

**AGENDA**  
**HENDRICKS COUNTY COUNCIL**  
Hendricks County Government Center  
355 S. Washington Street, Danville, Indiana  
**April 14, 2016**  
**2:00 PM**

CALL TO ORDER:

ADOPTION OF AGENDA:

PUBLIC HEARING:

I-70 West, LLC Property Tax Abatement Confirmatory Resolution - Jeff Pipkin, Interim Director, HCEDP

UNFINISHED BUSINESS:

Minutes of Regular Meeting March 10, 2016  
Visit Hendricks County Project Update - Jaime Bohler Smith, Executive Director  
Time & Attendance Update - Eric Wathen  
Data Pit Stop

NEW BUSINESS:

Mental Health Appointee  
Human Resources Issues - Erin McIntyre, Administrator  
Status of Funds Report

		<u>ADDITIONAL APPROPRIATIONS</u>		<u>REQUESTED</u>	<u>APPROVED</u>
<u>FUND-DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>DESCRIPTION</u>			
1) EDIT or F&B - Commissioners	___44550.000.135	Vehicles	\$	250,000	_____
2) EDIT- Facilities Maintenance	1112.41160.000.136	Energy Improvements Project	\$	2,000,000	_____
3) Motor Vehicle Highway	1176.36600.002.201	Repairs & Maintenance	\$	57,747	_____
4) General - Surveyor	1001.10612.000.107	Inspector FT OSS2	\$	4,475	_____
5) General - Prosecutor	1001.30600.000.108	Witness Fees	\$	4,500	_____
6) General - Prosecutor	1001.39200.000.108	Dues & Memberships	\$	2,000	_____
7) General or IV D - Child Support	___xxxx.000.184	Deputy Prosecutor PT - NEW	\$	18,976	_____
8) General or IV-D - Child Support	___xxxx.000.184	Case Worker - NEW	\$	31,000	_____
9) Bioterrorism Hospital Plan	8134.20213.000.214	Meals (for volunteers)	\$	6,390	_____

		<u>REALLOCATION OF FUNDS</u>		<u>REQUESTED</u>	<u>APPROVED</u>
<u>DEPARTMENT</u>	<u>FROM</u>	<u>TO</u>			
1) General - Commissioners	1001.13505.000.135	1001.13507.000.135	\$	14,737	_____

OTHER COUNCIL BUSINESS:

TIF Annual Reports - Acknowledge Receipt  
2015 Annual Jail Report - Acknowledge Receipt  
Status of Tax Billing and Circuit Breaker Report  
Reminders:  
AIC District Meeting - April 19 in Greencastle  
Benefits Committee Workshop - 12 PM, May 12, Mtg Room #3

**HENDRICKS COUNTY COUNCIL**

**RESOLUTION NO. 2016-\_\_**

**RESOLUTION SETTING FORTH FINAL ACTION IN GRANTING A  
PERSONAL PROPERTY TAX ABATEMENT FOR I-70 WEST, LLC**

WHEREAS, the Hendricks County Council of Hendricks County, Indiana adopted a Tax Abatement Procedures Ordinance on October 7, 1997; and

WHEREAS, pursuant to said Tax Abatement Procedures Ordinance, **I-70 West, LLC** has filed with the Hendricks County Auditor an "Application for Designation of Economic Revitalization" on February 26, 2016; and

WHEREAS, at a duly constituted meeting of the Hendricks County Council held on May 9, 2013 said County Council declared certain real estate within Hendricks County, Indiana, to be an "Economic Revitalization Area" pursuant to the specifications of Resolution No. 97-37 adopted and approved that date; and

WHEREAS, said application has been reviewed by the Tax Abatement Committee and the Hendricks County Council, and has received from the applicant the requisite filing fee; and

WHEREAS, pursuant to I.C.6-1,1-12,1-1 et seq. the County Council of Hendricks County, Indiana has properly published "Notice of Public Hearing Regarding Final Action to Approve Real Property Tax Abatement" and the application has been considered at a duly held public meeting of said County Council; and

WHEREAS, no remonstrances, written or oral, have been filed with regard to the proposed tax abatement stating opposition, of any type or character, to said Resolution, or the designation of the real estate described therein as an "Economic Revitalization Area"; and

NOW THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF  
HENDRICKS COUNTY, INDIANA, AS FOLLOWS:

1. Real Property. The County Council of Hendricks County, Indiana hereby declares that any and all eligible improvements placed upon the real estate described in

Exhibit A attached hereto, after the date of the adoption of the Resolution by the County Council, shall, be eligible for the property tax abatement pursuant to the provisions of I.C.6-1.1-12.1-1 et seq.

2. Compliance with Applicable Resolution and Statutes. It is hereby declared by the County Council of Hendricks County, Indiana that the Application of I-70 West, LLC heretofore filed complies in all respects with the Tax Abatement Procedure Ordinance No. 97-37 adopted October 7, 1997 and all governing Indiana statutes, and that said Application, in all respects, is hereby granted and approved.
3. No Limitation or Restrictions. It is hereby declared by the County Council of Hendricks County, Indiana that based on Hendricks County's Tax Abatement Procedure Ordinance No. 97-37 adopted October 7, 1997, an allowance for a ten (10) year Abatement Duration as requested by the applicant meets the requirements of the Tax Abatement Procedures Ordinance.
4. Final Action. After legally required public notice, and after public hearing pursuant to such notice the County Council of Hendricks County, Indiana hereby takes "final action" as that phrase is defined in I.C. 6-1,1-12,1-1 et.seq. with regard to the aforestated Application of I-70 West, LLC.
5. Confirmation of Resolution No. 13-5. It is hereby declared by County Council of Hendricks County, Indiana that Resolution No. 13-5, adopted on May 9, 2013 is in all respects hereby confirmed, and it is hereby stated that the qualifications for an economic revitalization area have been met and Exhibit A of this resolution is within the real property described in Exhibit A of Resolution No. 13-5.
6. Effective Date. This Resolution shall be effective immediately upon its passage, subject to any right of appeal as provided by State Law.

Adopted by the County Council of Hendricks County, Indiana this 14th day of April, 2016.

AYE

NAY

\_\_\_\_\_  
Caleb M. Brown

\_\_\_\_\_  
Caleb M. Brown

\_\_\_\_\_  
Larry R. Hesson

\_\_\_\_\_  
Larry R. Hesson

\_\_\_\_\_  
Jay R. Puckett

\_\_\_\_\_  
Jay R. Puckett

\_\_\_\_\_  
Michael C. Rogers

\_\_\_\_\_  
Michael C. Rogers

\_\_\_\_\_  
Richard A. Thompson

\_\_\_\_\_  
Richard A. Thompson

\_\_\_\_\_  
Eric Wathen

\_\_\_\_\_  
Eric Wathen

\_\_\_\_\_  
Brad Whicker

\_\_\_\_\_  
Brad Whicker

Attest:

\_\_\_\_\_  
Cinda Kattau, Auditor



EXHIBIT A

A part of the Southeast Quarter of Section 26, Township 14 North, Range 1 West, Liberty Township, Hendricks County, Indiana, being more particularly described as follows:

Commencing at a stone found at the Northwest Corner of said Southeast Quarter Section; thence North 89 degrees 43 minutes 55 seconds East (State Plane Bearing, Indiana West Zone) along the north line thereof a distance of 159.25 feet to the Point of Beginning; thence continuing North 89 degrees 43 minutes 55 seconds East along the north line thereof a distance of 1413.85 feet to the west line of property to I-70 West, LLC and recorded as Instrument Number 2015-1082 and recorded in the office of the Recorder of Hendricks County, Indiana; thence South 00 degrees 00 minutes 09 seconds East along the west line thereof a distance of 1411.98 feet to the north line of Innovation Boulevard as described in Instrument Number 2013-13906, also to a curve concave southerly, having a radius of 715.00 feet and a radius point which bears South 06 degrees 48 minutes 01 seconds West; thence westerly along said curve and north line an arc distance of 88.51 feet to a point which bears North 00 degrees 17 minutes 32 seconds West from the radius point; thence South 89 degrees 42 minutes 28 seconds West continuing along the north line thereof a distance of 1325.61 feet; thence North 00 degrees 00 minutes 00 seconds East a distance of 1407.11 feet to the Point of Beginning, containing 45.67 acres, more or less.

Currently a part of Parcel #007-326412-400016.

## Indiana Tax Abatement Results

- Hendricks County, Liberty Township
- Tax Rate (2015): 1.3091
- Project Name: Sunbeam Spec 2

Real Property: \$17,000,000.00

	Abatement Percentage	With Abatement			Without Abatement			Estimated Tax Abatement Savings
		Property Taxes	Circuit Breaker Tax Credit	Net Property Taxes	Property Taxes	Circuit Breaker Tax Credit	Net Property Taxes	
Year 1	100%	\$ 0.00	\$0.00	\$0.00	\$222,547.00	\$0.00	\$222,547.00	\$222,547.00
Year 2	95%	\$ 11,127.00	\$0.00	\$11,127.00	\$222,547.00	\$0.00	\$222,547.00	\$211,420.00
Year 3	80%	\$ 44,509.00	\$0.00	\$44,509.00	\$222,547.00	\$0.00	\$222,547.00	\$178,038.00
Year 4	65%	\$ 77,891.00	\$0.00	\$77,891.00	\$222,547.00	\$0.00	\$222,547.00	\$144,656.00
Year 5	50%	\$ 111,274.00	\$0.00	\$111,274.00	\$222,547.00	\$0.00	\$222,547.00	\$111,273.00
Year 6	40%	\$ 133,528.00	\$0.00	\$133,528.00	\$222,547.00	\$0.00	\$222,547.00	\$89,019.00
Year 7	30%	\$ 155,783.00	\$0.00	\$155,783.00	\$222,547.00	\$0.00	\$222,547.00	\$66,764.00
Year 8	20%	\$ 178,038.00	\$0.00	\$178,038.00	\$222,547.00	\$0.00	\$222,547.00	\$44,509.00
Year 9	10%	\$ 200,292.00	\$0.00	\$200,292.00	\$222,547.00	\$0.00	\$222,547.00	\$22,255.00
Year 10	5%	\$ 211,420.00	\$0.00	\$211,420.00	\$222,547.00	\$0.00	\$222,547.00	\$11,127.00
<b>Totals</b>		\$1,123,862.00	\$0.00	\$1,123,862.00	\$2,225,470.00	\$0.00	\$2,225,470.00	\$1,101,608.00

## Disclosures

- The abatement calculations were prepared by Umbaugh, a financial consulting firm, in conjunction with Hoosier Energy, based on current State statute. This calculation is intended to provide an ILLUSTRATIVE and PRELIMINARY indication of the level of property taxes and potential tax savings for a proposed investment based on certain assumptions. Please read the Disclosures carefully.
- Companies must consult their own tax advisors to determine their actual tax liability and to prepare their annual Indiana tax filings.
- To be eligible to receive property tax abatements in Indiana, a Company must follow a specific application process. Please contact your Hoosier Energy representative for further guidance.
- Assumes pay 2014 property tax rates, as provided by the Department of Local Government Finance.
- Actual assessed value of a structure will be determined by the local Assessor. This value may be materially different from value provided for this estimate.
- Real property in Indiana is subject to annual adjustments of assessed value to the market value of the structure based on annual sales data ("Trending").
- All personal property (equipment) is assumed to be new, and is assumed to be depreciated in Pool #2 (5-8 year depreciable life). A mixture of new and existing equipment (as well as a mixture of depreciation pools) will produce different tax savings results.
- Assumes a one-time investment in real and personal property. Staggering the investments may have a material effect on the actual value of tax abatements.
- Includes the calculation of Minimum Value Ratio (MVR) for tax abatement of personal property which effectively increases the assessed value used in the abatement calculation when the taxpayer is subject to the 30% floor. The MVR equals the adjusted assessed value at the 30% floor divided by the depreciated assessed value of the equipment.
- Includes the application of the Circuit Breaker Tax Credit, which limits the total property tax liability of a taxpayer to 3.00% of the gross assessed value of commercial/industrial real and depreciable personal property.
- The tax abatement savings value is an ESTIMATE based on preliminary information entered into this calculator. Actual abatement savings may differ materially from the results of this calculator, based on the timing of the investment, actual assessment of structures, differences in the depreciation pools for personal property, annual changes in tax rates, adoption of a local option income tax for property tax relief purposes, changes to Indiana property tax law or regulations, or changes in assessment methodology.
- The results of this calculator should be treated as an ESTIMATE available for illustrative purposes only, and should be treated as an estimate when discussing, negotiating and offering incentives; and should be noted as such in memoranda and legal documents related thereto.



Hoosier Energy's Tax Abatement Estimator was developed with the assistance of Umbaugh.

## Hoosier Energy Economic Development

(A division of Hoosier Energy Rural Electric Cooperative, Inc.)

2301 South Cooperative Way  
PO Box 618  
Bloomington, Indiana 47402-0618  
812-876-0931  
812-876-5030  
herd42@hoosierkes.com

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**Hendricks County Tax Abatement Committee**  
**I-70 West, LLC Tax Abatement**  
**Tuesday, April 5, 2016**

The Hendricks County Tax Abatement Committee met on Tuesday, April 5 to review the SB-1 and Hendricks County Tax Abatement application for real property abatement submitted by I-70 West, LLC for a new development in the 70 West Business Park on Innovation Blvd., Clayton, IN.

Voting members in attendance were:

Jim Diagostino, Mill Creek School Corp.  
Andrew Klinger, County Economic Development Commission  
I.E. Lewis, County Redevelopment Commission  
Jeff Pipkin, HCEDP

Members Absent:

Damon Palmer, County Area Plan Commission

Also in attendance were:

Mike Graham, Hendricks County Administrator  
Ken Kern, Sunbeam Development Corp.  
Bill Price, Sunbeam Development Corp.

Jeff Pipkin opened the meeting describing the responsibilities of the committee. The group went around the table with introducing themselves.

Jeff Pipkin introduced the project and turned the discussion to Ken Kern and Bill Price to present the details of the project.

There were some discussions about whether the project is in a TIF and whether the TIF is set-up to capture personal property along with the real property. It has been confirmed that the property is in a TIF. Mike Graham stated that personal property would not be captured and there is also a 10% automatic pass through of assessed value of the real property captured.

Andrew Klinger stated how much benefit the Town of Plainfield has been able to see with personal property not being captured in the Plainfield TIF districts.

After all questions had been asked and answered, I.E. Lewis made the motion to support a Ten (10) year standard real property tax abatement. Andrew Klinger made a second motion for approval. The vote was called and passed unanimously 4-0.

With no other business before the committee the meeting was adjourned.

Respectfully Submitted:

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Jeff Pipkin, HCEDP

**NOTICE OF PUBLIC HEARING  
REGARDING FINAL ACTION TO APPROVE  
REAL PROPERTY TAX ABATEMENT FOR I-70 WEST, LLC**

A public hearing will be held on Thursday, April 14, 2016 before the Hendricks County Council on a request for a property tax abatement filed by I-70 West, LLC on the real property located on Innovation Parkway, Clayton, Indiana as described below:

A part of the Southeast Quarter of Section 26, Township 14 North, Range 1 West, Liberty Township, Hendricks County, Indiana, being more particularly described as follows:

Commencing at a stone found at the Northwest Corner of said Southeast Quarter Section; thence North 89 degrees 43 minutes 55 seconds East (State Plane Bearing, Indiana West Zone) along the north line thereof a distance of 159.25 feet to the Point of Beginning; thence continuing North 89 degrees 43 minutes 55 seconds East along the north line thereof a distance of 1413.85 feet to the west line of property to I-70 West, LLC and recorded as Instrument Number 2015-1082 and recorded in the office of the Recorder of Hendricks County, Indiana; thence South 00 degrees 00 minutes 09 seconds East along the west line thereof a distance of 1411.98 feet to the north line of Innovation Boulevard as described in Instrument Number 2013-13906, also to a curve concave southerly, having a radius of 715.00 feet and a radius point which bears South 06 degrees 48 minutes 01 seconds West; thence westerly along said curve and north line an arc distance of 88.51 feet to a point which bears North 00 degrees 17 minutes 32 seconds West from the radius point; thence South 89 degrees 42 minutes 28 seconds West continuing along the north line thereof a distance of 1325.61 feet; thence North 00 degrees 00 minutes 00 seconds East a distance of 1407.11 feet to the Point of Beginning, containing 45.67 acres, more or less.

Currently a part of Parcel #007-326412-400016.

The County Council may accept a Confirmatory Resolution which is on file in the Hendricks County Assessor's office for inspection. The Confirmatory Resolution is the final step for granting property tax abatement for real property. The real property improvements are estimated at \$17,000,000. I-70 West, LLC has requested a tax abatement on the real property for a period not to exceed 10 years.

