

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_01_22_2018

Monday, January 22, 2018 at 07:00 PM

BOARD OR COMMISSION: City Council Meeting

MEETING DATE: Monday, January 22, 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 Duane Quesenberry, Pastor from Village Park Bible Methodist Church

Opening of Meeting

Note the presence of a quorum

Announce any changes to Agenda

Approval of Minutes:

Documents: [Meeting Minutes 1-8-18](#)

Claims:

Documents: [Docket](#)

Approval of Claims

Miscellaneous Business/Special Recognition:

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
Documents: [Ordinance 17-45](#) | [Staff Report](#) | [Location Map](#) | [Illustrative Site Layout](#) | [Illustrative Character Exhibits](#) | [Site Enhancement Exhibit](#) | [Illustrative Grand Park Land Use Map](#) | [Family Sport Capital Comp Plan Addendum](#) | [APC Certification](#)

New Business:

Ordinance 18-03: Amended Policies, Procedures and Fee Schedule
Council Introduction: January 22, 2018
Adoption Consideration: February 12, 2018
Documents: [Ordinance 18-03](#) | [2018 Card Manual Update](#) | [2018 Fire and Hazmat Fee Schedule](#) | [2018 Personnel Policies Manual](#) | [2018 Westfield Police Fee Schedule](#) | [2018 CD Fee Schedule](#) | [2018 PW Fee Schedule](#) | [2018 Stormwater-Trash Update](#) | [2018 Park Fee Schedule](#)

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

ORDINANCE NUMBER 17-45

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

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

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

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**Petition No. 1712-PUD-26**), requesting an amendment to the Unified Development Ordinance and to the Zoning Map with regard to the subject real estate more particularly described in **Exhibit A** attached hereto (the "Real Estate");

WHEREAS, the Commission forwarded **Petition No. 1712-PUD-26** to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a favorable recommendation (9-0) in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code § 36-7-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on January 17, 2018;

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

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

Section 1. **Applicability of Ordinance.**

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

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

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 District is hereby divided into two (2) subareas, as depicted on the Concept Plan and labeled as Area I: Hotels and Area II: Outlots (individually or collectively, "Area"). Development of each Area shall be regulated as set forth in this Ordinance.

Section 4. **Illustrative Layout.** The "Illustrative Layout", attached hereto as **Exhibit C**, provides one possible site layout for parking, internal drives and building locations of new improvements. The final layout and site plan shall be subject to the terms and conditions of this Ordinance and may vary from the Illustrative Layout.

Section 5. **Underlying Zoning District(s).** The Underlying Zoning District of this District shall be the GB: General Business District (the "Underlying Zoning District").

Section 6. **Permitted Uses.** All uses permitted in the Underlying Zoning District shall be permitted, except as otherwise modified below:

- 6.1 Prohibited Uses: The following use(s) shall be explicitly prohibited:
 - A. Special Exception Uses.

Section 7. **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 below.

- 7.1 Minimum Lot Frontage: No minimum; however, all Lots shall have vehicular access to an External Street (e.g., via a shared ingress/egress easement).
- 7.2 Minimum Building Setback Lines:
 - A. District Perimeter: Fifteen (15) feet.
 - B. District Perimeter Abutting External Street: Thirty (30) feet.
 - C. All Other: No minimum.
- 7.3 Maximum Building Height: No maximum.
- 7.4 Minimum Building Height:
 - A. Area I: Hotels: Four (4) stories, or sixty (60) feet, whichever is less.
 - B. Area II: Outlots: One (1) story.
- 7.5 Minimum Building Size:
 - A. Area I: Hotels: Forty Thousand (40,000) square feet.
 - B. Area II: Outlots: Three Thousand (3,000) square feet. Outdoor seating area(s) shall count towards this requirement.

Section 8. **Overlay Districts.** The standards of Article 5.2 US Highway 31 Overlay District shall not apply to the development of the Real Estate.

Section 9. **Development Standards.** The standards of Chapter 6 Development Standards shall apply to the development of the Real Estate, except as otherwise modified below.

- 9.1 Article 6.1 Accessory Buildings: Shall apply; however, Article 6.1(H)(2) Screening of Receptacles and Loading Areas shall apply to only prohibit enclosures located within an Established Front Yard abutting US Highway 31 or 191st Street.
- 9.2 Article 6.3 Architectural Standards: Shall apply; except as otherwise modified below.
 - A. Character Exhibit: Area I. The “Character Exhibit”, attached hereto as **Exhibit D**, is hereby incorporated. Buildings within Area I shall be in substantial compliance with the Character Exhibit. Although the Character Exhibit does not necessarily represent the final design, it does hereby establish a benchmark for the quality and appearance of Buildings permitted to be constructed and that contribute to the intent and vision for Area I. If a provision of Article 6.3 Architectural Standards, as modified herein, is in conflict with the Character Exhibit, then the Character Exhibit shall control.

- B. Mechanical Screening (Article 6.3(F)(1)): Shall apply; however, roof-mounted mechanical equipment shall be screened or located in a manner which prevents reasonable visibility.
 - C. Building Materials (Article 6.3(F)(2)). Shall apply to Area II: Outlots. Shall not apply to Area I: Hotels; rather, the following shall apply:
 - i. Masonry Materials: A minimum of eighty percent (80%) of each Building Façade, excluding windows and doors, shall be Masonry Materials, unless panels are used in accordance with paragraph (ii) below.
 - ii. Panel Materials: One (1) building within Area I: Hotels shall be permitted to use Architectural Insulated Panels and/or ceramic panels as the primary exterior building material, as depicted in **Exhibit D-2: Character Exhibit**, and shall comply with the following:
 - a. A minimum of twenty percent (20%) of the Building's aggregate Building Façades, exclusive of windows (including faux windows and glazing), doors and loading berths, shall be Masonry Materials.
 - b. No more than sixty percent (60%) of the Building's aggregate Building Façades, exclusive of windows (including faux windows and glazing), doors and loading berths, may be covered with Architectural Insulated Panels.
 - c. No more than twenty-five percent (25%) of the Building's aggregate Building Façades, exclusive of windows (including faux windows and glazing), doors and loading berths, may be covered with ceramic panels.
 - d. No more than twenty-five percent (25%) of each Building Façade, exclusive of windows (including faux windows and glazing), doors and loading berths, may be covered with metal (that is not Architectural Insulated Panels), Fiber Cement Siding, Polymeric Cladding, E.I.F.S., stucco, or vinyl exterior building materials.
 - D. Building Elevations; Wall Planes (Article 6.3(F)(5)(b)). Shall apply to Area II: Outlots. Shall not apply to Area I: Hotels; rather, the Character Exhibit shall control.
- 9.3 Article 6.5 Fence Standards: Shall apply; however, chain-link and other non-decorative fencing shall be permitted for Childcare / Daycare Centers, or other businesses requiring a similar secured activity-area. All walls and fencing shall be architecturally compatible with the associated building(s).

9.4 Article 6.8 Landscaping Standards: Shall apply, except as modified below.

- A. Buffer Yard Requirements (Article 6.8(N)): Shall not apply.
- B. Parking Area Landscaping (Article 6.8(O)). If adjacent Lots have vehicular cross-access and/or shared parking, then the shared Lot Line shall not require Perimeter Parking Area Landscaping (Article 6.8(O)(2)); rather, the combined Parking Area shall be designed as a single Parking Area and landscaped in accordance with the Interior Parking Area Landscaping (Article 6.8(O)(1)) requirements.

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

- A. Monument Sign(s) (Center Only) (Article 6.17(J)(2)). Shall apply. In addition to the permitted Monument Center Sign, one of the following shall also be permitted at the Real Estate's entrance from Chad Hittle Court:
 - i. One (1) Monument Sign (Center Only): Fifteen (15) feet in Sign Height and one hundred and twenty (120) square feet of Sign Area, per face; or
 - ii. Two (2) Entrance Signs: Sixty (60) square feet of Sign Area, and may contain tenant information.
- B. Outlot Signage (Article 6.17(J)(8)). Shall not apply; rather, all Outlots shall be permitted two (2) square feet of Sign Area for each one (1) lineal foot of Building Façade. Sign Area Allocation may be divided between Wall, Awning, and Under Canopy or related areas.

Section 10. Infrastructure Standards. The District's infrastructure shall comply with the Unified Development Ordinance and the City's Construction Standards (see Chapter 7 Subdivision Regulations), unless otherwise approved by the Plan Commission or Department of Public Works.

Section 11. Design Standards. The standards of Chapter 8 Design Standards shall apply to the development of the Real Estate, except as otherwise modified below.

11.1 Article 8.6 Open Space and Amenity Standards: Shall apply. In addition, the following shall apply.

- A. Enhanced Entry: The District's entrance from Chad Hittle Court shall be enhanced in a manner substantially consistent with the Site Enhancement Exhibit, attached hereto as **Exhibit E**.
- B. Public Art Node: The District shall incorporate a public art node in the location generally depicted on the Illustrative Site Layout (the "Public Art Plaza"), and in accordance with the following:
 - i. The Public Art Plaza shall be enhanced to include a combination of landscaping (e.g., shrubs, groundcover) and hardscaping (e.g., decorative pavement, bench seating), as generally depicted in the Site Enhancement Exhibit.

- ii. The Public Art Plaza shall incorporate a minimum of one (1) sculpture, which shall be scaled in size for visibility from the District's entrance from Chad Hittle Court and the right-of-way of the vehicular onramp onto US Highway 31 adjacent to the Public Art Plaza. Examples of the sculpture is depicted on the Site Enhancement Exhibit.
- 11.2 Article 8.7 Pedestrian Network Standards: Shall apply. In addition, the District shall also incorporate a trail, as generally depicted on the Illustrative Site Layout, to provide connectivity with the District's Retention Area(s), Public Art Plaza and Enhanced Entry.

[Remainder of page intentionally left blank.]

ALL OF WHICH IS ORDAINED/RESOLVED THIS 22nd DAY OF JANUARY, 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 17-45** was delivered to the Mayor of Westfield
on the _____ day of January, 2018, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 17-45**
this _____ day of January, 2018.

I hereby VETO **ORDINANCE 17-45**
this _____ day of January, 2018.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

This document prepared by: Jesse M. Pohlman, Onpointe Land Matters, LLC
Himanshu Patel, PRYAM, LLC
51055 Sail Bay Court, Elkhart, Indiana 46514

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

SCHEDULE OF EXHIBITS

Exhibit A Real Estate (Legal Description)

Exhibit B Concept Plan

Exhibit C Illustrative Site Layout

Exhibit D-1 Character Exhibit

Exhibit D-2 Character Exhibit

Exhibit E Site Enhancement Exhibit

EXHIBIT A
REAL ESTATE

This description includes two (2) parcels of land:

PARCEL I (Parcel No: 08-05-25-00-00-043.000):

PART OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 19 NORTH, RANGE 3 EAST, IN HAMILTON COUNTY, INDIANA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A HARRISON MONUMENT AT THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER SECTION; THENCE SOUTH 88 DEGREES 54 MINUTES 32 SECONDS WEST (BASIS OF BEARING = NORTH LINE OF THE SOUTHEAST QUARTER BEING SOUTH 88 DEGREES 54 MINUTES 32 SECONDS WEST PER A WARRANTY DEED TO THE STATE OF INDIANA FOR U.S. HIGHWAY #31, RECORDED AS INSTRUMENT NO. 2013071540 IN THE OFFICE OF THE RECORDER OF HAMILTON COUNTY, INDIANA) ALONG THE NORTH LINE THEREOF A DISTANCE OF 662.46 FEET TO THE NORTHWEST CORNER OF A TRACT OF LAND DESCRIBED IN A DEED TO THE DOYLE OLIVER CARNAHAN REVOCABLE TRUST, RECORDED AS INSTRUMENT NO. 200600002049 IN SAID RECORDER'S OFFICE; THENCE SOUTH 00 DEGREES 11 MINUTES 26 SECONDS WEST ALONG THE WEST LINE OF SAID LAND A DISTANCE OF 93.02 FEET TO THE **POINT OF BEGINNING**; THENCE CONTINUING SOUTH 00 DEGREES 11 MINUTES 26 SECONDS WEST ALONG SAID WEST LINE, A DISTANCE OF 1,306.48 FEET TO THE SOUTHWEST CORNER THEREOF; THENCE NORTH 88 DEGREES 54 MINUTES 27 SECONDS EAST ALONG THE SOUTH LINE OF SAID LAND A DISTANCE OF 334.23 FEET TO A WESTERLY LINE OF THE LAND AS DESCRIBED IN THE AFORESAID DEED TO THE STATE OF INDIANA, (THE FOLLOWING SIX (6) COURSES ARE ALONG THE WESTERLY AND SOUTHERLY LINES THEREOF); (1) NORTH 11 DEGREES 44 MINUTES 49 SECONDS EAST 176.00 FEET; (2) NORTH 05 DEGREES 09 MINUTES 15 SECONDS EAST 388.79 FEET; (3) NORTH 06 DEGREES 21 MINUTES 51 SECONDS WEST 391.31 FEET; (4) NORTH 20 DEGREES 03 MINUTES 14 SECONDS WEST 350.02 FEET; (5) NORTH 84 DEGREES 58 MINUTES 28 SECONDS WEST 186.08 FEET; (6) NORTH 82 DEGREES 46 MINUTES 36 SECONDS WEST 52.24 FEET TO THE POINT OF BEGINNING, CONTAINING 10.554 ACRES, MORE OR LESS.

PARCEL II (Parcel No: 08-05-25-00-00-042.000):

Part of the West Half of the East Half of the Southeast Quarter of Section 25, Township 19 North, Range 3 East in Hamilton County, Indiana, more particularly described as follows:

Beginning 505.0 feet East of the Northwest corner of the West Half of the East Half of the Southeast Quarter of Section 25, Township 19 North, Range 3 East, and on the North line thereof; thence South 550.0 feet; thence East parallel with the North line of said West Half 156.8 feet to the East line of said West Half; thence North on and along aforesaid East line 550.0 feet to the North line of said West Half; thence West on and along aforesaid North line 157.6 feet to the Place of Beginning, containing 1.98 acres, more or less.

EXCEPT THEREFROM:

A part of the West Half of the East Half of the Southeast Quarter of Section 25, Township 19 North, Range 3 East in Hamilton County, Indiana and being that part of the grantors' land lying within the right of way lines depicted on the Right of Way Parcel Plat, marked Exhibit "B", described as follows:

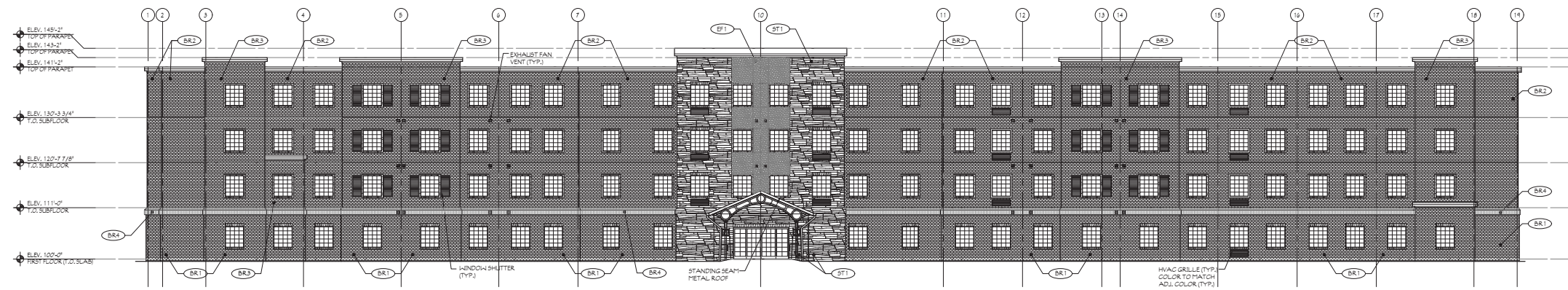
Beginning on the North line of said quarter section North 88 degrees 54 minutes 32 seconds East 505.00 feet from Northwest corner of said half-quarter section which point of beginning is the Northwest corner of said grantors' land; thence continuing North 88 degrees 54 minutes 32 seconds East 156.19 feet (157.60 feet deduced from Deed Book 297, Page 544 recorded in the Office of the Recorder of Hamilton County) along the North line of said quarter section to the Northeast corner of said grantor's land; thence South 0 degrees 11 minutes 38 seconds East 92.83 feet along East line of said grantors' land; thence North 82 degrees 45 minutes 46 seconds West 157.30 feet to the West line of said grantors' land; thence North 0 degrees 09 minutes 45 seconds East 70.04 feet along the West line of said grantors' land to the Point of Beginning and containing 0.292 acres more or less.

TOGETHER, with the permanent extinguishment of all rights and easement of ingress and egress to, from, and across the limited access facility (to be known as U.S. 31 and as Project 0710215), along the lines described as follows: Beginning at the South end of the North 56.65 feet of the 70.04-foot course described above; thence South 83 degrees 11 minutes 22 seconds East 157.17 feet and terminating on the East line of said grantors' land. This restriction shall be a covenant running with the land and shall be binding on all successors in title to the said abutting lands.



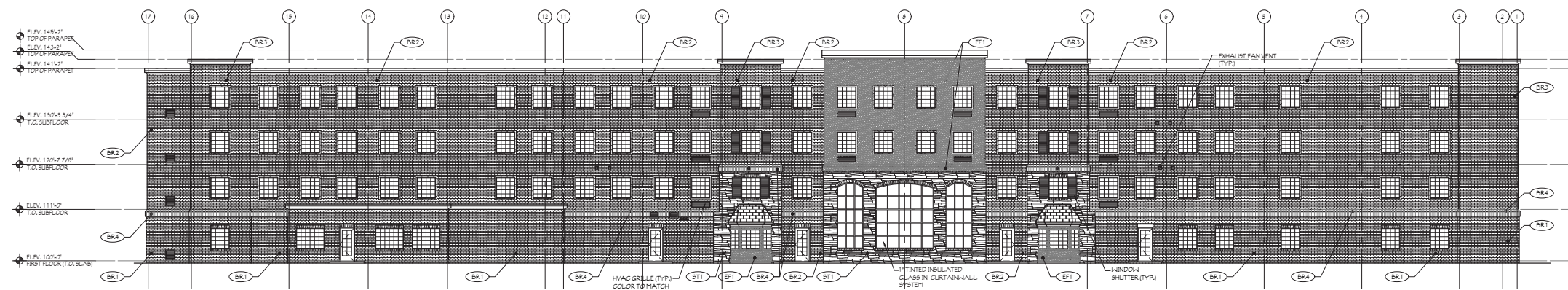
EXHIBIT B: CONCEPT PLAN
HITTLE AT THIRTYONE
PLANNED UNIT DEVELOPMENT DISTRICT





1 FRONT ELEVATION
SCALE: 3/32" = 1'-0"

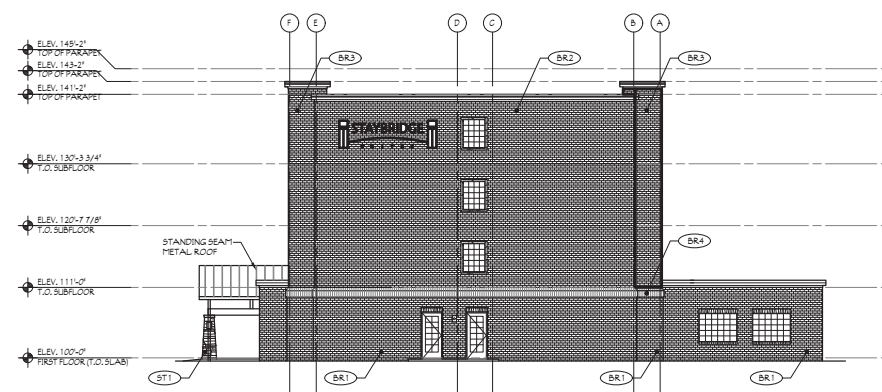
BUILDING MATERIALS			
EIFS	375 SQ. FT.	3%	
STONE	1,201 SQ. FT.	10%	
BRICK	10,629 SQ. FT.	87%	
TOTAL	12,201 SQ. FT.	100%	



2 REAR ELEVATION
SCALE: 3/32" = 1'-0"

BUILDING MATERIALS			
EIFS	468 SQ. FT.	7%	
STONE	1,241 SQ. FT.	9%	
BRICK	11,315 SQ. FT.	84%	
TOTAL	13,024 SQ. FT.	100%	

- NOTES:
1. COLOR OF FASCIA, AND SOFFIT TO MATCH EIFS COLOR EF-1.
 2. ALUMINUM DOWNSPOUTS TO MATCH COLOR OF GUTTERS.
 3. ALL CONDENSATION LINES FROM PTAC UNITS SHALL DAYLIGHT INTO CLOSEST LANDSCAPE AREA.
 4. TRIM AROUND ALL WINDOWS TO BE COLOR EF-1.
 5. MINIMUM EIFS THICKNESS TO BE 2". SEE EIFS BAND DETAILS FOR THICKNESS OF THESE ELEMENTS.



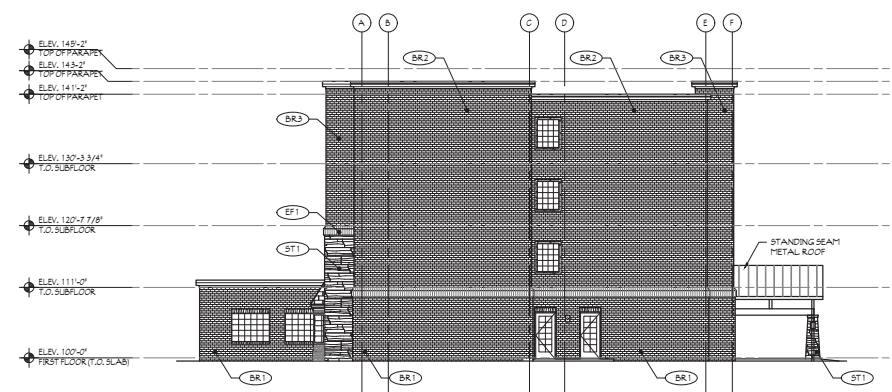
3 SIDE ELEVATION
SCALE: 3/32" = 1'-0"

BUILDING MATERIALS			
BRICK	2,668 SQ. FT.	100%	
TOTAL	2,668 SQ. FT.	100%	

*TOTALS DONT INCLUDE GLAZING

EXTERIOR FINISH KEY	
EF1	EIFS / COLOR EF-1 (TYP.)
BR1	BRICK
BR2	BRICK
BR3	BRICK
BR4	BRICK SOLIDER COARSE
ST1	SPILLATED DRY STACK STONE (TYP.)

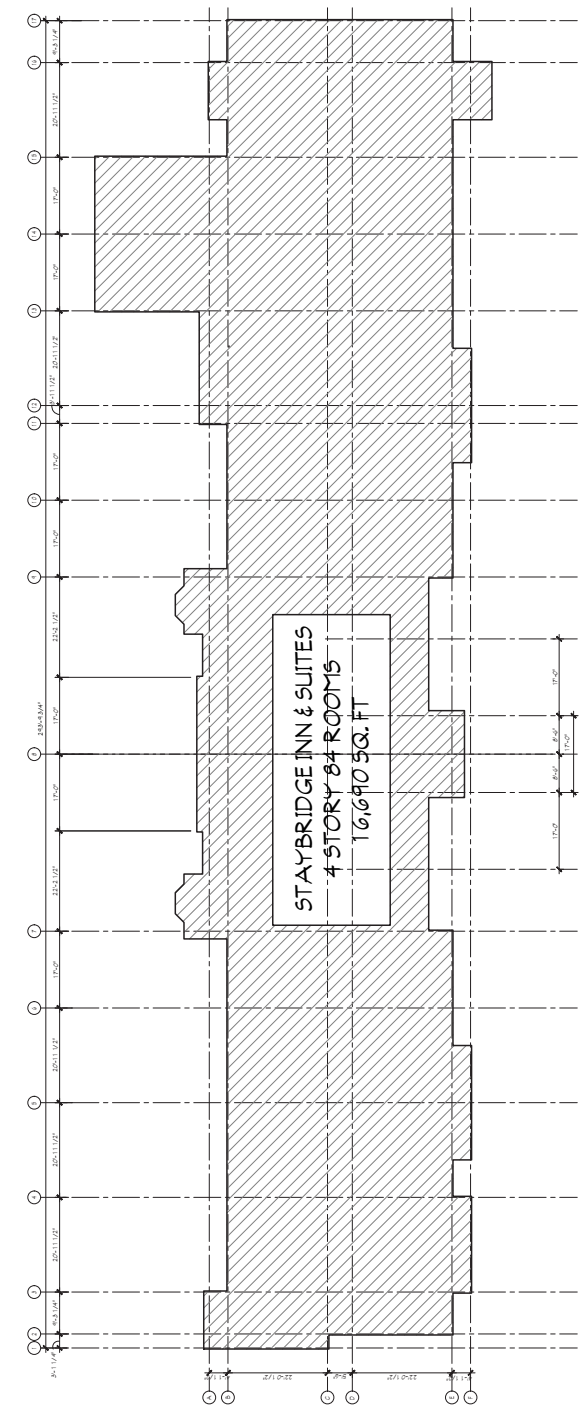
NOTE:
REFER TO
WWW.DESIGNCONNECT.COM
FOR LISTING OF EXTERIOR
COLOR SCHEMES.



