018



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HALL AND HOUSE PUD AMENDMENT

**S.R. 32 & WHEELER
ROAD
WESTFIELD, IN**

CERTIFIED BY

ISSUANCE INDEX

DATE:
01/19/2018
PROJECT PHASE:

REVISION SCHEDULE

NO.	DESCRIPTION	DATE

Project Number 2017.00598.0001

EXHIBIT B

TREES	QTY	BOTANICAL NAME / COMMON NAME	COND.	SIZE	SPACING
AR	6	Acer rubrum 'Redpointe' / Redpointe Maple	B & B	2' Cal.	As shown
GA	3	Ginkgo biloba 'Autumn Gold' TM / Maidenhair Tree	B & B	2' Cal.	As shown
GS	7	Gleditsia triacanthos 'Skyline' / Skyline Honey Locust	B & B	2' Cal.	As shown
NW	3	Nyssa sylvatica 'Wildfire' / Black Gum	B & B	2.5' Cal.	As shown
TN	15	Thuja occidentalis 'Nigra' / Nigra Cedar	B & B	6' Ht.	As shown

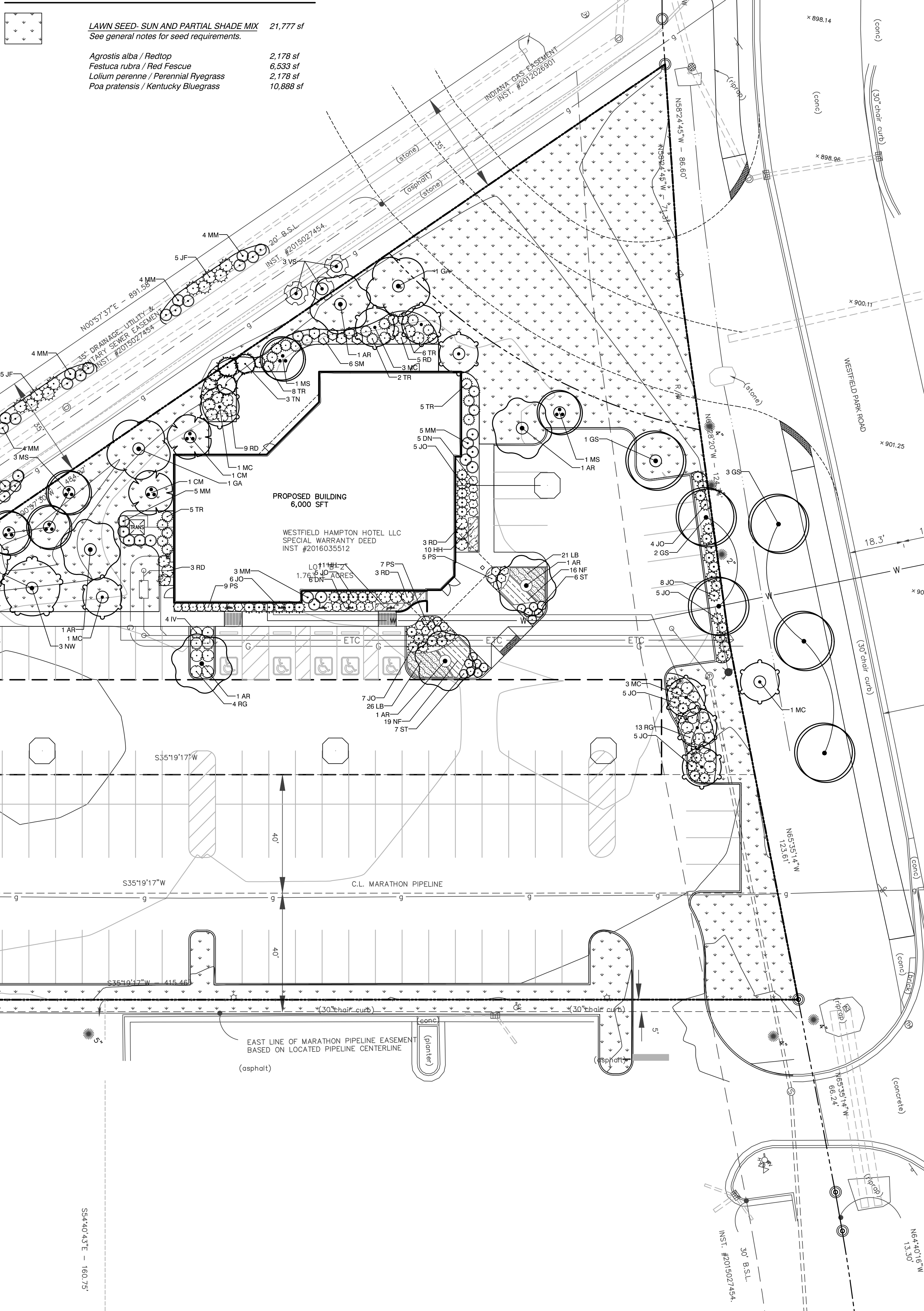
ORNAMENTAL TREE	QTY	BOTANICAL NAME / COMMON NAME	COND.	SIZE	SPACING
CM	2	Cornus kousa 'Milky Way' / Milky Way Kousa Dogwood	B & B	8' HT.	As shown
MS	5	Magnolia virginiana / Sweet Bay	B & B	8' HT.	As shown
MC	9	Malus x 'Centzam' TM / Centurian Crab Apple	B & B	1.5' Cal.	As shown