The County Council will receive and hear all remonstrances and objections from interested persons at said public hearing to be held at 2:00 P.M. at the Hendricks County Government Center. After considering the evidence, the County Council shall take final action, determining whether the qualifications have been met and confirming, modifying and confirming, or rescinding the resolution.

Cinda Kattau, Auditor  
Hendricks County, Indiana

Publish 1X 3/31/16 Republican  
4/2/16 Hendricks Co Flyer



# STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51767 (R6 / 10-14)  
Prescribed by the Department of Local Government Finance

# FILED

## FEB 26 2016

*Cinda Kattan*  
AUDITOR HENDRICKS COUNTY

20 ___ PAY 20 ___
FORM SB-1 / Real Property
PRIVACY NOTICE
Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

This statement is being completed for real property that qualifies under the following Indiana Code (check one box):

- Redevelopment or rehabilitation of real estate improvements (IC 6-1.1-12.1-4)
- Residentially distressed area (IC 6-1.1-12.1-4.1)

### INSTRUCTIONS:

- This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise, this statement must be submitted to the designating body **BEFORE** the redevelopment or rehabilitation of real property for which the person wishes to claim a deduction.
- The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the initiation of the redevelopment or rehabilitation for which the person desires to claim a deduction.
- To obtain a deduction, a Form 322/RE must be filed with the County Auditor before May 10 in the year in which the addition to assessed valuation is made or not later than thirty (30) days after the assessment notice is mailed to the property owner if it was mailed after April 10. A property owner who failed to file a deduction application within the prescribed deadline may file an application between March 1 and May 10 of a subsequent year.
- A property owner who files for the deduction must provide the County Auditor and designating body with a Form CF-1/Real Property. The Form CF-1/Real Property should be attached to the Form 322/RE when the deduction is first claimed and then updated annually for each year the deduction is applicable. IC 6-1.1-12.1-5.1(b)
- For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/Real Property that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. IC 6-1.1-12.1-17

SECTION 1 TAXPAYER INFORMATION						
Name of taxpayer <b>I-70 West LLC</b>						
Address of taxpayer (number and street, city, state, and ZIP code) <b>9200 East 116th Street, Fishers, IN 46037</b>						
Name of contact person <b>Chad Lindley</b>		Telephone number <b>( 317 ) 842-1166</b>		E-mail address <b>clindley@sunbeamdevelopment.com</b>		
SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT						
Name of designating body <b>Hendricks County Council</b>			Resolution number			
Location of property <b>32-14-26-400-016.000-013 located on Innovation Blvd.</b>		County <b>Hendricks</b>		DLGF taxing district number <b>32013</b>		
Description of real property improvements, redevelopment, or rehabilitation (use additional sheets if necessary) <b>This is a proposed 602,074 sqft. distribution/warehouse speculative building for this location.</b>			Estimated start date (month, day, year) <b>5/1/2016</b>			
			Estimated completion date (month, day, year) <b>12/1/2016</b>			
SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT						
Current number	Salaries	Number retained	Salaries	Number additional	Salaries	
SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT						
<b>REAL ESTATE IMPROVEMENTS</b>						
<b>COST</b>						
<b>ASSESSED VALUE</b>						
Current values					0.00	0.00
Plus estimated values of proposed project					17,000,000.00	
Less values of any property being replaced						
Net estimated values upon completion of project					17,000,000.00	
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER						
Estimated solid waste converted (pounds) _____			Estimated hazardous waste converted (pounds) _____			
Other benefits						
SECTION 6 TAXPAYER CERTIFICATION						
I hereby certify that the representations in this statement are true.						
Signature of authorized representative <i>Chad S. Lindley</i>				Date signed (month, day, year) <b>2-26-16</b>		
Printed name of authorized representative <b>Chad S. Lindley</b>				Title <b>Director of Development</b>		



**FOR USE OF THE DESIGNATING BODY**

We find that the applicant meets the general standards in the resolution adopted or to be adopted by this body. Said resolution, passed or to be passed under IC 6-1.1-12.1, provides for the following limitations:

- A. The designated area has been limited to a period of time not to exceed \_\_\_\_\_ calendar years\* (*see below*). The date this designation expires is \_\_\_\_\_.
- B. The type of deduction that is allowed in the designated area is limited to:
  - 1. Redevelopment or rehabilitation of real estate improvements     Yes     No
  - 2. Residentially distressed areas     Yes     No
- C. The amount of the deduction applicable is limited to \$ \_\_\_\_\_.
- D. Other limitations or conditions (*specify*) \_\_\_\_\_
- E. Number of years allowed:     Year 1     Year 2     Year 3     Year 4     Year 5 (\* see below)  
     Year 6     Year 7     Year 8     Year 9     Year 10
- F. For a statement of benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17?  
 Yes     No  
 If yes, attach a copy of the abatement schedule to this form.  
 If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

We have also reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.

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

\* If the designating body limits the time period during which an area is an economic revitalization area, that limitation does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years that is less than the number of years designated under IC 6-1.1-12.1-17.

- A. For residentially distressed areas where the Form SB-1/Real Property was approved prior to July 1, 2013, the deductions established in IC 6-1.1-12.1-4.1 remain in effect. The deduction period may not exceed five (5) years. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. The deduction period may not exceed ten (10) years. (See IC 6-1.1-12.1-17 below.)
- B. For the redevelopment or rehabilitation of real property where the Form SB-1/Real Property was approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. (See IC 6-1.1-12.1-17 below.)

**IC 6-1.1-12.1-17**

**Abatement schedules**

Sec. 17. (a) A designating body may provide to a business that is established in or relocated to a revitalization area and that receives a deduction under section 4 or 4.5 of this chapter an abatement schedule based on the following factors:

- (1) The total amount of the taxpayer's investment in real and personal property.
- (2) The number of new full-time equivalent jobs created.
- (3) The average wage of the new employees compared to the state minimum wage.
- (4) The infrastructure requirements for the taxpayer's investment.

(b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. An abatement schedule may not exceed ten (10) years.

(c) An abatement schedule approved for a particular taxpayer before July 1, 2013, remains in effect until the abatement schedule expires under the terms of the resolution approving the taxpayer's statement of benefits.

**Hendricks County, Indiana**  
Application for Designation  
of  
Economic Revitalization Area

This application is to be completed and signed by the owner of the property on which development, rehabilitation, and/or installation of new manufacturing equipment is to occur. The completed application, a completed Statement of Benefits form (SB-1) and a \$250 filing fee must be submitted to the Hendricks County Auditor.

Application is for: (Check one or both)

- Improvements to real property  
 New manufacturing equipment

**APPLICANT INFORMATION**

1. Name, address and phone number of owner of real property:  
*I-70 West, LLC; Chad Lindley,  
9200 East 116<sup>th</sup> Street, Fishers, IN 46037; 317-842-1166*
2. Name, address and phone number of owner of personal property:  
(If different from above)  
*Same*
3. Name, address and phone number of persons intending to lease or having an option to purchase the real or personal property:  
*Yet to be determined*
4. Brief description of business:  
*Real estate development company with nearly 50 years of experience in the Indianapolis and surrounding market. The company purchased 685 acres in Hendricks County as a long term investment and is developing a speculative project to attract new business to the park.*
5. If the business is publicly held, list the name of the corporate parent and the name under which the corporation is filed with the Securities and Exchange Commission:  
*N/A*

PROPERTY INFORMATION

6. Address of property to be considered for designation as an economic revitalization area: (attach a map and/or plat of property)  
*Parcel # 32-14-26-400-016.000-013 (map is attached)*

7. Legal description of property:  
*SE & SW 26 & PT SW 25-14-1W 115.26 14/15 CAME FROM 007-325412-300032 & 100011 & 007-326412-400002, 012, 013 & 300018 & 019 W/AC CORRECT 15/16 PT TO 007-326412-400017. Please see proposed land description attached – Attachment 1*

8. Complete parcel number (14 characters) for each parcel to be considered for designation as an economic revitalization area:  
*32-14-26-400-016.000-013*

9. Township in which property is located:  
*Liberty Township*

10. Current use of property:  
*Vacant*

11. Current zoning of property:  
*Planned Business District*

12. Will a zoning change be necessary? *No*

13. Is the property located in a tax allocation area as defined by IC 36-7-14-39?  
*Yes, the property falls within the Liberty/70West TIF District*

14. Current assessed value of:  
 Real property (before rehabilitation, redevelopment, economic revitalization or improvement) *\$0*  
 Personal property to be replaced by the new manufacturing equipment  
*N/A*

15. Property taxes paid at the location during the previous five years, whether paid by the current owner or a previous owner:

Year	Real Property Taxes	Personal Property Taxes
2014 pay 2015	\$3,639.30	N/A
2013 pay 2014	\$550.00	N/A

*15 pay 16                      \$ 3,296.58*

PROJECT DESCRIPTION

16. Description of proposed project including information about physical improvements to be made or new manufacturing equipment to be installed, amount of land to be used, proposed use of improvements and a general statement as to the value of the project improvements to the business:

Real Estate:

*This a proposed 602,074 sq.ft. distribution/warehouse speculative building for this location.*

Manufacturing equipment: (include date of purchase, and federal tax life)

*N/A*

17. Estimated cost of improvements:  
Structural improvements: *\$17,000,000*  
New manufacturing equipment: *N/A*

18. Estimate the after-rehabilitation market value of the real property:  
*\$17,000,000 appraised value*

19. Estimate the market value of the new manufacturing equipment after installation:  
*N/A*

20. Expected date to begin project improvements: *5/1/2016*

21. Projected date of project completion: *12/1/2016*

22. Current number of jobs at location:  
Permanent full-time *N/A* Avg. annual salary *N/A*  
Permanent part-time *N/A* Avg. annual salary *N/A*

23. Jobs to be created at location within one year as a result of project:  
Permanent full-time *N/A* Avg. annual salary *N/A*  
Permanent part-time *N/A* Avg. annual salary *N/A*

24. Will the current jobs be impacted by the new project? *N/A*  
If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

25. Has a building permit been issued for real property improvements? *No*

26. Has new manufacturing equipment been installed? *N/A*

27. Describe the actual or anticipated public financing for the project:  
*N/A*
28. **For real property tax abatement**, describe how the property has become undesirable for or impossible for normal development and occupancy because of lack of development, cessation of growth, deterioration of improvements or character of occupancy, age, obsolescence, substandard buildings or other factors which have impaired values and prevent a normal development of the property or property use:  
*Hendricks County has identified this park for future industrial and warehousing use. This speculative building will be the second facility constructed for the purpose of attracting new industry to the park.*
29. **For personal property tax abatement**, describe why the manufacturing equipment to be replaced or the facility in which new equipment will be added is technologically, economically, or energy obsolete and why that obsolescence may lead to a decline in employment and tax revenue. Provide verification that the new manufacturing equipment will be used in direct production, manufacture, fabrication, assembly, extraction, mining, processing, refining or refinishing of other tangible personal property. *N/A*
30. Has the new manufacturing equipment been used before by its owner for any purpose in Indiana? *N/A*
31. The Standard Industrial Classification Manual major group within which the proposed project would be classified, by number and description:  
*4225 – General Warehousing and Storage*
32. The Internal Revenue Service Code of principal business activity by which the proposed project would be classified, by number and description:  
*493100 -Warehousing & Storage (except lessors of miniwarehouses & self-storage units)*

33. The following person should be contacted regarding notice of Council meetings and public hearings concerning this petition:

Name: *Chad Lindley*

Address: *9200 East 116<sup>th</sup> Street, Fishers, IN 46037*

Telephone: *317-842-1166*

Filing of this application constitutes a request for Economic Revitalization Area designation only and does not constitute an automatic deduction of property taxes. I understand that it is the responsibility of the property owner to file the appropriate abatement forms with the Hendricks County Auditor. I hereby certify that the information and representations of this application are true and complete.

*Chad S. Lindley*

*Chad S. Lindley*

*Director of Development, Sunbeam Development Corp.*

Signature (s) of Owner (s)

*2-26-16*

Date

Revised 1/99

### Proposed Land Description

A part of the Southeast Quarter of Section 26, Township 14 North, Range 1 West, Liberty Township, Hendricks County, Indiana, being more particularly described as follows:

Commencing at a stone found at the Northwest Corner of said Southeast Quarter Section; thence North 89 degrees 43 minutes 55 seconds East (State Plane Bearing, Indiana West Zone) along the north line thereof a distance of 159.25 feet to the Point of Beginning; thence continuing North 89 degrees 43 minutes 55 seconds East along the north line thereof a distance of 1413.85 feet to the west line of property to I-70 West, LLC and recorded as Instrument Number 2015-1082 and recorded in the Office of the Recorder of Hendricks County, Indiana; thence South 00 degrees 00 minutes 09 seconds East along the west line thereof a distance of 1411.98 feet to the north line of Innovation Boulevard as described in Instrument Number 2013-13906, also to a curve concave southerly, having a radius of 715.00 feet and a radius point which bears South 06 degrees 48 minutes 01 seconds West; thence westerly along said curve and north line an arc distance of 88.51 feet to a point which bears North 00 degrees 17 minutes 32 seconds West from the radius point; thence South 89 degrees 42 minutes 28 seconds West continuing along the north line thereof a distance of 1325.61 feet; thence North 00 degrees 00 minutes 00 seconds East a distance of 1407.11 feet to the Point of Beginning, containing 45.67 acres, more or less.

**Summary**

Parcel ID 32-14-26-400-016.000-013  
 Tax Bill ID 007-326412-400016  
 Map Reference # .  
 Property Address N/A  
 Brief Legal Description SE & SW 26 & PT SW 25-14-1W 115.26  
 14/15 CAME FROM 007-325412-300032  
 & 100011 & 007-326412-400002, 012,  
 013 & 300018 & 019 W/AC CORRECT  
 15/16 PT TO 007-326412-400017  
 (Note: Not to be used on legal documents)  
 Class INDUSTRIAL WAREHOUSE  
 Tax District Liberty Township  
 Tax Rate Code 72 - Advertised Tax Rate  
 Property Type 67 - Commercial  
 Mortgage Co N/A  
 Last Change Date



*Property was split - this  
 building now shows on  
 007-326412-40017*

**Owner**

I 70 WEST LLC  
 1401 79th Street Cswy  
 Miami Beach, FL 33141

**Taxing District**

County: Hendricks  
 Township: LIBERTY TOWNSHIP  
 State District 013 LIBERTY TOWNSHIP  
 Local District: 007  
 School Corp: MILL CREEK COMMUNITY  
 Neighborhood: 4980770 Rural-Good-AC-07

**Site Description**

Topography:  
 Public Utilities:  
 Street or Road:  
 Area Quality Static  
 Parcel Acreage: 115.26

**Land**

Land Type	Soil ID	Act Front.	Eff. Depth	Size	Rate	Adj. Rate	Ext. Value	Infl. %	Value
UNDEVELOPED USABLE		0	0	115.260	\$2,050.00	\$2,050.00	\$236,283.00	\$0.00	\$236,280.00

**Transfers**

Date	New Owner	Doc ID	Book/Page	Sale Price
1/14/2015	I-70 WEST LLC			\$0.00



Date	New Owner	Doc ID	Book/Page	Sale Price
8/15/2013	I-70 WEST LLC			\$6,293,231.00

## Transfer History

Date	Transfer From	Instrument	Book	Page	Doc Nbr
1/14/2015	I 70 WEST LLC				QCD

## Valuation

Assessment Year	2014
Reason	SPLIT
As Of Date	9/27/2013

Land	\$278,000
Land Res (1)	\$0
Land Non Res (2)	\$0
Land Non Res (3)	\$278,000
Improvement	\$6,000
Imp Res (1)	\$0
Imp Non Res (2)	\$0
Imp Non Res (3)	\$6,000
<b>Total</b>	<b>\$284,000</b>
Total Res (1)	\$0
Total Non Res (2)	\$0
Total Non Res (3)	\$284,000

## Taxes

[Click here to view Hendricks County tax data](#)