4 SIDE ELEVATION
SCALE: 3/32" = 1'-0"

BUILDING MATERIALS			
EIFS	7 SQ. FT.	.5%	
STONE	88 SQ. FT.	3%	
BRICK	2,742 SQ. FT.	96.5%	
TOTAL	2,837 SQ. FT.	100%	

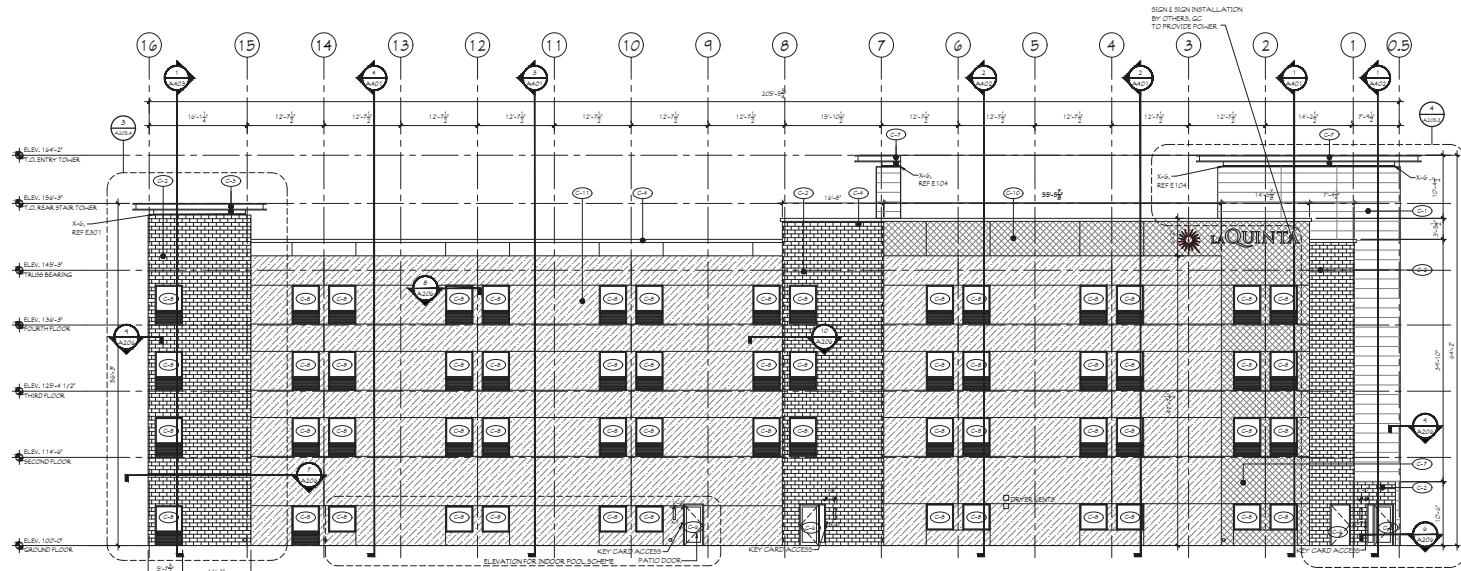
*TOTALS DONT INCLUDE GLAZING



1 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

EXHIBIT D-1: CHARACTER EXHIBIT HITTLE AT THIRTYONE PLANNED UNIT DEVELOPMENT DISTRICT

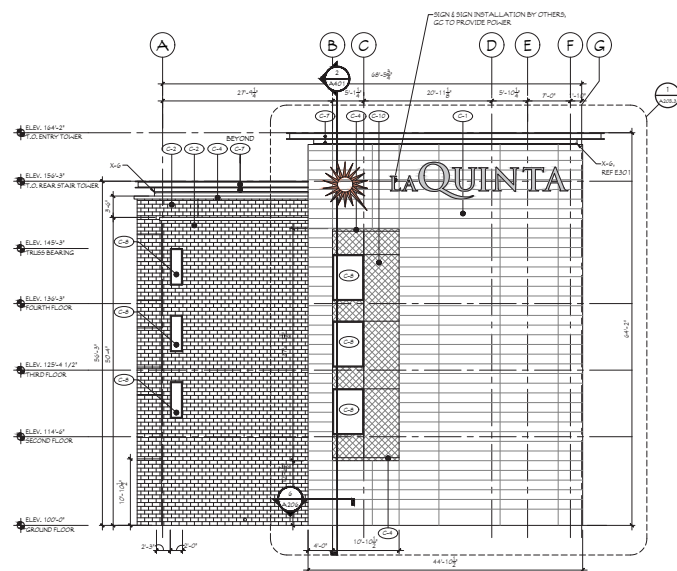
BUILDING MATERIALS			
BRICK	1,957 SQ. FT.	14%	
CERAMIC PANELS	979 SQ. FT.	8%	
ARCHITECTURAL PANELS	7,881 SQ. FT.	73%	
TOTAL	10,782 SQ. FT.	100%	
*TOTALS DONT INCLUDE GLAZING			



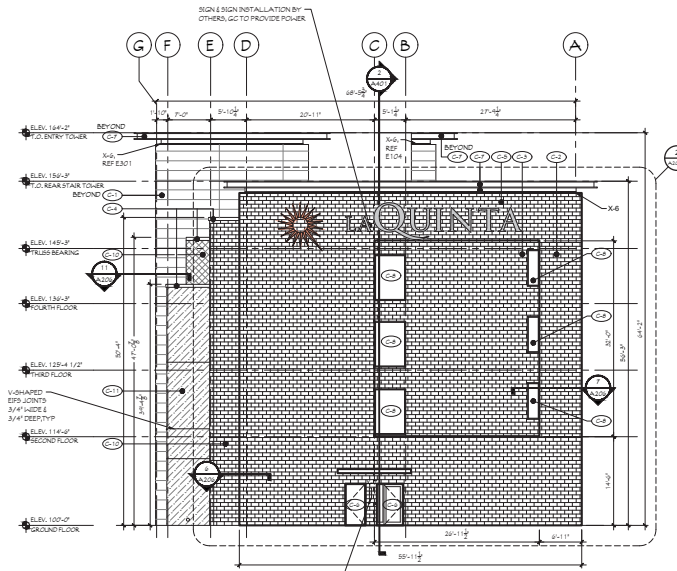
1 ELEVATION PLAN
SCALE: 1/8" = 1'-0"

BUILDING MATERIALS			
CERAMIC PANELS	2,381 SQ. FT.	56%	
BRICK	1,602 SQ. FT.	37%	
ARCHITECTURAL PANELS	248 SQ. FT.	7%	
TOTAL	4,281 SQ. FT.	100%	
*TOTALS DONT INCLUDE GLAZING			

BUILDING MATERIALS			
CERAMIC PANELS	3,041 SQ. FT.	4%	
BRICK	3,175 SQ. FT.	78%	
ARCHITECTURAL PANELS	542 SQ. FT.	13%	
TOTAL	6,866 SQ. FT.	100%	
*TOTALS DONT INCLUDE GLAZING			

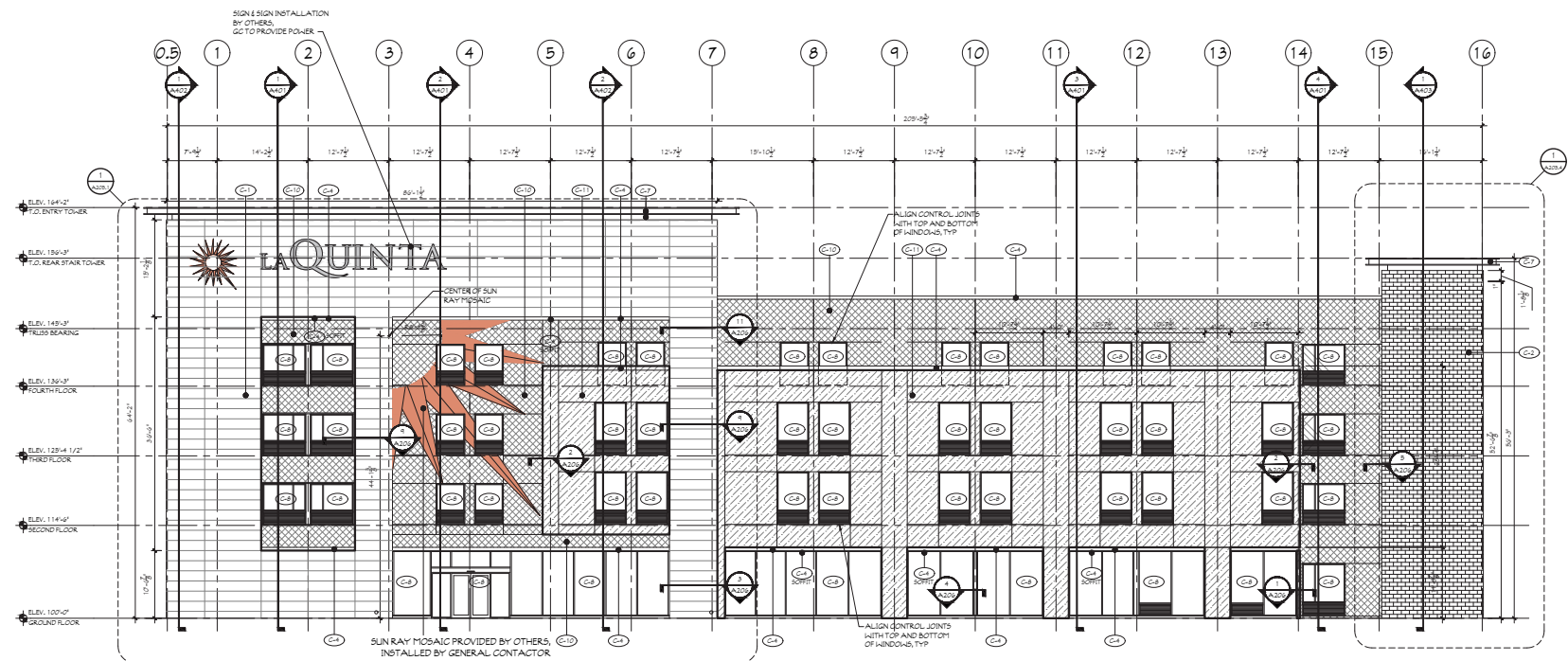


1 SIDE ELAVIONS
SCALE: 1/8" = 1'-0"

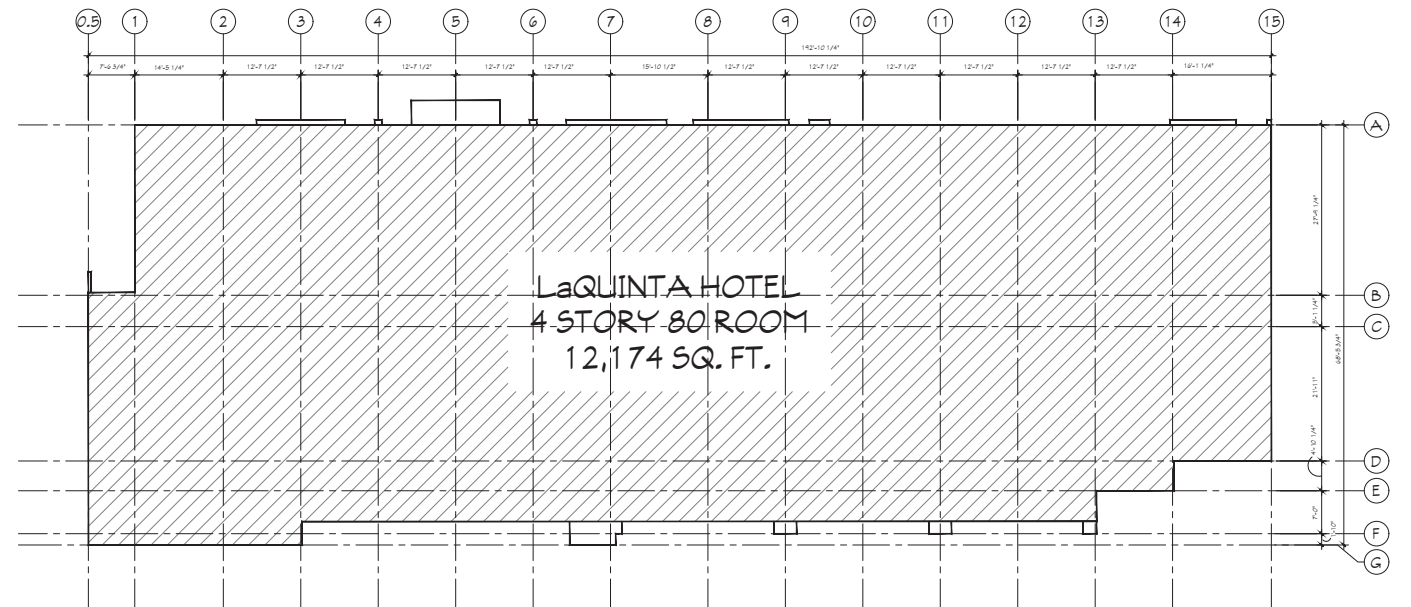


2 SIDE ELEVATIONS
SCALE: 1/8" = 1'-0"

BUILDING MATERIALS			
CERAMIC PANELS	2,784 SQ. FT.	25%	
BRICK	823 SQ. FT.	7%	
ARCHITECTURAL PANELS	7,785	68%	
TOTAL	11,397 SQ. FT.	100%	
*TOTALS DONT INCLUDE GLAZING			

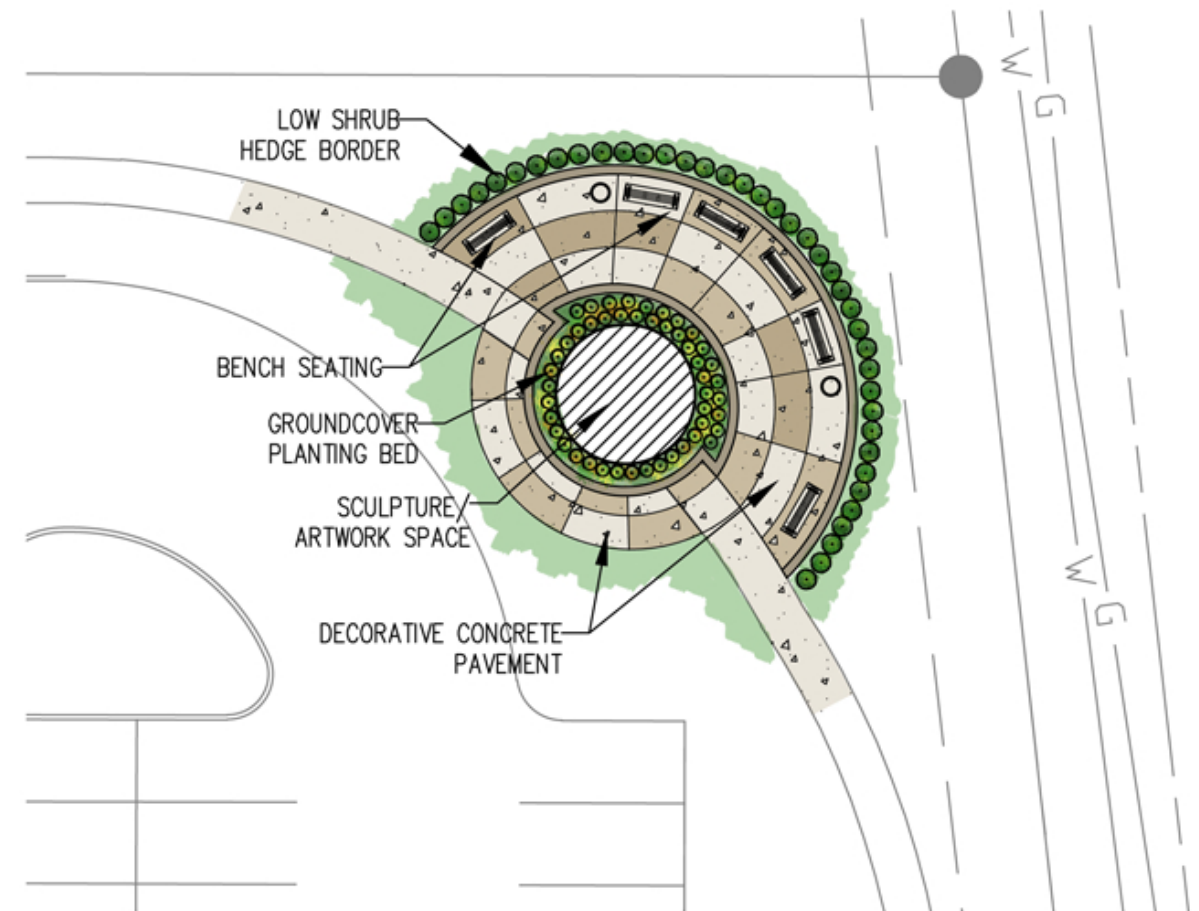
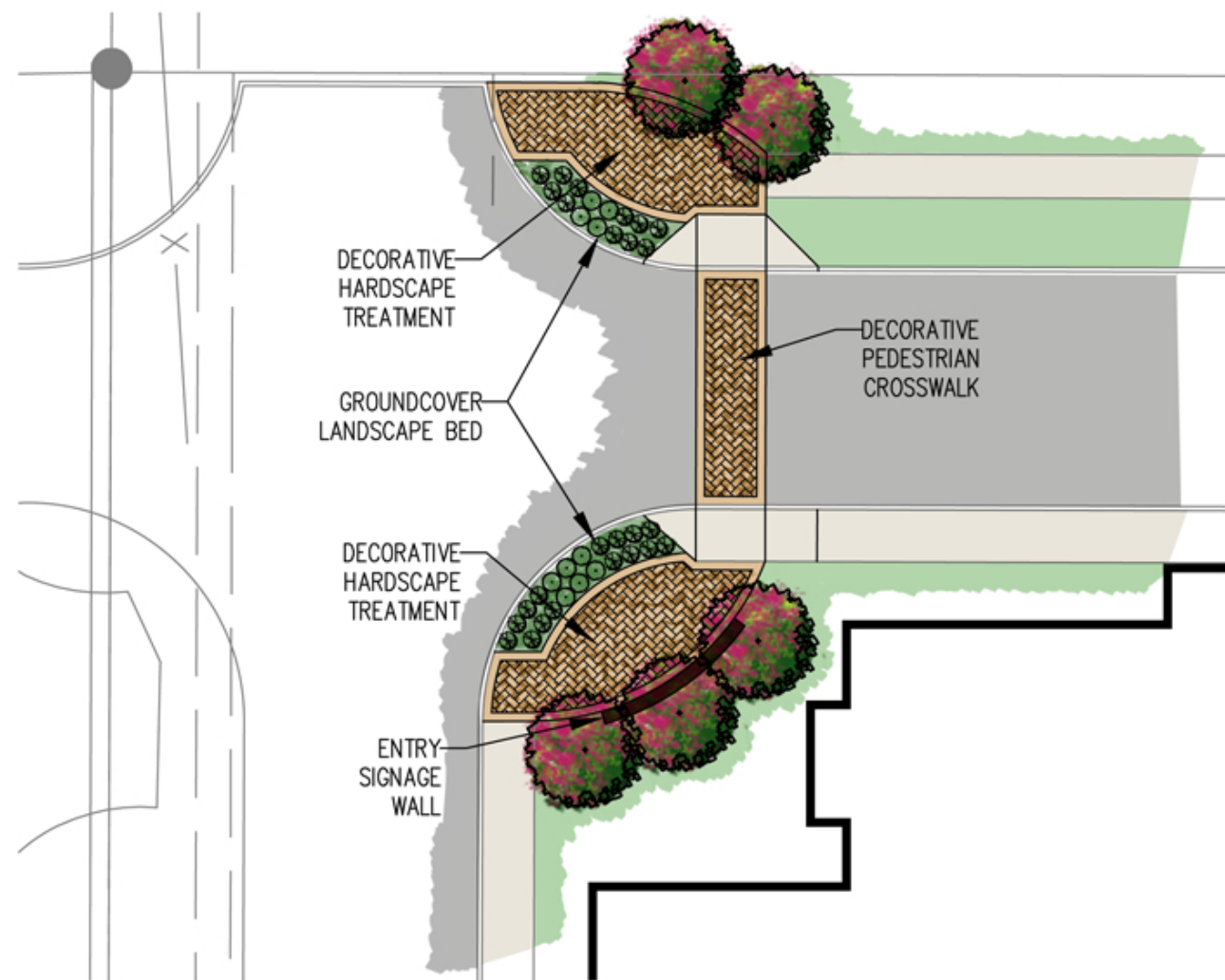


1 ELEVATION PLAN
SCALE: 1/8" = 1'-0"



1 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

EXHIBIT D-2: CHARACTER EXHIBIT HITTLE AT THIRTYONE PLANNED UNIT DEVELOPMENT DISTRICT



SCULPTURE EXAMPLES





Westfield City Council Report

Ordinance Number:	17-45
APC Petition Number:	1712-PUD-26
Petitioner:	Pryam, LLC by OnPointe Land Matters, LLC
Requested Action:	A change in zoning on 12.2 acres +/- from the AG-SF1: Agriculture/Single-Family Rural District and the GB: General Business District to the Hittle at ThirtyOne Planned Unit Development (PUD) District
Current Zoning:	AG-SF1: Agriculture/Single Family Rural & GB: General Business
Current Land Use:	Residential/Vacant
Exhibits:	1. Staff Report 2. Location Map 3. Illustrated Site Layout 4. Illustrative Character Exhibits 5. Site Enhancement Exhibit 6. Proposed Hittle at ThirtyOne PUD Ordinance (Ord. 17-45) 7. Illustrative Grand Park Land Use Map 8. Family Sports Capital Comp Plan Addendum 9. APC Certification
Prepared by:	Daine Crabtree, Associate Planner

PETITION HISTORY

This petition was introduced at the November 13, 2017, City Council meeting. The petitioner hosted a neighborhood meeting for neighbors and other interested parties on November 14, 2017. The petition received a public hearing at the December 4, 2017, Advisory Plan Commission (the "APC") meeting. At the January 16, 2018, APC meeting, the petition received a unanimous (9-0) favorable recommendation.

PROJECT OVERVIEW

Project Location: The petitioner is requesting a change in zoning to the Hittle at ThirtyOne Planned Unit Development (PUD) District (the “District”) for approximately 12.2 acres (the “property”) located on the southwest corner of 191st Street and US Highway 31 (see **Exhibit 2**).

The property is currently zoned AG-SF1: Agriculture/Single-Family Rural and GB: General Business. Properties to the north are zoned Chatham Commons PUD. Properties to the south are zoned GB: General Business. Properties to the east across US-31 are zoned EI: Enclosed Industrial. Property to the west is zoned AG-SF1 and GB.

ZONING REQUEST

The petitioner requests this change in zoning to allow for commercial development on the subject property.

Concept Plan: The Concept Plan (see ‘Exhibit B’ of the PUD Ordinance) divides the property into two (2) subareas: Area I (Hotels) and Area II (Outlots).

Illustrative Layout: The Illustrative Layout (see **Exhibit 3**) provides a possible site layout for parking, internal drives, building locations and other improvements.

Default Standards: The Hittle at ThirtyOne PUD Ordinance (the “PUD Ordinance”) (see **Exhibit 6**) defaults to the GB: General Business District as the Underlying Zoning District.

Permitted Uses: The PUD Ordinance allows all uses permitted in the Underlying Zoning District, except it prohibits Special Exception Uses.