SHRUBS	QTY	BOTANICAL NAME / COMMON NAME	COND.	SIZE	SPACING
AA	7	<i>Aronia melanocarpa</i> 'Autumn Magic' / Autumn Magic Black Chokeberry	CONT.	3 GAL.	60" O.C.
DN	11	<i>Deutzia gracilis</i> 'Nikko' / Slender Deutzia	CONT.	3 GAL.	36" O.C.
IV	9	<i>Itea virginica</i> 'Henry's Garnet' / Henry's Garnet Sweetspire	CONT.	3 GAL.	As Shown
JF	15	<i>Juniperus chinensis</i> 'Sea Green' / Sea Green Juniper	CONT.	3 GAL.	60" O.C.
JO	50	<i>Juniperus virginiana</i> 'Grey Owl' / Eastern Redcedar	CONT.	3 GAL.	48" O.C.
RG	24	<i>Rhus aromatica</i> 'Gro-Low' / Gro-Low Fragrant Sumac	CONT.	3 GAL.	48" O.C.
RD	23	<i>Rosa</i> x 'Double Knockout' / Rose	CONT.	3 GAL.	48" O.C.
ST	13	<i>Spiraea betulifolia</i> 'Tor' / Birchleaf Spirea	CONT.	3 GAL.	36" O.C.
SM	7	<i>Syringa meyeri</i> 'Palibin' / Dwarf Korean Lilac	CONT.	3 GAL.	48" O.C.
TR	33	<i>Taxus x media</i> 'Runyan' / Yew	CONT.	3 GAL.	48" O.C.
VS	9	<i>Viburnum plicatum tomentosum</i> 'Shasta' / Shasta Japanese Snowball	CONT.	3 GAL.	96" O.C.

GRASSES	QTY	BOTANICAL NAME / COMMON NAME	COND.	SIZE	SPACING
MM	45	Miscanthus sinensis `Morning Light` / Eulalia Grass	CONT.	3 GAL.	48" O.C.
PS	21	Panicum virgatum `Shenandoah` / Switch Grass	CONT.	3 GAL.	36" O.C.

GROUND COVERS	QTY	BOTANICAL NAME / COMMON NAME	COND.	SIZE	SPACING
HH	21	Hemerocallis x 'Happy Returns' / Happy Returns Daylily	Cont.	4" Pot	24" OC
LB	47	Liriope muscari 'Big Blue' / Big Blue Lilyturf	Cont.	4" Pot	24" OC
NF	35	Nepeta x faassenii 'Walkers Low' / Walkers Low Catmint	Cont.	4" Pot	24" OC

	<u>LAWN SEED- SUN AND PARTIAL SHADE MIX</u>	21,777 sf
	See general notes for seed requirements.	
	<i>Agrostis alba</i> / Redtop	2,178 sf
	<i>Festuca rubra</i> / Red Fescue	6,533 sf
	<i>Lolium perenne</i> / Perennial Ryegrass	2,178 sf
<i>Poa pratensis</i> / Kentucky Bluegrass	10,888 sf	



- CONTRACTOR TO VERIFY ALL UTILITY LOCATIONS IN THE FIELD PRIOR TO BEGINNING WORK. CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE TO UTILITIES ASSOCIATED WITH WORK. UTILITIES SHALL BE REPAIRED TO SATISFACTION OF THE UTILITY OWNER AND/OR OPERATING AUTHORITY AT NO ADDITIONAL COST.
2. A MINIMUM OF 4" OF TOPSOIL (1" TOPSOIL, 1" MULCH AND SOIL CONDITIONER) SHALL BE APPLIED ON AREAS TO BE SEED, SOODED AND PLANTED. PLANTING SOIL MIX SHALL BE FREE FROM SUBSOIL, VEGETATION, WEEDS OR ANY EXTRANEOUS OR DELETERIOUS MATERIALS LARGER THAN 1". REMOVE ANY UNSUITABLE AND EXCESS TOPSOIL AS DETERMINED BY SOILS ENGINEER FROM THE SITE. FURNISH ANY ADDITIONAL TOPSOIL NEEDED AT NO ADDITIONAL COST. ADDED TOPSOIL SHALL BE INCORPORATED INTO EXISTING SOIL.
3. IN CASE OF DISCREPANCIES BETWEEN THE PLAN AND THE PLANT LIST, THE PLAN SHALL DICATE. IF IN QUESTION, CONTACT THE LANDSCAPE ARCHITECT.
4. ALL PLANTING BEDS SHALL HAVE A 3" THICK LAYER OF SHREDED HARDWOOD BARK MULCH. NO UTILITY MULCH OR PROCESSED TREE TRIMMINGS WILL BE ALLOWED. ALL PLANTING BEDS SHALL HAVE PRE-EMERGENT HERBICIDE APPLIED AS PER MANUFACTURERS RECOMMENDATION. AFTER INSTALLATION IS COMPLETE.
5. FINAL PLACEMENT OF PLANT MATERIALS, ETC. SHALL BE APPROVED BY LANDSCAPE ARCHITECT BEFORE PLANTING OPERATIONS ARE TO PROCEED. ALL TREE LOCATIONS SHALL BE MARKED WITH A WOODEN STAKE INDICATING VARIETY AND SIZE OF TREE.
6. NO SUBSTITUTIONS OF PLANT MATERIAL WILL BE ALLOWED. IF PLANTS ARE SHOWN TO BE UNAVAILABLE, THE CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT PRIOR TO BID DATE IN WRITING. ALL PLANTS SHALL BE INSPECTED AND TAGGED WITH PROJECT IDENTIFICATION AT NURSERY OR CONTRACTORS OPERATION PRIOR TO MOVING TO JOB SITE. PLANTS MAY ALSO BE INSPECTED AND APPROVED OR REJECTED ON THE JOB SITE.
7. ALL PLANTS ARE TO MEET OR EXCEED AMERICAN STANDARDS FOR NURSERY STOCK, 2004 EDITION, AS SET FORTH BY AMERICAN ASSOCIATION OF NURSERYMEN.
8. PLANTS AND ALL OTHER MATERIALS TO BE STORED ON SITE WILL BE PLACED WHERE THEY WILL NOT CONFLICT WITH CONSTRUCTION AND AS DIRECTED BY OWNER.
9. ALL NEW LANDSCAPE PLANTINGS SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR FOLLOWING FINAL INSPECTION BY LANDSCAPE ARCHITECT. AT END OF THIS PERIOD, PLANT MATERIAL, TERMED DEAD OR UNSATISFACTORY BY LANDSCAPE ARCHITECT SHALL BE REPLACED AT NO ADDITIONAL CHARGE BY THE LANDSCAPE CONTRACTOR.
10. ALL DISTURBED LAWN AREAS SHALL BE HYDRO-SEEDD OR SOODED AS SHOWN PER THE LANDSCAPE AND EROSION CONTROL PLANS.
11. LAWN AND SOD AREAS ARE TO BE GRADED UNIFORMLY WITHOUT ANY UNDULATIONS OR IRREGULARITIES IN THE SURFACE PRIOR TO ANY HYDRO-SEED OR SOD WORK.
12. ALL LAWN IS TO BE A BLEND PER THE PLANT SCHEDULE. HYDRO-SEED AREAS ARE TO HAVE 0% NOXIOUS WEED AND FEE OF DISEASE.
13. PROTECT LAWN SEEDED AREAS WITH STRAW MULCH. SPREAD MULCH UNIFORMLY AT A MINIMUM RATE OF 1 TON PER ACRE TO FORM A CONTINUOUS BLANKET 1 1/2 INCHES IN LOOSE THICKNESS OVER SEEDED AREAS.