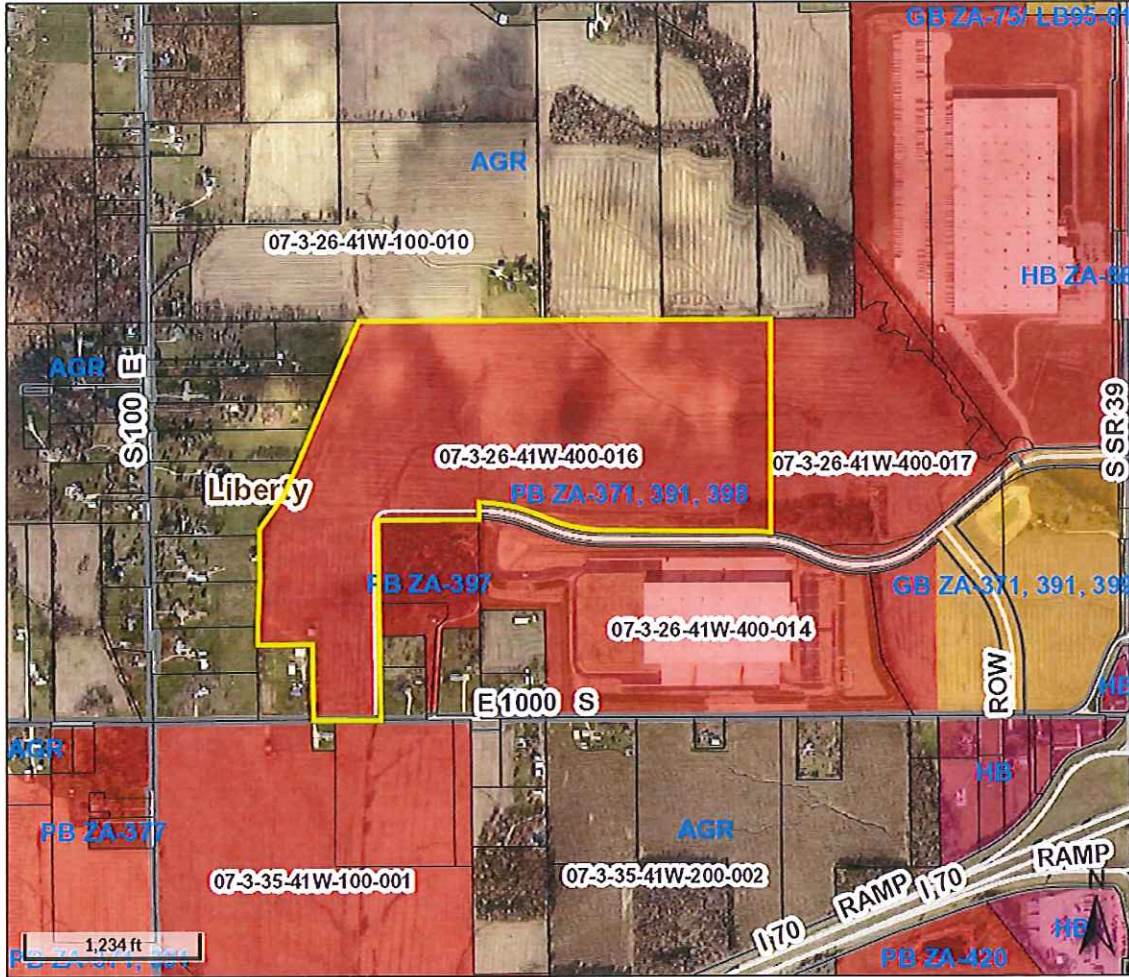
No data available for the following modules: Residential Dwellings, Commercial Buildings, Improvements, Sketches.

The information in this web site represents current data from a working file which is updated continuously. Information is believed reliable, but its accuracy cannot be guaranteed. No warranty, expressed or implied, is provided for the data herein, or its use.

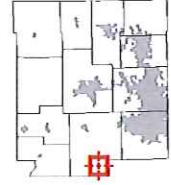
Last Data Upload: 2/17/2016 7:50:28 PM



Developed by  
The Schneider Corporation



Overview



Legend

- Parcels
- Right of Way
- Townships
- Road Centerlines
- Zoning
- <all other values>
- AGB
- AGI
- AGR
- RA
- RB
- RC
- RD
- RE
- MHP
- NB
- GB
- HB
- PB
- LI
- MI
- AD
- PP
- PUD

Parcel ID	32-14-26-400-016.000-013	Alternate ID	07-3-26-41W 400-016	Owner Address	I70 WEST LLC
Sec/Twp/Rng	0026-0014-1E	Class	INDUSTRIAL WAREHOUSE		1401 79TH STREET CSWY
Property Address		Acreage	115.26		Miami Beach, FL 33141
District	Liberty Township				
Brief Tax Description	SE & SW 26 & PT SW 25-14-1W 115.26 14/15 CAME FROM 007-325412-300032 & 100011 & 007-326412-400002, 012, 013 & 300018 & 019 W/AC CORRECT 15/16 PT TO 007-326412-400017				
	<b>(Note: Not to be used on legal documents)</b>				

Date created: 2/22/2016  
Last Data Upload: 2/17/2016 7:50:28 PM

## Detailed Parcel Information

page version = 2.0.07 , 2/22/2016 5:09:45 PM

[<-- Click Here to return to the list page.](#)

[Return to the Apps Home Page](#)

[Return to the Hendricks County Home Page](#)

View, Print, Pay Bills     

[Click Here to read about Online Deduction Filing](#)

[Click Here to file a Homestead Deduction](#)

[Click Here to file a Mortgage Deduction](#)

[Click Here to request property access restrictions \(if you are eligible\)](#)

## Auditor's Information . . .

Please note that values and descriptions are for informational purposes only, they are not to be used for legal purposes. Always verify dollar amounts with the Auditor's or Treasurer's office.

Property Record Summary	
Owner of Record	I 70 WEST LLC
Tax ID (Property Key)	007-326412-400016
State ID	32-14-26-400-016.000-013
Taxing District	07 - Liberty Township
Property Type	Real Estate
School System	Mill Creek Community Schools
Subdivision	
Neighborhood	Rural-Good-AC-07
Property Class Code	400-Vacant Land
Legal Description	SE & SW 26 & PT SW 25-14-1W 115.26 14/15 CAME FROM 007-325412-300032 & 100011 & 007-326412-400002, 012, 013 & 300018 & 019 W/AC CORRECT 15/16 PT TO 007-326412-400017
Drains or Conservancy	
Not Subject to Tax Sale	
Not Subject to Sheriff Sale	
Not Subject to Certificate Sale	

Current Name and Address Information	
Property Address	Current Mailing Name & Address
I 70 WEST LLC No Property Address Set	I 70 WEST LLC 1401 79TH STREET CSWY Miami Beach, FL 33141-4104

[If you think an address shown is incorrect, please click here to e-mail the Auditor's Office.](#)

Mailing Address in USPS format: 1401 79th Street Cswy North Bay Vlg FL 33141-4104

Name and Address Information from the last tax bill	
Tax bill owner name & property address	Tax bill mailing name & address
I 70 WEST LLC No Property Address Set	I 70 WEST LLC 1401 79TH STREET CSWY Miami Beach, FL 33141

Property Transfer Records		
Property Transfer Date	Type of Transfer	From Owner of Record
1/14/2015 3:14:12 PM	QCD	I 70 WEST LLC

### Important Note:

The following deductions were filed for this property. If you did not file these deductions, then they are probably left over from the previous owner. Each homeowner must file their own deductions. Also you must re-file the mortgage deduction each time you re-finance your property. [Click here for the State of Indiana's Property Tax Deductions Info.](#)



Deductions set for Tax Year 2014 payable in 2015	
Deduction Name	Deduction Amount
Total	\$0

Deductions set for Tax Year 2015 payable in 2016	
Deduction Name	Deduction Amount
Total	\$0

Deductions Currently set for Tax Year 2016 to be paid in 2017	
Deduction Name	Deduction Amount
Total	\$0

If you have a question about the deductions, [click here to e-mail the Auditor's Office.](#)

### Treasurer's Information . . .

Please note that values and descriptions are for informational purposes only, they are not to be used for legal purposes.

Always verify dollar amounts with the Auditor's or Treasurer's office.

**Now showing Pay 2016 Tax bills (for 2015 taxes). Note: Spring, Fall and Other Assessment tax amounts will not be calculated until the March-April time-frame, so tax bill amounts and balances reflect the carry-over from last year's unpaid amounts.**

The account balance is \$0.00.

Property Tax Assessments			
Tax Year	Pay Year	Type	Amount
2015	2016	Land	\$236,280
		Improvements	\$0
		Personal Property	\$0
		Mobile Home	\$0
		Total Value	\$236,280
2014	2015	Land	\$278,000
		Improvements	\$6,000
		Personal Property	\$0
		Mobile Home	\$0
		Total Value	\$284,000

Mobile Homes are assessed in the year they are due, so the Mobile Home assessment value for the most current pay year may not appear until near the bill calc time in April.

### Current Tax Bill Details (Tax year 2015, Payable 2016)

Tax bills for 2015 (pay 2016) have not yet been calculated. Tax bills are calculated in March of each year after the State assigns tax rates for each township. Most of the "Current Tax Bill Details" fields below will be zero for most properties until the bills are calculated and released. If there was any un-paid tax bill amount left over from last year, the delinquent tax, penalties and fees will be carried over and shown in the table below.

I 70 WEST LLC

Bill mailing info:

Charge Description	Charge	Net Adjustments	Adjusted Charges
Spring Tax	\$0.00	\$0.00	\$0.00
Spring Penalty	\$0.00	\$0.00	\$0.00
Spring Annual	\$0.00	\$0.00	\$0.00
Fall Tax	\$0.00	\$0.00	\$0.00
Fall Penalty	\$0.00	\$0.00	\$0.00
Fall Annual	\$0.00	\$0.00	\$0.00
Delq 1 Yr	\$0.00	\$0.00	\$0.00
Delq 1 Yr Penalty	\$0.00	\$0.00	\$0.00
Delq 2 Yr	\$0.00	\$0.00	\$0.00
Delq 2 Yr Penalty	\$0.00	\$0.00	\$0.00

Drains & Other *	\$0.00	\$0.00	\$0.00
Add Fee	\$0.00	\$0.00	\$0.00
Bank Fee	\$0.00	\$0.00	\$0.00
Certified to Court Fee	\$0.00	\$0.00	\$0.00
Demand Fee	\$0.00	\$0.00	\$0.00
Judgement Fee	\$0.00	\$0.00	\$0.00
Judgement T/P/I Fee	\$0.00	\$0.00	\$0.00
Late 20% Penalty	\$0.00	\$0.00	\$0.00
Late Fine	\$0.00	\$0.00	\$0.00
Taxsale Fee	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$0.00	\$0.00

Notes about the tax bill tables:

1. This information is believed to be correct at the time the data was extracted from the production systems, but as indicated in the web site disclaimer, all information on this site is for informational purposes only. The values and descriptions are not to be used for official business. Please check with the appropriate county department for official information.
2. The values in the above tables only reflect the latest tax bill and the payments and adjustments for that tax bill.

Please check with the Treasurer's office for the amount you owe - this web site shows data extracted from the production systems, it does not directly link into the production system.

The 1st installment for pay 2015 taxes (for spring taxes) is due by May 11, 2015.  
The 2nd installment for pay 2015 taxes (for fall taxes) is due by November 10, 2015.

[For information about tax bill caps, click here for the State of Indiana DLGF web page.](#)

Tax Payment History						
Pay date	Tax Year	Payable Year	Enter Date/Time	Amount	Receipt Number	Receipt/Adjustment
10/30/2015	2014	2015	10/30/2015 11:01:25 AM	\$1,819.65	2568675	Receipt
5/1/2015	2014	2015	5/1/2015 2:03:56 PM	\$1,819.65	2501931	Receipt

### Previous Tax Bills

Note: This table shows billings with adjustments for previous tax years.

Name Billed Under	Land Value	Imp Value	Total Adjusted Bill	Spring Tax	Fall Tax	Drains & Other Charges	Delinquent	Penalties & Fees	Total Deductions	Adjustments Applied	Tax Year	Pay Year	Tax Rate
I 70 WEST LLC	278000	6000	\$3,639.30	\$1,858.92	\$1,858.92	\$0.00	\$0.00	\$0.00	\$0	(\$78.54)	2014	2015	0.013091
I 70 WEST LLC	0	0	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0.00	2013	2014	0.013976

## Permitting Information . . .

### Existing Well and Septic Permits

No county Well & Septic Permits found.

### Septic Permit Application Status

No recent septic permit applications found.

### Well & Septic Scanned Images

If any images are available, the links to those images will be shown below. After clicking the link, if the image is too small to read, hover your mouse over the image and click the expansion icon.

### Building Project Information

No building projects found. Only permits filed with the County are displayed here. Permits for properties in town limits are filed with the Town.

## Assessor's Information . . .

The following Assessor information is updated once a year when the values are certified.  
This data may not reflect the current owner, property description or assessment values; it shows

the last certified assessment of the property.

<b>2015 Assessment Summary (Pay 2016)</b>	
Tax ID	007-326412-400016
State Parcel Number	32-14-26-400-016.000-013
Property Class	(350) Industrial Warehouse
Parcel Acreage	115.26
Neighborhood	Rural-Good-AC-07
Township	7-LIBERTY TOWNSHIP
Tax Value of Land	\$236,280
Tax Value of Improvements	\$0
Total Tax Value	\$236,280

[If you have a question about your assessment data, click here to e-mail the Assessor's Office.](#)

**Designated as Residential Rental:**

**No**

**Sales Disclosure activity:**

Property sold on 7/30/2013, Price was \$6,293,231

**Assessor's Property Card link:**

[Link to the current Assessor's Property Card for this parcel](#)

**3rd party GIS site:**

[Link to Beacon for map and GIS data](#)

**Picture(s) (if available):**

Cinda  
37269

Approved by State Board of Accounts  
For Hendricks County 2002

QUIETUS

February 29, 2016

Receipt No: 037269

Issued To: KERN BARBARA J& KENNETH P  
Two Hundred Fifty and No/100 dollars

Total: \$\*\*\*\*\*250.00

On Account Of: ABATEMENT FILING FEE  
BLDG 2 I-20 WEST

Payment Types: 250.00 Check  
Comment:

Bank: 001 FIRST FINANCIAL

Project:

Amount	Budget Account Code	Fund Description	Account Description	Notes:
250.00	1001.00001.000.0102	County General	Miscellaneous Revenue	



*Cinda Kattau*

CINDA KATTAU, AUDITOR

President Jay Puckett called the regular monthly meeting of the Hendricks County Council to order at 2:00 p.m. on Thursday, March 10, 2016 with the following in attendance: Caleb Brown, Larry Hesson, Jay Puckett, Dick Thompson, Michael Rogers, Eric Wathen, Brad Whicker, Auditor Cinda Kattau and Financial Administrator Tamela Mitchell. President Jay Puckett led the assembly in the Pledge of Allegiance.

#### **IN THE MATTER OF THE AGENDA**

Michael Rogers moved to adopt the agenda. Dick Thompson seconded the motion. Motion passed 7-0.

#### **IN THE MATTER OF THE MINUTES**

Larry Hesson moved to approve the minutes. Brad Whicker seconded and the motion passed 7-0.

#### **IN THE MATTER OF THE FINANCIAL SOLUTIONS GROUP** **CONTINUING DISCLOSURE FILINGS**

Auditor Kattau informed Council that the Commissioners approved the proposal presented by Financial Solutions Group.

#### **IN THE MATTER OF TIME AND ATTENDANCE UPDATE**

Eric Wathen reported proposals for time and attendance were due on March 11. Reviews of the information submitted would begin on March 23 at



noon. Council asked Ms. Kattau to leave time and attendance on unfinished business agenda each month.

### **IN THE MATTER OF APPLICATION FOR TAX ABATEMENT**

Jeff Pipkin, Interim Executive Director of Hendricks County Economic Development Partnership, provided an SB-1 for I-70 West, LLC. He stated a review of the application would take place at their board meeting at the end of the month. He stated he would return for a declaratory public hearing on April 14.

Mr. Pipkin introduced Lora Steele, Manager of Marketing and Communications.

### **IN THE MATTER OF HUMAN RESOURCES**

Erin McIntyre, Administrator, reported no changes in ranking to the updated job descriptions from the Surveyor's Office. She reported one change to the updated job descriptions for the Prosecutor's Office. The change she recommended was to the Victims Assistance Coordinator to a non-exempt position. Ms. McIntyre reported no changes to the job descriptions in the Child Support Office. Council asked Ms. McIntyre to indicate what changes when revising job descriptions. Eric Wathen moved to approve the job descriptions and changes as recommended. Caleb Brown seconded. The motion passed 7-0.

### **IN THE MATTER OF THE SURVEYOR'S OFFICE**

Dave Gaston, Surveyor, provided a letter to the Council to request changing the current part-time inspector to a full time position. Mr. Gaston stated his office would keep record of the time spent by the inspectors on each regulated drain. If approved by the Drainage Board, he would reimburse General Fund (1001). Eric Wathen moved to approve the change from part time to full time for the inspector. Larry Hesson seconded the motion. Motion passed 7-0.