General Regulations: As proposed, the PUD Ordinance establishes enhanced or modified general regulations from the Underlying Zoning District standards as identified in the Westfield-Washington Township Unified Development Ordinance (the “UDO”). The general standards of note are briefly highlighted below:

1. **Minimum Lot Frontage:** The PUD Ordinance requires no Minimum Lot Frontage, but does require that all lots have vehicular access to an External Street.
2. **Minimum Building Setback Lines:** The PUD Ordinance requires a Minimum Setback Line of fifteen (15) feet from the perimeter of the District. If the District perimeter abuts an External Street, the minimum Setback Line shall be thirty (30) feet. No other Setbacks shall apply.
3. **Maximum Building Height:** The PUD Ordinance does not require a Maximum Building Height.
4. **Minimum Building Height:** The PUD Ordinance requires a Minimum Building Height of four stories or sixty (60) feet whichever is less for Area I and a Minimum Building Height of one (1) story for Area II.

5. Minimum Building Size: The PUD Ordinance requires a minimum building footprint of forty thousand square feet (40,000 SF) in Area I and three thousand square feet (3,000 SF) including outdoor seating areas in Area II.

Overlay Districts: As proposed, the US Highway 31 Overlay District shall not apply to the property.

Development Standards: As proposed, the PUD Ordinance defaults to the Underlying Zoning District (Chapter 6 of the UDO). The PUD Ordinance proposes modifications that accommodate the proposed development. The development standards of note are briefly highlighted below:

1. Accessory Buildings: The PUD Ordinance states that Article 6.1 shall be applicable to the property except that Article 6.1(H)(2) shall only be applicable in prohibiting enclosures from locating within an Established Front Yard abutting US Highway 31 or 191st Street.

There is no applicable rear yard along 191st Street and US Highway 31 by the definition of “Established Front Yard”. This standard prohibits any enclosure between the building and US Highway 31 and/or 191st Street.

2. Architectural Standards:

- a. Character Exhibit: The Character Exhibits (‘Exhibit D-1 and D-2’ of the PUD Ordinance) establishes a benchmark for the quality and appearances of the Buildings permitted in Area I of the District. If a conflict arises between Article 6.3 and the Character Exhibits, the Character Exhibits shall control.
- b. Mechanical Screening: Roof-mounted mechanical equipment shall be screened or located in a manner that prevents reasonable visibility.
- c. Building Materials: Article 6.3(F)(2) (Business District Architectural Standards) shall apply to Area II.

A minimum of eighty percent (80%) of each Building Façade in Area I shall be Masonry Materials unless Architectural Insulated Panels or ceramic panels are used as the primary exterior building material.

Only one (1) building within Area I shall be permitted to use Architectural Insulated Panels and/or ceramic panels as the primary exterior building material. No more than sixty percent (60%) of the Building’s aggregate Building Facades may be covered with Architectural Insulated Panels while no more than twenty-five percent (25%) shall be covered with ceramic panels. A minimum of twenty percent (20%) shall be Masonry Materials if Architectural Insulated Panels or ceramic panels are the primary exterior building material while no more than twenty-five percent (25%) of each Building Façade may be covered with metal, Fiber Cement Siding, Polymeric Cladding, EIFS, stucco, or vinyl exterior building materials.

- d. Building Elevations; Wall Planes: The PUD Ordinance requires Article 6.3(F)(5)(b) to be applicable to Area II (Outlots). For Area I (Hotels), the Character Exhibit shall control.

3. Fence Standards: The PUD Ordinance requires walls or fencing to be architecturally compatible with associated building. For Day Care or other businesses that require a similar secured area, chain-link and other non-decorative fencing is permitted.
4. Landscaping Standards:
 - a. Buffer Yard Standards: Shall not apply. External Street Frontage Landscaping per the UDO shall apply.
 - b. Parking Area Landscaping: If adjacent Lots have cross-access and/or shared parking, the shared Lot Line shall not require Perimeter Parking Landscaping. Instead, the total Parking Area shall be considered a single Parking Area and shall be landscaped in accordance with the Interior Parking Area Landscaping (Article 6.8(O)(I) requirements).
5. Sign Standards: Proposed sign standards state that Article 6.17 shall apply except that:
 - a. Monument Signs (Center Only): In addition to the permitted Monument Center Sign, either a second Monument Center Sign or two (2) Entrance Signs shall be permitted at the Chad Hittle Court entrance.
 - b. Outlot Signage: Outlots shall be permitted two (2) square feet of Sign Area for each one (1) linear foot of Building Façade

Design Standards

Article 8.6 of the UDO, 'Open Space and Amenity Standards', shall apply as well as the incorporation of an Enhanced Entry and a Public Art Node containing a landscaped public art plaza as depicted on the Site Enhancement Exhibit (see **Exhibit 5**).

Article 8.7 of the UDO, 'Pedestrian Network Standards, shall apply, as well as the addition of a trail as depicted on the Illustrated Site Layout (see **Exhibit 3**).

UPDATES SINCE COUNCIL INTRODUCTION

The petitioner has removed "Gasoline Service Station" as a permitted use and has explicitly prohibited Special Exception Uses.

The Illustrative Site Layout has been updated to incorporate a detention pond along 191st Street to accommodate drainage and soften the streetscape along 191st Street.

Additionally, the petitioner has added additional Design Standards including the creation of an 'Enhanced Entry' and a 'Public Art Node' as depicted in the Site Enhancement Exhibit (see **Exhibit 5**). As located, the public art would be visible upon entering the subject property from Chad Hittle Court, and be visible from the US 31 Highway ramp.

The District will also incorporate a trail as generally depicted on the Illustrative Site Layout (see **Exhibit 3**) in order to provide connectivity with detention area(s), the public art plaza.

COMPREHENSIVE PLAN

The area surrounding Grand Park, including the west side of the intersection of 191st Street and US Highway 31, is identified as the Sports Capital Area on the Land Use Concept Map included in the Family Sports Capital Addendum (the “Addendum”) adopted as part of The Westfield-Washington Township Comprehensive Plan in December 2010, see **Exhibit 8**.

The Addendum contemplates related and supporting uses for the Sports Campus such as hotels, restaurants, healthcare and sports medicine facilities. The Addendum further identifies the goal of “Pursuing economic development opportunities to capitalize on Westfield’s already-developing intergenerational sports niche. Examples include: (1) multiple championship quality sports facilities; (2) complimentary health, recreation and technology related uses; (3) supporting entertainment, dining, lodging land uses, and (4) other uses which would support and compliment the Westfield intergenerational sports initiative”. Per the Addendum, the Grand Park Land Use Plan map identifies the west side of the intersection as the Regional Retail and Hospitality Corridor, see **Exhibit 7**.

PROCEDURAL

Council Introduction: The petition was introduced at the November 13, 2017, City Council meeting.

Public Hearing: A change of zoning request is required to be considered at a public hearing by the Plan Commission. The public hearing for this petition was held at the December 4, 2017, Plan Commission meeting. Notice of the public hearing was provided in accordance with Indiana law and the Plan Commission’s Rules of Procedure.

Statutory Considerations:

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

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

RECOMMENDATIONS / ACTIONS

Plan Commission Recommendation

At its January 16, 2017, meeting, the Plan Commission forwarded a favorable recommendation of this petition to the Council (Vote: 9 in favor, 0 opposed) (see **Exhibit 9**).

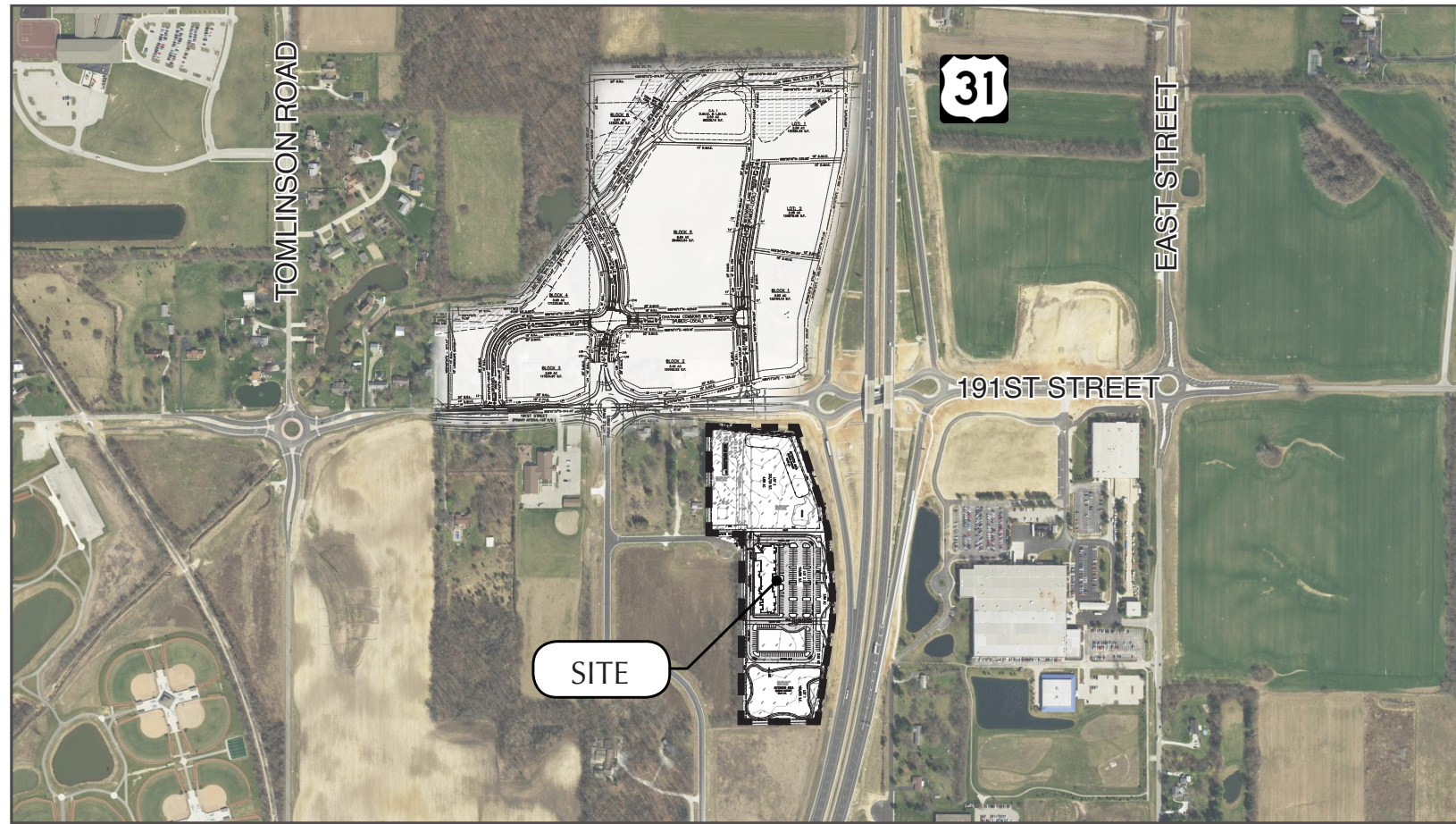
City Council

Introduction: November 13, 2017

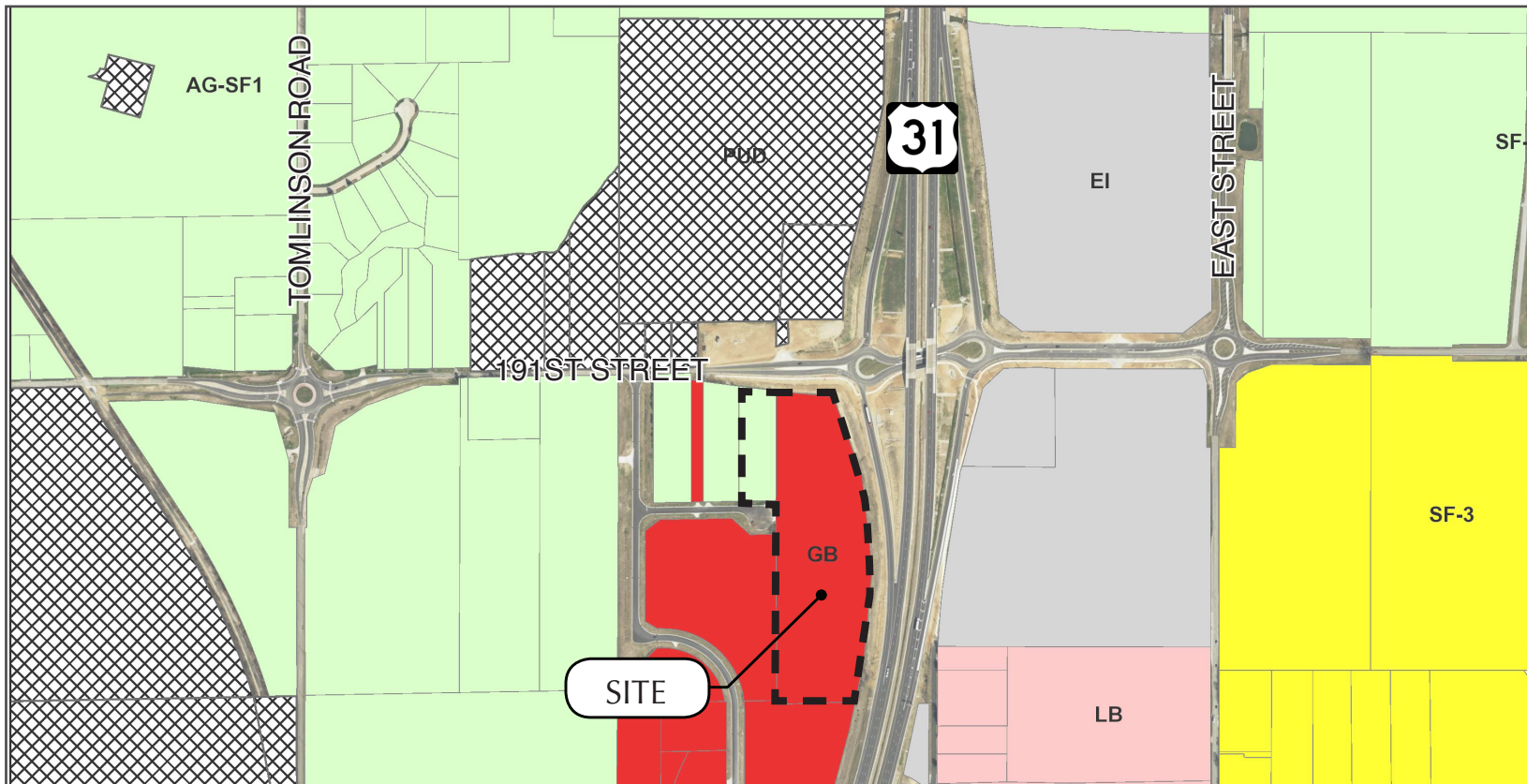
Eligible for Adoption: January 22, 2018

Submitted by: Daine Crabtree, Associate Planner
Economic and Community Development Department

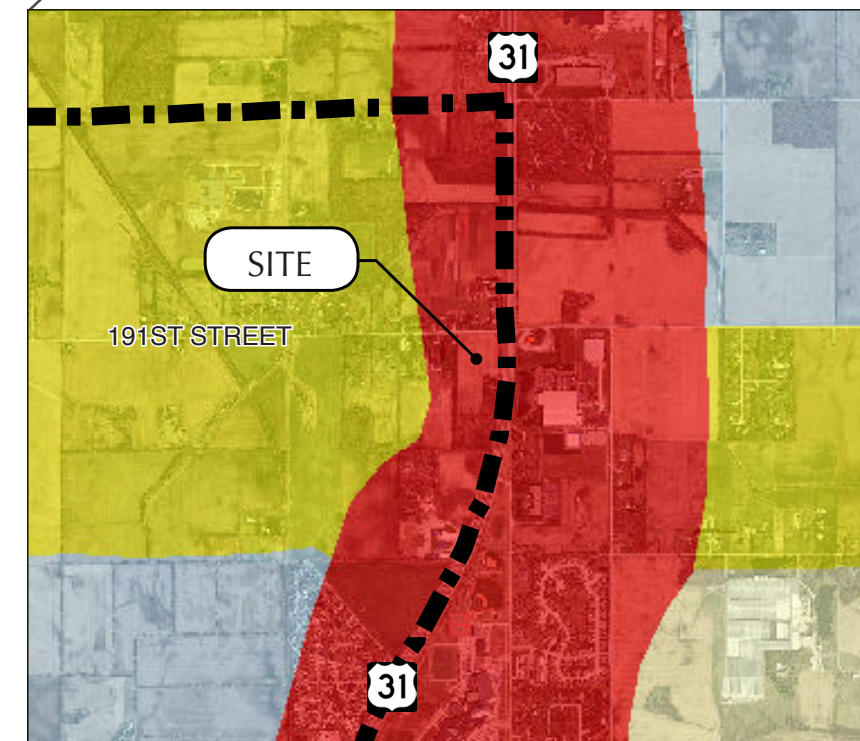
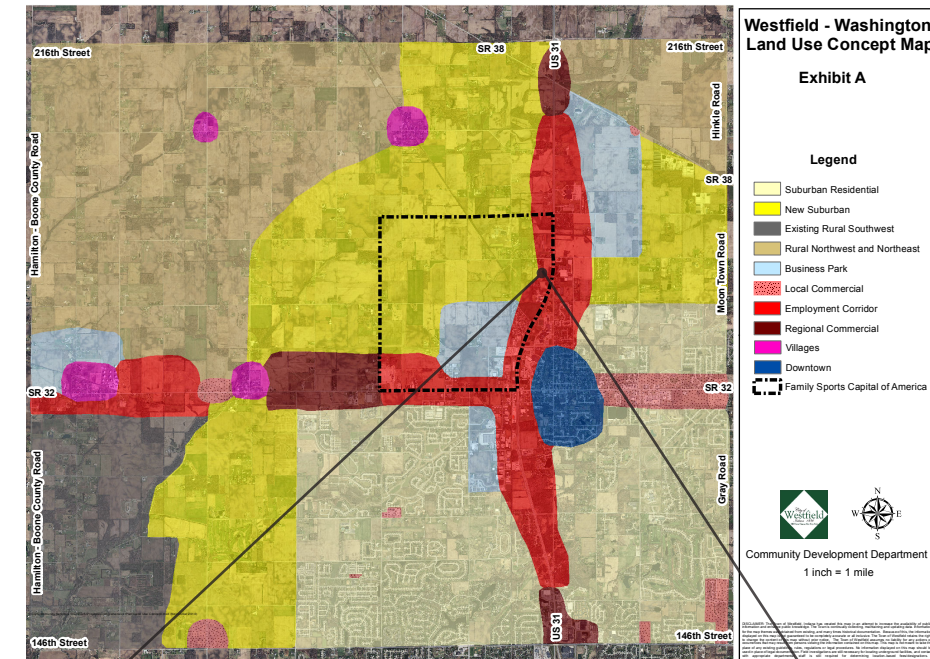
LOCATION MAP



ZONING MAP



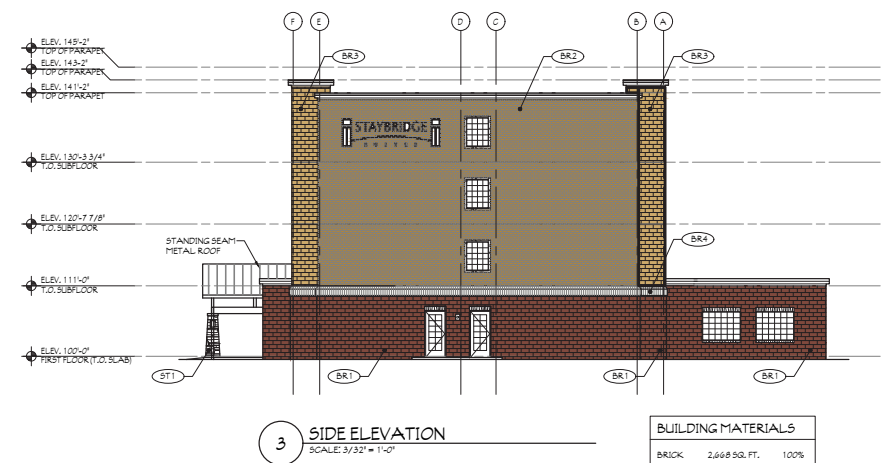
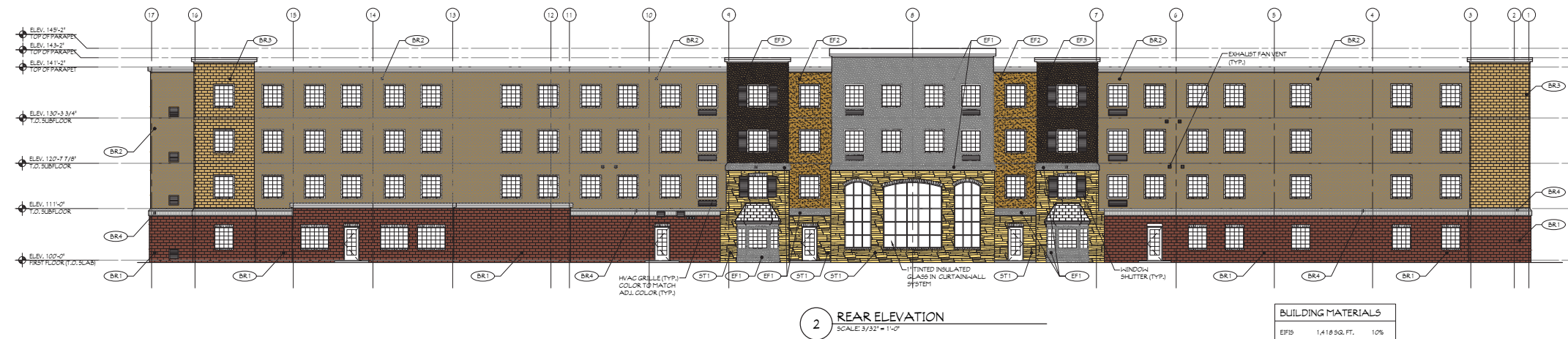
COMPREHENSIVE PLAN



2007 FUTURE LAND USE MAP

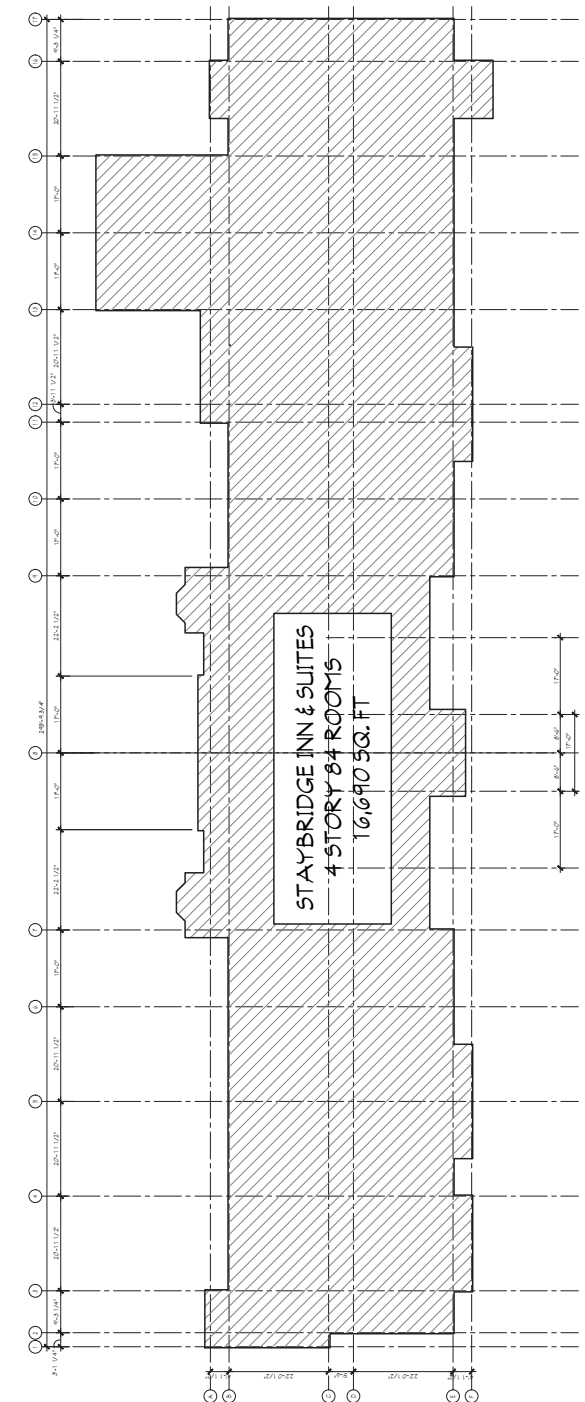
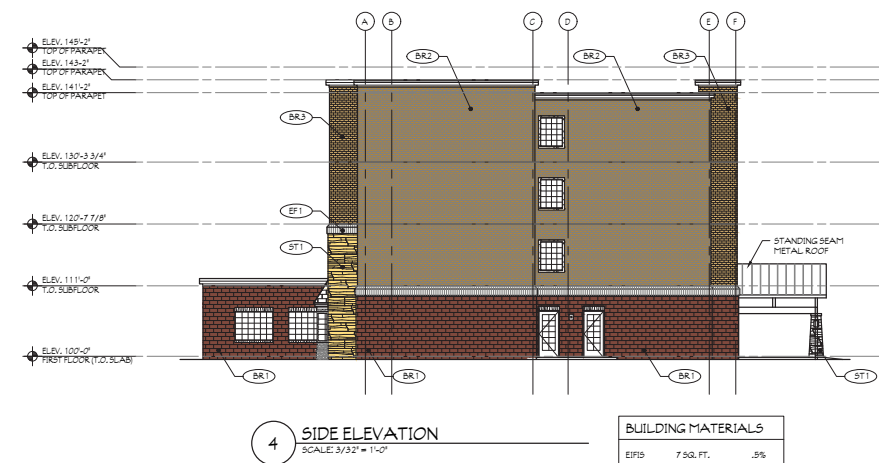
HITTLE AT THIRTYONE