MINIMUM LOT LANDSCAPING (1.61 ACRES)
BUSINESS USE: (10) SHADE TREES + (10) ORNAMENTAL TREES + (25) SHRUBS / ACRE

REQUIRED: (16) SHADE TREES + (16) ORNAMENTAL TREES + (40.3) SHRUBS
PROPOSED: (16) SHADE TREES + (31) ORN / EVERGREEN TREES + (204) SHRUBS

STREET FRONTAGE LANDSCAPING
(3) SHADE OR EVERGREEN TREES + (2) ORNAMENTAL TREES + (25) SHRUBS / 100 LF

WESTFIELD PARK ROAD (200' LF)
REQUIRED: (6) SHADE TREES + (4) ORNAMENTAL TREES + (50) SHRUBS
PROPOSED: (6) SHADE TREES + (4) ORNAMENTAL TREES + (40) SHRUBS
SITE RESTRICTIONS LIMIT PLANTINGS; SEE NOTE BELOW

FOUNDATION PLANTINGS (337 LF)
(1) SHRUB OR ORNAMENTAL TREE / 12 LF

REQUIRED: (28.08) TREES / SHRUBS
PROPOSED: (68) SHRUBS

BUFFER YARDS (NW - 485 LF)
REQUIRED: (20) SHADE TREES + (20) EVERGREEN TREES + (49) SHRUBS
PROPOSED: (8) SHADE TREES + (17) EVERGREEN TREES + (9) ORN TREES + (103) SHRUBS
SITE RESTRICTIONS LIMIT PLANTINGS; SEE NOTE BELOW

INTERIOR PARKING AREA LANDSCAPING (121 SPACES; 9,900 SF)
PARKING ISLANDS TO INCLUDE (1) TREE + (4) SHRUBS / ISLAND (MINIMUM 120 SF)
REQUIRED LANDSCAPED AREA: (10%) 990 SF
PROPOSED LANDSCAPED AREA: (11%) 910 SF
PROPOSED PLANTINGS: (6) SHADE TREES + (3) ORNAMENTAL TREES + (46) SHRUBS
SITE RESTRICTIONS LIMIT PLANTINGS; SEE NOTE BELOW

PERIMETER PARKING AREA LANDSCAPING (516 LF)
(1) SHADE TREE + (10) SHRUBS / 30 LF

REQUIRED: (5) SHADE TREES, (46) SHRUBS
PROPOSED: (3) SHADE TREES, (3) ORNAMENTAL TREES, (17) SHRUBS

DECIDUOUS SHADE TREE

ORNAMENTAL TREE

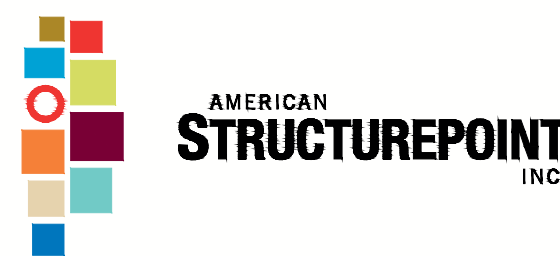
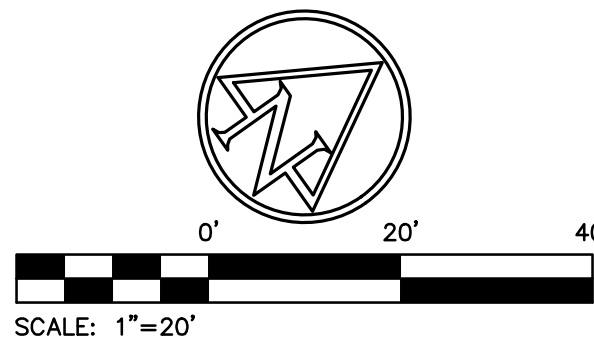
SHRUBS AND ORNAMENTAL GRASSES

MULCH BED/ TREE RING
(DOUBLE-SHREDDED HARDWOOD BARK MULCH)

SPADE EDGE

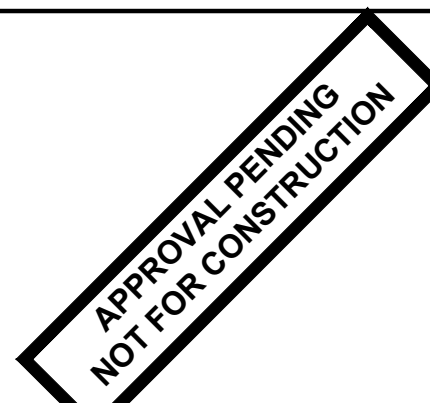
SEE DETAIL ON SHEET C710

TURF SEED MIX



7260 Shadeland Station | Indianapolis, Indiana 4625
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**17470 WHEELER ROAD
WESTFIELD, IN 46074**



CERTIFIED BY

ISSUANCE INDEX

DATE:
12/29/2017
PROJECT PHASE:
CONSTRUCTION DOCUMENTS

[illegible]