**IN THE MATTER OF DATA PIT STOP**

Brad Whicker moved to table the discussion until the April meeting. Eric Wathen seconded the motion. Motion passed 7-0.

**IN THE MATTER OF THE ANNUAL REPORT**

Council was provided a copy of the 2015 Cash and Investments Combined Statement.

**IN THE MATTER OF THE DEBT REPORT**

Council was provided a copy of the 2015 Debt Service Schedule.

**IN THE MATTER OF THE STATUS OF FUNDS**

Council reviewed the Status of Funds Report.

**IN THE MATTER OF ADDITIONALS**

Dick Thompson moved to approve item # 1. Brad Whicker seconded the motion. Motion passed 7-0.

Eric Wathen moved to approve item # 2. Dick Thompson seconded the motion. Motion passed 7-0.

Eric Wathen moved to approve item # 3. Larry Hesson seconded the motion. Motion passed 7-0.

Caleb Brown moved to approve item # 4. Brad Whicker seconded the motion. Motion passed 7-0.

Eric Wathen moved to approve items # 5 & # 6. Larry Hesson seconded the motion. Motion passed 7-0.

### **OTHER COUNCIL BUSINESS**

Ms. Kattau reported the abstract of taxes had been sent to state for approval.

Council received copies of the Sheriff's Pension Actuarial Valuation for the 2016 Benefits plans. Sheriff Clark suggested making quarterly payments

Ms. Kattau asked for approval to close out Fund 9110. The Health Board approved closing out the fund and moving the balance to the Health Fund (1159). Larry Hesson moved to approve closing the fund and moving the remaining balance to the Health Fund (1159). Eric Wathen seconded the motion. Motion passed 7-0.

Eric Wathen reported that he and Kevin Cavanaugh were continuing to work on energy savings.

With no further business, Eric Wathen moved to adjourn. Caleb Brown seconded the motion. Motion passed 7-0.

EMERGENCY APPROPRIATION RESOLUTION

Whereas, certain extraordinary emergencies have developed since the adoption of the existing budget, so that it is necessary to appropriate more money than was appropriated in the annual budget; therefore, to meet such extraordinary emergencies;

Be it resolved by the County Council of Hendricks County, Indiana, that for the expense of said County the following additional sums of money are hereby appropriated and ordered set apart out of the several funds as herein and for the purpose herein specified, subject to the laws governing the same.

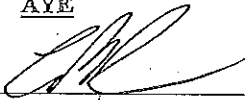
ADDITIONAL APPROPRIATIONS

<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>REQUESTED</u>	<u>APPROVED</u>
1) CCD - Election	1138.42003.000.146	Election Equipment	\$ 97,500	<u>97,500</u>
2) CCD - Engineering	1138.42920.000.143	Fueling Station Upgrade/Replacement	\$ 40,000	<u>40,000</u>
3) Cumulative Bridge	1135.34336.000.201	Bridge #175	\$ 350,000	<u>350,000</u>
4) SR Relinquishment	4941.31104.000.143	CR 625E/US 36 Improvements	\$ 150,000	<u>150,000</u>
5) Community Corrections Grant	1122.20213.000.154	Meals	\$ 17,639	<u>17,639</u>
6) General - Planning	1001.13105.000.131	Inspection Coordinator	\$ 3,250	<u>3,250</u>

Adopted this 10th day of March, 2016 by the following vote:

AYE

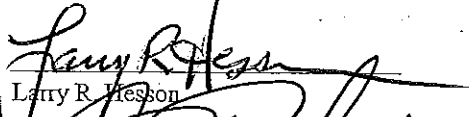
NAY



Caleb M. Brown

\_\_\_\_\_

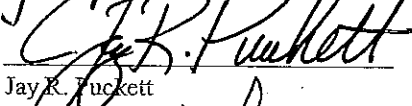
Caleb M. Brown



Larry R. Hesson

\_\_\_\_\_

Larry R. Hesson



Jay R. Puckett

\_\_\_\_\_

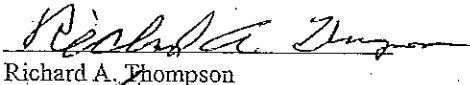
Jay R. Puckett



Michael C. Rogers

\_\_\_\_\_

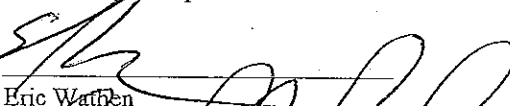
Michael C. Rogers



Richard A. Thompson

\_\_\_\_\_

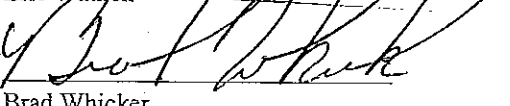
Richard A. Thompson



Eric Wathen

\_\_\_\_\_

Eric Wathen

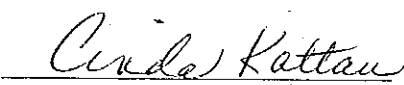


Brad Whicker

\_\_\_\_\_

Brad Whicker

Attest:



Cinda Kattau, Auditor

# Web Statistics

Statistics for 2015 ▾

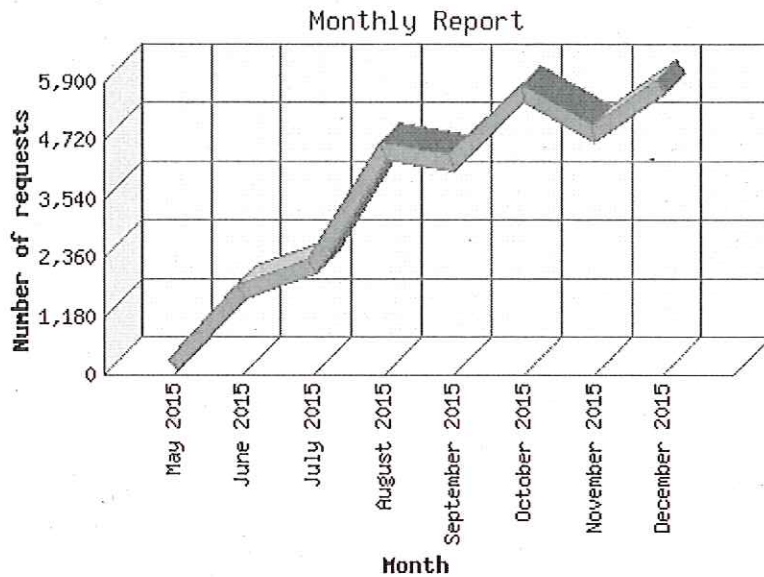
Go

- Home
- General Summary
- Quick Summary
- Monthly Report
- Weekly Report
- Daily Report
- Daily Summary
- Hourly Report
- Hourly Summary
- Host Report
- Host Redirection Report
- Host Failure Report
- Virtual Host Failure Report
- Organization Report
- Domain Report
- Request Report
- Directory Report
- File Type Report
- File Size Report
- Processing Time Report
- Redirection Report
- Failure Report
- Referring Site Report
- Search Query Report
- Failed Referrer Report
- Browser Summary
- Operating System Report
- Virtual Host Report
- Virtual Host Redirection Report
- Status Code Report

datapitstop » Hendricks County Government »

## Monthly Report

The Monthly Report identifies activity for each month in the report time frame. Remember that each page hit can result in several server requests as the images for each page are loaded. **Note:** Depending on the report time frame, the first and last months may not represent a complete month's worth of data, resulting in lower hits.



Month	Number of requests	Number of page requests	Number of bytes transferred
1. May 2015	179	149	2.683 MB
2. June 2015	1,671	1,025	17.779 MB
3. July 2015	2,171	1,631	33.759 MB
4. August 2015	4,521	2,602	51.246 MB
5. September 2015	4,266	2,213	36.502 MB
6. October 2015	5,681	3,068	52.469 MB
7. November 2015	4,844	2,363	39.712 MB

8.	December 2015	5,829	4,429	67.782 MB
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Most active month December 2015 : 4,429 pages sent.  
71,074,357.00 served. **5,829 requests handled.**

Monthly average: 2,185 pages sent. 37.741 MB served. **3,645 requests handled.**

This report was generated on February 7, 2016 03:22.  
Report time frame May 26, 2015 12:54 to December 31, 2015  
18:17.

**Web statistics report produced by: analog 6.0 / Report  
Magic 2.21**

# Web Statistics

Statistics for 2016

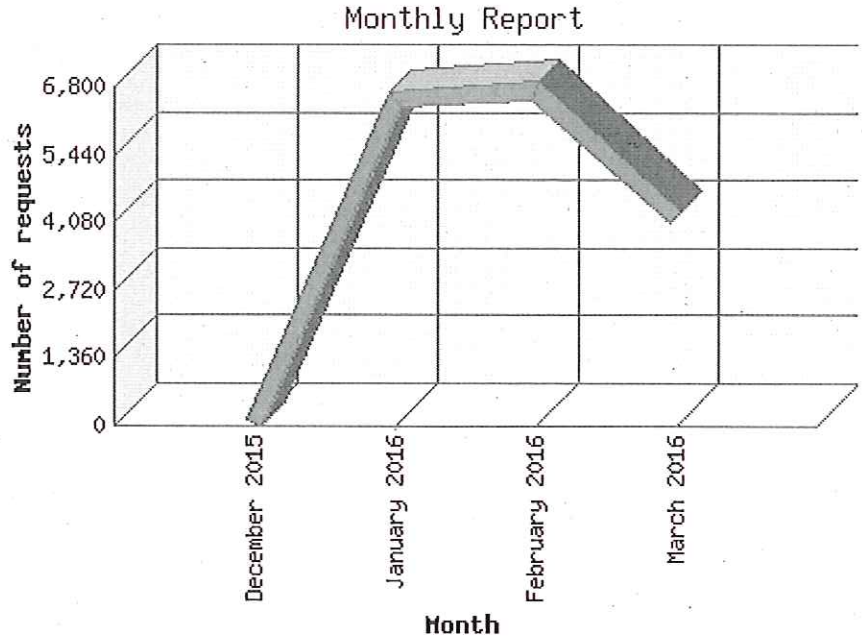
- Home
- General Summary
- Quick Summary
- Monthly Report
- Weekly Report
- Daily Report
- Daily Summary
- Hourly Report
- Hourly Summary
- Host Report
- Host Redirection Report
- Host Failure Report
- Virtual Host Failure Report
- Organization Report
- Domain Report
- Request Report
- Directory Report
- File Type Report
- File Size Report
- Processing Time Report
- Redirection Report
- Failure Report
- Referring Site Report
- Search Query Report
- Failed Referrer Report
- Browser Summary
- Operating System Report
- Virtual Host Report
- Virtual Host Redirection Report
- Status Code Report

datapitstop » Hendricks County Government »

## Monthly Report

The Monthly Report identifies activity for each month in the report time frame. Remember that each page hit can result in several server requests as the images for each page are loaded.

**Note:** Depending on the report time frame, the first and last months may not represent a complete month's worth of data, resulting in lower hits.



	Month	Number of requests	Number of page requests	Number of bytes transferred
1.	December 2015	22	19	460.863 KB
2.	January 2016	6,555	4,141	73.167 MB
3.	February 2016	6,728	4,265	76.849 MB
4.	March 2016	4,188	3,227	46.353 MB

Most active month February 2016 : 4,265 pages sent. 80,582,227.00 served. **6,728 requests handled.**

Monthly average: 2,913 pages sent. 49.205 MB served. **4,373**



**requests handled.**

This report was generated on March 29, 2016 11:53.  
Report time frame December 31, 2015 19:05 to March 28, 2016  
18:39.

**Web statistics report produced by: analog 6.0 / Report Magic  
2.21**



April 4, 2016

Hendricks County Council  
Jay Puckett, President  
C/O Cinda Kattau, Hendricks County Auditor and Council Secretary  
355 South Washington Street  
Danville, IN 46122

Dear Ms. Kattau, Mr. Puckett and Council Members:

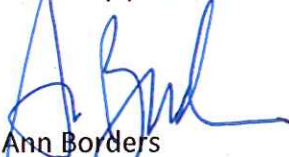
As you know, the Hendricks County Council is eligible through the provisions of the Indiana Administrative Code to appoint an individual to serve on the board of directors of Cummins Behavioral Health Systems, Inc. Sharon Stegemoller has served as the Council's appointee and has completed three three-year terms, the maximum allowed before sitting out for a period of one year.

Recently added to Cummins' board is Pete Lynch. Pete was raised in Danville and currently resides there. He works in the healthcare technology field, and is the grandson of Thelma Cummins, one of our founders and the person after whom our organization was named.

If the Council so chooses, it may appoint Mr. Lynch to the board. However, there is currently a board vacancy and the board may prefer to appoint a different individual. Should you be interested in pursuing the latter option, please feel free to contact me if you would like more information about board responsibilities or the board expertise currently being sought. (Executive leadership and the practice of law/medicine are the board recruitment priorities at this time.)

Should you wish to contact me, I can be reached at 317-745-9564 or by e-mail at [ABorders@cumminsbhs.org](mailto:ABorders@cumminsbhs.org). As always, we appreciate all that the Council has done over the years for the citizens of Hendricks County.

Sincerely yours,



Ann Borders  
President and CEO

cc: File

**Memo**

*Additional information  
for the meeting. Going to  
Commissioners first.  
Ck*

**To:** Hendricks County Council  
**From:** Erin McIntyre, Human Resources  
**Date:** April 7, 2016  
**Re:** Job Descriptions

Items for discussion at your meeting Thursday:

1. The Prosecutors Office job descriptions have been updated. The Office Manager made two additions to their previously approved job description. Please see the attachment (highlighted area). There is no change in grade for the Office Manager.

- Legal Intern **Rank: PAT 4 FLSA: Non-Exempt**  
previously titled Law Clerk
- File Clerk **Rank: OSS 4 FLSA: Non-Exempt**
- Paralegal **Rank: PAT 4 FLSA: Exempt**  
previously Rank: OSS 1 FLSA: Non-Exempt
- Secretary/Receptionist **Rank: OSS 4 FLSA: Non-Exempt**

**The Victims Assistance Administrative Assistant and UDTF Manager positions had not been ranked before. I have reviewed the following job descriptions and recommend the classifications below:**

- Victims Assistance Admin Asst. **Rank: OSS 3 FLSA: Non-Exempt**
- UDTF Manager **Rank: OSS 2 FLSA: Non-Exempt**

2. The Child Support Department has created one new job description. I have reviewed the following job description and recommend the classification below:

- Part-time Deputy Prosecutor **Rank: PAT 1 FLSA: Exempt**

3. The Environmental portion of the Health Department has updated one job description that will change the FLSA status from Exempt to Non-Exempt:

- Public Health Education Specialist **Rank: PAT 3 FLSA: Non-Exempt**

4. The Extension Department job descriptions have been updated. The Office Manager and Program Assistant positions have changed FLSA status from Exempt to Non-Exempt.

- Office Manager **Rank: OSS 2 FLSA: Non-Exempt**

- Purdue Extension Administrative Assistant                      **Rank:** OSS 3      **FLSA:** Non-Exempt

**I have reviewed the following updated job description and recommend changes in these classifications:**

- Technology Coordinator                      **Rank:** PAT 4      **FLSA:** Non-Exempt  
previously ranked as an OSS 2
- Program Assistant                      **Rank:** PAT 3      **FLSA:** Non-Exempt  
previously ranked as an PAT 4

5. The Engineering Departments job descriptions have been updated.

- Office Manager                      **Rank:** OSS 2      **FLSA:** Non-Exempt
- County Engineer                      **Rank:** SAM 2      **FLSA:** Exempt
- Assistant County Engineer                      **Rank:** SAM 3      **FLSA:** Exempt
- Highway & Bridge Project Manager                      **Rank:** PAT 2      **FLSA:** Exempt
- GIS Administrator                      **Rank:** PAT 2      **FLSA:** Exempt
- Highway & Traffic Safety Technician                      **Rank:** OSS 2      **FLSA:** Exempt

**I have reviewed the following updated job description and recommend changes in the classification:**

- GIS Technician                      **Rank:** OSS 3      **FLSA:** Non-Exempt  
Previously ranked as a OSS 1

6. The Highway Departments has created one new job description. I have reviewed the following job description and recommend the classification below:

- Road Crew Leader                      **Rank:** LTC 1      **FLSA:** Non-Exempt

7. The Nursing portion of the Health Departments has created two new job descriptions. I have reviewed the following job descriptions and recommend the classifications below:

- Public Health Nurse (Part-time)                      **Rank:** PAT 3      **FLSA:** Exempt
- Public Health Education Specialist-Special Projects Coordinator                      **Rank:** PAT 4      **FLSA:** Non-Exempt

8. The Animal Shelter has created one new job description. I have reviewed the following job description and recommend the classification below:

- Animal Control Officer Supervisor                      **Rank:** POLE 2      **FLSA:** Non-Exempt

**Hendricks County**  
**Job Description**

**Title:** Office Manager

**FLSA Status:** Exempt

**Department:** Prosecutor

**Pay Band:** SAM 6

**Supervisor:** Prosecutor

**Date Prepared:** 03/14/2001

**Revision Date:** 06/29/2015

**Date Approved:**

**PURPOSE OF POSITION:**

Manages the administrative staff in the Prosecutor's Office, and provides administrative support to the Prosecutor.