PLANNED UNIT DEVELOPMENT DISTRICT



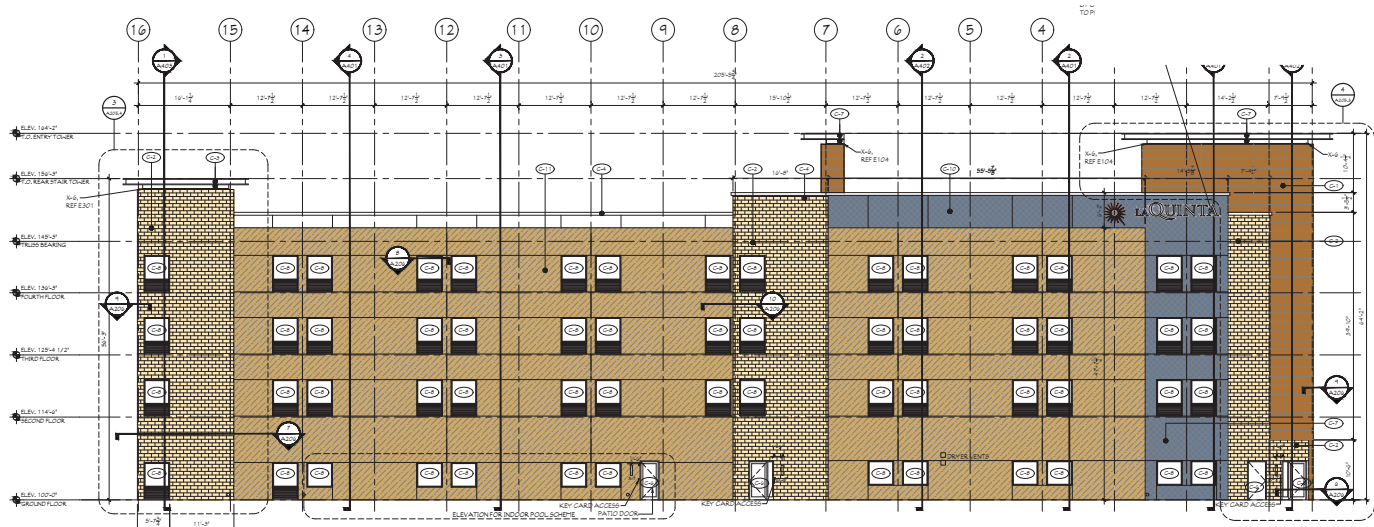
EXTERIOR FINISH KEY	
EF1	EIFS, / COLOR EF-1 (TYP.)
EF2	EIFS, / COLOR EF-2 (TYP.)
EF3	EIFS, / COLOR EF-3 (TYP.)
BR1	BRICK
BR2	BRICK
BR3	BRICK
BR4	BRICK SOLIDER COARSE
ST1	SPILLATED DRY STACK STONE (TYP.)

NOTE:
REFER TO
HWA-HGDESIGNCONNECT.COM
FOR LISTING OF EXTERIOR
COLOR Schemes.



ILLUSTRATIVE CHARACTER EXHIBITS

BUILDING MATERIALS			
BRICK	1,557 SQ. FT.	1%	
CERAMIC PANELS	400 SQ. FT.	8%	
ARCHITECTURAL PANELS	7,261 SQ. FT.	73%	
TOTAL	10,752 SQ. FT.	100%	
*TOTALS DONT INCLUDE GLAZING			

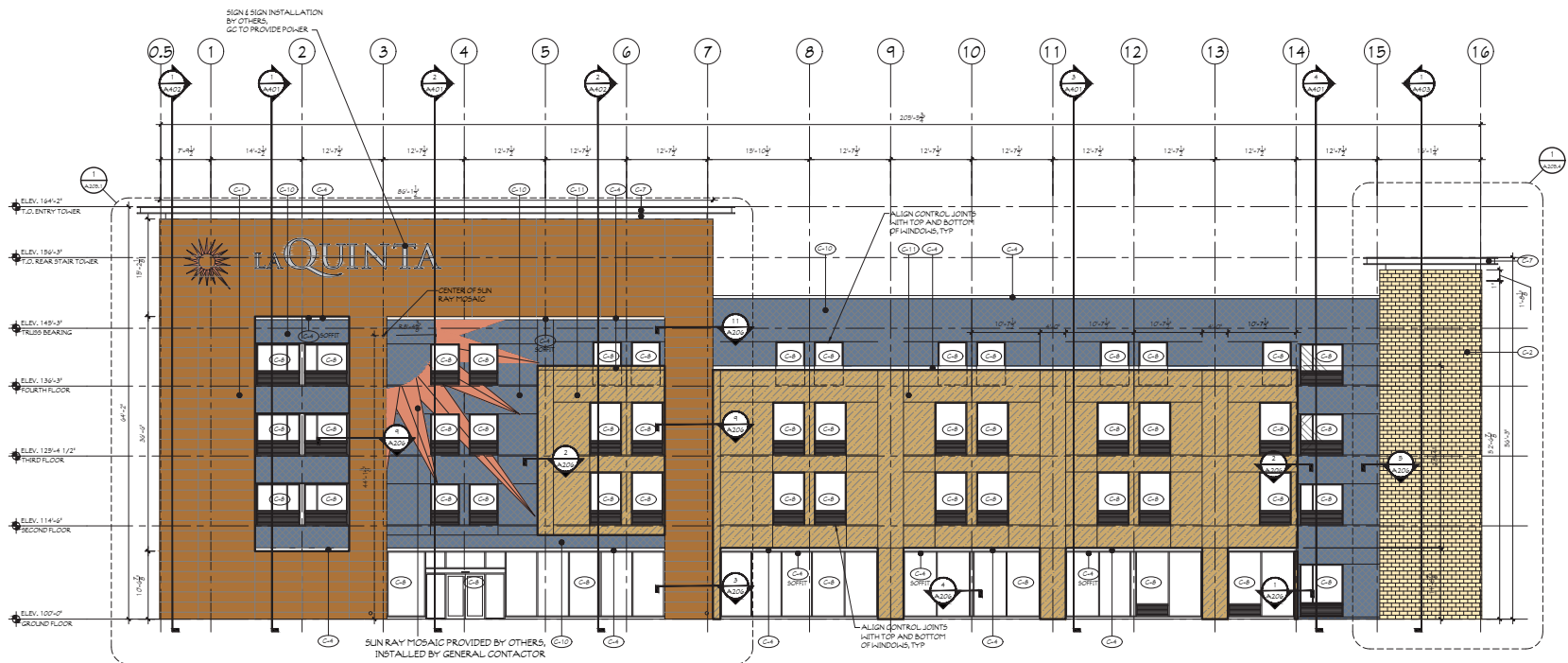


1 ELEVATION PLAN
SCALE: 1/8" = 1'-0"

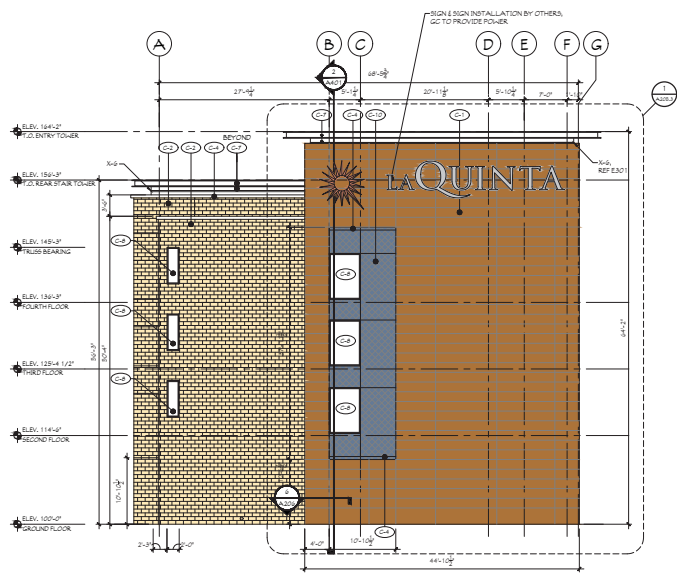
BUILDING MATERIALS			
CERAMIC PANELS	2,281 SQ. FT.	56%	
BRICK	1,602 SQ. FT.	37%	
ARCHITECTURAL PANELS	249 SQ. FT.	7%	
TOTAL	4,281 SQ. FT.	100%	
*TOTALS DONT INCLUDE GLAZING			

BUILDING MATERIALS			
CERAMIC PANELS	349 SQ. FT.	9%	
BRICK	3,175 SQ. FT.	79%	
ARCHITECTURAL PANELS	842 SQ. FT.	19%	
TOTAL	4,086 SQ. FT.	100%	
*TOTALS DONT INCLUDE GLAZING			

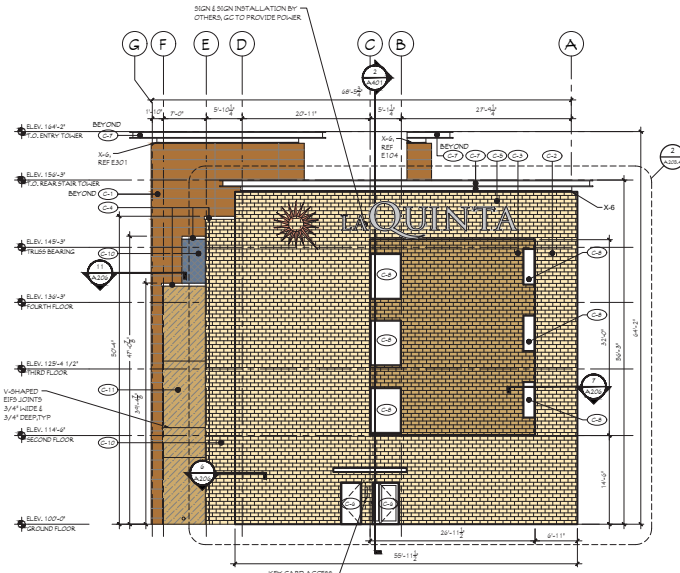
BUILDING MATERIALS			
CERAMIC PANELS	2,784 SQ. FT.	25%	
BRICK	823 SQ. FT.	7%	
ARCHITECTURAL PANELS	7,785	68%	
TOTAL	11,397 SQ. FT.	100%	
*TOTALS DONT INCLUDE GLAZING			



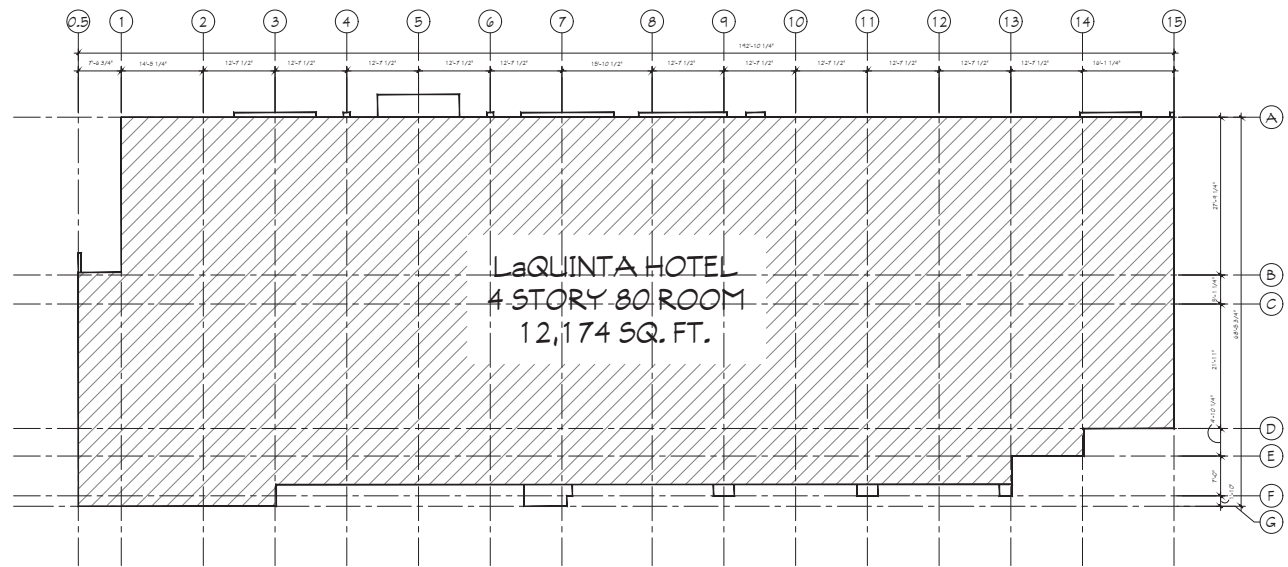
1 ELEVATION PLAN
SCALE: 1/8" = 1'-0"



1 SIDE ELAVIONS
SCALE: 1/8" = 1'-0"



2 SIDE ELEVATIONS
SCALE: 1/8" = 1'-0"



1 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

ILLUSTRATIVE CHARACTER EXHIBITS

STAYBRIDGE SUITES
(SEE EXHIBIT D-1)

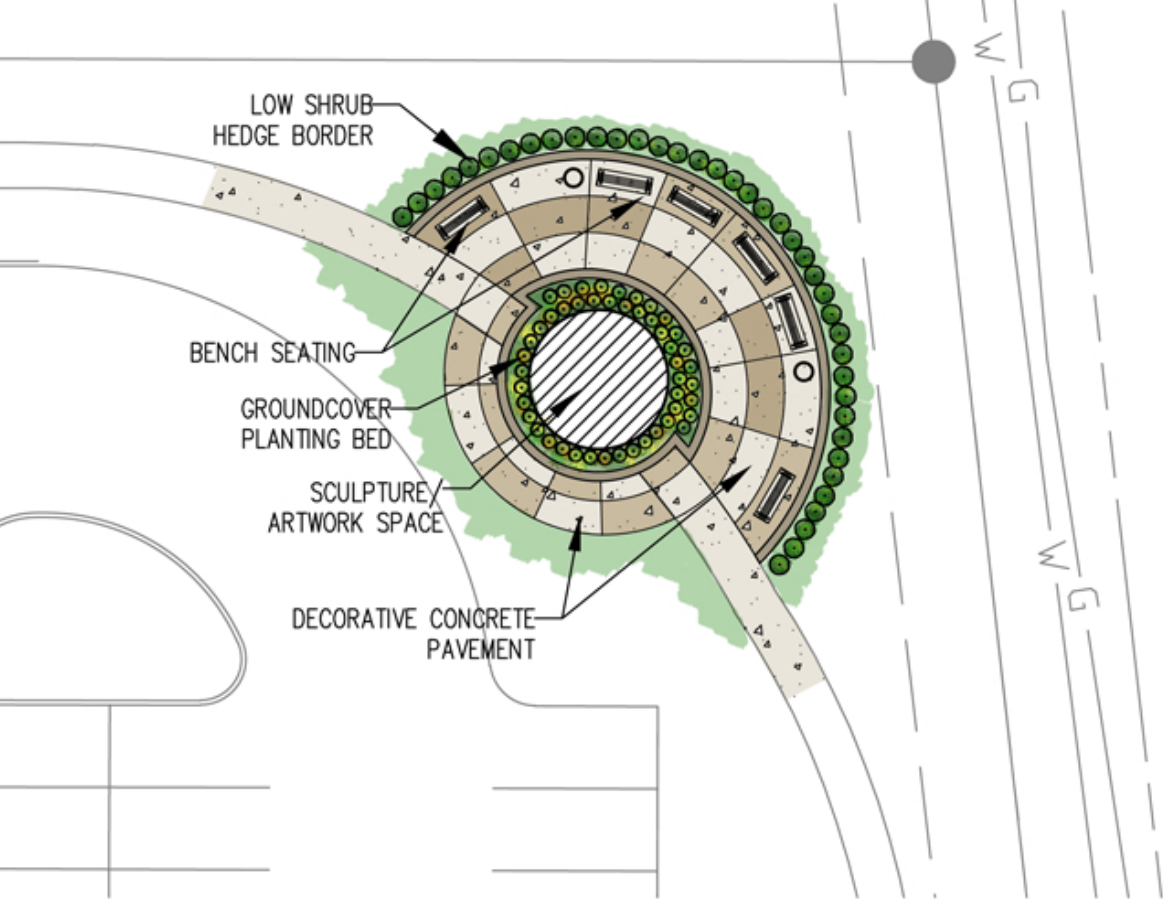
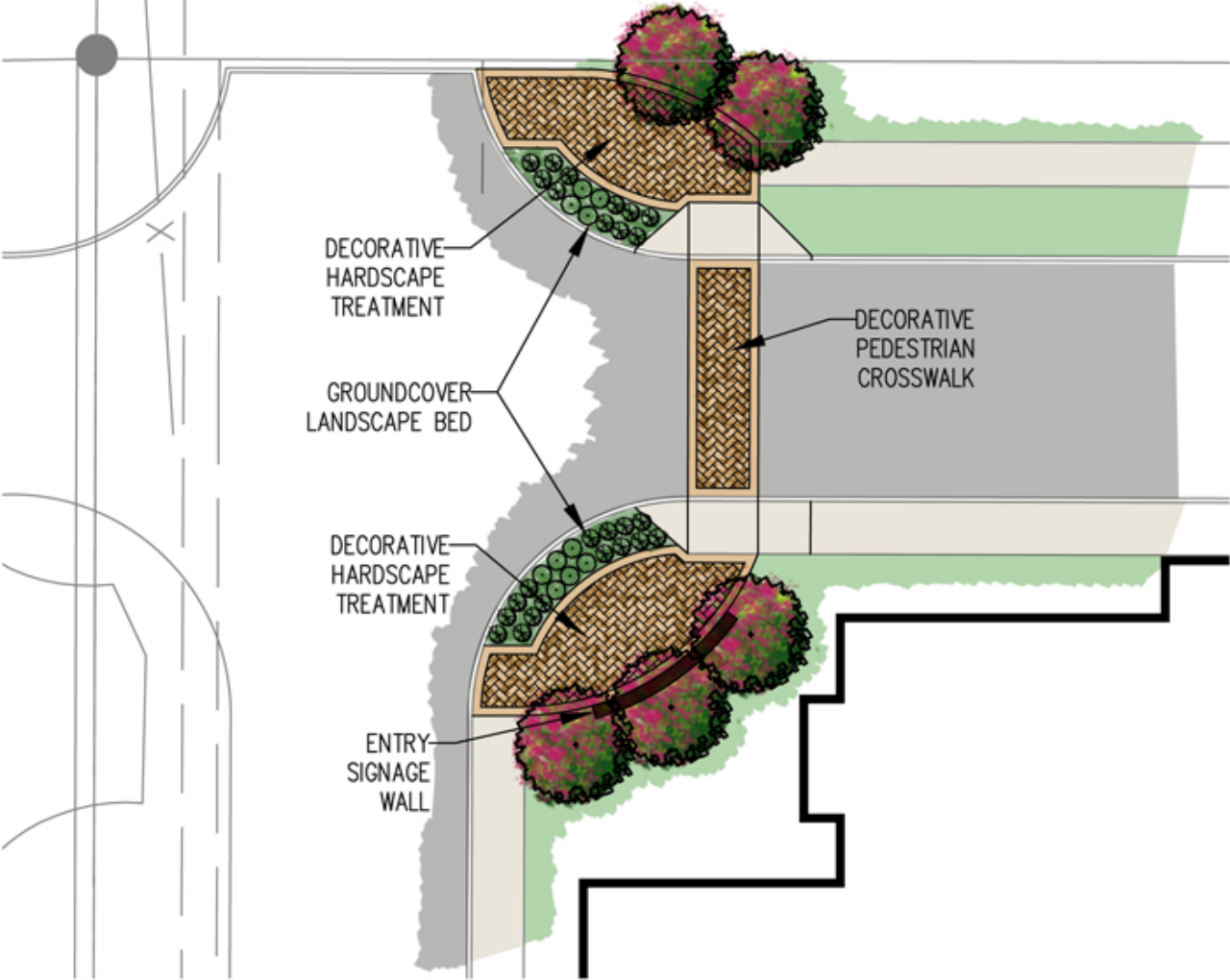


LAQUINTA
(SEE EXHIBIT D-2)



NOTE: These images are only intended to provide general examples of the typical quality and appearance of the proposed hotels. These images do not necessarily reflect the applicable building material standards of the Hittle at ThirtyOne PUD Ordinance (see Exhibit D-1 and Exhibit D-2).