Project Number **2017.00598**

ILLUSTRATIVE LANDSCAPE EXHIBIT

EXHIBIT C

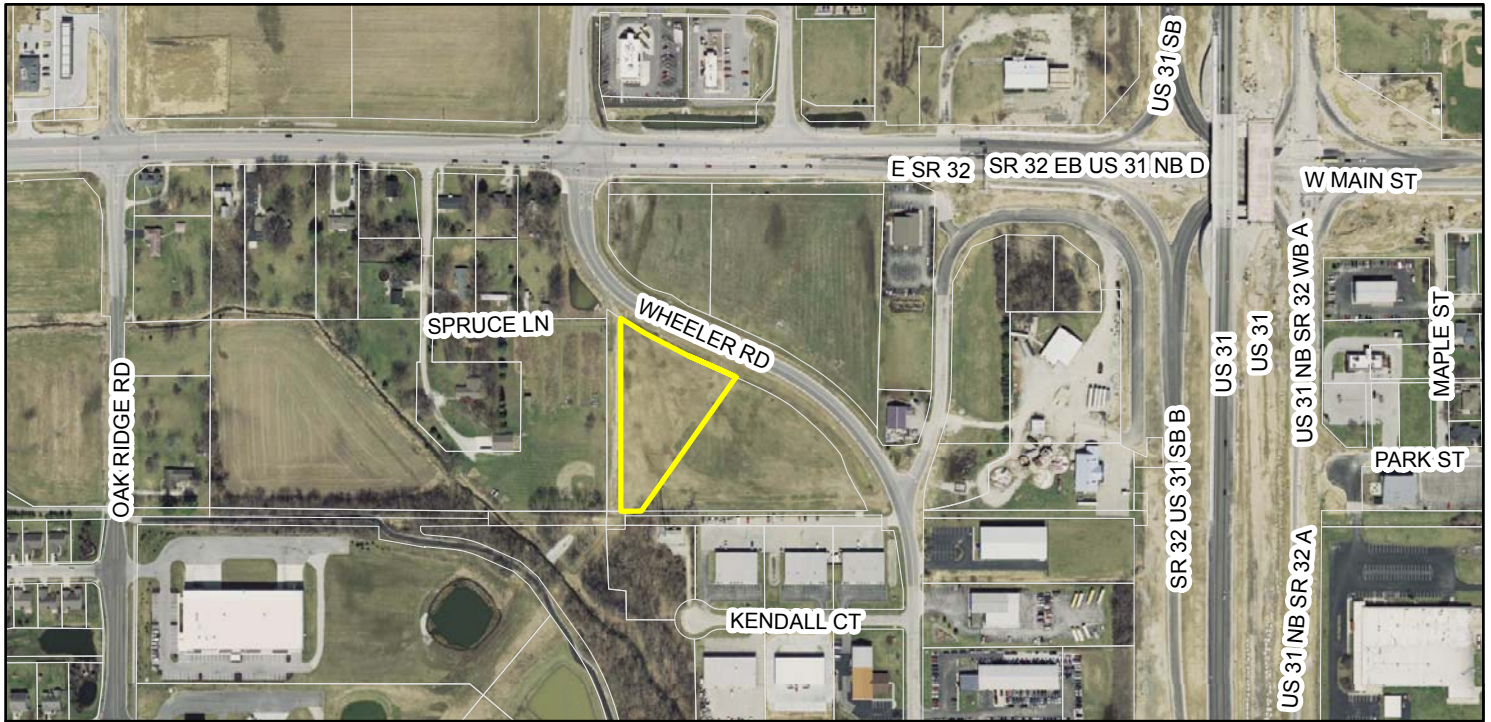
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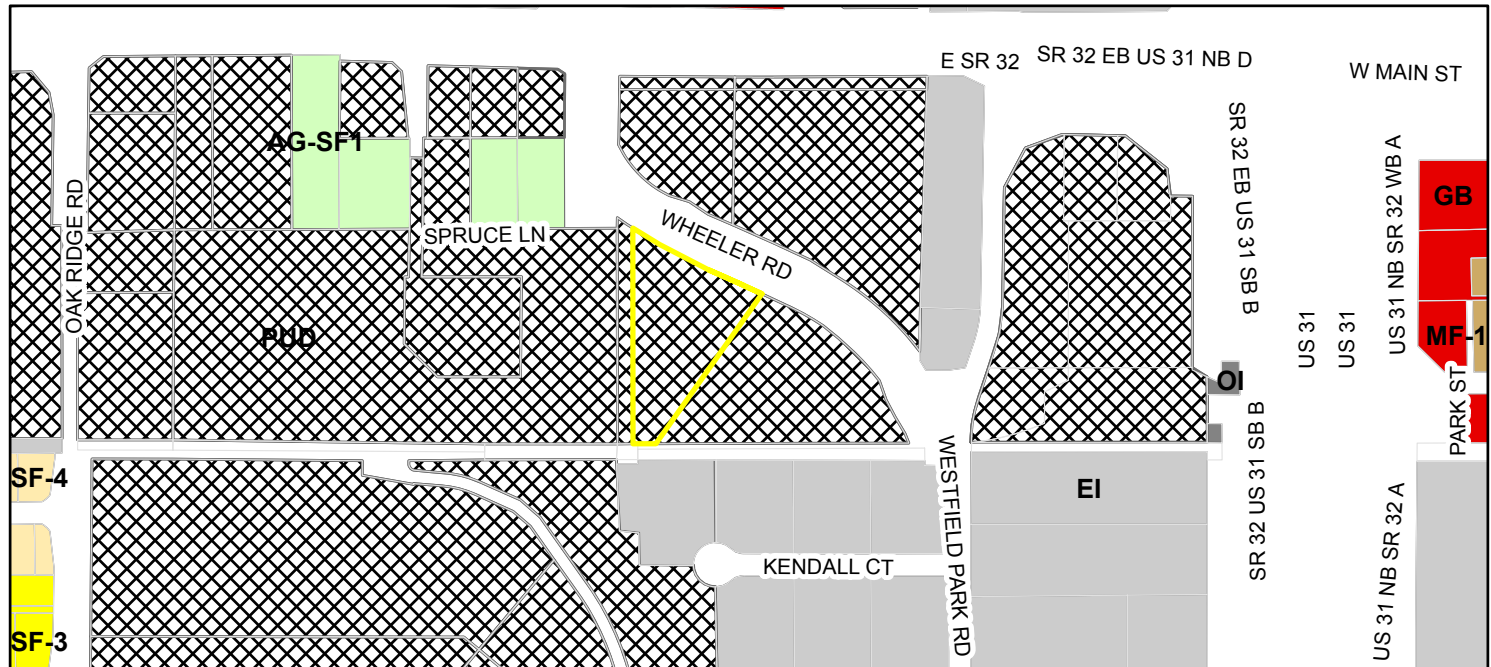
Property Location Map
Hall and House PUD Amendment
1803-PUD-07