**ESSENTIAL FUNCTIONS:**

- Provides direction to the legal secretaries and file clerk, including training, workflow and guidance when needed.
- Writes performance reviews for administrative staff members, initiates and performs disciplinary actions when necessary and approves and schedules vacation leave.
- Interviews applicants for vacant administrative positions, and makes hiring decisions.
- Assists in the preparation of the Prosecutor's annual budget.
- Prepares bi-weekly payroll for the prosecutor's office, maintains payroll records, approves time cards and submits pay vouchers to the Auditor's Office.
- Prepares semi-monthly claims for Prosecutor invoices, updates the budget line- item balances and submits claims to the Auditor's Office.
- Prepares a variety of legal documents, including motions, subpoenas, jury instructions and search warrants.
- Prepares correspondence such as letter or memorandums to employees, law enforcement agencies and other county offices.
- Retrieves warrant files to re-issue warrants.
- Enters data in case management and odyssey system.

**NON-ESSENTIAL FUNCTIONS:**

- Collects bad check payments and Quietus the monies in Prosecutor's Special Fee Fund.
- Performs duties of other secretarial positions if necessary.
- Assists victim's assistance as necessary and Investigation when needed.
- Performs other duties as assigned.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Previous management/supervisory experience

- Ability to manage office and human resources issues effectively
- Ability to make sound business decisions
- Strong bookkeeping skills
- Ability to maintain confidentiality
- Previous experience as a legal secretary and with legal terminology
- High school diploma or GED
- Proficient computer skills
- Ability to effectively and tactfully deal with other people
- Ability to operate basic office equipment
- Good organizational skills
- Strong math aptitude
- Ability to use proper English grammar
- Ability to communicate well, both verbally and in writing
- Proficient knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Attention to detail

**RESPONSIBILITY:**

Incumbent establishes office procedures and is responsible for all administrative work completed in the Prosecutor's Office. Incumbent works independently, must use discretion in dealing with employees and assists employees with exceptional situations that require some judgment or decision-making ability. Errors in work can be detrimental to the office and to the proper functioning of the court system. Errors in processing releases and protective orders can also result in loss of liberty to individuals and/or the possibility of loss of life.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisor, associates in same department, other county departments, law offices, law enforcement agencies and the general public for the purpose of obtaining and providing factual information.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard office environment.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of Office Manager for the Prosecutor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type name

**Hendricks County**  
**Job Description**

**Title:** Victim's Assistance Administrative  
Assistant

**FLSA Status:** Non-Exempt

**Department:** Prosecutor

**Pay Band:** OSS 3

**Supervisor:** Victim's Assistance Coordinator

**Date Prepared:** 03/21/2001

**Revision Date:** 06/25/2015

**Date Approved:**

**PURPOSE OF POSITION:**

Prepares legal documents, provides clerical support to the Victim's Assistance Coordinator and assists victims of crime.

**ESSENTIAL FUNCTIONS:**

- Initiates victim cases and contacts law enforcement to obtain victim information if not listed.
- Prepares protective orders for victims' cases.
- Prepares victim notifications and notifies the jail to ensure victim notification of release of offender.
- Prepares subpoenas for victims in crimes against women.
- Prepares pleadings and files with the Clerk's Office.
- Notifies victims of case status, continuances, plea dates, sentencing and disposition of cases.
- Notifies officers of disposition of cases when requested.
- Modifies and terminates protective orders of disposed cases and files with the Clerk's Office.
- Prepares jury instructions on victims' cases.
- Attends child abuse protection meetings and meeting with the Prosecutor's Division of Family & Children meeting.
- Accompanies victims to depositions and court proceedings.
- Receives phone calls and is on-call to assist victims in crises in the absence of the Victim's Assistance Coordinator.
- Data entry into local and state systems.
- Go to hospital, police departments and scenes as needed.

**NON-ESSENTIAL FUNCTIONS:**

- Prepares search warrants and probable cause affidavits for law enforcement, and prepares Ducus Tecums and other pleading type charges.
- Assists other legal secretaries as needed.
- Translates for victims, courts, and other county departments

- Travel to get information on victims.
- Performs other duties as assigned.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- High school diploma or GED
- Basic computer skills
- Knowledge of legal documents and legal terminology
- Ability to effectively and tactfully deal with other people
- Ability to maintain confidentiality
- Ability to operate basic office equipment
- Good organizational skills
- Ability to attend additional training periodically, sometimes out-of-state
- Ability to communicate well, both verbally and in writing
- Basic knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Attention to detail
- Ability to have and maintain a valid Indiana Driver's License
- Continue with education on victim issues

**RESPONSIBILITY:**

Incumbent works under established guidelines and procedures. Tasks require some selection of applicable methods and procedures, especially when dealing with victims of crime. The position requires sensitivity to human beings in crises. Errors in work usually result in significant loss of time and inconvenience to the department, courts, the public and external agencies. Errors can also result in lost criminal cases and severe reactions from victims.

**WORKING RELATONSHIPS:**

Working relationships are with supervisor, associates in same department, other county departments, law offices, law enforcement agencies and victims and witnesses of crime for the purpose of communicating factual or procedural information.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard office environment, hospital emergency rooms, schools and indoor and outdoor crime scenes.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of Victim's Assistance Administrative Assistant for the Prosecutor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.



Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Hendricks County**  
**Job Description**

**Title:** United Drug Task Force  
Office Manager

**FLSA Status:** Non-Exempt

**Department:** Prosecutor

**Pay Band:** OSS 2

**Supervisor:** Prosecutor

**Date Prepared:** 03/14/2001

**Revision Date:** 02/29/2016

**Date Approved:**

**PURPOSE OF POSITION:**

Manages the United Drug Task Force for the Prosecutor's Office, and provides administrative support to the Prosecutor and Coordinator of the program.

**ESSENTIAL FUNCTIONS:**

- Assists Coordinator by reading, researching, and routing correspondence; drafting letters and legal documents; collecting and analyzing information; initiating communications.
- Represents the Coordinator and the United Drug Task Force by attending meetings; speaking for the United Drug Task Force; and volunteering in the community.
- Maintains confidence and protects operations by keeping information confidential
- Prepares legal documents and reports by collecting and analyzing information.
- Prepare and file legal documents as requested by the Coordinator.
- Resolves administration problems by analyzing information; identifying and finding solutions
- Maintains rapport with law enforcement agencies and detectives by arranging continuing contacts; researching and developing needs and requirements; setting priorities; resolving problem situations.
- Provides information by answering questions and requests by the public, law enforcement agencies and attorneys.
- Maintains continuity of work operations by documenting and communicating needed actions to the Coordinator; discovering irregularities; determine continuing needs.
- Completes special projects by organizing and coordinating information and requirements; planning and arranging; meeting schedules and deadlines.
- Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
- Maintain and submit grants: write grant submissions; research data needed for grant completion; obtain financial requirements for submission; meet deadlines; submit financial information for grant requirements and maintenance.
- Research and analyze statistics regarding illegal drug activity/crimes for law enforcement agencies, federal government and community organizations.
- Maintain and coordinate DAG certification and distribution; federal funds expenditure requirements and reporting.

- Receive, document, store and ensure proper custody and control of physical evidence/property for the United Drug Task Force.
- Process and evaluate physical evidence; arrange for or transport evidence to the State Police Lab for analysis.
- Assist in processing evidence including searching for, identifying, collecting and processing physical evidence.
- Assist detectives as a civil investigator with controlled buys and/or criminal investigations as needed.
- Perform “pat-downs” or physical searches on CI’s during investigations.
- Serve as the female investigator on cases involving female CI’s or defendants.
- Participate in community programs or groups related to drug interdiction, criminal drug activity prevention, community awareness regarding illegal drug use/sales/activity.
- Maintain manual and computerized records including evidence custody documents, chain of custody documents, property receipts, property control files, and related reports.
- Prepare evidence and court exhibits and testify in court as required.
- Maintain property room(s) and arrange the storage and return of evidence recovered or seized; coordinate the proper release of evidence and property.
- Prepare unreturnable items for disposal in a manner prescribed by department policies and procedures, court orders, federal laws and state statutes.
- Inspect, order, maintain, and stock equipment/supplies that are used for processing and/or gathering evidence.
- Operate a wide variety of computer hardware and software systems. Enter and maintain all information, some being confidential, received, as required and directed.
- Purchase of equipment by obtaining requirements; negotiating a price; quality; and approving invoices
- Prepare and process payroll for the law enforcement officers; maintain records of time sheets; maintain records officers’ overtime and duties.
- Prepare and process claims to be paid through the Hendricks County Auditor; maintain ledgers and records of all expenditures
- Ensure operation of equipment by completing preventative maintenance requirements; following manufacturer’s instructions; trouble shooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Provide support as needed in transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data, and graphics.
- Maintain and provide a safe/clean work environment; confidential location.
- Contribute to the team effort by accomplishing goals and related results as needed.
- 24 hour availability (when feasible) as needed by the law enforcement officers of the United Drug Task Force and/or the Coordinator.

**NON-ESSENTIAL FUNCTIONS:**

- Performs duties of other secretarial positions if necessary.
- Performs other duties as assigned.
- Due to confidentiality of location, maintain a clean and safe work environment.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Previous management/supervisory experience
- Ability to manage office and human resources effectively
- Ability to work independently and make sound business decisions
- Strong bookkeeping skills
- Ability to maintain confidentiality
- Previous experience/education required: either paralegal certificate/degree or 5 years law enforcement agency experience or equivalent.
- High school diploma or GED
- Proficient computer skills
- Ability to effectively and tactfully deal with other people
- Ability to operate basic office equipment
- Good organizational skills
- Strong math aptitude
- Ability to use proper English grammar
- Ability to communicate well, both verbally and in writing
- Proficient knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Proficient knowledge of evidence base practices
- Ability to collect, maintain and process evidence
- Attention to detail
- Ability to have and maintain a valid Indiana Driver's License

**RESPONSIBILITY:**

Must be able to work independently; enhance Coordinator's effectiveness by monitoring case progress; alerting the Coordinator of issues requiring his/her attention; maintaining contact with law enforcement agencies, opposing counsel; contributing information to the team for case review; completing special projects including grant writing and submissions; maintain and oversee proper evidence based practices, and evidence/property rooms; serves as a liaison between the prosecutor's office and the Drug Task Force; serves as a liaison between the Drug Task Force and other law enforcement agencies; serves as a liaison between the Drug Task Force and any Hendricks County Government entities; represents the Coordinator and Task Force in the community; maintain financial operations, budgets and expenditures including payroll; oversee and coordinate the auction of seized/forfeited property by the United Drug Task Force;

support the operations by supervising staff, planning, organizing and implementing programs as determined by the Coordinator; provide administrative, legal and secretarial support, under the supervision of the Coordinator; assist officers with investigations as needed; oversee the proper collection, storage and processing of all evidence. Failure to adequately perform required duties can result in loss of criminal cases or compromise of criminal felony investigations, loss of civil legal actions that can result in financial loss or civil action against the UDTF, failure to maintain accurate and use correct procedures could result in SBOA or Federal action against the UDTF, possible loss of funds available to the UDTF in some years.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisor, associates in same department, other county departments, law offices, law enforcement agencies and the general public for the purpose of obtaining and providing factual information.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Majority of work is performed in a standard office environment; with the exception of field work during an investigation.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of United Drug Task Force Office Manager for the Prosecutor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type name

**Hendricks County**  
**Job Description**

**Title:** Part-time Deputy Prosecutor  
Child Support

**FLSA Status:** Exempt

**Department:** Child Support/Prosecutor

**Pay Band:** PAT 1

**Supervisor:** Prosecutor

**Date Prepared:** 05/11/2001

**Date Revised:** 06/29/2015

**Date Approved:**

**PURPOSE OF POSITION:**

Assist Deputy Prosecutor in charge of overseeing the child support office and prosecutes child support cases in court.

**ESSENTIAL FUNCTIONS:**

- Assist Deputy Prosecutor in charge of overseeing the activities of the child support office.
- Appears in court for prosecution of cases.
- Prepares legal pleadings and correspondence.
- Makes all legal decisions as to proceeding on cases along with the Deputy Prosecutor in charge.
- Provides supervision to employees in the Child Support Division.

**NON-ESSENTIAL FUNCTIONS:**

- Answers phones, files and deals with public inquiries.
- Performs other duties as assigned

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Bachelor's Degree in any field
- Doctor of Jurisprudence
- Licensed attorney in the State of Indiana
- Basic computer skills
- Ability to effectively and tactfully deal with other people
- Excellent organizational skills
- Ability to communicate well, both verbally and in writing
- Ability to maintain confidentiality
- Attention to detail
- Ability to supervise clerical staff
- Ability to represent office of Prosecuting Attorney maintaining appropriate standards

**RESPONSIBILITY:**

Incumbent works independently preparing legal cases and documents, assist in overseeing the functions of the Child Support Office. Work requires great attention to detail and judgment in researching cases and interviewing child support applicants. Errors in work can result in significant loss of time to the department and courts and significant loss of income to individuals seeking child support. Incumbent's actions could result in the loss of State funding, action by the State Board of Accounts, or disciplinary actions.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisor, associates in same department, other county departments, law offices, law enforcement agencies and the general public for the purpose of preparing cases and interviewing child support recipients.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard office environment.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of Part-time Deputy Prosecutor for the Child Support Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Hendricks County**  
**Job Description**

**Title:** Purdue Extension Technology Coordinator

**FLSA Status:** Non-Exempt

**Department:** Extension Office

**Pay Band:** PAT 4

**Supervisor:** 1) Office Manager 2) County  
Extension Director 3) Extension Educators

**Date Prepared:** 2/1/2016

**Date Approved:**

**Hours of Work:**

**PURPOSE OF POSITION:**

Provides technology and administrative support to the Purdue Extension Educators and Extension Program Assistant

**ESSENTIAL FUNCTIONS:**

- Collects, sorts, and distributes incoming mail and prepares outgoing mail
- Perform related duties as assigned by Extension Educators and/or Extension Program Assistant
- Receives phone calls and visitor, answers questions or refers to the appropriate department
- Orders, maintains and inventories some educational materials provided to the Cooperative Extension Service
- Prepares monthly newsletters, mailings, and electronic correspondences for the Extension related programs
- Prepares print-ready materials to be posted on the Extension's website by the County Extension's Technology Coordinator
- Maintain and manage programmatic records for various Extension affiliated organizations
- Maintain communication to Extension entities, group, clubs, partners, etc. that work with our program(s)
- Create and maintain SOPs for the different projects/events offered by Purdue Extension of Hendricks County
- Collects, balances, deposits, and manage monies from the sale of publications, program fees, and fund raisers organized through various Extension programs in the county (including, but not limited to: 4-H Camp, 4-H Sponsors, Geranium Sales, Master Gardener Programs, and Extension Homemaker Programs, etc.) according to Purdue University guidelines.
- Remain current with the database systems used by Purdue Extension
- Maintains and updates Extension database(s) and remains current on Purdue's technology used in county offices



- Prepare materials for the Extension Educators and/or the Extension Program Assistant that will enhance their teaching
- Assist in managing and organizing clubs and organizations according to Purdue policies, volunteer applications, and volunteer forms used by various Extension programs in the county
- Work with Extension Educators and/or the Extension Program Assistant in preparing reports for campus by the due dates
- Assist in organizing various events to assist the Extension Educators and/or Extension Program Assistant (included, but not limited to: Holiday Fest, Gardening for All Ages, Extension Annual Meeting, 4-H Achievement Program, etc.)
- Generate posts for social networking, from educational materials provided by the Extension Educators. (i.e: facebook posts, tweets, Instagram pictures, etc.)
- Maintain the Purdue Extension’s county website, calendar events, and social media accounts
- Positively promote Purdue Extension using technology
- Must be willing to master new educational technology as it develops to help keep Purdue Extension in Hendricks County current in educational technology resources
- Create videos, YouTubes, and other electronic forms of teaching for Extension Educators and/or Extension Program Assistant
- Create writeable .pdf documents for the Extension Educators or Program Assistant and post on the Purdue Extension website
- Assist CED and Office Manager in managing all technology and computer systems housed in the Extension Office
- Work closely with Purdue’s AgIT and ITAP Departments on managing and installing various computer applications

**NON-ESSENTIAL FUNCTIONS:**

- Assist co-workers as needed
- Performs other duties as assigned
- Operate a variety of technical equipment used in offices
- Provide public access or to maintain confidentiality of department information/records according to state requirements
- Maintain a working knowledge of, and ability to make practical application of, department policies and procedures, and applicable Purdue University guidelines

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Baccalaureate degree in marketing, communications, journalism, computer systems, or Extension content related field (Agriculture, Community Development, Health & Human Sciences, or Youth)
- Valid driver’s license

- Proficient in software and programs necessary to help promote Extension including, but not limited to: MS Office Programs, Photoshop, Publisher, Excel, SharePoint, all Social media platforms, info graphics software, PowToons, Prezi, YouTube, video editing software (i.e.: iMovie, Adobe Premiere), etc.
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct
- Proficient in the English language and working knowledge of standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, Purdue University personnel, all Purdue Extension related committees, boards, and organizations, as well as, the public
- A background check will be required for employment in this position

#### **RESPONSIBILITY:**

- Incumbent duties are broad in scope and of substantial intricacy, involving many variables and considerations. Incumbent performs according to department and Purdue University guidelines and general objectives, exercising judgment in presenting research based information and providing guidance for specific situations
- Incumbent works independently; however, supervisor is available to assist with problems if necessary. Most work is received in rough draft format and must be edited and organized into an orderly format. Errors in work are detected through supervisory review of the finished product and can have adverse effects on the office and to members of the public. Incumbent is responsible for the technology maintenance and progress in the office.
- Work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers
- Work independently and make sound business decisions
- Work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions

#### **WORKING RELATIONSHIPS:**

- Working relationships are with supervisor, associates in same department, other county departments and the general public for the purpose of obtaining and providing factual information.
- Competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals.

#### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard office environment.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of Technology Coordinator for the Extension Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type name

**Hendricks County**  
**Job Description**

**Title:** Purdue Extension Program Assistant

**FLSA STATUS:** Non-Exempt

**Department:** Purdue Extension

**Pay Band:** PAT 3

**Supervisor:** 1) County Extension Director  
2) Extension Educators

**Date Prepared:** 2/1/2016

**Date Approved:**

**Hours of Work:**

**PURPOSE OF POSITION:**

Incumbent serves as a Purdue Extension Program Assistant to the Hendricks County Purdue Extension program, in the County Extension office. This includes all branches of Purdue Extension in Hendricks County. This includes, but is not limited to the departments of: Agriculture/Natural Resources, Health & Human Sciences, and 4-H Youth Development. The incumbent will be responsible for assisting in creating, planning, coordinating, and presenting educational materials, programs, and activities.

**ESSENTIAL FUNCTIONS:**

- Assist all Extension Educators as needed in planning Extension related meetings, special events, community service projects, attending monthly meetings, special events, chaperoning events, and assisting special committees.
- Assist in updating, preparing, and delivering curriculum for all Extension educational program areas, as determined by Extension Educators.
- Periodically attends various Extension related committee or board meetings as needed, and assists with other activities.
- Maintains current knowledge of Purdue Extension issues and information by communicating with Purdue University specialists, periodically attend training, area and state Extension meetings.
- Perform related duties as assigned by Extension Educators.
- Assist in researching various grants which are applicable to Purdue Extension in Hendricks County and do the preliminary work in the grant application process.
- Assist in managing and organizing volunteer paperwork according to Purdue policies

**NON-ESSENTIAL FUNCTIONS:**

- Assist co-workers as needed
- Performs other duties as assigned
- Operate a variety of technical equipment used in office and/or an educational environment
- Provide public access or to maintain confidentiality of department information/records according to state requirements
- Working knowledge of the Purdue Extension system, and ability to research, develop and present effective educational materials using various methods, such as classroom teaching, demonstrations, clinics, workshops, individualized instruction, and technology utilized in varied educational settings.
- Must be willing to master new educational technology as it develops to help keep Purdue Extension in Hendricks County current in educational technology resources.
- Maintain a working knowledge of and ability to make practical application of department policies and procedures, and applicable Purdue University guidelines.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Baccalaureate Degree in Education (Preference given to education majors with a degree in agriculture or family and consumer science studies) and evidence of strong curriculum development within the field of formal education.
- Valid driver's license.
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Valid teaching license or eligibility to obtain one.
- Proficient in MS Office programs, social media, Prezi, and using/creating online course resources (i.e. Blackboard, Adobe Presenter, etc.).
- A background check will be required for employment in this position.
- Working knowledge of standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, Purdue University personnel, all Purdue Extension related committees, boards, and organizations, as well as, the public.

### **RESPONSIBILITY:**

- Incumbent's duties are broad in scope and of substantial intricacy, involving many variables and considerations. Incumbent performs according to department and Purdue University guidelines and general objectives, exercising judgment in presenting research based information and providing guidance for specific situations.
- Incumbent applies standardized/accepted practice in presenting research based information and programs to individuals and groups. Incumbent receives general supervision, and discusses unusual or unprecedented situations with supervisor as needed. Incumbent's work is primarily reviewed for attainment of objectives and effect on department goals and objectives.
- Work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers
- Work independently and make sound business decisions
- Work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions

### **WORKING RELATIONSHIPS:**

- Incumbent communicates frequently with co-workers, other county departments, other Extension offices, Purdue University personnel, Extension related organizations, and the public for purposes of exchanging and explaining information, presenting programs, coordinating, and overseeing activities.
- Working relationships are with supervisor, associates in same department, other county departments, and the general public for the purpose of obtaining and providing factual information.
- Competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard office environment, classroom setting, educational setting, and occasional community events

### **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Program Assistant for the Extension Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type name

**Hendricks County**  
**Job Description**

**Title:** GIS Technician

**FLSA Status:** Non-Exempt

**Department:** Engineering

**Pay Band:** OSS 3

**Supervisor:** GIS Administrator

**Date Revised:** 02/18/2016

**Date Approved:**

**PURPOSE OF POSITION:**

Updates and maintains subdivision boundaries in plat books and records and updates and maintains lots in the GIS computer system.

**ESSENTIAL FUNCTIONS:**

- Maintains and updates subdivision boundaries drawn on Auditor plat books.
- Assigns parcel numbers to all new lots within Hendricks County.
- Enters all new, recorded lots into the GIS computer system, and updates the system with changes.
- Reviews all plats for accuracy prior to the plats being recorded.
- Calculates and submits annual reports verifying mileage of county roads and provides plat information and aerial photographs.

**NON-ESSENTIAL FUNCTIONS:**

- Performs other duties as assigned, including, assisting with phone and front desk duties when needed.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- High school diploma or GED
- Proficient computer skills
- Basic knowledge of a Geographic Information System (GIS) and CAD
- Ability to read and understand legal descriptions and blue prints
- Basic knowledge of surveying and mapping practices and techniques
- Ability to effectively and tactfully deal with other people
- Ability to communicate well, both verbally and in writing
- Attention to detail

**RESPONSIBILITY:**

Incumbent independently interprets legal descriptions and plot plans to locate and draw subdivision boundaries in plat books and enter them into the GIS. Errors in work can



cause significant inconvenience to the public, and loss of time to the department. Errors in drawing property lines can result in litigation.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisor, associates in same department, other county departments and the general public for the purpose of communicating factual or procedural information.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard office environment.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of GIS Technician in the Engineering Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Hendricks County**  
**Job Description**

**Title:** Road Crew Leader

**FLSA Status:** Non-Exempt

**Department:** Highway

**Pay Band:** LTC 1

**Supervisor:** Assistant Superintendent

**Date Prepared:** 11/01/2015

**Date Approved:**

**PURPOSE OF POSITION:**

Incumbent leads small crews of Road Crew Workers/Bridge Crew Workers in various types of construction, maintenance and repairs of county roads, bridges and culverts.

**ESSENTIAL FUNCTIONS:**

- Directs and instructs crews on work site. Provides information and procedures required to complete tasks.
- Oversees short-term projects of highway and bridge crews, making sure proper construction procedures and safety precautions are adhered to.
- Coordinates with Assistant Superintendent with planning, organizing, and resources needed to complete assigned tasks. Periodically updates supervisor on progress of assigned tasks.
- Request locates for utilities in compliance with state law when digging.
- Records and handles citizen complaints as assigned.
- Supervises the set up and maintenance of proper work zones to ensure safety for all employees, contractors, and general public. Assists in traffic control at work site and/or accident scenes as needed.
- Ensures crews operate efficiently and maintain production levels.
- Drives and operates pick-up trucks, tractors, single and tandem axle trucks and construction equipment for assigned tasks.
- Checks equipment for proper fuel and lubrication levels and general maintenance needs.
- Drives equipment for snow removal from roads and intersections.
- Uses equipment for applying sand and salt on roads and intersections.
- Patches and paves county roads independently or with contractors.
- Loads, spreads and/or dumps stone, sand, and other material independently or as directed by supervisor or contractor.
- Drives vehicles to and from assigned work sites within the county.
- Maintains and services tools and equipment used in performing tasks.
- Reports for work during inclement weather for long periods of time as required for public safety.

- Erects and maintains signs per state requirements and as directed for public safety.

**NON-ESSENTIAL FUNCTIONS:**

- Performs other duties as assigned.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- High school diploma or GED
- Working knowledge of procedures necessary for the maintenance and repair of county roads and bridges
- Ability to communicate well verbally, in writing, and electronically.
- Ability to effectively and tactfully deal with general public and other county employees
- Ability to organize, plan, and supervise department personnel to perform road and bridge repair, construction and maintenance tasks.
- Ability to establish and maintain cooperation between all crew members.
- Requires a valid Indiana Driver's license, and be insurable to drive county vehicles without additional liability
- Must have and maintain Indiana Commercial Driver's License
- General knowledge of procedures used in basic road construction and maintenance
- Ability to operate maintenance tools and equipment in any weather situation
- Ability to use transits, lasers and other instruments necessary to control grade.
- Must have basic computer skills such as word processing, spreadsheets and ability to maintain and communicate via email

**RESPONSIBILITY:**

Incumbent receives daily work and periodic task assignments. Incumbent is responsible for the direction and safety of subordinates. Judgment is required in operating motor vehicles on county roads negotiating traffic and obstacles as necessary. Work is reviewed throughout work process or at completion of task. Activities performed require good judgment in order to protect tools, materials, and prevent injuries to others. Errors could result in excessive physical risk and cost repercussions. The vehicular safety of the general public could be jeopardized, resulting in costly repairs and personal injury to the general public and county.

**WORKING RELATIONSHIPS:**

Working relationships are with crew members, supervisor, associates in same department, other county departments, contractors and the general public.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

Work requires moderate to heavy lifting with occasional standing, bending and carrying. Vehicles are operated under all weather conditions, sometimes for extended periods of time. At times required to work under severe weather conditions and extreme temperatures. There could be occasional strain of moderate to heavy intensity for extended periods of time. Injury may occur with equipment malfunction or by vehicle accident on county roadway. Subject to injury from road hazards, burns from chemicals and hot bituminous materials, general public disposition.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Road Crew Leader in the Highway Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Hendricks County**  
**Job Description**

**Title:** Public Health Nurse (Part Time – Grant)      **FLSA Status:** Exempt  
**Department:** Health – Nursing      **Pay Band:** PAT 3  
**Supervisor:** Director of Public Health Nursing      **Date Prepared:** 3/30/2016  
**Date Approved:**

**PURPOSE OF POSITION:**

The Public Health Nurse promotes individual and population public health by providing the essential services of public health within a variety of settings. Public health nursing actions are directed toward serving individuals, families and population groups with the goal of promoting and protecting health through knowledge of professional nursing practice based on public health sciences, principles, and concepts.

**ESSENTIAL FUNCTIONS:**

- Interprets, implements, and enforces compliance of public health laws, codes, rules, and ordinances.
- Prepares and administers medications per Health Officer's standing orders for immunizations or as prescribed by patient's physician, i.e. tuberculosis medications. Conducts individual health assessment, provides patient education about potential side effects, and monitors for adverse reactions. Assesses and translates immunization records to determine recommended vaccines.
- Organizes and facilitates immunization, child health, and adult wellness clinics.
- Demonstrates knowledge of vaccine storage and handling procedures, and stores vaccines per policy.
- May be called upon to secure safety of vaccines during after hours power failures when notified that monitor alarm has been activated. If necessary, must transport vaccines to hospital for safe storage.
- Performs epidemiological investigations of communicable diseases in the office setting, patient home, or medical facility. Institutes disease outbreak control measures. Coordinates investigation efforts with physicians, school personnel, the Indiana State Department of Health, and other stake holders as appropriate regarding spread and treatment of disease. Provides health care services, instruction, education, and information to clients in compliance with public health laws. Conducts contact investigations and surveillance of individuals who may have been exposed to a communicable disease.
- Provides Tuberculosis (TB) case management in the office setting and in patient's homes including directly observed therapy (DOT) of TB medications.
- Provides follow-up, education, post exposure prophylaxis recommendation, and referral for all county residents receiving an animal bite.

- Identifies public health needs in the county and works in a team environment to facilitate interventions and address the needs using concepts of prevention, assessment, risk reduction, and health status improvement.
- Receives referrals and completes home visit assessments of clients' needs and families' ability to provide and maintain adequate care in the home, providing education and referrals as indicated.
- Provides home visits and health assessments for pregnant women, children 0-5 years, elderly, physical and/or mentally challenged clients, and other individuals as assigned.
- Develops, implements, and evaluates individualized health care plans for patients and families based on nursing assessment and includes input from the client, family, other health care personnel and referral agencies.
- Provides education to individuals, families and groups in office or home setting regarding relevant public health needs and issues, i.e. prenatal care, parenting, breast feeding, nutrition, health care, safety, substance abuse, or communicable diseases.
- Provides management and coordination of services through a multidisciplinary approach collaborating extensively with multiple community agencies for abnormal public health conditions. Assists clients in obtaining health care through referral when the Health Department cannot meet their needs.
- Complies with all Health Insurance Portability and Accountability Act (HIPAA) requirements and health department policies and procedures ensuring that clinical documentation is kept secure and confidential.
- Prepares, submits, and maintains accurate medical records and all other related or required reports and documents for programs and patient/client records, reporting to other agencies and physicians as appropriate.
- Acts as a professional consultant, committee member, or guest speaker to outside agencies and public groups regarding health promotion, disease prevention, and various health related topics.
- Serves as a preceptor for field experiences of Community Health Nursing students, volunteers, and new employees.
- Conducts vision and hearing screenings in county schools.
- Collects laboratory specimens and transports to laboratory.
- Provides lead, hemoglobin and tuberculosis screenings.
- Interprets laboratory and health screening findings for clients and families and makes referrals to appropriate community resources.
- Serves as a liaison between the Health Department and county school nurses.
- Performs duties and maintains documentation outlined in Health Department grants.
- Promotes optimal working relationships within the agency as well as with other health, county and community related groups.
- Recognizes, in a non-judgmental manner, the influence of beliefs and cultures on behaviors and accepts strengths and limitations in others.
- Demonstrates leadership skills to set positive, attainable expectations, objectives and goals for self and others within the department.
- Adheres to all agency infection control and safety policies, including education, reporting and practice implementation.
- Knows and understands the department's mission, vision, and values in relation to own job position and duties.

- Possesses a general understanding of all services delivered by the Hendricks County Health Department.
- Adheres to all agency policies and procedures.
- Maintains and conserves agency property, supplies and equipment in a manner that demonstrates ownership and accountability.
- Demonstrates knowledge of the core functions and the essential services of public health.
- Demonstrates knowledge of emergency preparedness plans and the ability to perform the assigned duties.
- Attends trainings as assigned such as workshops, seminars, and conferences regarding nursing, public health nursing, and certifications, i.e. CPR, TB. Responsible for continuing education and personal professional development. Maintains current, mandatory personnel file certificates and licenses, i.e. nursing license, TB certification, etc., and provides information to agency in timely manner.
- Reports observed or suspected child or adult abuse pursuant to mandated requirements.

#### **NON-ESSENTIAL FUNCTIONS:**

- Attends Board of Health and committee meetings as requested by the Director of Nursing.
- Trains new Public Health Nurses in the duties of this position.
- Provides clerical duties when necessary.
- Performs other duties as assigned.