SITE ENHANCEMENT EXHIBIT



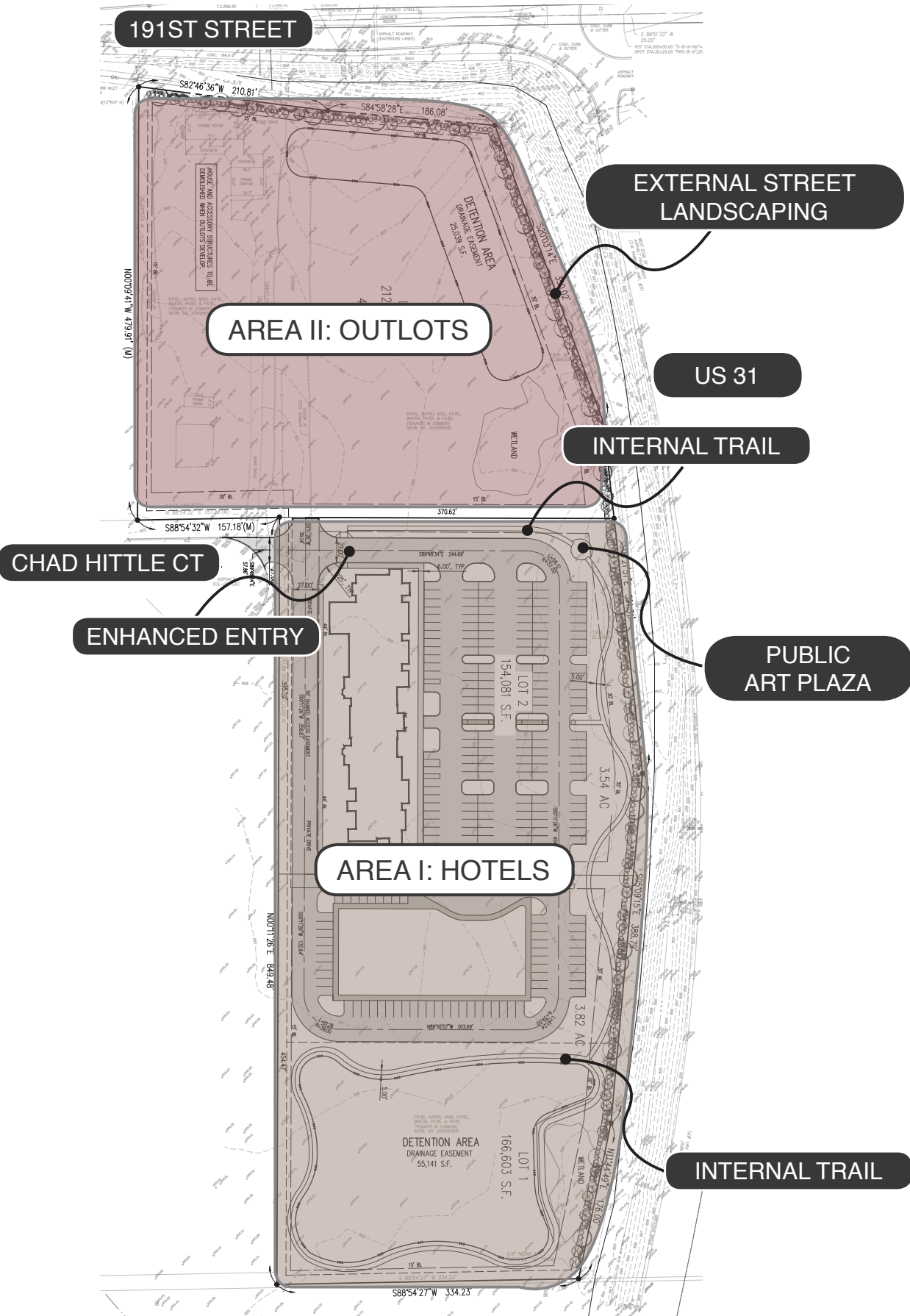
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SCULPTURE EXAMPLES

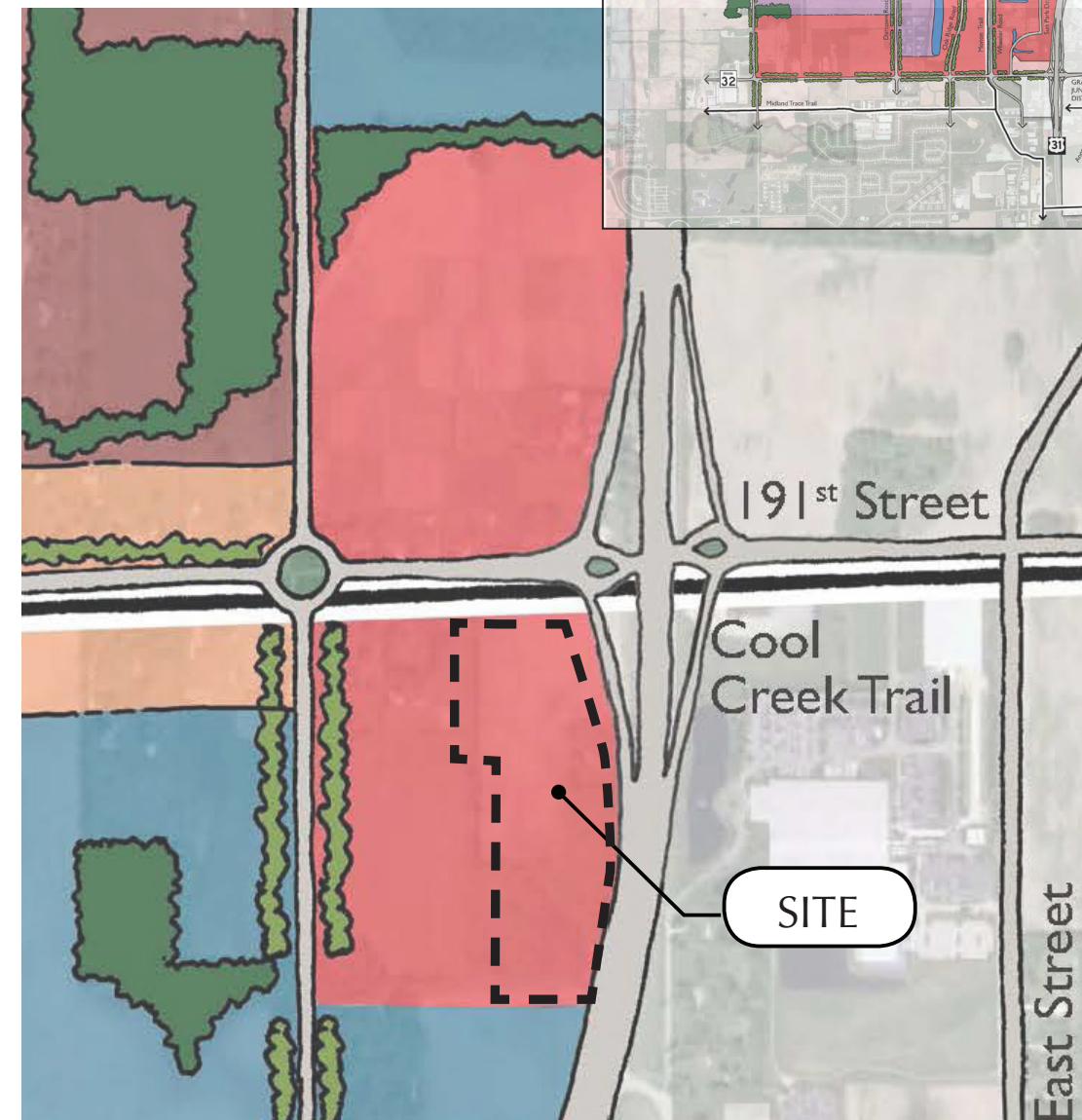
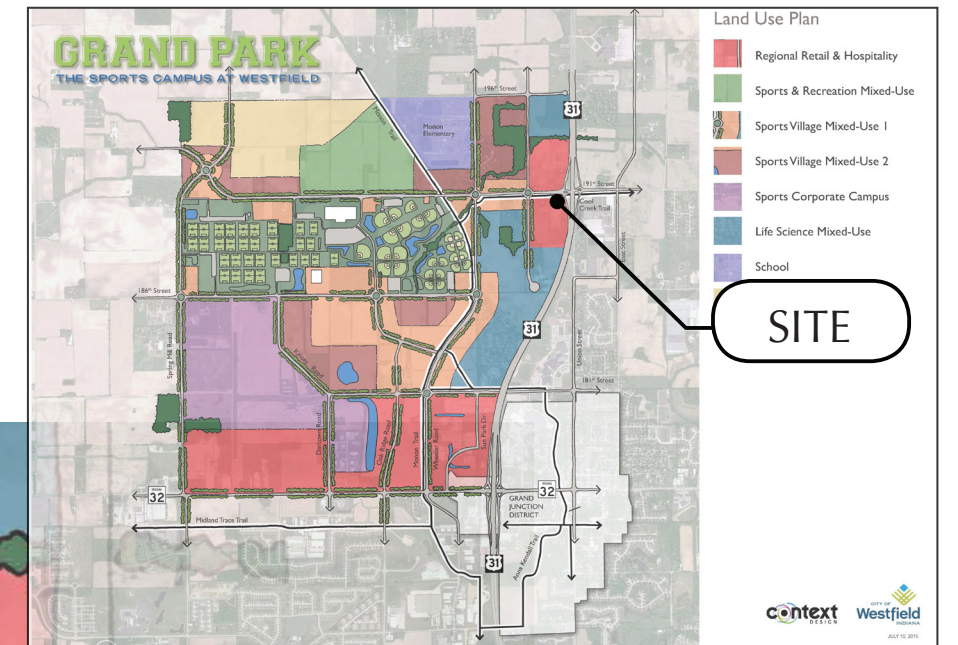


HITTLE AT THIRTYONE

PLANNED UNIT DEVELOPMENT DISTRICT



ILLUSTRATIVE GRAND PARK LAND USE MAP



HITTLE AT THIRTYONE

PLANNED UNIT DEVELOPMENT DISTRICT



Family Sports Capital

Addendum

to the Westfield Washington
Township Comprehensive Plan

August 2009

City of
Westfield

Indiana 1834

“Old Town Charm, New City Style”

Executive Summary

Introduction

This addendum (the “Addendum”) to the Westfield-Washington Township Comprehensive Plan (the “Comprehensive Plan”) is designed to support and facilitate implementation of the recommendations of the Westfield Sports Complex Commission (the “Sports Commission”). The Commission was appointed by Mayor J. Andrew Cook for the purpose of exploring the viability of a regional/national intergenerational sports facility within the City of Westfield. To the extent that the policies and recommendations set forth in this Addendum conflicts with the recommendations of the Westfield-Washington Township Comprehensive Plan, this Addendum shall supersede the Comprehensive Plan.

Goals

The Sports Commission, in its report to the Mayor titled “Westfield Family Sports Complex, Phase 1 Report”, July 24, 2009 (the “Report”), identifies the following goals for the Westfield community

- **Provide** intergenerational health, recreation and sporting opportunities within the City of Westfield (the “City”) and **provide** facilities for state, regional and national tournaments;
- **Cooperate** with the Hamilton County Convention and Visitor’s Bureau (“HCCVB”) to **make** Westfield the “Family Sports Capital of America” – a regional and national destination for sporting events and tournaments for all ages; and
- **Pursue** economic development opportunities to **capitalize** on Westfield’s already-developing intergenerational sports niche. Examples include: (1) multiple championship quality sports facilities; (2) complementary health, recreation and technology related land uses; (3) supporting entertainment, dining and lodging land uses; and (4) other uses which would support and compliment the Westfield intergenerational sports initiative.

Conclusions of Sports Commission

As the Sports Commission concludes in its Report, creation and development of a family sports complex (the “Complex”) is a viable endeavor for the Westfield community. The Sports Commission recommends that the City of Westfield and HCCVB move forward with planning efforts for such facilities. The Sports Commission will be performing additional analyses as directed by the City to further this effort as well.

Sports Commission Findings

- The City has a responsibility to provide appropriate facilities for Westfield youth and family sports. Currently, several youth sports are lacking adequate facilities, either because of growth or because currently utilized facilities may not be available in the long term. The City should consider collaborating with these youth programs to provide needed facilities.
- There is a market demand for championship level facilities to host amateur tournaments and championships and the Complex can serve as a family sports destination. These tournaments and related revenue can help the City and Hamilton County to fund youth sports in the community. If done in a fiscally responsible way, the City has an opportunity to turn what is traditionally regarded as a fixed City cost (youth sports facilities) into a revenue-generating economic development initiative.
- The City's central geographic location (accessibility by visitors), availability of land and existing athletics and sports focus complement the City's intergenerational sports concept. This concept aligns well with the economic development goals and objectives of the City.
- The City could generate additional revenue to fund the Complex if it cooperates with professional or semi-professional sports teams. The City should evaluate whether any additional costs required to host such professional teams would be offset by additional revenues that would be generated from such an investment.

The Sports Capital of America Vision

The City wishes to provide for the development of a regional/national championship quality sports facility within the Westfield community with and intergenerational focus. As a result, the City desires to amend its comprehensive plan to include guidance, as included below, when considering possible locations for the Complex and proposals for the development of Complex components.

- The Complex should be designed to at least support Westfield youth and family sports.
- The Complex should be designed to accommodate at least the following: (1) field sports (including, but not limited to, soccer, lacrosse and rugby); (2) baseball; and (3) and indoor winter sports facility (including, but not limited to, basketball, volleyball and gymnastics).
- The Complex likely may include facilities to support the hosting of championship level youth and amateur sports tournaments. Championship tournament facilities for the sport segments listed in the paragraph above are contemplated and encouraged, but not required.
- Facilities to accommodate professional or semi-professional sports teams are also contemplated in the City's long-term vision for the Complex and such proposals would be positively received if determined to be fiscally viable by the City.

- It is contemplated that the Complex will ultimately consist of and include at least two hundred (200) acres of land and that it would not likely exceed a land area more than five hundred (500) acres in size initially.
- The site should be located in a manner that provides direct access or close proximity to a Primary Arterial as defined in the Westfield-Washington Township Thoroughfare Plan.
- In addition to the sports-related uses within the Complex, it is anticipated that other related and supporting land uses will be located within, adjacent to and nearby the Complex. Such land uses will likely include hotels, restaurants, healthcare and sports medicine facilities, professional offices, retail uses, higher density residential uses and other supporting commercial uses. It is contemplated that such other uses will be proposed and approved either in conjunction with the Complex or after development of the Complex has been initiated. The total additional land area to be utilized for such purposes is expected to exceed the size of the Complex and may likely include a land area many times the size of the Complex.

APPENDIX H – FAMILY SPORTS CAPITAL ADDENDUM II



Family Sports Capital Addendum II to the Westfield – Washington Township Comprehensive Plan

December 2010

Introduction

This addendum (the “Addendum”) to the Westfield-Washington Township Comprehensive Plan (the “Comprehensive Plan”) is designed to support and facilitate implementation of the recommendations of the Westfield Sports Commission (the “Sports Commission”). The Commission has extensively studied possible locations for a regional/national intergenerational sports facility within the City of Westfield. The Commission has completed its analysis and recommends the location identified in Exhibit A. To the extent that the policies and recommendations set forth in this Addendum conflict with the recommendations of the Comprehensive Plan, this Addendum shall supersede the Comprehensive Plan and previously adopted addenda.

The Family Sports Capital of America Vision

The City of Westfield (the “City”) wishes to provide for the development of a regional/national championship quality sports facility within the Westfield community with a multigenerational focus. As a result, the City desires to amend its comprehensive plan to include guidance, as included below, for the Sports Campus.

- The Sports Campus should be designed to at least support Westfield youth and family sports
- The Sports Campus should be designed to accommodate at least the following: (1) field sports (including, but not limited to, soccer, lacrosse and rugby); (2) diamond sports (including, but not limited to, baseball and softball); and (3) indoor winter sports facility (including, but not limited to, basketball, volleyball and gymnastics).
- The Sports Campus should include facilities to support the hosting of championship level amateur sports tournaments.
- In addition to the sports-related uses within the Sports Campus, it is anticipated that other related and supporting land uses will be located within, adjacent to and nearby the Sports Campus. Such land uses will likely include hotels, restaurants, healthcare and sports medicine facilities, professional offices, retail uses, higher density residential uses and other supporting commercial uses. It is contemplated that such other uses will be proposed and approved either in conjunction with the Sports Campus or after development of the Sports Campus has been initiated. The total additional land area to be utilized for such purposes will be many times the size of the Sports Campus as shown in Exhibit A attached hereto and made a part hereof. This area shall be referred to as the Family Sports Capital of America (the “Sports Capital”).

The Family Sports Capital of America Goals

The Sports Commission, in its report to the Mayor titled “Westfield Family Sports Complex, Phase I Report,” July 24, 2009 (the “Report I”), identifies the following goals for the Westfield community:

- Provide intergenerational health, recreation and sporting opportunities within the City and provide facilities for state, regional and national tournaments;
- Cooperate with the Hamilton County Convention and Visitor's Bureau (the "HCCVB") to make Westfield the "Family Sports Capital of America" – a regional and national destination for sporting events and tournaments for all ages; and
- Pursue economic development opportunities to capitalize on Westfield's already-developing intergenerational sports niche. Examples include: (1) multiple championship quality sports facilities; (2) complementary health, recreation and technology related land uses; (3) supporting entertainment, dining, lodging land uses; and (4) other uses which would support and compliment the Westfield intergenerational sports initiative.

Sports Commission Phase I Report

As the Sports Commission concludes in its Report I, creation and development of the Sports Campus is a viable endeavor for the City. The Sports Commission recommends that the City and HCCVB continue with planning efforts for such facilities. The Sports Commission plans to perform additional analyses as prompted by the City to further this effort as well.

Sports Commission Findings

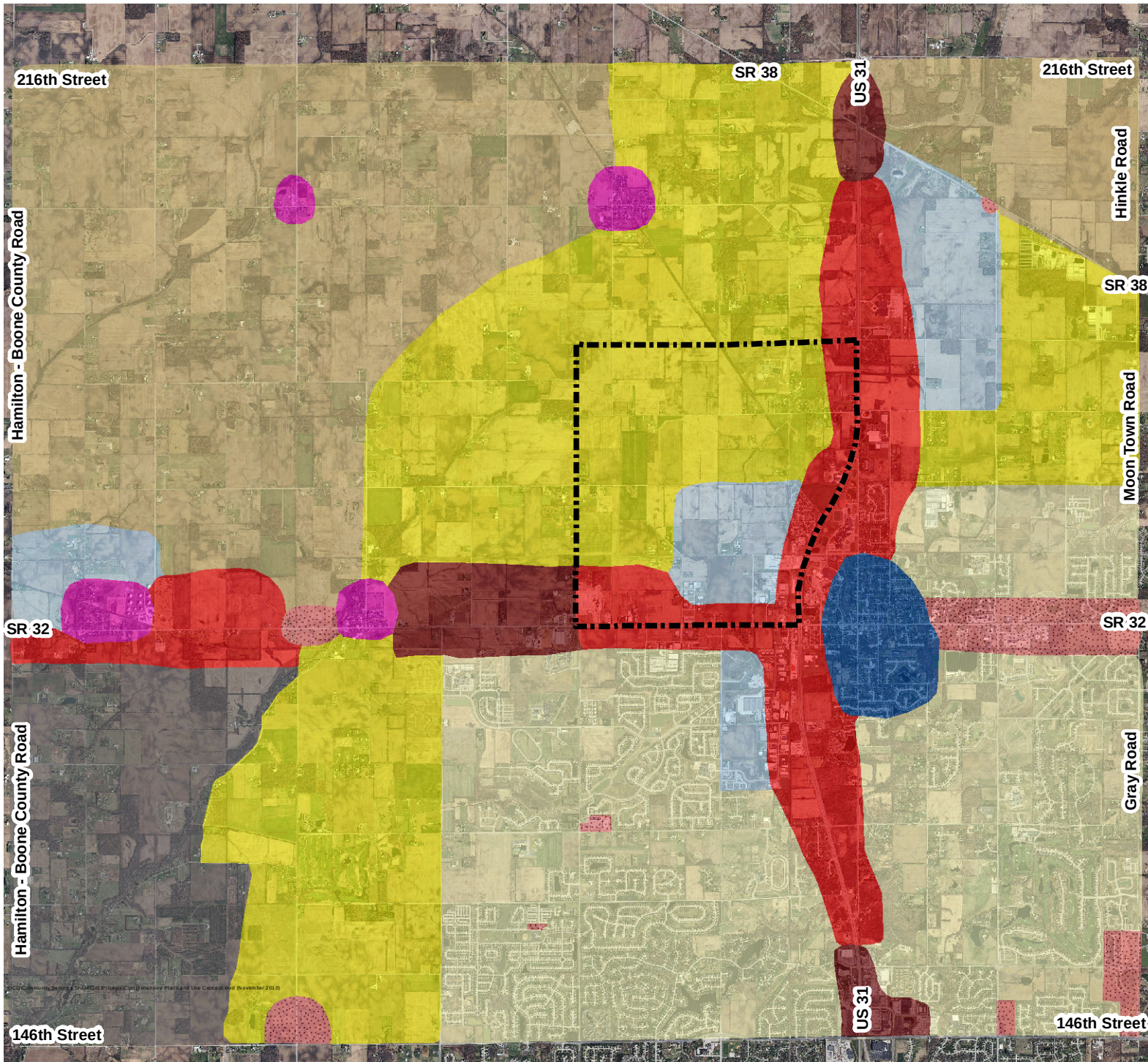
- The City has a responsibility to provide appropriate facilities for Westfield youth and family sports. Currently, several youth sports are lacking adequate facilities, either because of growth or because currently utilized facilities may not be available in the long term. The City is collaborating with these youth programs to provide needed facilities.
- There is a market demand for championship level facilities to host amateur tournaments and championships and the Sports Campus can serve as a family sports destination. These tournaments and related revenue can help the City and Hamilton County fund youth sports in the community. If done in a fiscally responsible way, the City has an opportunity to turn what is traditionally regarded as a fixed City cost (youth sports facilities) into a revenue-generating economic development initiative.
- The City's central geographic location (accessibility by visitors), availability of land and existing athletics and sports focus complement the City's multigenerational sports concept. This concept aligns well with the economic development goals and objectives of the City as well.

Sports Commission Phase II Report

The Sports Commission, in its report titled “Westfield Family Sports Complex, Phase II Report,” September 28, 2010 (the “Report II”), further defines the scope of initial sports to be offered at the Sports Campus, and identifies the Commission’s preferred location for the Sports Capital.

Sports Commission Findings

- The Scope of Sports Subcommittee of the Sports Commission determined that the sports to be initially offered within the Sports Campus should be selected based on demand, mission, stakeholders, cost and the ability of the Sports Campus to conduct multiple sports on fields designed to accommodate a variety of sport uses.
- The Sports Commission identified that the following field sports meet the requirements identified in the paragraph above soccer, football, lacrosse, rugby, field hockey, baseball, and softball; and, the following indoor training facility sports: all field and diamond sports with an emphasis on soccer, baseball and soccer league, travel and personal training use.
- The Location Subcommittee of the Sports Commission met with and exchanged information with developers several times during the Sports Capital siting process. The following primary criteria were used to identify the most appropriate location:
 - Site Access;
 - Suitability for contemplated sports;
 - Proximity to other city investment; and
 - Potential for economic development.
- The Sports Commission has recommended, unanimously, that the area identified in Exhibit A should be selected for the Sports Capital. This area is generally described as the land south of 196th Street, east of Spring Mill Road, north of State Road 32 and west of US Highway 31



Westfield - Washington Land Use Concept Map

Exhibit A

Legend

- Suburban Residential
- New Suburban
- Existing Rural Southwest
- Rural Northwest and Northeast
- Business Park
- Local Commercial
- Employment Corridor
- Regional Commercial
- Villages
- Downtown
- Family Sports Capital of America



Community Development Department

1 inch = 1 mile

DISCLAIMER: The Town of Westfield, Indiana has created this map in an attempt to increase the availability of public information and enhance public knowledge. The Town is continually collecting, maintaining and updating data. Information for the map themes was obtained from existing, and many times historical documentation. Because of this, the information displayed on this map is not guaranteed to be completely accurate or all inclusive. The Town of Westfield retains the right to change the content of this map without prior notice. The Town of Westfield assumes no liability for any actions or occurrences that may result from persons viewing the information contained on this map. This map is not meant to take the place of any existing guidelines, rules, regulations or legal procedures. No information displayed on this map should be used in place of legal documentation. Field investigations are still necessary for locating underground facilities, and contact with appropriate departmental staff is still required for determining location-based designations.

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

The Westfield-Washington Township Advisory Plan Commission held a public hearing on Tuesday, January 16, 2018, to consider an amendment to the Zoning Map and Westfield-Washington Township Unified Development Ordinance. Notice of the public hearing was advertised and noticed in accordance with Indiana law and the Advisory Plan Commission's Rules of Procedure. Notice was shown to have been published in a newspaper of general circulation in Hamilton County, Indiana. The petition is as follows:

Docket No. 1712-PUD-26

Ordinance No. 17-45

Petitioner Pryam, LLC by OnPointe Land Matters, LLC

Description A change of zoning on 12.2 acres +/- from the AG-SF1: Agriculture/Single Family Rural District and GB: General Business District to the Hittle at ThirtyOne Planned Unit Development (PUD) District.

On Tuesday, January 16, 2018, a motion was made and passed to send a favorable recommendation (Vote: 9 in favor, 0 opposed) to the City Council regarding this petition.

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



Matthew S. Skelton, Secretary

January 17, 2018

Date

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.