Aerial Location Map

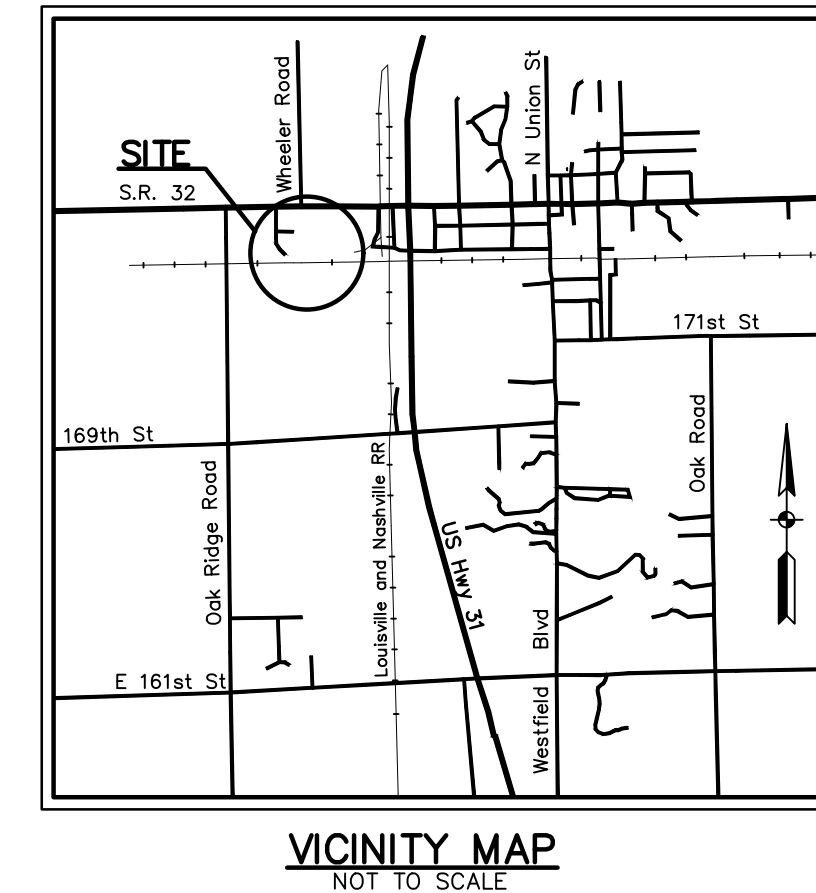
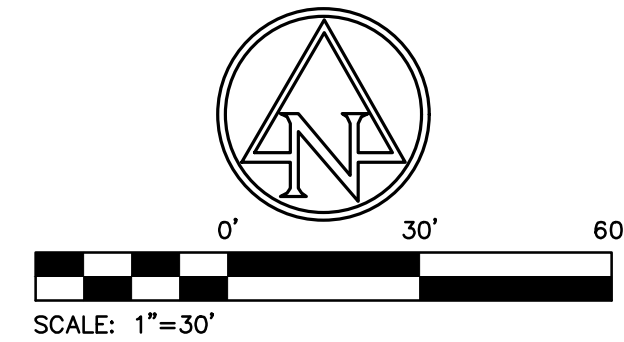
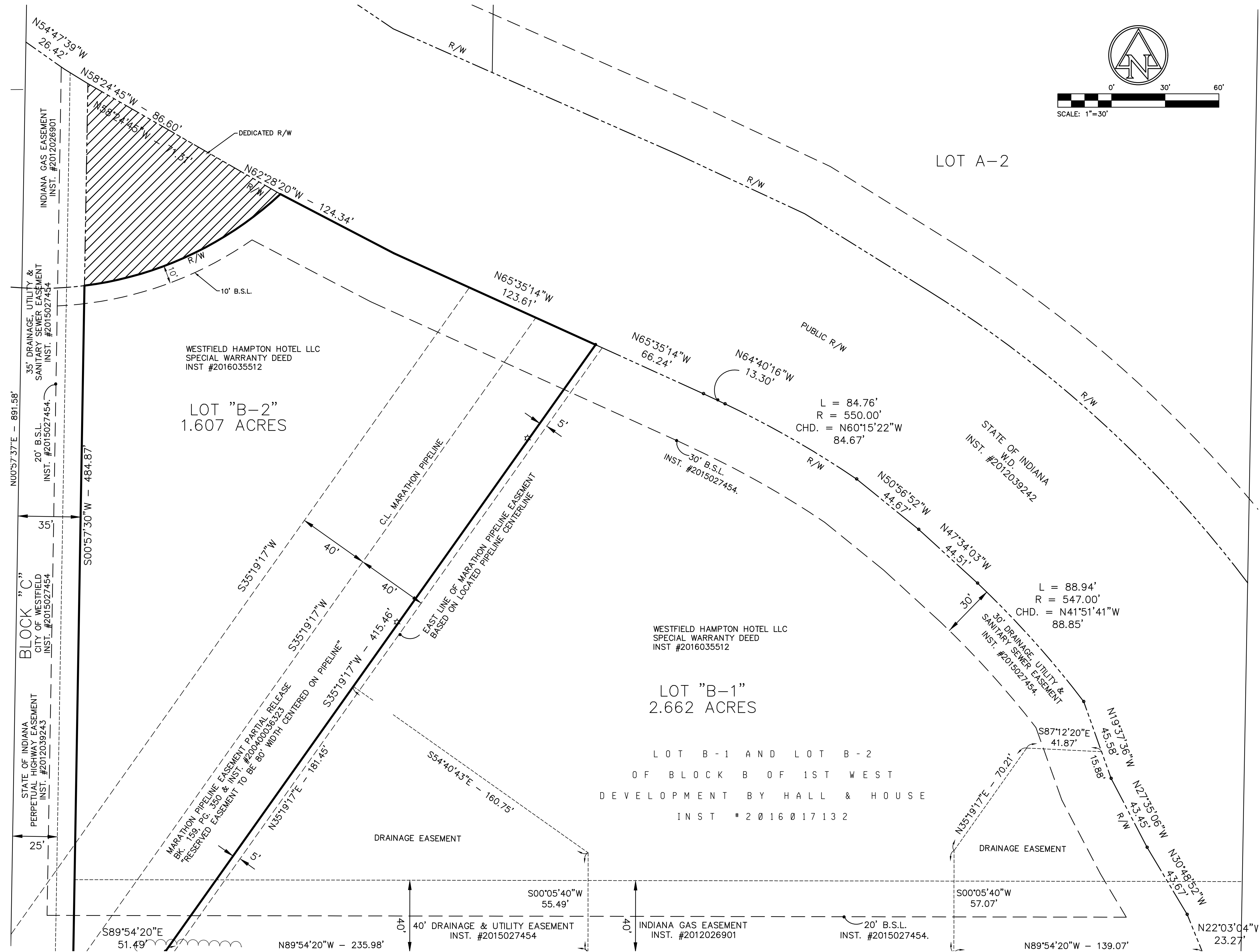