#### **EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Must be able to maintain and hold a current license to practice as a Registered Nurse in Indiana
- Bachelor of Science in Nursing (BSN) for public health nursing preparation - if no BSN, graduation from an accredited school of nursing supplemented by a bachelor's degree AND one or more years experience as a Registered Nurse
- Two years public health nursing experience preferred
- CPR certification within four months of employment and maintained thereafter
- Tuberculosis (TB) certification upon employment and maintained thereafter
- National Incident Management System (NIMS) IS-100-400, IS-700, IS 800 certification within one year of employment
- Must have and maintain a valid Indiana Driver's License, current certificate of vehicle insurance, and have use of a vehicle for full-time business use
- Ability to work day, evening, and week-end hours as department programs require
- Must be able to be fitted for and wear National Institute for Occupational Safety and Health (NIOSH) 95 mask
- Comprehensive knowledge and skill in current nursing practices and public health sciences.
- Ability to interpret and apply state and county regulations appropriately
- Ability to establish and maintain effective working relationships with associates, clients, community groups, and other public and private agencies.

- Ability to perform, provide and document public health services in a clinic, home, or institutional setting using the nursing process of assessment, planning, implementation, and evaluation, with minimal direct supervision.
- Ability to communicate well and interact professionally, humanely, tactfully, with dignity, both verbally and in writing; follows appropriate phone etiquette
- Good conflict resolution skills
- Good organizational skills
- Good computer, smart phone, and mathematics skills
- Basic data collection, analysis and interpretation techniques
- Knowledge and use of computerized data management systems
- Attention to detail
- Ability to prioritize tasks
- Ability to work in a team atmosphere
- Ability to maintain confidentiality

### **RESPONSIBILITY:**

Responsibilities of the Public Health Nurse include, but are not limited to, identification of public health issues including communicable disease outbreaks, assessment and analysis of population and individual public health status, health promotion, disease prevention, health maintenance, service coordination, and continuity of care activities in accordance with the needs of individuals, families, communities, and population groups working directly with at-risk populations. Public Health Nursing responsibilities also consist of data collection and analysis, care plan development, hands-on patient care, health education and advocacy, carrying out health promotion programs at all levels of prevention, field work, program planning, outreach activities, coalition building, collaboration with community partners to promote health and wellness in the county, programmatic support, and other organizational tasks. During a public health emergency, the Public Health Nurse will provide expertise and respond to the emergency per the county public health preparedness plans. The Public Health Nurse collaborates within multidisciplinary and multi-agency teams in order to achieve desirable outcomes. Public Health Nursing interventions depend upon the assigned responsibilities and the issues involved. Incumbents perform their duties with significant independence under the general supervision of the Director of Public Health Nursing and the Assistant Director of Public Health Nursing. Acting within the framework of established federal, state and local laws, codes, rules, ordinances and guidelines, including standing orders, policies, protocols, and objectives of the Hendricks County Health Department, the Public Health Nurse is an agent of the Hendricks County Health Officer for executing responsibilities while using independent judgment to apply regulations. Work is broad in scope. Independent judgment is required in applying nursing practices to individual situations or client conditions. Professional standards and practices are established but not always clearly applicable. Professional judgment is used in problem resolution. The duties listed under Essential and Non-Essential Functions of the position are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Errors in work can result in serious health consequences, therefore putting the county at risk for costly lawsuits.



**WORKING RELATIONSHIPS:**

Working relationships are with supervisor, department managers and associates, other county government departments, state governmental agencies, community service agencies, medical providers, and the general public for the purpose of communicating factual or procedural information. The Public Health Nurse often collaborates and consults within multidisciplinary and multi-agency teams in order to achieve desirable outcomes for individuals, families and population groups.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard medical office environment, however due to the nature of Public Health the work may be performed in the field such as in institutional, residential and business settings, indoors and outdoors with exposure to weather conditions, as well as automobile driving risks. There is exposure to direct physical contact with patients and human bodily fluids. There may be exposure to potential health hazards, such as communicable diseases, blood borne pathogens, insects and other disease vectors, toxins, hazardous materials, chemicals and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication. Demands of the position may require the incumbent to carry a county provided cell phone. Physical requirements to perform the duties of this job include the ability to sit, talk, and use hands to finger, grasp, feel, and write. Duties will also require employee to reach with hands and arms, stand, walk, stoop, kneel, crouch, crawl, and smell. May occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, peripheral vision and depth perception for patient assessments, driving a car and reading typewritten documents, computer monitor and phone screen. Hearing ability must be sufficient enough to communicate with others effectively in person, over the phone, and via video communication. All reasonable accommodations will be made in compliance with the Americans with Disabilities Act and any other applicable federal or state law. The Public Health Nurse may be called upon for extraordinary service in case of public health emergencies, such as bioterrorism or other community disasters and may be required to report for specialized assigned duties or perform emergency response roles, inside or outside of Hendricks County. On call 24 hours a day, 7 days a week.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Public Health Nurse in the Health Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Hendricks County**  
**Job Description**

**Title:** Public Health Education Specialist – Special Projects Coordinator      **FLSA Status:** Non-Exempt

**Hours of Work:** Full Time/Grant      **Pay Band:** PAT 4

**Department:** Health      **Date Prepared:** 3/30/2016

**Supervisor:** Director of Public Health Nursing      **Date Approved:**

**PURPOSE OF POSITION:**

The Public Health Education Specialist – Special Projects Coordinator ensures that the Hendricks County Health Department completes health education and community outreach projects focused on specific populations and/or public health needs.

This position will fulfill requirements for the Indiana State Department of Health Immunization Division and the Title V: BABY & ME – Tobacco Free™ grants held by the department. This position is responsible for developing, implementing, and evaluating activities that protect Hendricks County residents from vaccine-preventable diseases through immunization education, advocacy, promotion, and county-wide collaborative partnerships and reduce infant mortality by providing prenatal tobacco cessation counseling and postpartum education on maternal and child health through the BABY & ME – Tobacco Free™ program.

**ESSENTIAL FUNCTIONS:**

- Assesses the needs of target populations identified by the project.
- Develops and maintains working relationships with a variety of community, medical, and governmental organizations, as well as the general public.
- Formulates plans to reach target populations through partners and direct outreach.
- Maintains and analyzes project data as it relates to the project goals and objectives.
- Implements and evaluates project activities.
- Prepares communications materials, such as media releases, brochures, and fliers, about the project and/or the health needs addressed by the project.
- Order and maintain inventory of project supplies and equipment, and ensures the maintenance of equipment used in the project.
- Prepares and maintains correspondence, reports, and records regarding project activities.
- Prepares grant applications, seeks external funding for project activities, and manages project funding.
- Provides home-based tobacco cessation counseling to participants of the BABY & ME – Tobacco Free™ program.

- Identifies tobacco relapse prevention and maternal and child health activities for individualized action plans to be completed by participants in the BABY & ME – Tobacco Free™ program.
- Coordinates the Hendricks County Immunization Advisory Council.
- Provides in-person and web-based training and education on immunizations, the Child and Hoosier Immunization Registry Program (CHIRP), and MyVaxIndiana to health care providers, community health agencies, and other community members.
- Plans and organizes, as part of a team, an off-site flu vaccination clinic.
- Develops, pilots, evaluates, and shares quality improvement projects related to improving vaccination rates.
- Demonstrates familiarity and knowledge of Health Department's Immunization and BABY & ME – Tobacco Free™ grants
- Demonstrates knowledge of adult and childhood immunizations, Advisory Committee for Immunization Practices (ACIP) Guidelines, Vaccines For Children (VFC) program, Children and Hoosiers Immunization Registry Program (CHIRP), and MyVaxIndiana immunization portal.

**NON-ESSENTIAL FUNCTIONS:**

- Attends staff meetings, trainings, and other meetings as required
- Familiarizes self with Health Department policies and procedures
- Familiarizes self with local, state, and national resources as appropriate
- Performs other duties as assigned

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Bachelor's degree in nursing, health education, public health, or related field; applicants with a Bachelor's degree in nursing must also be licensed to practice as a registered nurse in the State of Indiana
- Must be able to successfully complete the BABY & ME -- Tobacco Free™ facilitator training upon employment
- Must have and maintain a valid Indiana's Driver's License and have use of a vehicle for business use
- Background knowledge related to immunizations, tobacco use and cessation, and maternal and infant health preferred
- Ability to communicate well, both verbally and in writing
- Ability to make presentations in front of large and varied groups
- Ability to effectively organize workload and work independently
- Ability to work in groups and with individuals of varied backgrounds
- Ability to work outside of normal business hours to accomplish project goals
- Ability to be sensitive and compassionate to those of all cultures and backgrounds
- Ability to develop cooperative relationships in the community
- Ability to effectively and tactfully deal with other people
- Proficient computer skills and familiarity with a variety of web-based applications

- Proficient knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Attention to detail

**RESPONSIBILITY:**

Responsibilities of the Public Health Education Specialist – Special Project Coordinator include but are not limited to, identification of public health issues including assessing client and community needs; planning and implementing work plans; providing data collection, evaluation and analysis of population and individual public health status. Further responsibilities include health promotion; disease prevention; staff collaboration; coalition building; program evaluation and grant fund management in accordance with the needs of the community and the funder. Incumbent plans and writes grant proposals for continued funding. The Coordinator serves as a consultant to individuals and health care providers in the community regarding immunizations and tobacco. Incumbent performs duties with significant independence under the general supervision of the Director of Public Health Nursing and the Assistant Director of Public Health Nursing. The duties listed under the Essential and Non-Essential Functions of the position are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Professional independent judgment is required in applying generally accepted practices to individual client situations and in coordinating the BABY & ME – Tobacco Free™ and immunization programs. Errors in work can result in unwarranted client or community health complications or an unsuccessful public health initiative as well as substantial cost to the county and or loss of grant funding.

**WORKING RELATIONSHIPS:**

- Hendricks County Health Department staff
- Indiana State Department of Health
- National BABY & ME – Tobacco Free™ Program
- Local coalitions and boards pertaining to immunizations, tobacco cessation, maternal and infant health, and family health
- Local organizations and businesses providing services to women of childbearing age, pregnant women, new mothers, and infants
- Project participants

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

Work is performed in a standard medical office environment, however due to the nature of Public Health the work may be performed in the field such as in institutional, residential and business settings, indoors and outdoors with exposure to weather conditions, as well as automobile driving risks. There is exposure to direct physical contact with clients and human bodily fluids. There may be exposure to potential health hazards, such as communicable diseases, blood borne pathogens, insects and other disease vectors, toxins, hazardous materials, chemicals and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication. Demands of the position may require the incumbent to carry a county provided

cell phone. Physical requirements to perform the duties of this job include the ability to sit, talk, and use hands to finger, grasp, feel, and write. Duties will also require employee to reach with hands and arms, stand, walk, stoop, kneel, crouch, crawl, and smell. May occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, peripheral vision and depth perception for client assessments, driving a car and reading typewritten documents, computer monitor and phone screen. Hearing ability must be sufficient enough to communicate with others effectively in person, over the phone, and via video communication. All reasonable accommodations will be made in compliance with the Americans with Disabilities Act and any other applicable federal or state law. The Public Health Education Specialist – Special Project Coordinator may be called upon for extraordinary service in case of public health emergencies, such as bioterrorism or other community disasters and may be required to report for specialized assigned duties or perform emergency response roles, inside or outside of Hendricks County. Hours can extend beyond the normal Health Department business hours and may include early mornings, evenings and weekends. On call 24 hours a day, 7 days a week.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Public Health Education Specialist - Special Projects Coordinator in the Health Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Hendricks County**  
**Job Description**

**Title:** Animal Control Officer Supervisor

**FLSA Status:** Non-Exempt

**Department:** Animal Control Shelter

**Pay Band:** POLE 2

**Supervisor:** Chief Animal Control Officer/Shelter Director

**Date Prepared:** 3/28/2016

**Date Approved:**

**PURPOSE OF POSITION:**

The Animal Control Officer Supervisor (ACO) under direction, supervises Animal Control Staff, Shelter staff members and clerical support staff, performs patrol and enforcement duties. The ACO Supervisor may assign and monitor animal control staff activities, responds to requests, inquiries, provide direct field service for animal control and training. The ACO Supervisor promotes education to the public and different organizations within a variety of settings.

**ESSENTIAL FUNCTIONS:**

- Plans, assigns and evaluates personnel involved in enforcing ordinances and laws pertaining to animals and issues citations.
- Supervises staff; supervisory duties include instructing, assigning, planning and reviewing work, evaluating work performance, coordinating activities, maintaining standards and assign personnel. Providing training, advice and assistance as needed.
- Reviews and revises priorities and deployment of personnel as necessary to ensure compliance with departmental practices and procedures.
- Observes and enforces strict adherence to safety regulations and safe work practices, particularly in the handling of animals and the operation of patrol vehicles.
- Receives and responds to inquiries and complaints from citizens involving animals throughout the county.
- Reviews and helps investigates the more complex cases involving enforcement of animal control regulations which are likely to require knowledge of court decisions or intent of the law.
- Assists and advises Animal Control Officers with enforcement and investigative problems.
- Reviews filed reports and citation prepared by Animal Control Officers for completeness and accuracy, directs necessary corrections, and refers reports to higher level personnel. Institutes necessary legal action for violations of State and County regulations.
- Requests criminal filings and appears in court when required.
- Maintains liaison with public law enforcement and wildlife agencies, other counties, cities, community groups for the purpose of resolving problems including citizen complaints and interpretation of code sections.
- Responds to emergency calls during work and after normal working hours.

- Captures both domestic and wild animals, using equipment and methods appropriate for animal control.
- Rescues trapped, injured and impounds animals.
- Takes bite reports and quarantine animals as needed
- Coordinates work with appropriate health agencies and officials in the prevention of rabies and other diseases

**NON-ESSENTIAL FUNCTIONS:**

- Maintains and cleans equipment, tools, shelter building and grounds.
- Maintains clean and orderly workplace.
- May require to answer phones, dispatch other officers and clerical work.
- Keep uniforms, equipment, vans in a good state of repairs and cleanliness.
- Performs euthanasia, get specimen ready for rabies examine and transports specimen to IBOH.
- Assist with duties in the shelter as sees fit.
- Perform other duties as assigned

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- High school diploma and/or GED certificate
- Must be 21 years old and possess a valid Indiana driver's license with a good driving record and must be a citizen of the United States and resident of Hendricks County.
- Must be able to drive hauling a trailer with a load of animals.
- Must have or be able to attain National Animal Control Association certification or equivalent to upon employment.
- Prefer applicants with (1) year law enforcement (i.e., law enforcement, security, public safety, corrections, and criminal justice) and/or one (1) year of animal-related experience as a Veterinarian Technician, Kennel Attendant, or in a related area.
- Must be knowledgeable in community relation, law enforcement, investigative procedures, and interview techniques.
- Must be knowledgeable in county geographies, police report writing, police radio procedures, codes and skill in operation of issued equipment and weapons (e.g., tranquilizer gun, chemical spray, etc.)
- Must possess and demonstrate a high degree of organizational, planning, and problem solving skills.
- Must possess and demonstrate the ability to communicate effectively whether verbal and/or in written form and effectively present court testimony.
- Possess the ability to hear, visual acuteness, and mobile use of hands, feet, etc.
- Principles, methods and techniques of effective supervision; human relations and interpersonal communication techniques; record keeping and inventory control procedures; filing systems; training methods and techniques; animal behavior; animal handling techniques; first aid for injured, sick, and possible contagious



animals; standard first aid procedures; animal nutrition requirements; rabies control; behavior associated with pet owners; cruelty investigation techniques; civil and criminal laws related to animal control; zoonosis; animal segregation, euthanasia methods.