January 22, 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 19 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 22 day of January, 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: 01/05/18..01/18/18

1/18/2018 9:15 AM

Page 1 of 19

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								
VEN006362	Anthem EAP	APP048746	1/5/2018	101001119	ADM-HEALTH AND DENTAL	Jan thru March EAP	14.22	63796	1/9/2018
VEN001537	Payroll	APP048772	1/8/2018	101001111	ADM-SALARY	Payroll	8,417.68	500000285	1/11/2018
VEN001537	Payroll	APP048772	1/8/2018	101001120	ADM-FICA AND MEDICARE	FICA	500.93	500000285	1/11/2018
VEN001537	Payroll	APP048772	1/8/2018	101001120	ADM-FICA AND MEDICARE	Medicare	117.16	500000285	1/11/2018
VEN001537	Payroll	APP048772	1/8/2018	101001121	ADM-PERF	PERF	949.61	500000285	1/11/2018
VEN002336	Citizens Westfield	APP048781	1/9/2018	101001328	ADM-HEAT/GAS	Clinic House	106.18	63816	1/9/2018
VEN002336	Citizens Westfield	APP048782	1/9/2018	101001328	ADM-HEAT/GAS	DWA	279.19	63817	1/9/2018
VEN002336	Citizens Westfield	APP048782	1/9/2018	101001342	ADM-WATER/SEWER	City Hall	73.34	63817	1/9/2018
VEN002336	Citizens Westfield	APP048782	1/9/2018	101001342	ADM-WATER/SEWER	Old Historical Society	69.86	63817	1/9/2018
VEN002336	Citizens Westfield	APP048782	1/9/2018	101001342	ADM-WATER/SEWER	DWA	70.63	63817	1/9/2018
VEN002336	Citizens Westfield	APP048782	1/9/2018	101001342	ADM-WATER/SEWER	Clinic House	72.57	63817	1/9/2018
VEN000513	DavisVision	APP048785	1/9/2018	101001119	ADM-HEALTH AND DENTAL	Vision Ins	24.28	63859	1/10/2018
VEN005662	Rocchio Kiley Ins	APP048818	1/10/2018	101001122	ADM-WORKERS' COMP	1st inst Workers Comp Jan re	109.46	63860	1/11/2018
VEN001653	Regions Insurance Inc	APP048825	1/11/2018	101001339	ADM-INSURANCE	Excess Liab renewal	1,819.93	63861	1/11/2018
VEN000589	Duke Energy	APP048977	1/17/2018	101001341	ADM-ELECTRICITY	Electric	544.56		
VEN000849	Hamilton County Treasurer	APP048987	1/18/2018	101001111	ADM-SALARY	YAP salary	48,975.00		
VEN000849	Hamilton County Treasurer	APP048987	1/18/2018	101001119	ADM-HEALTH AND DENTAL	YAP Benefits	30,325.00		
VEN000849	Hamilton County Treasurer	APP048987	1/18/2018	101001120	ADM-FICA AND MEDICARE	YAP FICA and Medicare	3,745.00		
VEN000849	Hamilton County Treasurer	APP048987	1/18/2018	101001121	ADM-PERF	YAP PERF	6,955.00		
VEN000695	Financial Solutions Group	APP048989	1/18/2018	101001331	ADM-CONSULTING	General consulting	1,706.00		
VEN005974	Aim	APP048990	1/18/2018	101001350	ADM-SUB/DUES/MEMBERS	2018 AIM dues	6,078.00		
VEN002036	USAutomatic Fire and Security	APP048991	1/18/2018	101001343	ADM-BUILDING	Fire Protection Inspection Ser	402.85		
VEN000931	Ice Miller LLP	APP048992	1/18/2018	101001331	ADM-CONSULTING	December services	5,000.00		
VEN001264	Love At First Sight	APP048995	1/18/2018	101001347	ADM-PROMOTIONS	Sympathy arrangement	100.00		
	Subtotal for Administration						116,456.45		

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Fund No. Fund Name									
101 General									
Police									
VEN006362	Anthem EAP	APP048746	1/5/2018	101002119	POLICE-HEALTH AND DENT	Jan thru March EAP	232.26	63796	1/9/2018
VEN001537	Payroll	APP048772	1/8/2018	101002111	POLICE-SALARY	Payroll	144,152.73	500000285	1/11/2018
VEN001537	Payroll	APP048772	1/8/2018	101002120	POLICE-FICA AND MEDICAR	FICA	8,626.16	500000285	1/11/2018
VEN001537	Payroll	APP048772	1/8/2018	101002120	POLICE-FICA AND MEDICAR	Medicare	2,017.43	500000285	1/11/2018
VEN001537	Payroll	APP048772	1/8/2018	101002121	POLICE-PERF	PERF	22,278.44	500000285	1/11/2018
VEN000513	DavisVision	APP048785	1/9/2018	101002119	POLICE-HEALTH AND DENT	Vision Ins	472.96	63859	1/10/2018
VEN001993	Treasurer Of State of Indiana	APP048800	1/10/2018	101002349	POLICE-SERVICES	Breath 2018 Test Instrument	650.00		
VEN000314	C.A.R. Clinic	APP048801	1/10/2018	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	4,161.97		
VEN000434	Comcast Cable	APP048802	1/10/2018	101002349	POLICE-SERVICES	Monthly Statement	141.89		
VEN000080	Almost Home Boarding Kennel	APP048803	1/10/2018	101002355	POLICE-K-9 MAINT	Dog Boarding - Lopez	286.00		
VEN000942	Imagery LLC	APP048804	1/10/2018	101002229	POLICE-UNIFORMS	Polo Shirts	222.77		
VEN001245	Lexisnexis Risk Managment	APP048805	1/10/2018	101002349	POLICE-SERVICES	Monthly Statement	83.10		
VEN000777	Glass America	APP048806	1/10/2018	101002360	POLICE-VEHICLE REPAIR	Vehicle Glass	494.13		
VEN001555	Pet Supplies Plus	APP048807	1/10/2018	101002355	POLICE-K-9 MAINT	Dog Food	132.94		
VEN006196	Yellow Dog Veterinary Clinic	APP048808	1/10/2018	101002355	POLICE-K-9 MAINT	1yr rabis vaccine and meds -	77.09		
VEN001942	The Uniform House, Inc	APP048809	1/10/2018	101002229	POLICE-UNIFORMS	Uniforms - Larrison	343.20		
VEN002035	US Uniform and Supply	APP048810	1/10/2018	101002229	POLICE-UNIFORMS	Uniform Jacket Patches and	21.00		
VEN002035	US Uniform and Supply	APP048810	1/10/2018	101002229	POLICE-UNIFORMS	Uniforms - Martin	213.90		
VEN002017	Unifirst Corporation	APP048811	1/10/2018	101002343	POLICE-BUILDING MAINTEN	Mat Rental	50.95		
VEN005662	Rocchio Kiley Ins	APP048818	1/10/2018	101002122	POLICE-WORKERS' COMP	1st inst Workers Comp Jan re	20,380.43	63860	1/11/2018
VEN001653	Regions Insurance Inc	APP048825	1/11/2018	101002339	POLICE-INSURANCE	Excess Liab renewal	8,007.68	63861	1/11/2018
VEN000163	Aul Retirement	APP048851	1/16/2018	101002125	POLICE-401A MATCHING	Police Match	109,014.28		
VEN005976	Jeremy Meier	APP048856	1/16/2018	101002360	POLICE-VEHICLE REPAIR	Reimbursement for Headlight	9.60		
VEN002353	Boldens Cleaners	APP048857	1/16/2018	101002229	POLICE-UNIFORMS	Dry Cleaning Nov. & Dec. 201	686.54		
VEN006222	SuperFleet Master Card	APP048858	1/16/2018	101002226	POLICE-VEHICLE GAS/SUPP	Vehicle Gas	215.21		
VEN002336	Citizens Westfield	APP048859	1/16/2018	101002342	POLICE-WATER/SEWER	Fire Service Charges	92.77		
VEN002336	Citizens Westfield	APP048975	1/16/2018	101002342	POLICE-WATER/SEWER	water/sewer	203.96		
VEN000589	Duke Energy	APP048977	1/17/2018	101002341	POLICE-ELECTRICITY	Electric	2,115.69		
VEN002036	USAutomatic Fire and Security	APP048991	1/18/2018	101002343	POLICE-BUILDING MAINTEN	Fire Protection Inspection Ser	1,151.85		
Subtotal for Police							326,536.93		

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Fund No.	Fund Name									
101	General									
Economic and Community Development										
VEN006362	Anthem EAP	APP048746	1/5/2018	101003119	ECD-HEALTH AND DENTAL	Jan thru March EAP	61.62	63796	1/9/2018	
VEN001537	Payroll	APP048772	1/8/2018	101003111	ECD-SALARY	Payroll	23,133.80	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101003111	ECD-SALARY	Payroll	4,231.15	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101003120	ECD-FICA AND MEDICARE	FICA	1,389.37	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101003120	ECD-FICA AND MEDICARE	FICA	254.29	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101003120	ECD-FICA AND MEDICARE	Medicare	324.94	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101003120	ECD-FICA AND MEDICARE	Medicare	59.46	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101003121	ECD-PERF	PERF	3,285.00	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101003121	ECD-PERF	PERF	600.82	500000285	1/11/2018	
VEN006437	Anchor Sign	APP048775	1/9/2018	101003349	ECD-SERVICES	Refund SecurCare Self Stora	600.00	63795	1/9/2018	
VEN000513	DavisVision	APP048785	1/9/2018	101003119	ECD-HEALTH AND DENTAL	Vision Ins	123.52	63859	1/10/2018	
VEN005662	Rocchio Kiley Ins	APP048818	1/10/2018	101003122	ECD-WORKERS' COMP	1st inst Workers Comp Jan re	2,581.52	63860	1/11/2018	
VEN001653	Regions Insurance Inc	APP048825	1/11/2018	101003339	ECD-INSURANCE	Excess Liab renewal	891.16	63861	1/11/2018	
VEN002097	Westfield Chamber Of Commerce	APP048988	1/18/2018	101003347	ECD-PROMOTIONS	December Luncheon	160.00			
VEN006357	Caleb Ernest	APP048997	1/18/2018	101003334	ECD-TRAVEL/TRAINING/SE	IEDC Conference	66.36			
Subtotal for Economic and Community Development							37,763.01			
Parks										
VEN006362	Anthem EAP	APP048746	1/5/2018	101005119	PARKS-HEALTH AND DENT	Jan thru March EAP	18.96	63796	1/9/2018	
VEN001537	Payroll	APP048772	1/8/2018	101005111	PARKS-SALARY	Payroll	6,355.35	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101005120	PARKS-FICA AND MEDICARE	FICA	379.61	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101005120	PARKS-FICA AND MEDICARE	Medicare	88.80	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101005121	PARKS-PERF	PERF	681.38	500000285	1/11/2018	
VEN000513	DavisVision	APP048785	1/9/2018	101005119	PARKS-HEALTH AND DENT	Vision Ins	41.70	63859	1/10/2018	
VEN005662	Rocchio Kiley Ins	APP048818	1/10/2018	101005122	PARKS-WORKERS' COMP	1st inst Workers Comp Jan re	128.38	63860	1/11/2018	
VEN001653	Regions Insurance Inc	APP048825	1/11/2018	101005339	PARKS-INSURANCE	Excess Liab renewal	727.97	63861	1/11/2018	
VEN000345	Cave and Company Printing	APP048917	1/16/2018	101005223	PARKS-OFFICE SUPPLIES	Business cards	136.72			
VEN000589	Duke Energy	APP048977	1/17/2018	101005341	PARKS-ELECTRIC	Electric	987.71			
VEN002097	Westfield Chamber Of Commerce	APP048988	1/18/2018	101005347	PARKS-PROMOTION	December Luncheon	20.00			
Subtotal for Parks							9,566.58			

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Fund No.	Fund Name									
101	General									
Informatics										
VEN006362	Anthem EAP	APP048746	1/5/2018	101007119	IT-HEALTH AND DENTAL	Jan thru March EAP	28.44	63796	1/9/2018	
VEN001537	Payroll	APP048772	1/8/2018	101007111	IT-SALARY	Payroll	14,618.23	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101007120	IT-FICA AND MEDICARE	FICA	862.14	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101007120	IT-FICA AND MEDICARE	Medicare	201.62	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101007121	IT-PERF	PERF	2,075.80	500000285	1/11/2018	
VEN000513	DavisVision	APP048785	1/9/2018	101007119	IT-HEALTH AND DENTAL	Vision Ins	59.12	63859	1/10/2018	
VEN005662	Rocchio Kiley Ins	APP048818	1/10/2018	101007122	IT-WORKERS' COMP	1st inst Workers Comp Jan re	407.61	63860	1/11/2018	
VEN001653	Regions Insurance Inc	APP048825	1/11/2018	101007339	IT-INSURANCE	Excess Liab renewal	782.57	63861	1/11/2018	
VEN002050	Verizon Wireless	APP048949	1/11/2018	101007332	IT-CELLULAR/PAGERS/MOBI	EMS	41.24			
VEN002050	Verizon Wireless	APP048950	1/8/2018	101007332	IT-CELLULAR/PAGERS/MOBI	Cell phones and air cards	17,091.81			
VEN005134	Lifeline Data Centers	APP048960	1/8/2018	101007349	IT-SERVICES	Monthly services	1,065.70			
VEN000203	BD Managed Services LLC	APP048965	1/11/2018	101007331	IT-CONSULTING	Mezzanine Cabling	10,559.03			
Subtotal for Informatics							47,793.31			
Clerk Treasurer										
VEN006362	Anthem EAP	APP048746	1/5/2018	101008119	CT-HEALTH AND DENTAL	Jan thru March EAP	28.44	63796	1/9/2018	
VEN001537	Payroll	APP048772	1/8/2018	101008111	CT-SALARY	Payroll	16,310.24	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101008119	CT-HEALTH AND DENTAL	HSA	500.00	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101008120	CT-FICA AND MEDICARE	FICA	954.23	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101008120	CT-FICA AND MEDICARE	Medicare	223.16	500000285	1/11/2018	
VEN001537	Payroll	APP048772	1/8/2018	101008121	CT-PERF	PERF	1,913.19	500000285	1/11/2018	
VEN000513	DavisVision	APP048785	1/9/2018	101008119	CT-HEALTH AND DENTAL	Vision Ins	65.98	63859	1/10/2018	
VEN005662	Rocchio Kiley Ins	APP048818	1/10/2018	101008122	CT-WORKERS' COMP	1st inst Workers Comp Jan re	239.19	63860	1/11/2018	
VEN001653	Regions Insurance Inc	APP048825	1/11/2018	101008339	CT-INSURANCE	Excess Liab renewal	679.44	63861	1/11/2018	
VEN004297	ADP-Payroll	APP048842	1/16/2018	101008331	CT-CONSULTING	Services	5,279.94	500000289	1/16/2018	
Subtotal for Clerk Treasurer							26,193.81			

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Fund No.	Fund Name									
101	General									
	Mayor									
	VEN006362	Anthem EAP	APP048746	1/5/2018	101009119	MAYOR-HEALTH AND DENT	Jan thru March EAP	4.74	63796	1/9/2018
	VEN001537	Payroll	APP048772	1/8/2018	101009111	MAYOR-SALARY	Payroll	4,329.69	500000285	1/11/2018
	VEN001537	Payroll	APP048772	1/8/2018	101009120	MAYOR- FICA AND MEDICAR	FICA	263.60	500000285	1/11/2018
	VEN001537	Payroll	APP048772	1/8/2018	101009120	MAYOR- FICA AND MEDICAR	Medicare	61.65	500000285	1/11/2018
	VEN001537	Payroll	APP048772	1/8/2018	101009121	MAYOR-PERF	PERF	614.82	500000285	1/11/2018
	VEN000513	DavisVision	APP048785	1/9/2018	101009119	MAYOR-HEALTH AND DENT	Vision Ins	12.14	63859	1/10/2018
	VEN005662	Rocchio Kiley Ins	APP048818	1/10/2018	101009122	MAYOR-WORKERS' COMP	1st inst Workers Comp Jan re	67.57	63860	1/11/2018
	VEN002097	Westfield Chamber Of Commerce	APP048988	1/18/2018	101009347	MAYOR-PROMOTIONS	December Luncheon	20.00		
	VEN001913	The Bridgewater Club LLC	APP048993	1/18/2018	101009347	MAYOR-PROMOTIONS	WWS Referendum	22.69		
	VEN002097	Westfield Chamber Of Commerce	APP048994	1/18/2018	101009347	MAYOR-PROMOTIONS	December Luncheon	20.00		
	Subtotal for Mayor							5,416.90		
	City Council									
	VEN005662	Rocchio Kiley Ins	APP048818	1/10/2018	101010122	CITY COUNCIL-WORKERS'	1st inst Workers Comp Jan re	227.03	63860	1/11/2018
	VEN002097	Westfield Chamber Of Commerce	APP048988	1/18/2018	101010347	CITY COUNCIL-PROMOTION	December Luncheon	20.00		
	VEN002097	Westfield Chamber Of Commerce	APP048994	1/18/2018	101010347	CITY COUNCIL-PROMOTION	December Luncheon	20.00		
	Subtotal for City Council							267.03		
	Public Works									
	VEN006362	Anthem EAP	APP048746	1/5/2018	101013119	PW-HEALTH AND DENTAL	Jan thru March EAP	170.64	63796	1/9/2018
	VEN001537	Payroll	APP048772	1/8/2018	101013111	PW-SALARY	Payroll	67,880.11	500000285	1/11/2018
	VEN001537	Payroll	APP048772	1/8/2018	101013120	PW-FICA AND MEDICARE	FICA	4,025.66	500000285	1/11/2018
	VEN001537	Payroll	APP048772	1/8/2018	101013120	PW-FICA AND MEDICARE	Medicare	941.49	500000285	1/11/2018
	VEN001537	Payroll	APP048772	1/8/2018	101013121	PW-PERF	PERF	9,663.20	500000285	1/11/2018
	VEN002336	Citizens Westfield	APP048777	1/9/2018	101013342	PW-WATER/SEWER	PW	43.16	63814	1/9/2018
	VEN000513	DavisVision	APP048785	1/9/2018	101013119	PW-HEALTH AND DENTAL	Vision Ins	285.04	63859	1/10/2018
	VEN005662	Rocchio Kiley Ins	APP048818	1/10/2018	101013122	PW-WORKERS' COMP	1st inst Workers Comp Jan re	23,224.04	63860	1/11/2018
	VEN001653	Regions Insurance Inc	APP048825	1/11/2018	101013339	PW-INSURANCE	Excess Liab renewal	4,246.50	63861	1/11/2018
	VEN000345	Cave and Company Printing	APP048919	1/16/2018	101013223	PW-OFFICE SUPPLIES	Business Cards	106.14		
	VEN000589	Duke Energy	APP048977	1/17/2018	101013341	PW-ELECTRIC	Electric	4,038.47		
	VEN002036	USAutomatic Fire and Security	APP048991	1/18/2018	101013343	PW-BLDG MAINT	Fire Protection Inspection Ser	980.00		
	Subtotal for Public Works							115,604.45		

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101	General										
	Communications										
	VEN006362	Anthem EAP	APP048746	1/5/2018	101020119	COMM-INSURANCE	Jan thru March EAP		14.22	63796	1/9/2018
	VEN001537	Payroll	APP048772	1/8/2018	101020111	COMM-SALARY	Payroll	6,215.02	500000285	1/11/2018	
	VEN001537	Payroll	APP048772	1/8/2018	101020120	COMM-FICA	FICA	373.66	500000285	1/11/2018	
	VEN001537	Payroll	APP048772	1/8/2018	101020120	COMM-FICA	Medicare	87.40	500000285	1/11/2018	
	VEN001537	Payroll	APP048772	1/8/2018	101020121	COMM-PERF	PERF	882.54	500000285	1/11/2018	
	VEN000513	DavisVision	APP048785	1/9/2018	101020119	COMM-INSURANCE	Vision Ins	22.70	63859	1/10/2018	
	VEN000480	CSI Signs	APP048812	1/10/2018	101020347	COMM-PROMOTIONS	Welcome Westfield	2,000.00			
	VEN000480	CSI Signs	APP048812	1/10/2018	101020347	COMM-PROMOTIONS	Welcome Westfield add an or	1,200.00			
	VEN000480	CSI Signs	APP048812	1/10/2018	101020347	COMM-PROMOTIONS	Welcome Westfield new RAB	2,800.00			
	VEN000480	CSI Signs	APP048812	1/10/2018	101020347	COMM-PROMOTIONS	New RAB	3,800.00			
	VEN005662	Rocchio Kiley Ins	APP048818	1/10/2018	101020122	COMM-WORKER'S COMP	1st inst Workers Comp Jan re	144.74	63860	1/11/2018	
	VEN006488	Rob Boyles	APP048996	1/18/2018	101020347	COMM-PROMOTIONS	Big Ten Soccer Drone Footag	250.00			
	Subtotal for Communications								17,790.28		
	Customer Service										
	VEN006362	Anthem EAP	APP048746	1/5/2018	101021119	CUST SERVICE- INSURANC	Jan thru March EAP	23.70	63796	1/9/2018	
	VEN001537	Payroll	APP048772	1/8/2018	101021111	CUST SERVICE- SAL	Payroll	7,816.27	500000285	1/11/2018	
	VEN001537	Payroll	APP048772	1/8/2018	101021120	CUSTOMER SERV- FICA ME	FICA	472.15	500000285	1/11/2018	
	VEN001537	Payroll	APP048772	1/8/2018	101021120	CUSTOMER SERV- FICA ME	Medicare	110.43	500000285	1/11/2018	
	VEN001537	Payroll	APP048772	1/8/2018	101021121	CUSTOMER SERV- PERF	PERF	1,109.90	500000285	1/11/2018	
	VEN000513	DavisVision	APP048785	1/9/2018	101021119	CUST SERVICE- INSURANC	Vision Ins	17.42	63859	1/10/2018	
	VEN005662	Rocchio Kiley Ins	APP048818	1/10/2018	101021122	CUSTOMER SERV-WORKER	1st inst Workers Comp Jan re	153.95	63860	1/11/2018	
	Subtotal for Customer Service								9,703.82		
	Human Resources										
	VEN000552	Diana Peyton	APP048734	1/5/2018	101022347	HR- PROMOTIONS	Card reim	29.70	63791	1/5/2018	
	VEN006362	Anthem EAP	APP048746	1/5/2018	101022119	HR- INSURANCE	Jan thru March EAP	9.48	63796	1/9/2018	
	VEN001537	Payroll	APP048772	1/8/2018	101022111	HR - SAL	Payroll	4,690.45	500000285	1/11/2018	
	VEN001537	Payroll	APP048772	1/8/2018	101022120	HR- FICA MED	FICA	276.83	500000285	1/11/2018	
	VEN001537	Payroll	APP048772	1/8/2018	101022120	HR- FICA MED	Medicare	64.74	500000285	1/11/2018	
	VEN001537	Payroll	APP048772	1/8/2018	101022121	HR - PERF	PERF	666.04	500000285	1/11/2018	
	VEN000513	DavisVision	APP048785	1/9/2018	101022119	HR- INSURANCE	Vision Ins	24.28	63859	1/10/2018	
	VEN005662	Rocchio Kiley Ins	APP048818	1/10/2018	101022122	HR- WORKERS COMP	1st inst Workers Comp Jan re	75.00	63860	1/11/2018	
	Subtotal for Human Resources								5,836.52		

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Subtotal for Fund 101 General							718,929.09		

Fund No. Fund Name

201	Motor Vehicle Highway (MVH)								
	Public Works								
VEN001537	Payroll	APP048772	1/8/2018	201013111	MVH-SALARY	Payroll	10,290.33	500000285	1/11/2018
VEN001537	Payroll	APP048772	1/8/2018	201013120	MVH-FICA AND MEDICARE	FICA	615.89	500000285	1/11/2018
VEN001537	Payroll	APP048772	1/8/2018	201013120	MVH-FICA AND MEDICARE	Medicare	144.02	500000285	1/11/2018
VEN001537	Payroll	APP048772	1/8/2018	201013121	MVH-PERF	PERF	1,461.23	500000285	1/11/2018
VEN006436	Davis Wholesale Supply	APP048776	1/9/2018	201013231	MVH-SUBGRADE MATERIAL	Bulk coarse rock	3,823.49	63819	1/9/2018
VEN000513	DavisVision	APP048785	1/9/2018	201013119	MVH-HEALTH AND DENTAL	Vision Ins	36.42	63859	1/10/2018
VEN005662	Rocchio Kiley Ins	APP048818	1/10/2018	201013122	MVH-WORKERS COMP	1st inst Workers Comp Jan re	3,118.43	63860	1/11/2018
VEN003838	Harding Group Inc	APP048913	1/16/2018	201013231	MVH-SUBGRADE MATERIAL	Infrared patching	3,817.00		
VEN001778	Shelby Materials	APP048915	1/16/2018	201013231	MVH-SUBGRADE MATERIAL	Barrier Cube	490.00		
VEN001778	Shelby Materials	APP048915	1/16/2018	201013231	MVH-SUBGRADE MATERIAL	Little Eagle Creek	183.00		
VEN002123	Westfield-Washington Schools	APP048916	1/16/2018	201013226	MVH-VEHICLE GAS/ SUPPLI	Diesel fuel	4,178.41		
VEN005403	BrightView Landscapes LLC	APP048918	1/16/2018	201013349	MVH-SERVICES	Snow removal	4,257.65		
VEN003284	Practical Property Group	APP048920	1/16/2018	201013349	MVH-SERVICES	Snow removal	7,264.30		
VEN000332	Cargill	APP048921	1/16/2018	201013231	MVH-SUBGRADE MATERIAL	Salt	17,444.04		
VEN000589	Duke Energy	APP048977	1/17/2018	201013341	MVH-ELECTRIC	Electric	2,475.95		
Subtotal for Public Works							59,600.16		
Subtotal for Fund 201 Motor Vehicle Highway (MVH)							59,600.16		