Zoning Map



 Parcel	Zoning - All	 GB (General Business)
Zoning		 OI (Open Industrial)
 AG-SF1 (Agriculture - Single Family - 1)		 PUD (Planned Unit Development)
 EI (Enclosed Industrial)		 SF-3 (Single Family - 3)
		 SF-4 (Single Family - 4)

PLOT DATE: 1/19/2018 4:05 PM
PLOT SCALE: 1"=30'
DRAWING FILE: P:\2017\00598\0_Drawings\Chute\ExhibitB\2017.00598.CE.2018-01-19.PUD Amendment Exhibit B.dwg
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HALL AND HOUSE PUD AMENDMENT

**S.R. 32 & WHEELER
ROAD
WESTFIELD, IN**

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ISSUANCE INDEX

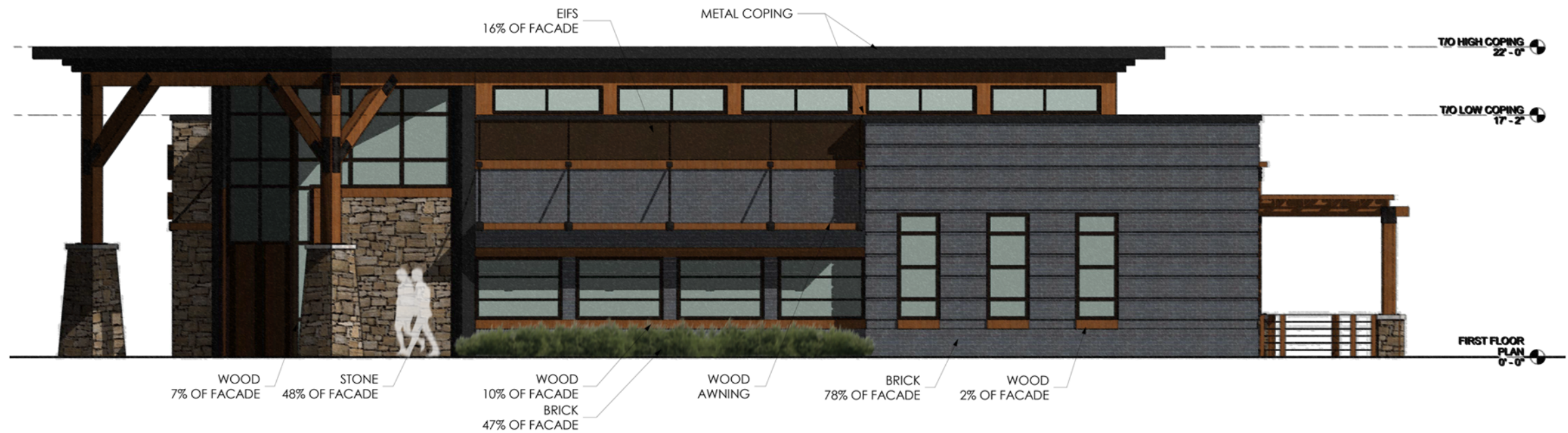
DATE:
01/19/2018
PROJECT PHASE:

REVISION SCHEDULE

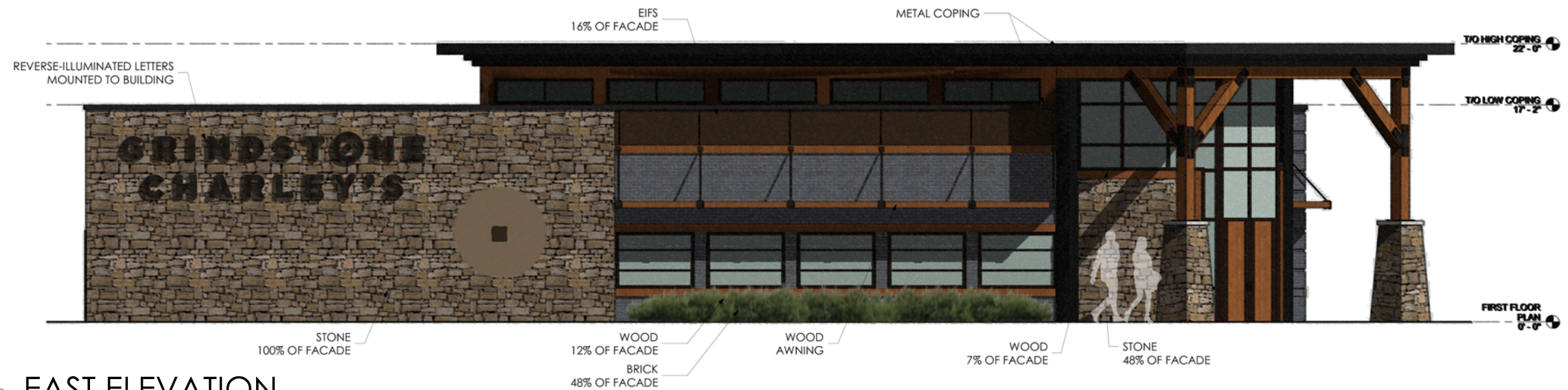
NO.	DESCRIPTION	DATE

Project Number 2017.00598.0001

EXHIBIT B



1 NORTH ELEVATION



2 EAST ELEVATION



750 N. College Ave. - Indianapolis, IN 46202
317.439.4355 (t) www.phanomen.com

GRINDSTONE CHARLEY'S

WESTFIELD, INDIANA

BUILDING ELEVATIONS

12.22.2017

PERRY FOGELSONG
BLAKE FOGELSONG
120 Carey Drive
Noblesville, IN 46060
(T) 317.502.0956
(F) 866.776.6869
pfogelsong@clancysinc.com
bfogelsong@clancysinc.com

ZONING AND DEVELOPMENT FEE COMPARISONS	Current Fee Schedule	Proposed Fee Schedule
<u>ZONING MAP CHANGE</u>		
STANDARD ZONING DISTRICT	750.00 + 30.00 per acre	800.00 + 35.00 per acre
PLANNED UNIT DEVELOPMENT DISTRICT	1200.00 + 30.00 per acre	1500 + 35.00 per acre
PUD DISTRICT ORDINANCE AMENDMENT	750.00 + 30.00 per acre	1000.00 + 35.00 per acre
MODIFICATION OF COMMITMENTS	400.00	500.00
<u>SUBDIVISION</u>		
PRIMARY PLAT	750.00 + 30.00 per acre	1000.00 + 35.00 per acre
SECONDARY PLAT	450.00 + 30.00 per lot	500.00 + 35.00 per lot
PLAT AMENDMENT (REPLAT)	450.00 + 30.00 per lot	500.00 + 35.00 per lot
CONDOMINIUM REVIEW	50.00 + 10.00 per unit	55.00 + 11.00 per unit
CERTIFICATE OF CORRECTION	100.00 + 10.00 per lot	200.00 + 50.00 per lot
PLAT VACATION	500.00	525.00
<u>DEVELOPMENT PLAN</u>		
RESIDENTIAL	700.00 + 30.00 per acre	1000.00 + 35.00 per acre
NON-RESIDENTIAL	700.00 + 30.00 per acre	1000.00 + 35.00 per acre
MULTI-FAMILY	700.00 + 30.00 per acre	1000.00 + 35.00 per acre
INSTITUTION/NON-PROFIT	350.00 + 30.00 per acre	1000.00 + 35.00 per acre
DETAILED DEVELOPMENT PLAN RESIDENTIAL	<i>see building fees</i>	
NON-RESIDENTIAL	550.00	800.00 + 35.00 per acre
MULTI-FAMILY	550.00	800.00 + 35.00 per acre
INSTITUTION/NON-PROFIT	350.00	800.00 + 35.00 per acre
<u>BOARD OF ZONING APPEALS</u>		
VARIANCE OF DEVELOPMENT STANDARD	600.00	600.00
<i>EACH ADDITIONAL VARIANCE</i>	100.00	150.00
VARIANCE OF USE	550.00	600.00 + 35.00 per acre
SPECIAL EXCEPTION	550.00	600.00 + 35.00 per acre
ADMINISTRATIVE APPEAL	550.00	550.00
<u>SIGN PERMITS</u>		
PERMIT REVIEW	100.00	110.00
PER SQUARE FOOT OVER 32 SQUARE FEET	5.00	6.00
<u>OTHER FEES</u>		
CERTIFICATE OF COMPLIANCE	100.00	105.00
ADMINISTRATIVE DETERMINATION/Zoning Letter	100.00	105.00
TEMPORARY USE/EVENT PERMIT	100.00	250.00
FIREWORKS SALES PERMIT	1000.00	1050.00
GREENHOUSE SALES PERMIT	400.00	420.00
<u>ZONING ORDINANCE PENALTY / VIOLATION</u>		
Any person who violates, disobeys, omits, neglects or refuses to comply with, or who resists the enforcement of any provision of Title 16 shall be subject to judgement of not less than \$25 nor more than \$300 for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.		
<u>NOTES:</u>		
(1) Fractional acreages or square feet shall be rounded up to the next whole number for purposes of calculating fees.		
(2) Application fees do not include costs associated with an applicant's public noticing requirements.		

ZONING AND DEVELOPMENT FEE COMPARISONS	Current Fee Schedule	Proposed Fee Schedule
BUILDING FEES		
AGRICULTURE		
Agriculture/farm buildings (major electrical, plumbing, sewage, or water installations)	100.00 + 0.08 per sq. ft.	105.00 + 0.10
Agriculture/farm buildings w/o major electrical, plumbing, sewage, or water installations	100.00	105.00 + 0.10
RESIDENTIAL		
Single-family / Two-family /Tri-Quad dwelling	450.00 + 0.08 per sq. ft.	600.00 +0.10 per sq. ft.
Multi-family dwelling	450.00 + 0.08 per sq. ft.	750.00 + 0.10 per sq. ft.
Residential Accessory Structures		
(e.g., w/ foundations, pools)	100.00 + 0.08 per sq. ft.	250.00 + 0.10 per sq. ft.
Residential Addition	100.00 + 0.08 per sq. ft.	150.00 + 0.10 per sq. ft.
NON-RESIDENTIAL		
New Construction	450.00 + 0.10 per sq. ft.	600.00 + 0.20 per sq. ft.
Remodel/Tenant Finish	200.00 + 0.10 per sq. ft.	350.00 + 0.20 per sq. ft.
Commercial Addition	450.00 + 0.10 per sq. ft.	600.00 + 0.20 per sq. ft.
OTHER FEES		
Certificate of Occupancy	100.00 per unit	110 per unit
Demolition Permit	100.00 per structure	150.00 per structure
Building Relocation	100.00 per structure	150.00 per structure
Temporary Building / Sales Trailer	100.00 per month	350.00 per month
Accelerated Permit Review Fee	1000 + regular fees	1050.00 + regular fees
Replacement Permit Card	25.00	30.00
<i>Occupying Structure w/o Certificate of Occupancy:</i>		
Residential \$2,500	2500.00	2500.00
Non-Residential \$ 5,000	5000.00	5000.00
<i>Commencing Construction w/o Required Permit(s):</i>		
Residential	400.00	400.00
Non-Residential	1250.00	1250.00
INSPECTION FEES		
Required Inspections		
Residential		
Footing	50.00	70.00
Foundation/Underslab Plumbing	50.00	70.00
Rough-in	50.00	70.00
Dry-wall	50.00	70.00
Final	50.00	70.00
Fire Marshal	N/A	N/A
Missed	50.00	70.00
Commercial		
Footing	90.00	100.00
Foundation/Underslab Plumbing	90.00	100.00
Rough-in	90.00	100.00
Dry-wall	90.00	100.00
Final	90.00	100.00
Fire Marshal	90.00	100.00
Missed	90.00	100.00
Pool Inspections:		
Rough Bonding	50.00	70.00
Bonding Grid	50.00	70.00
Final	50.00	70.00