Fund No. Fund Name

203	Fire Operating								
	Fire								
VEN006362	Anthem EAP	APP048746	1/5/2018	203012119	FIRE-HEALTH AND DENTAL	Jan thru March EAP	336.54	63796	1/9/2018
VEN001537	Payroll	APP048772	1/8/2018	203012111	FIRE-SALARY	Payroll	191,784.89	500000285	1/11/2018
VEN001537	Payroll	APP048772	1/8/2018	203012120	FIRE-FICA AND MEDICARE	FICA	11,357.04	500000285	1/11/2018
VEN001537	Payroll	APP048772	1/8/2018	203012120	FIRE-FICA AND MEDICARE	Medicare	2,656.06	500000285	1/11/2018
VEN001537	Payroll	APP048772	1/8/2018	203012121	FIRE-PERF	PERF	30,891.11	500000285	1/11/2018
VEN002336	Citizens Westfield	APP048778	1/9/2018	203012328	FIRE-GAS/HEAT	Sta 83 Gas	288.60	63815	1/9/2018
VEN002336	Citizens Westfield	APP048778	1/9/2018	203012342	FIRE-WATER/SEWER	Sta 83 Water	450.58	63815	1/9/2018
VEN000513	DavisVision	APP048785	1/9/2018	203012119	FIRE-HEALTH AND DENTAL	Vision Ins	738.46	63859	1/10/2018
VEN005662	Rocchio Kiley Ins	APP048818	1/10/2018	203012122	FIRE-WORKERS' COMP	1st inst Workers Comp Jan re	43,478.26	63860	1/11/2018
VEN001653	Regions Insurance Inc	APP048825	1/11/2018	203012339	FIRE-INSURANCE	Excess Liab renewal	4,649.91	63861	1/11/2018

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Fund No.	Fund Name									
203	Fire Operating									
	Fire									
	VEN002336	Citizens Westfield	APP048859	1/16/2018	203012342	FIRE-WATER/SEWER	Stored Water for Station 81	92.00		
	VEN000910	HP Products	APP048923	1/16/2018	203012224	FIRE-OPERATING SUPPLIES	detergent	1,006.80		
	VEN000469	Crawford Water Care	APP048926	1/16/2018	203012224	FIRE-OPERATING SUPPLIES	water softener salt	537.45		
	VEN000469	Crawford Water Care	APP048926	1/16/2018	203012224	FIRE-OPERATING SUPPLIES	water softener salt	537.45		
	VEN000469	Crawford Water Care	APP048926	1/16/2018	203012224	FIRE-OPERATING SUPPLIES	water softener salt	537.45		
	VEN002028	UPS	APP048927	1/16/2018	203012333	FIRE-POSTAGE	Postage	3.63		
	VEN004254	Wondersign	APP048930	1/16/2018	203012224	FIRE-OPERATING SUPPLIES	Chromebit stick	149.00		
	VEN004254	Wondersign	APP048930	1/16/2018	203012349	FIRE-SERVICES	Licensing	218.55		
	VEN000682	Fastenal	APP048931	1/16/2018	203012360	FIRE-VEHICLE MAINT	vehicle maint. supplies	11.06		
	VEN005648	Task Force 1 Inc	APP048932	1/16/2018	203012334	FIRE-TRAVEL/TRAINING/SE	building construction class	3,250.00		
	VEN001615	Public Safety Medical Services	APP048937	1/16/2018	203012354	FIRE-MEDICAL EXAMS/TEST	testing for Groninger, and P. T	392.62		
	VEN001846	Stoops Freightliner	APP048938	1/16/2018	203012360	FIRE-VEHICLE MAINT	vehicle maint. supply	110.75		
	VEN001264	Love At First Sight	APP048939	1/16/2018	203012347	FIRE-PROMOTIONS	floral arrangement	75.00		
	VEN006489	Wonderlic Inc	APP048968	1/16/2018	203012349	FIRE-SERVICES	hiring license service	2,400.00		
	VEN002148	Witmer Public Safety Group	APP048969	1/16/2018	203012229	FIRE-UNIFORMS	gloves	325.25		
	VEN005587	Kronos Inc	APP048974	1/16/2018	203012349	FIRE-SERVICES	Telestaff Development	45.00		
	VEN002336	Citizens Westfield	APP048975	1/16/2018	203012342	FIRE-WATER/SEWER	water/sewer	305.94		
	VEN000589	Duke Energy	APP048977	1/17/2018	203012341	FIRE-ELECTRIC	Electric	902.70		
	VEN000589	Duke Energy	APP048977	1/17/2018	203012341	FIRE-ELECTRIC	Electric	581.92		
	VEN000589	Duke Energy	APP048977	1/17/2018	203012341	FIRE-ELECTRIC	Electric	2,115.70		
	VEN000589	Duke Energy	APP048977	1/17/2018	203012346	FIRE-TORNADO SIREN	Electric	65.80		
	VEN002036	USAutomatic Fire and Security	APP048991	1/18/2018	203012343	FIRE-BUILDING MAINTENAN	Fire Protection Inspection Ser	1,151.85		
	VEN002036	USAutomatic Fire and Security	APP048991	1/18/2018	203012343	FIRE-BUILDING MAINTENAN	Annual Extinguisher inspectio	25.00		
	VEN002036	USAutomatic Fire and Security	APP048991	1/18/2018	203012343	FIRE-BUILDING MAINTENAN	Annual Extinguisher Alarm an	632.00		
	Subtotal for Fire							302,104.37		
Subtotal for Fund 203 Fire Operating								302,104.37		

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Fund No. Fund Name									
206 Parks Programming/Events									
Parks									
VEN006360	Stephen M Bernard	APP048852	1/16/2018	206005347	PARKS PROGRAM/PROMOTI	Pictures with Santa WIL 2017	962.50		
VEN001008	Indy Pro Audio Production Ser	APP048940	1/16/2018	206005347	PARKS PROGRAM/PROMOTI	WR4 Stage	3,550.00		
VEN000229	Beth Maier Photography	APP048978	1/17/2018	206005347	PARKS PROGRAM/PROMOTI	Voices from the Past Photogr	125.00		
Subtotal for Parks							4,637.50		
Subtotal for Fund 206 Parks Programming/Events							4,637.50		
Fund No. Fund Name									
239 Law Enforcement									
Police									
VEN000083	Amanda Aiyar	APP048855	1/16/2018	239002334	LAW ENFORCE-TRAVEL/TR	Reimbursement for Books	44.81		
Subtotal for Police							44.81		
Subtotal for Fund 239 Law Enforcement							44.81		
Fund No. Fund Name									
264 Road and Street Improvement (Road Impact)									
Public Works									
VEN005929	WSP USA Inc	APP048854	1/16/2018	264013349	ROAD IMPACT-SERVICES	HSIP Projects Various Locatio	25,550.00		
Subtotal for Public Works							25,550.00		
Subtotal for Fund 264 Road and Street Improvement (Road Impact)							25,550.00		

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Fund No. Fund Name									
268	Emergency Medical and Equip								
	Fire								
VEN000266	Bound Tree Medical	APP048924	1/16/2018	268012224	EMS-OPERATING SUPPLIES	masks, bags, ECG pads, etc	634.25		
VEN000065	Airgas Mid America	APP048928	1/16/2018	268012224	EMS-OPERATING SUPPLIES	Oxygen	77.54		
VEN000065	Airgas Mid America	APP048928	1/16/2018	268012224	EMS-OPERATING SUPPLIES	Cylinder Rental	79.89		
VEN000065	Airgas Mid America	APP048928	1/16/2018	268012224	EMS-OPERATING SUPPLIES	Cylinder Rental	192.24		
VEN000065	Airgas Mid America	APP048928	1/16/2018	268012224	EMS-OPERATING SUPPLIES	Cylinder Rental	181.36		
VEN000266	Bound Tree Medical	APP048934	1/16/2018	268012224	EMS-OPERATING SUPPLIES	Curaplex	121.90		
VEN000266	Bound Tree Medical	APP048935	1/16/2018	268012224	EMS-OPERATING SUPPLIES	gauze, fasplints	52.15		
VEN000266	Bound Tree Medical	APP048936	1/16/2018	268012224	EMS-OPERATING SUPPLIES	suction units	38.25		
VEN001849	Stryker Sales	APP048966	1/16/2018	268012472	EMS-LEASE EQUIPMENT	battery packs for cots	1,095.03		
VEN001849	Stryker Sales	APP048967	1/16/2018	268012472	EMS-LEASE EQUIPMENT	Upgrade to ambulances to av	3,247.00		
VEN005859	IUH Ball Memorial Hospital	APP048973	1/16/2018	268012349	EMS-SERVICES	medical direction from Dr. Kor	2,500.00		
	Subtotal for Fire						8,219.61		
	Subtotal for Fund 268 Emergency Medical and Equip						8,219.61		
Fund No. Fund Name									
269	Training Facility Center								
	Public Safety (Police and Fire)								
VEN001062	Jack Laurie Floors LLC	APP048911	1/16/2018	269014343	TRAINING FAC-BUILDING M	November cleaning Training F	666.67		
VEN001062	Jack Laurie Floors LLC	APP048912	1/16/2018	269014343	TRAINING FAC-BUILDING M	December Cleaning Trianing	666.67		
VEN000975	Indiana Oxygen Company	APP048922	1/16/2018	269014472	TRAINING FAC-EQUIPMENT	O2 and Acetylene	32.18		
	Subtotal for Public Safety (Police and Fire)						1,365.52		
	Subtotal for Fund 269 Training Facility Center						1,365.52		
Fund No. Fund Name									
344	Go Bond 2017								
	Fire								
VEN001341	MES-Indiana	APP048929	1/16/2018	344012473	GO BOND 2017 FD VEH LEA	New apparatus equip.	544.19		
VEN005978	Rescue Gear	APP048933	1/16/2018	344012473	GO BOND 2017 FD VEH LEA	new apparatus equip.	244.79		
	Subtotal for Fire						788.98		

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Fund No. Fund Name										
344	Go Bond 2017									
	Public Works									
VEN006440	Brown Equipment Co	APP048914	1/16/2018	344013473	GO BOND 2017 PW VEH LE	Hot Patch machine	32,000.00			
	Subtotal for Public Works							32,000.00		
Subtotal for Fund 344 Go Bond 2017							32,788.98			
Fund No. Fund Name										
640	Sports Campus Operating									
	Grand Park									
VEN006362	Anthem EAP	APP048747	1/5/2018	640015349	SPORTS CAMPUS-SERVICE	Jan thru March EAP	23.70	1796	1/9/2018	
VEN002336	Citizens Westfield	APP048780	1/9/2018	640015342	SPORTS CAMPUS-WAT SE	GP General	131.48	1799	1/9/2018	
VEN002336	Citizens Westfield	APP048780	1/9/2018	640015342	SPORTS CAMPUS-WAT SE	GP General	222.04	1799	1/9/2018	
VEN002336	Citizens Westfield	APP048780	1/9/2018	640015342	SPORTS CAMPUS-WAT SE	GP Field	406.98	1799	1/9/2018	
VEN002336	Citizens Westfield	APP048780	1/9/2018	640015342	SPORTS CAMPUS-WAT SE	GP Diam	535.00	1799	1/9/2018	
VEN002336	Citizens Westfield	APP048780	1/9/2018	640015342	SPORTS CAMPUS-WAT SE	GP Field	410.69	1799	1/9/2018	
VEN002336	Citizens Westfield	APP048780	1/9/2018	640015342	SPORTS CAMPUS-WAT SE	GP Diam	523.60	1799	1/9/2018	
VEN001653	Regions Insurance Inc	APP048824	1/11/2018	640015339	SPORTS CAMPUS-INSURAN	Excess Liab repewal Diam	712.10	1809	1/11/2018	
VEN001653	Regions Insurance Inc	APP048824	1/11/2018	640015339	SPORTS CAMPUS-INSURAN	Excess Liab renewal Field	870.33	1809	1/11/2018	
VEN002228	Indiana Sports Properties	APP048952	1/10/2018	640015349	SPORTS CAMPUS-SERVICE	Oct thru Dec Sales Commissi	3,712.20			
VEN004233	Indiana Office of Tourism Dev	APP048957	1/5/2018	640015337	SPORTS CAMPUS-PRINTIN	2018 Travel Guides	190.00			
VEN006439	Ogle Design	APP048961	1/9/2018	640015224	SPORTS CAMPUS-OPERATI	Estridge Champion Stage	5,000.00			
VEN006438	Connect	APP048962	1/9/2018	640015337	SPORTS CAMPUS-PRINTIN	Connect Sports Magazine	4,500.00			
VEN000345	Cave and Company Printing	APP048963	1/11/2018	640015337	SPORTS CAMPUS-PRINTIN	Business cards	36.68			
VEN005006	Team Pride Athletic Apparel	APP048964	1/11/2018	640015349	SPORTS CAMPUS-SERVICE	Wearables	321.06			
	Subtotal for Grand Park							17,595.86		

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Fund No.	Fund Name								
640	Sports Campus Operating								
	Sport Campus Indoor Event Ctr								
VEN002336	Citizens Westfield	APP048779	1/9/2018	640023328	GP INDOOR-NATURAL GAS	GP Indoor gas	7,767.94	1798	1/9/2018
VEN002336	Citizens Westfield	APP048779	1/9/2018	640023342	GP INDOOR-WAT AND SEW	GP Indoor water	581.44	1798	1/9/2018
VEN002336	Citizens Westfield	APP048779	1/9/2018	640023342	GP INDOOR-WAT AND SEW	GP Indoor sewer	135.66	1798	1/9/2018
VEN001653	Regions Insurance Inc	APP048824	1/11/2018	640023339	GP INDOOR-INSURANCE	Excess Liab renewal GPIndoo	1,582.41	1809	1/11/2018
VEN002613	Ermco Inc	APP048958	1/8/2018	640023349	GP INDOOR-SERVICES	Install circuit to panel	980.00		
VEN002036	USAutomatic Fire and Security	APP048959	1/8/2018	640023349	GP INDOOR-SERVICES	Excess signals	33.56		
	Subtotal for Sport Campus Indoor Event Ctr						11,081.01		
	Subtotal for Fund 640 Sports Campus Operating						28,676.87		
Fund No.	Fund Name								
651	Infrastructure Improv								
	Public Works								
VEN002038	USI Consultants, Inc	APP048853	1/16/2018	651013474	INFRASTRUCTURE IMPRO	Consulting for 191st Street To	8,248.00		
VEN002019	United Consulting Engineers	APP048980	1/17/2018	651013474	INFRASTRUCTURE IMPRO	Monon Trail over SR 32 and T	2,071.81		
	Subtotal for Public Works						10,319.81		
	Subtotal for Fund 651 Infrastructure Improv						10,319.81		

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Fund No.	Fund Name								
701	Payroll								
	Clerk Treasurer								
VEN000008	77 Police and Fire Fund	APP048748	1/5/2018	701008133	PAYROLL-PERF	Correction to 77 Fund	72.00	700000371	1/5/2018
VEN000920	Huntington National Bank	APP048769	1/8/2018	701008131	PAYROLL-EMPLOYER'S FICA	FICA	31,431.00	700000373	1/11/2018
VEN000920	Huntington National Bank	APP048769	1/8/2018	701008132	PAYROLL-EMPLOYER'S ME	Medicare	7,350.80	700000373	1/11/2018
VEN000920	Huntington National Bank	APP048769	1/8/2018	701008921	PAYROLL-FEDERAL WITHH	Federal	62,205.82	700000373	1/11/2018
VEN000920	Huntington National Bank	APP048769	1/8/2018	701008922	PAYROLL-EMPLOYEE FICA	FICA	31,431.06	700000373	1/11/2018
VEN000920	Huntington National Bank	APP048769	1/8/2018	701008922	PAYROLL-EMPLOYEE FICA	Medicare	7,350.76	700000373	1/11/2018
VEN000959	Indiana Dept Of Revenue	APP048770	1/8/2018	701008923	PAYROLL-STATE WITHHOL	State	15,514.89	700000374	1/11/2018
VEN000959	Indiana Dept Of Revenue	APP048770	1/8/2018	701008923	PAYROLL-STATE WITHHOL	COIT	5,751.50	700000374	1/11/2018
VEN001537	Payroll	APP048783	1/9/2018	701008110	PAYROLL-NET SALARIES	net sal	358,746.61	700000375	1/11/2018
VEN000513	DavisVision	APP048786	1/9/2018	701008930	PAYROLL-INS. DED	Davis Vision	38.54	16865	1/10/2018
VEN000948	IN Family and Social Services Admin	APP048788	1/9/2018	701008140	PAYROLL-SUPPORT WITHH	Child Support	1,874.24	700000378	1/16/2018
VEN004836	Nationwide Retirement Solutions	APP048789	1/9/2018	701008931	PAYROLL-401A MATCHING-	Employee contributions and lo	1,475.13	16867	1/10/2018
VEN000703	Fire Fighters Credit Union	APP048790	1/9/2018	701008141	PAYROLL-UNION DUES	Union Dues	1,996.65	16866	1/10/2018
VEN005722	Aflac Premium Holding	APP048791	1/9/2018	701008930	PAYROLL-INS. DED	Group disb ins	2,394.14	16864	1/10/2018
VEN000058	AFLAC	APP048792	1/9/2018	701008930	PAYROLL-INS. DED	Disb ins prem	6,929.52	16863	1/10/2018
VEN001864	Supporting Heroes	APP048793	1/9/2018	701008991	PAYROLL-MISC	Supporting Heroes	116.26	16869	1/10/2018
VEN001583	Police and Firemens Insurance	APP048794	1/9/2018	701008930	PAYROLL-INS. DED	Police and Fire Ins	10.70	16868	1/10/2018
VEN000163	Aul Retirement	APP048795	1/9/2018	701008931	PAYROLL-401A MATCHING-	Employee Contributions and I	22,183.00	700000376	1/9/2018
VEN001372	Mike Cline	APP048820	1/10/2018	701008930	PAYROLL-INS. DED	Refund from Aflac on account	13.60	16871	1/11/2018
VEN001125	Joel Rush	APP048821	1/11/2018	701008110	PAYROLL-NET SALARIES	Net salary	2,210.42	16870	1/11/2018
VEN002177	Indiana Members Credit Union	APP048836	1/16/2018	701008930	PAYROLL-INS. DED	HSA	268.84	16872	1/16/2018
VEN002177	Indiana Members Credit Union	APP048837	1/16/2018	701008930	PAYROLL-INS. DED	HSA	500.00	16873	1/16/2018
VEN000008	77 Police and Fire Fund	APP048849	1/16/2018	701008133	PAYROLL-PERF	Non Civilian PERF	50,709.72	700000377	1/16/2018
VEN001550	PERF	APP048850	1/16/2018	701008133	PAYROLL-PERF	Civilian PERF	41,186.61	700000379	1/16/2018
	Subtotal for Clerk Treasurer						651,761.81		
	Subtotal for Fund 701 Payroll						651,761.81		

Fund No. Fund Name

900 Stormwater

	Stormwater								
VEN001537	Payroll	APP048771	1/8/2018	900016111	STORM-SALARY	Payroll	18,289.83	900000114	1/11/2018
VEN001537	Payroll	APP048771	1/8/2018	900016120	STORM-FICA AND MEDICAR	FICA	1,079.44	900000114	1/11/2018

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Fund No.	Fund Name								
900	Stormwater								
	Stormwater								
VEN001537	Payroll	APP048771	1/8/2018	900016120	STORM-FICA AND MEDICAR	Medicare	252.44	900000114	1/11/2018
VEN001537	Payroll	APP048771	1/8/2018	900016121	STORM-PERF	PERF	1,876.45	900000114	1/11/2018
VEN000513	DavisVision	APP048787	1/9/2018	900016119	STORM-HEALTHDENTAL	Vision Ins	97.12	37991	1/10/2018
VEN005662	Rocchio Kiley Ins	APP048819	1/10/2018	900016122	STORM-WORKERS COMP	1st inst Workers Comp Jan re	2,717.39	37992	1/11/2018
VEN006441	Richard McNinch	APP048860	1/16/2018	900016370	STORMWATER-REFUND	OP	49.80		
VEN006486	Dan and Stacy Luedke	APP048861	1/16/2018	900016370	STORMWATER-REFUND		2.17		
VEN006443	Greg Ginder	APP048862	1/16/2018	900016370	STORMWATER-REFUND		2.71		
VEN006400	Timothy Bruce	APP048863	1/16/2018	900016370	STORMWATER-REFUND	OP	30.08		
VEN006444	Paul Phillips	APP048864	1/16/2018	900016370	STORMWATER-REFUND		12.90		
VEN006445	Brian Axe	APP048865	1/16/2018	900016370	STORMWATER-REFUND	OP	54.21		
VEN006446	Frank Gumino	APP048866	1/16/2018	900016370	STORMWATER-REFUND		4.21		
VEN006447	Micah Winter	APP048867	1/16/2018	900016370	STORMWATER-REFUND		18.44		
VEN006448	Luis Romero Cortez	APP048868	1/16/2018	900016370	STORMWATER-REFUND		2.36		
VEN006449	Amanda Fadal	APP048869	1/16/2018	900016370	STORMWATER-REFUND		4.34		
VEN006450	Mike Burchfield	APP048870	1/16/2018	900016370	STORMWATER-REFUND		5.82		
VEN006451	Paul Starr	APP048871	1/16/2018	900016370	STORMWATER-REFUND		58.80		
VEN006451	Paul Starr	APP048871	1/16/2018	900016370	STORMWATER-REFUND	OP	18.69		
VEN006452	Victoria Lemasters	APP048872	1/16/2018	900016370	STORMWATER-REFUND		5.43		
VEN006453	Casey Onstot	APP048873	1/16/2018	900016370	STORMWATER-REFUND		2.91		
VEN006454	Wei Li	APP048874	1/16/2018	900016370	STORMWATER-REFUND		5.43		
VEN006455	Corrie Bilke	APP048875	1/16/2018	900016370	STORMWATER-REFUND		4.21		
VEN006456	Charles Ward	APP048876	1/16/2018	900016370	STORMWATER-REFUND		1.94		
VEN006457	Michael Defelippis	APP048877	1/16/2018	900016370	STORMWATER-REFUND		3.66		
VEN006458	Lindsey Hecht	APP048878	1/16/2018	900016370	STORMWATER-REFUND		3.53		
VEN006459	Ia Yang Ku and Nang Ku	APP048879	1/16/2018	900016370	STORMWATER-REFUND		3.39		
VEN006460	Jodi Reeder	APP048880	1/16/2018	900016370	STORMWATER-REFUND		2.36		
VEN006461	Kayla and Jason Dansorth	APP048881	1/16/2018	900016370	STORMWATER-REFUND		6.10		
VEN006462	Melanie Hughes	APP048882	1/16/2018	900016370	STORMWATER-REFUND		4.75		
VEN003119	David Stemerick	APP048883	1/16/2018	900016370	STORMWATER-REFUND		3.26		
VEN006463	Trent Roseberry	APP048884	1/16/2018	900016370	STORMWATER-REFUND		4.21		
VEN006463	Trent Roseberry	APP048884	1/16/2018	900016370	STORMWATER-REFUND	OP	5.02		
VEN006464	Angela Anderson	APP048885	1/16/2018	900016370	STORMWATER-REFUND		14.01		

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Fund No.	Fund Name								
900	Stormwater								
	Stormwater								
VEN006464	Angela Anderson	APP048885	1/16/2018	900016370	STORMWATER-REFUND	OP	4.33		
VEN006465	Brent Weiland	APP048886	1/16/2018	900016370	STORMWATER-REFUND		2.85		
VEN006466	Ryan Cole	APP048887	1/16/2018	900016370	STORMWATER-REFUND		3.39		
VEN006467	Nathan Earl	APP048888	1/16/2018	900016370	STORMWATER-REFUND		2.50		
VEN006468	Nancy Warstler	APP048889	1/16/2018	900016370	STORMWATER-REFUND		3.26		
VEN006469	Holly Krajewski	APP048890	1/16/2018	900016370	STORMWATER-REFUND		5.43		
VEN006470	Charles and Colleen Arvai	APP048891	1/16/2018	900016370	STORMWATER-REFUND	OP	49.69		
VEN006471	Frank Gilbert	APP048892	1/16/2018	900016370	STORMWATER-REFUND		9.98		
VEN004574	Derek Daly Group	APP048893	1/16/2018	900016370	STORMWATER-REFUND		9.15		
VEN006472	Janan Brooks	APP048894	1/16/2018	900016370	STORMWATER-REFUND		1.94		
VEN006473	Matthew Fishman	APP048895	1/16/2018	900016370	STORMWATER-REFUND		2.36		
VEN006474	Katie Wolfram	APP048896	1/16/2018	900016370	STORMWATER-REFUND		2.85		
VEN006487	Jason Kloibhofer	APP048897	1/16/2018	900016370	STORMWATER-REFUND		2.44		
VEN006475	Robert Duricko	APP048898	1/16/2018	900016370	STORMWATER-REFUND		1.49		
VEN006476	Amber Scollick	APP048899	1/16/2018	900016370	STORMWATER-REFUND		13.87		
VEN006476	Amber Scollick	APP048899	1/16/2018	900016370	STORMWATER-REFUND	OP	8.24		
VEN005891	Investors Capital LLC	APP048900	1/16/2018	900016370	STORMWATER-REFUND		4.85		
VEN006477	Julius and Rozalia Kasa	APP048901	1/16/2018	900016370	STORMWATER-REFUND		2.77		
VEN006478	Kevin and Michelle Suddeth	APP048902	1/16/2018	900016370	STORMWATER-REFUND		12.90		
VEN006479	Chris Mueller	APP048903	1/16/2018	900016370	STORMWATER-REFUND		4.34		
VEN006211	Ryan and Nicole Durussel	APP048904	1/16/2018	900016370	STORMWATER-REFUND		6.79		
VEN006480	John Fischer	APP048905	1/16/2018	900016370	STORMWATER-REFUND	OP	495.37		
VEN006481	Sandy Settle	APP048906	1/16/2018	900016370	STORMWATER-REFUND	OP	649.18		
VEN006482	Audrey Miron	APP048907	1/16/2018	900016370	STORMWATER-REFUND	OP	720.46		
VEN006483	Kim and Dorothy Eicher	APP048908	1/16/2018	900016370	STORMWATER-REFUND	OP	449.18		
VEN006484	Sek Tan	APP048909	1/16/2018	900016370	STORMWATER-REFUND	OP	562.46		
VEN006485	Mark and Desiree Lambert	APP048910	1/16/2018	900016370	STORMWATER-REFUND	OP	722.46		
VEN000517	Daystar Directional Drilling	APP048925	1/16/2018	900016433	STORM-INFRASTRUCTURE	2 permanent repairs in Cente	1,576.51		
VEN000517	Daystar Directional Drilling	APP048925	1/16/2018	900016433	STORM-INFRASTRUCTURE	2 permanent repairs in Cente	2,815.65		
	Subtotal for Stormwater						32,794.10		
	Subtotal for Fund 900 Stormwater						32,794.10		

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Fund No. Fund Name									
950	Trash								
	Trash								
VEN001637	Ray's Trash Service	APP048838	1/16/2018	950017851	TRASH-RES QRTLY FEE CO	Rays Quart Summary	190,639.59	37993	1/16/2018
VEN003986	Accela Inc	APP048848	1/16/2018	950017349	TRASH-ADM SERVICES	Web pmts online bills	851.00		
VEN006486	Dan and Stacy Luedke	APP048861	1/16/2018	950017370	TRASH-REFUND		0.52		
VEN006486	Dan and Stacy Luedke	APP048861	1/16/2018	950017370	TRASH-REFUND		6.03		
VEN006443	Greg Ginder	APP048862	1/16/2018	950017370	TRASH-REFUND		0.65		
VEN006443	Greg Ginder	APP048862	1/16/2018	950017370	TRASH-REFUND		7.54		
VEN006444	Paul Phillips	APP048864	1/16/2018	950017370	TRASH-REFUND		3.10		
VEN006444	Paul Phillips	APP048864	1/16/2018	950017370	TRASH-REFUND		36.49		
VEN006446	Frank Gumino	APP048866	1/16/2018	950017370	TRASH-REFUND		1.01		
VEN006446	Frank Gumino	APP048866	1/16/2018	950017370	TRASH-REFUND		11.68		
VEN006447	Micah Winter	APP048867	1/16/2018	950017370	TRASH-REFUND		4.43		
VEN006447	Micah Winter	APP048867	1/16/2018	950017370	TRASH-REFUND		51.21		
VEN006448	Luis Romero Cortez	APP048868	1/16/2018	950017370	TRASH-REFUND		0.57		
VEN006448	Luis Romero Cortez	APP048868	1/16/2018	950017370	TRASH-REFUND		6.54		
VEN006449	Amanda Fadal	APP048869	1/16/2018	950017370	TRASH-REFUND		1.04		
VEN006449	Amanda Fadal	APP048869	1/16/2018	950017370	TRASH-REFUND		12.06		
VEN006450	Mike Burchfield	APP048870	1/16/2018	950017370	TRASH-REFUND		1.40		
VEN006450	Mike Burchfield	APP048870	1/16/2018	950017370	TRASH-REFUND		16.17		
VEN006452	Victoria Lemasters	APP048872	1/16/2018	950017370	TRASH-REFUND		1.30		
VEN006452	Victoria Lemasters	APP048872	1/16/2018	950017370	TRASH-REFUND		15.08		
VEN006453	Casey Onstot	APP048873	1/16/2018	950017370	TRASH-REFUND		0.70		
VEN006453	Casey Onstot	APP048873	1/16/2018	950017370	TRASH-REFUND		8.08		
VEN006454	Wei Li	APP048874	1/16/2018	950017370	TRASH-REFUND		1.30		
VEN006454	Wei Li	APP048874	1/16/2018	950017370	TRASH-REFUND		15.08		
VEN006455	Corrie Bilke	APP048875	1/16/2018	950017370	TRASH-REFUND		1.01		
VEN006455	Corrie Bilke	APP048875	1/16/2018	950017370	TRASH-REFUND		11.68		
VEN006456	Charles Ward	APP048876	1/16/2018	950017370	TRASH-REFUND		0.47		
VEN006456	Charles Ward	APP048876	1/16/2018	950017370	TRASH-REFUND		5.39		
VEN006457	Michael Defelippis	APP048877	1/16/2018	950017370	TRASH-REFUND		0.88		
VEN006457	Michael Defelippis	APP048877	1/16/2018	950017370	TRASH-REFUND		10.18		
VEN006458	Lindsey Hecht	APP048878	1/16/2018	950017370	TRASH-REFUND		0.85		
VEN006458	Lindsey Hecht	APP048878	1/16/2018	950017370	TRASH-REFUND		9.80		

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Vendor No.										
Fund No.	Fund Name									
950	Trash									
	Trash									
VEN006459	Ia Yang Ku and Nang Ku	APP048879	1/16/2018	950017370	TRASH-REFUND			0.82		
VEN006459	Ia Yang Ku and Nang Ku	APP048879	1/16/2018	950017370	TRASH-REFUND			9.43		
VEN006460	Jodi Reeder	APP048880	1/16/2018	950017370	TRASH-REFUND			0.57		
VEN006460	Jodi Reeder	APP048880	1/16/2018	950017370	TRASH-REFUND			6.54		
VEN006461	Kayla and Jason Dansorth	APP048881	1/16/2018	950017370	TRASH-REFUND			1.47		
VEN006461	Kayla and Jason Dansorth	APP048881	1/16/2018	950017370	TRASH-REFUND			16.96		
VEN006462	Melanie Hughes	APP048882	1/16/2018	950017370	TRASH-REFUND			1.14		
VEN006462	Melanie Hughes	APP048882	1/16/2018	950017370	TRASH-REFUND			13.18		
VEN003119	David Stermerick	APP048883	1/16/2018	950017370	TRASH-REFUND			0.78		
VEN003119	David Stermerick	APP048883	1/16/2018	950017370	TRASH-REFUND			9.04		
VEN006463	Trent Roseberry	APP048884	1/16/2018	950017370	TRASH-REFUND			1.01		
VEN006463	Trent Roseberry	APP048884	1/16/2018	950017370	TRASH-REFUND			11.68		
VEN006464	Angela Anderson	APP048885	1/16/2018	950017370	TRASH-REFUND			3.37		
VEN006464	Angela Anderson	APP048885	1/16/2018	950017370	TRASH-REFUND			39.57		
VEN006465	Brent Weiland	APP048886	1/16/2018	950017370	TRASH-REFUND			0.68		
VEN006465	Brent Weiland	APP048886	1/16/2018	950017370	TRASH-REFUND			7.92		
VEN006466	Ryan Cole	APP048887	1/16/2018	950017370	TRASH-REFUND			0.82		
VEN006466	Ryan Cole	APP048887	1/16/2018	950017370	TRASH-REFUND			9.43		
VEN006467	Nathan Earl	APP048888	1/16/2018	950017370	TRASH-REFUND			0.60		
VEN006467	Nathan Earl	APP048888	1/16/2018	950017370	TRASH-REFUND			6.92		
VEN006468	Nancy Warstler	APP048889	1/16/2018	950017370	TRASH-REFUND			0.78		
VEN006468	Nancy Warstler	APP048889	1/16/2018	950017370	TRASH-REFUND			9.04		
VEN006469	Holly Krajewski	APP048890	1/16/2018	950017370	TRASH-REFUND			1.30		
VEN006469	Holly Krajewski	APP048890	1/16/2018	950017370	TRASH-REFUND			15.08		
VEN006471	Frank Gilbert	APP048892	1/16/2018	950017370	TRASH-REFUND			2.40		
VEN006471	Frank Gilbert	APP048892	1/16/2018	950017370	TRASH-REFUND			28.27		
VEN006472	Janan Brooks	APP048894	1/16/2018	950017370	TRASH-REFUND			0.47		
VEN006472	Janan Brooks	APP048894	1/16/2018	950017370	TRASH-REFUND			5.39		
VEN006473	Matthew Fishman	APP048895	1/16/2018	950017370	TRASH-REFUND			0.57		
VEN006473	Matthew Fishman	APP048895	1/16/2018	950017370	TRASH-REFUND			6.54		
VEN006474	Katie Wolfram	APP048896	1/16/2018	950017370	TRASH-REFUND			0.68		
VEN006474	Katie Wolfram	APP048896	1/16/2018	950017370	TRASH-REFUND			7.92		

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Fund No. Fund Name									
950	Trash								
	Trash								
VEN006487	Jason Kloibhofer	APP048897	1/16/2018	950017370	TRASH-REFUND		0.59		
VEN006487	Jason Kloibhofer	APP048897	1/16/2018	950017370	TRASH-REFUND		6.76		
VEN006475	Robert Duricko	APP048898	1/16/2018	950017370	TRASH-REFUND		0.36		
VEN006475	Robert Duricko	APP048898	1/16/2018	950017370	TRASH-REFUND		4.16		
VEN006476	Amber Scollick	APP048899	1/16/2018	950017370	TRASH-REFUND		3.33		
VEN006476	Amber Scollick	APP048899	1/16/2018	950017370	TRASH-REFUND		39.18		
VEN005891	Investors Capital LLC	APP048900	1/16/2018	950017370	TRASH-REFUND		1.17		
VEN005891	Investors Capital LLC	APP048900	1/16/2018	950017370	TRASH-REFUND		13.47		
VEN006477	Julius and Rozalia Kasa	APP048901	1/16/2018	950017370	TRASH-REFUND		0.67		
VEN006477	Julius and Rozalia Kasa	APP048901	1/16/2018	950017370	TRASH-REFUND		7.69		
VEN006478	Kevin and Michelle Suddeth	APP048902	1/16/2018	950017370	TRASH-REFUND		3.10		
VEN006478	Kevin and Michelle Suddeth	APP048902	1/16/2018	950017370	TRASH-REFUND		36.49		
VEN006479	Chris Mueller	APP048903	1/16/2018	950017370	TRASH-REFUND		1.04		
VEN006479	Chris Mueller	APP048903	1/16/2018	950017370	TRASH-REFUND		12.06		
VEN006211	Ryan and Nicole Durussel	APP048904	1/16/2018	950017370	TRASH-REFUND		1.63		
VEN006211	Ryan and Nicole Durussel	APP048904	1/16/2018	950017370	TRASH-REFUND		18.86		
Subtotal for Trash							192,103.76		
Subtotal for Fund 950 Trash							192,103.76		
Posted Invoices Total							2,068,896.39		
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								
VEN004833	Green Sky Media	API0003372	1/17/2018	101001331	Adm-Consulting	Adm-Consulting	0.00	Disapproved	
Subtotal for Administration							0.00		
Subtotal by Fund 101 General							0.00		

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Un-Posted Invoices

Vendor No.	Vendor Name	Invoice No.	Date	GL Account	GL Account Description	Description	Amount	Status
Fund No.	Fund Name							
360	GP Diamond Escrow							
	Grand Park							
	VEN006329 Bullpen Tournaments	API0003370	1/16/2018	360015990	GP Diamond Escrow-Misc	GP Diamond Escrow-Misc	525,000.00	Approval Pending
	Subtotal for Grand Park						525,000.00	
Subtotal by Fund 360	GP Diamond Escrow						525,000.00	
Un-Posted Invoices Total							525,000.00	

Credit Memos

Vendor No.	Vendor Name	Cr. Memo No.	Date	GL Acct.	GL Account Name	Description	Amount
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Credit Memo Total

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 _____



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 _____



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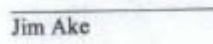
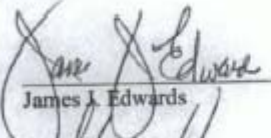
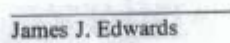
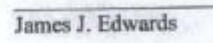
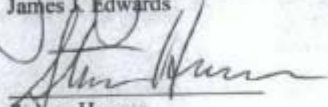
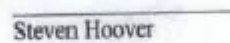
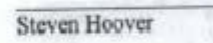
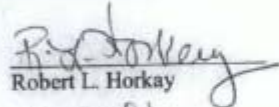
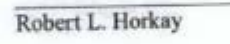
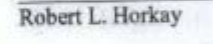
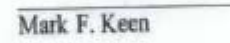
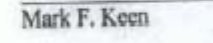
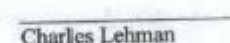
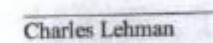
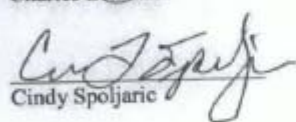
ALL OF WHICH IS RESOLVED THIS 13 DAY OF Feb 2017.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

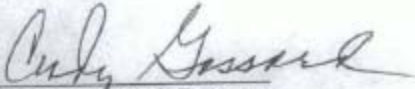
Abstain

 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

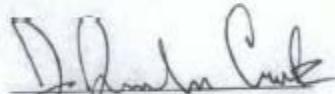
ATTEST:


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

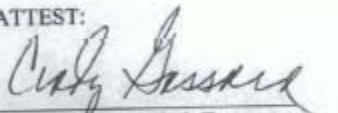
I hereby APPROVE RESOLUTION 17-XX
this _____ day of _____,
2016.


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.

Remainder of page left blank intentionally.

2.00 RECRUITMENT, SELECTION & HIRING

2.01 Statement of Policy

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

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

2.02 Equal Employment Opportunity (EEO) Statement

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

1. Discrimination

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

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

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

2. Sexual Harassment Policy

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

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

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

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

3. Harassment

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

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

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

4. Complaint Process

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

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

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

5. No-Retaliation Policy

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

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

2.03 Americans with Disabilities Act (ADA)

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

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

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

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

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

2.04 Open-Door Policy

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

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

2.05 Responsibility for Recruitment

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

2.06 Qualification and Selection

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

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

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

2.07 Drug Free Workplace

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

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

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

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

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

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

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

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
2 nd through 3 rd	80	80	6
4 th through 7 th	120	120	9
8 th through 14 th	160	160	12
15 th through 21 st	200	200	15
22 nd and beyond	240	240	18

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

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

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

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

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

ADMINISTRATION AND PUBLIC WORKS PERSONNEL VACATION POLICY

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

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

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

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

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

All vacation, including stipend and carryover days, may be taken in 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.**

Remainder of page left blank intentionally.

12.00 OTHER RULES AND REGULATIONS

12.01 Purpose

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

12.02 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



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)

<i>ZONING AND DEVELOPMENT FEE COMPARISONS</i>	ECD 2018 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 acre
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	600.00
<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.	N/A
<u>NOTES:</u>	
(1) FRACTIONAL ACREAGES OR SQUARE FEET SHALL BE ROUNDED UP TO THE NEXT WHOLE NUMBER FOR PURPOSES OF CALCULATING FEES.	N/A
(2) APPLICATION FEES DO NOT INCLUDE COSTS ASSOCIATED WITH AN APPLICANT’S PUBLIC NOTICING REQUIREMENTS.	N/A
<u>BUILDING FEES</u>	
<u>AGRICULTURE</u>	
Agriculture/farm buildings (major electrical, plumbing, sewage, or water installations)	105.00 + 0.10
Agriculture/farm buildings w/o major electrical, plumbing, sewage, or water installations	105.00 + 0.10
<u>RESIDENTIAL</u>	
Single-family / Two-family /Tri-Quad dwelling	600.00 +0.10 per sq. ft.

<i>ZONING AND DEVELOPMENT FEE COMPARISONS</i>	ECD 2018 Proposed Fee Schedule
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.
<u>NON-RESIDENTIAL</u>	
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.
<u>OTHER FEES</u>	
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
<u>INSPECTION FEES</u>	
<u>Required Inspections</u>	
<u>Residential</u>	
Footing	70.00
Foundation/Underslab Plumbing	70.00
Rough-in	70.00
Dry-wall	70.00
Final	70.00
Fire Marshal	N/A
Missed	Re-bill
<u>Commercial</u>	
Footing	100.00
Foundation/Underslab Plumbing	100.00
Rough-in	100.00
Dry-wall	100.00
Final	100.00
Fire Marshal	100.00
<u>Pool Inspections:</u>	
Rough Bonding	70.00
Bonding Grid	70.00
Final	70.00
<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
<u>Re-Inspection Fees</u>	
<u>Residential</u>	

<i>ZONING AND DEVELOPMENT FEE COMPARISONS</i>	ECD 2018 Proposed Fee Schedule
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

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)



(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.

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
- d) Fire Department
- f) Personnel/Human Resources
- g) Parks

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

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

ALL OF WHICH IS ORDAINED THIS _____ DAY OF _____ 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

I hereby VETO ORDINANCE 18-03

this _____ day of _____, 2018. 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

Westfield City Council January 8, 2018

The Westfield City Council met in regular session on Monday January 8, 2018 at the Westfield City Hall. Members present were Jim Ake, Chuck Lehman, Joe Edwards, Bob Horkay, Steve Hoover, Cindy Spoljaric, and Mark Keen. Also present were Mayor Cook, Clerk Treasurer Cindy Gossard and City Attorney Brian Zaiger.

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

Election of New Council President:

Bob Horkay made a motion to re- elect Jim Ake as Council President for the 2018 year. Mark Keen seconded. Bob Horkay made motion to close the nominations. Steve Hoover seconded.
Vote: Yes-7; No-0. Motion carries.

Jim Ake appointed Chuck Lehman to remain Vice President for the 2018 year. Chuck Lehman accepted.

Jim Ake stated Council would like to retain Bob Horkay and Steve Hoover to represent the Council in APC. Bob Horkay and Steve Hoover accepted.

Cindy Spoljaric stated she would like it noted for the record she again would like to be appointed to APC.

Approval of Minutes:

Bob Horkay made a motion to approve December 27, 2017 minutes as presented.
Steve Hoover seconded. Vote: Yes-7; No-0. Motion carries.

Claims:

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

Miscellaneous Business/Special Presentations

Special Presentation: HAND update by Jennifer Miller

Old Business:

Ordinance 17-44: GPEC Planned Unit Development (PUD) District

Council Introduction: November 13, 2017

APC Public Hearing: December 4, 2017

APC Recommendation: January 2, 2018

Adoption Consideration – January 8, 2018

Matt Skelton presented this stating there are two changes being requested. The Architectural Standards would be modified (Lot 2 only) with the proposed UDO standards applying to lot 5. There was also a signage standard change.

Cindy Spoljaric stated that while this is a use that is wanted, she would not like to see these architectural standards and building materials widely used across Grand Park area. Steve Hoover agreed.

Mark Keen made a motion to approve Ordinance 17-44 as presented. Steve Hoover seconded.

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

Ordinance 17-46: Westchester PUD

Council Introduction: November 13, 2017

APC Public Hearing: December 4, 2017

APC Recommendation: January 2, 2018

Adoption Consideration: January 8, 2018

Kevin Todd presented this item this is a new proposed PUD that is approximately 309 acres and does include the existing Wood Wind Golf Course property.

Jon Dobosiewicz spoke giving the details and commitments of the proposed PUD.

There was Council discussion

Chuck Lehman made a motion to approve Ordinance 17-46 to include commitments. Steve Hoover seconded. Vote: Yes-5; No-2. (J. Edwards/C. Spoljaric) Motion carries.

Ordinance 17-48: Amended Traffic Regulations of the City of Westfield

Council Introduction: December 11, 2017

Adoption Consideration: January 8, 2018

Jeremy Lollar presented stating there no changes (excluding typo) since introduction.

Cindy Spoljaric made a motion to approve Ordinance 17-48 as presented. Joe Edwards seconded.

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

Ordinance 17-49: Amending Park and Recreational Impact Fee

Council Introduction: December 11, 2017

APC Public Hearing: December 18, 2017

APC Recommendation: December 18, 2017

Adoption Consideration: January 8, 2018

Jeremy Lollar presented this item stating that this is the 5 year Zone Improvement plan update, required under Indiana Code. It comes out of APC with a favorable recommendation.

Mark Keen made a motion to approve Ordinance 17-49 as presented. Bob Horkay seconded.

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

Ordinance 17-50: The Trails Planned Unit Development (PUD) Amendment

Council Introduction: December 11, 2017

APC Public Hearing: December 18, 2017

APC Recommendation: December 18, 2017

Adoption Consideration: January 8, 2018

Daine Crabtree presented stating the amendment modifies the minimum side yard building setbacks, and minimum gross floor area requirements.

Bob Horkay made a motion to approve Ordinance 17-50 as presented. Steve Hoover seconded.

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

New Business:**Ordinance 18-01: Oak Ridge Pointe District Amendment**

Council Introduction: January 8, 2018

APC Public Hearing: February 5, 2018

APC Recommendation: March 5, 2018

Adoption Consideration: March 12, 2018

Matt Skelton presented this item stating this amendment would apply to Lot 1 and lay the ground work to allow for a Community First bank to be built by amending the current development standards.

Moved on to APC

Ordinance 18-02: Compton PUD District

Council Introduction: December 11, 2017

APC Public Hearing: December 18, 2017

APC Recommendation: December 18, 2017

Adoption Consideration: January 8, 2018

Matt Skelton presented this item stating this is a Council introduction to rezone and redevelop an area where an existing dental office is located to allow for a professional building to be built.

Adam Compton owner of Compton Dental spoke detailing his proposed plans.

Moved on to APC

Resolution 18-100: Approve License Agreement for Main Street Productions

Council Introduction: January 8, 2018

Adoption Consideration: January 22, 2018

Brian Zaiger presented stating the Resolution as written, would authorize Council President to execute an agreement on behalf of the City.

President Ake and Mayor Cook stated that they would like to hear from council members to see if they felt this was a favorable land use. This would determine whether or not to move forward with working on details of the agreement.

Council members agreed that this is something they felt would benefit the City and would like to see more information before adopting the Resolution.

Guests:

None

Council Responses to Guest Comments:**CITY COUNCIL COMMENTS:**

Steve Hoover gave APC update

Cindy Spoljaric stated she was asked by a Girl Scout about putting up a Blessing Box and would like insight on a good location.

MAYOR COMMENTS:

Congratulated President Ake and Vice President Lehman on their appointments

Park Department working with WMS students on design for Asa Bales Park playground

Thanked PS team with helping during the winter weather conditions

Pacers Athletic Center

State of the City on January 18th 11-1 at the Bridgewater Club

Thank Council members and local representatives for their hard work in our area.

Jim Ake thanked APC for their work in resolving some issues.

Without any further business, the meeting adjourned at 8:22 pm

Clerk-Treasurer

President