ZONING AND DEVELOPMENT FEE COMPARISONS	Current Fee Schedule	Proposed Fee Schedule
<u>When Applicable or Requested</u>		
<u>Residential</u>		
Above Ceiling	N/A	70.00
Porch	50.00	70.00
Pre-Final	50.00	70.00
Energy / Insulation	50.00	70.00
Trunkline	50.00	70.00
Same-day Inspection Request	N/A	N/A
Failure to Schedule Inspection	250.00	300.00
All Other Inspections	50.00	70.00
After hours or weekend inspection (not to exceed 4 hrs-door to door-included inspection)	250.00	250.00
<u>Commercial</u>		
Above Ceiling	90.00	100.00
Porch	N/A	N/A
Pre-Final	90.00	100.00
Energy / Insulation	90.00	100.00
Trunkline	N/A	N/A
Same-day Inspection Request	N/A	N/A
Failure to Schedule Inspection	250.00	300.00
All Other Inspections	90.00	100.00
After hours or weekend inspection (not to exceed 4 hrs-door to door-included inspection)	250.00	250.00
<u>Re-Inspection Fees</u>		
<u>Residential</u>		
First re-inspection	50.00	70.00
Second re-inspection	100.00	140.00
Third re-inspection	200.00	280.00
Fourth re-inspection	400.00	500.00
<u>Commercial</u>		
First re-inspection	90.00	100.00
Second re-inspection	180.00	200.00
Third re-inspection	360.00	390.00
Fourth re-inspection	720.00	780.00

ZONING AND DEVELOPMENT FEE COMPARISONS	Proposed Fee Schedule
<u>ZONING MAP CHANGE</u>	
STANDARD ZONING DISTRICT	800.00 + 35.00 per acre
PLANNED UNIT DEVELOPMENT DISTRICT	1500 + 35.00 per acre
PUD DISTRICT ORDINANCE AMENDMENT	1000.00 + 35.00 per acre
MODIFICATION OF COMMITMENTS	500.00
<u>SUBDIVISION</u>	
PRIMARY PLAT	1000.00 + 35.00 per lot
SECONDARY PLAT	500.00 + 35.00 per lot
PLAT AMENDMENT (REPLAT)	500.00 + 35.00 per lot
CONDOMINIUM REVIEW	55.00 + 11.00 per unit
CERTIFICATE OF CORRECTION	200.00 + 50.00 per lot
PLAT VACATION	525.00
<u>DEVELOPMENT PLAN</u>	
RESIDENTIAL	1000.00 + 35.00 per acre
NON-RESIDENTIAL	1000.00 + 35.00 per acre
MULTI-FAMILY	1000.00 + 35.00 per acre
INSTITUTION/NON-PROFIT	1000.00 + 35.00 per acre
DETAILED DEVELOPMENT PLAN RESIDENTIAL	
NON-RESIDENTIAL	800.00 + 35.00 per acre
MULTI-FAMILY	800.00 + 35.00 per acre
INSTITUTION/NON-PROFIT	800.00 + 35.00 per acre
<u>BOARD OF ZONING APPEALS</u>	
VARIANCE OF DEVELOPMENT STANDARD	600.00
<i>EACH ADDITIONAL VARIANCE</i>	150.00
VARIANCE OF USE	600.00 + 35.00 per acre
SPECIAL EXCEPTION	600.00 + 35.00 per acre
ADMINISTRATIVE APPEAL	550.00
<u>SIGN PERMITS</u>	
PERMIT REVIEW	110.00
PER SQUARE FOOT OVER 32 SQUARE FEET	6.00
<u>OTHER FEES</u>	
CERTIFICATE OF COMPLIANCE	105.00
ADMINISTRATIVE DETERMINATION/Zoning Letter	105.00
TEMPORARY USE/EVENT PERMIT	250.00
FIREWORKS SALES PERMIT	1050.00
GREENHOUSE SALES PERMIT	420.00
<u>ZONING ORDINANCE PENALTY / VIOLATION</u>	
Any person who violates, disobeys, omits, neglects or refuses to comply with, or who resists the enforcement of any provision of Title 16 shall be subject to judgement of not less than \$25 nor more than \$300 for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.	
<u>NOTES:</u>	
(1) Fractional acreages or square feet shall be rounded up to the next whole number for purposes of calculating fees.	
(2) Application fees do not include costs associated with an applicant's public noticing requirements.	

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

ZONING AND DEVELOPMENT FEE COMPARISONS	Proposed Fee Schedule
<u>When Applicable or Requested</u>	
<u>Residential</u>	
Above Ceiling	70.00
Porch	70.00
Pre-Final	70.00
Energy / Insulation	70.00
Trunkline	70.00
Same-day Inspection Request	N/A
Failure to Schedule Inspection	300.00
All Other Inspections	70.00
After hours or weekend inspection (not to exceed 4 hrs-door to door-included inspection)	250.00
<u>Commercial</u>	
Above Ceiling	100.00
Porch	N/A
Pre-Final	100.00
Energy / Insulation	100.00
Trunkline	N/A
Same-day Inspection Request	N/A
Failure to Schedule Inspection	300.00
All Other Inspections	100.00
After hours or weekend inspection (not to exceed 4 hrs-door to door-included inspection)	250.00
<u>Re-Inspection Fees</u>	
<u>Residential</u>	
First re-inspection	70.00
Second re-inspection	140.00
Third re-inspection	280.00
Fourth re-inspection	500.00
<u>Commercial</u>	
First re-inspection	100.00
Second re-inspection	200.00
Third re-inspection	390.00
Fourth re-inspection	780.00