**RESPONSIBILITY:**

Directs personnel and equipment engaged in the enforcement of State and County regulations; and supervises the Animal Shelter; directs and supervises the patrolling, capturing, impounding, release, adoptions of stray, diseased, unclaimed, or injured animals; collects and accounts for monies received in the adoption of unclaimed animals; directs and may participate in the investigation of animal nuisance complaints received from law enforcement, the public and officials, and takes necessary action; answers questions regarding the impounding, adoptions, and disposal of animals; directs the care and general handling of animals at the shelter; supervises the maintenance and upkeep of the shelter buildings, equipment, and grounds; coordinates work with appropriate health agencies and officials on disease control. Work can be broad in scope. Professional standards and practices are established but not always clearly applicable. The ACO Supervisor applies and interprets local and state animal regulations to a variety of situations. Independent judgment is essential for this position to prioritize assignments and activities. Discretion must be used when dealing with employee issues, public, personal information on bite victims and etc.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisors, associates in same department, other county departments, governmental boards, governmental agencies, social service agencies, and the general public for the purpose of providing and receiving factual information, problem solving and evaluating animal concerns. Contacts are with County and State departments, rescues, local health and service agencies, any animal related service and the public. Purpose of the contact is to provide information and advice to certain groups, the public and others on animal issues and obtain cooperation.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work require employee to spend some time driving in the county. Exposure to all types of weather conditions and contact with unpredictable hazards and dangers associated with animal control (e.g., wild animals, disease-infested animals, and dangerous locations) will be encountered. Will be required to be on call, work overtime, which includes weekends and holidays. Frequently required to walk, stand, smell, stoop, kneel, run, and use arms, legs and back to lift and/or move weight from a minimum of 20lbs to 100+lbs. Requires use of arms to reach and carry and use of hands to operate, finger and handle objects and controls. Requires color and visual perception and discrimination; as well as oral communications ability. Requires the ability to accurately perceive sounds.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description of the position for Animal Control Officer Supervisor in the Animal Control Shelter Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**STATUS OF FUNDS REPORT**

**Hendricks County**

Date of Publication: Mar 31, 2016 Republican  
 Apr 2, 2016 Hendricks County Flyer

Date of Public Hearing Apr 14, 2016  
 Date of Resolution Apr 14, 2016

2016 Property Tax Rate if applicable	.1744			.0493	.0320		.0026	.0123			.0037			
COUNTY FUND NUMBER	1001	1110	1112	1135	1138	1157	1158	1159	1169	1176	1186	1188	4701	4702
DLGF FUND NUMBER	0101	0254	2411	0790	2391	9501	0905	0801	0706	0702	0061	0124		
FUND NAME:	General (A)	CAGIT Certified Shares (B)	EDIT Project	Cume Bridge	CCD	Food & Beverage	Drain Improvement	Health	Local Road & Street	Highway	Rainy Day	Reassessment	Insurance Claims	Insurance Rainy Day
APPROPRIATION REQUEST:	60,951		2,250,000							57,747				
AMOUNT BY REDUCTION:														
AMOUNT BY SURPLUS:														
1. Property Tax Levy (Line 16)	14,146,379	-	-	3,998,948	2,595,666	-	210,898	997,709	-	-	-	300,124	-	-
(avail @ March mtg) 2. Circuit Breaker Impact														
3. PTRC from CAGIT (Line 13)	1,783,113													
4. Misc. Revenue Estimate (line 8B)	4,883,408	10,281,850	4,227,365	409,343	194,300	1,800,000	46,787	347,184	1,004,903	4,863,222		22,466		
5. January 1 Cash Balance* including investments	6,227,404	3,256,521	16,136,413	12,472,923	4,838,190	3,845,605	1,333,622	600,348	1,410,966	3,534,866	10,478,141	442,818	5,820,247	3,278,527
6. Total Funds Available (1-2+3+4+5)	27,040,304	13,538,371	20,363,778	16,881,214	7,628,156	5,645,605	1,591,307	1,945,241	2,415,869	8,398,088	10,478,141	765,408	5,820,247	3,278,527
7. Original Budget	21,962,652	10,458,018	3,826,991	2,549,364	3,385,208	1,947,569	500,000	1,370,967	1,184,000	5,018,219	500,000	358,485		
8. Encumbered Appropriations	116,907	21,398	3,885,883	4,813,110	1,259,157	355,819	-	-	84,986	-	-	76,580		
9. Total Beginning Appropriations (7+8)	22,079,559	10,479,416	7,712,874	7,362,474	4,644,365	2,303,388	500,000	1,370,967	1,268,986	5,018,219	500,000	435,065		
10. Surplus Funds (6-9)	4,960,745	3,058,955	12,650,904	9,518,740	2,983,791	3,342,217	1,091,307	574,274	1,146,883	3,379,869	9,978,141	330,343	5,820,247	3,278,527 Usually Not Appropriated
11. Amount Appropriated Since January 1st less any reductions in appropriations	9,623			350,000	137,500			4,903				80,000	Not Appropriated	
12. Amount Transferred to Rainy Day	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13. Surplus Funds Remaining (10-11)	4,951,122	3,058,955	12,650,904	9,168,740	2,846,291	3,342,217	1,091,307	569,371	1,146,883	3,379,869	9,978,141	250,343	na	3,203,349
<b>CASH BALANCE AS OF Apr 1, 2016</b>	<b>1,636,555</b>	<b>2,006,080</b>	<b>15,275,396</b>	<b>11,966,901</b>	<b>4,368,745</b>	<b>4,104,664</b>	<b>1,200,664</b>	<b>411,322</b>	<b>1,319,574</b>	<b>3,751,497</b>	<b>10,478,141</b>	<b>387,799</b>	<b>459,253</b>	<b>3,276,277</b>
<b>Established minimum balance</b>	<b>5,000,000</b>	<b>1,000,000</b>	<b>5,000,000</b>		<b>750,000</b>	<b>2,000,000</b>				<b>700,000</b>	<b>10,000,000</b>	<b>50,000</b>		<b>3,500,000</b>
<b>SUMMARY OF TEN MAJOR FUNDS</b>	<b>1/1/2016</b>	<b>2/1/2016</b>	<b>3/1/2016</b>	<b>4/1/2016</b>	<b>5/1/2015</b>	<b>6/1/2015</b>	<b>7/1/2015</b>	<b>8/1/2015</b>	<b>9/1/2015</b>	<b>10/1/2015</b>	<b>11/1/2015</b>	<b>12/1/2015</b>		<b>AVG</b>
Surplus (equals unappropriated)	54,308,497	54,304,988	54,217,221	53,726,471	50,170,528	50,210,238	51,583,476	49,117,372	43,302,257	45,415,852	45,224,752	44,797,752		
<b>Actual Cash Balance</b>	<b>65,479,556</b>	<b>63,292,273</b>	<b>60,610,315</b>	<b>58,183,830</b>	<b>60,187,590</b>	<b>58,468,880</b>	<b>65,624,411</b>	<b>62,643,596</b>	<b>64,017,693</b>	<b>63,670,653</b>	<b>59,515,928</b>	<b>58,183,830</b>		<b>61,656,546</b>
Prior Year Cash Balance	64,599,797	61,570,791	59,279,743	61,890,750	56,198,295	55,192,672	64,339,701	62,176,947	61,221,277	57,972,400	57,200,700	55,521,124		59,763,683

**Food & Beverage Revenue:**

2016: Jan \$93,095 Feb \$135,667 Mar \$261,654  
 2015: Jan \$155,033 Feb \$120,101 Mar \$206,350 Apr \$206,882 May \$214,299 Jun \$248,657 Jul \$196,629 Aug \$147,030 Sept \$135,037 Oct \$200,637 Nov \$124,321 Dec \$123,010  
 2014: Jan \$100,440 Feb \$116,289 Mar \$84,135 Apr \$205,154 May \$175,802 Jun \$274,065 Jul \$121,047 Aug \$189,365 Sep \$114,861 Oct \$127,952 Nov \$145,104 Dec \$120,101

**EMERGENCY APPROPRIATION RESOLUTION**

Whereas, certain extraordinary emergencies have developed since the adoption of the existing budget, so that it is necessary to appropriate more money than was appropriated in the annual budget; therefore, to meet such extraordinary emergencies;

Be it resolved by the County Council of Hendricks County, Indiana, that for the expense of said County the following additional sums of money are hereby appropriated and ordered set apart out of the several funds as herein and for the purpose herein specified, subject to the laws governing the same.

**ADDITIONAL APPROPRIATIONS**

<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>REQUESTED</u>	<u>APPROVED</u>
1) EDIT or F&B - Commissioners	____.44550.000.135	Vehicles	\$ 250,000	_____
2) EDIT- Facilities Maintenance	1112.41160.000.136	Energy Improvements Project	\$ 2,000,000	_____
3) Motor Vehicle Highway	1176.36600.002.201	Repairs & Maintenance	\$ 57,747	_____
4) General - Surveyor	1001.10612.000.107	Inspector FT OSS2	\$ 4,475	_____
5) General - Prosecutor	1001.30600.000.108	Witness Fees	\$ 4,500	_____
6) General - Prosecutor	1001.39200.000.108	Dues & Memberships	\$ 2,000	_____
7) General or IV D - Child Support	____.xxxxx.000.184	Deputy Prosecutor PT - NEW	\$ 18,976	_____
8) General or IV-D - Child Support	____.xxxxx.000.184	Case Worker - NEW	\$ 31,000	_____
9) Bioterrorism Hospital Plan	8134.20213.000.214	Meals (for volunteers)	\$ 6,390	_____

Adopted this 14th day of April, 2016 by the following vote:

**AYE**

**NAY**

\_\_\_\_\_  
Caleb M. Brown

\_\_\_\_\_  
Caleb M. Brown

\_\_\_\_\_  
Larry R. Hesson

\_\_\_\_\_  
Larry R. Hesson

\_\_\_\_\_  
Jay R. Puckett

\_\_\_\_\_  
Jay R. Puckett

\_\_\_\_\_  
Michael C. Rogers

\_\_\_\_\_  
Michael C. Rogers

\_\_\_\_\_  
Richard A. Thompson

\_\_\_\_\_  
Richard A. Thompson

\_\_\_\_\_  
Eric Wathen

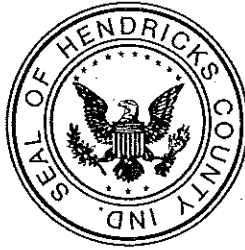
\_\_\_\_\_  
Eric Wathen

\_\_\_\_\_  
Brad Whicker

\_\_\_\_\_  
Brad Whicker

Attest:

\_\_\_\_\_  
Cinda Kattau, Auditor



# Board of Commissioners

## HENDRICKS COUNTY

Bob Gentry  
Phyllis A. Palmer  
Matthew D. Whetstone

March 22, 2016

Hendricks County Government Center  
355 South Washington St. #204  
Danville, Indiana 46122-1759

Hendricks County Council  
Hendricks county Government Center  
355 S. Washington Street #202  
Danville, IN 46122-1759

Dear Council:

The 2016 Fleet Request submitted by Sheriff Clark and approved by the Commissioners on March 8, 2016 is for twelve new vehicles costing a total of \$442,438, including ten patrol cars, one prisoner transport van and one pick-up for the planning development. Three of the ten patrol cars are for the three new deputies. Last year the total number of new vehicles purchased was five. The remaining funds left in the vehicle account last year were \$129,923. The 2016 appropriation in EDIT- Vehicles 1112.44550.000.135 is for \$340,000. There have been two claims paid to date, \$27,186.92 for Weights & Measures truck and \$46.75 to VISA for registration and titles, leaving a balance of \$312,766.33.

The \$442,438 minus \$312,766 equals \$129,672 additional appropriation needed to purchase the new vehicles. The total trade-in estimates are \$18,500. There is a need to build out the cars for three new deputies and to swap out the equipment from the other seven patrol cars. To cover the cost of purchasing and equipping the twelve new vehicles the Commissioners request a total additional appropriation of \$250,000.

Your consideration of this request is greatly appreciated.

Sincerely

Hendricks County Board of Commissioners

Bob Gentry, President

Phyllis A. Palmer, Vice President

Matthew D. Whetstone, Member

REQUEST FOR EMERGENCY APPROPRIATION

Date: March 24, 2016

Amount: \$2,000,000.00

Fund Name: EDIT Fund  
(Example - County General)

Account Name: Energy Improvements  
(Example - Supplies)

Account Number: 1112.XXXXX.000.0136  
Fund #      Account #      Object #      Location #

**FILED**

MAR 24 2016

*Cinda Kattau*  
AUDITOR HENDRICKS COUNTY

*Add #2*

Explanation of Request: I am requesting additional funds to cover the projected costs associated with the Energy Improvements project that is to be implemented during the 2016 Budget Year. This project is designed to help reduce energy consumption and proactively avoid excessive/unplanned maintenance costs at various County facilities.

I will be attending the Council meeting.  
 I will not be attending the Council meeting.

*Kevin J. Cavanaugh*  
Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

Date: 4/7/16

Amount: \$57,747  
(whole dollars only)

*Add #3*

Fund Name: Motor Vehicle Highway  
(Example – County General)

Account Name: Repairs and Maintenance  
(Example – Supplies)

Account Number: 1176.36600.002.201

Explanation of Request:

Auditor failed to advertise high enough on form 3 last summer (didn't allow for 3% pay increase). DLGF can't approve budget higher than advertised, so they lowered the budget. When making adjustment in financial system, I took lump sum of appropriation away from this line instead of adjusting all pay lines by 3%. An additional appropriation will restore the MVH budget to what it should have been advertised for.

I will be attending the Council meeting.  
 I will not be attending the Council meeting.



Authorized Signature

Auditor's Notes:



REQUEST FOR EMERGENCY APPROPRIATION

Date: 4/7/16

Amount: \$4,472  
(whole dollars only)

Add #4

Fund Name: General  
(Example – County General)

Account Name: Inspector FT OSS2  
(Example – Supplies)

Account Number: 1001.10612.000.106

Explanation of Request:

At March Council meeting, the part time inspector was changed to full time inspector. This request will cover that employee's pay line through the end of year.

I will be attending the Council meeting.  
 I will not be attending the Council meeting.



Authorized Signature

Auditor's Notes:

\$17.50 per hour x 70 hours x 19 remaining pays = \$23,275  
Current remaining appropriation is \$18,803, so additional needed is \$4,472



REQUEST FOR EMERGENCY APPROPRIATION

Date: February 29, 2016

Amount: \$4,500.00

Fund Name: COUNTY GENERAL  
(Example - County General)

*Add #5*

Account Name: WITNESS FEES  
(Example - Supplies)

Account Number: 1001-30600-000-0108

Explanation of Request:

NEEDED TO PAY MEDICAL EXAMINER AND  
WITNESSES FROM CALIFORNIA ON MURDER  
JURY TRIAL IN APRIL 2016 ON STATE OF INDIANA  
VS. MARCO GALINDO / 32C01-1509-MR-1

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will be attending the Council meeting.  
 I will not be attending the Council meeting.

*A. Ban*  
Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

Date: 3-16-16

Amount: \$2,000.00

*Add # 6*

Fund Name: COUNTY GENERAL FUND

(Example – County General)

Account Name: DUES & MEMBERSHIP

(Example – Supplies)

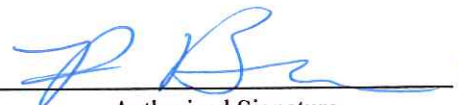
Account Number: 1001-39200-000-0108

Explanation of Request:

COMPUTER PROGRAM THAT LETS HENDRICKS  
COUNTY SHERIFF'S DEPARTMENT AND THE  
HENDRICKS COUNTY PROSECUTOR'S OFFICE  
LOOK UP DEFENDANT'S MUG SHOTS FROM BEING  
ARRESTED IN THIS COUNTY AND OTHER  
COUNTIES.

I will be attending the Council meeting.

I will not be attending the Council meeting.



Authorized Signature

Auditor's Notes:

PATRICIA ANN BALDWIN  
Prosecuting Attorney

JAMES E. BRYAN  
Chief Deputy

HENDRICKS COUNTY PROSECUTOR  
6 SOUTH JEFFERSON ST.  
DANVILLE, IN 46122



Telephone: (317) 745-9283  
Fax: (317) 745-9290

*Adds 7+8*

**FILED**

MAR 24 2016

*Cinda Kattan*  
AUDITOR HENDRICKS COUNTY

Request for Child Support additional staff

Part time deputy prosecutor average 15 hours per week at \$35.14 per hour or \$527.10 per week. There are 36 weeks left in the year, so the amount for this is \$18,975.60 for 2016.

#1 This person is needed in order to handle the additional time in court with the changes in how IV-D cases are being scheduled. There is IV-D money that the County has previously earned from collection of child support. This money must be spent on supplementing, not supplanting, the cost of collecting support. Because of this the county General and the Clerk's sums across the State have often not been used. This money does not qualify for any reimbursement from the State. At this time the portion from the funds allocated to the Prosecutor's Child Support division are being spent on salaries and/or benefits for two child support case managers as previously appropriated by the County Council. The need for this position is directly related to the change in courts and scheduling on IV-D cases, which was a courts' decision and the Prosecutor has to comply with it.

#8 Another Case Manager is being requested at the sum of approximately \$31,000 annually plus benefits. This could be taken from the County IV-D funds (no reimbursement) or paid from the general fund (66% State reimbursement). This case manager would allow more concentration to be given to the out of state cases, which is one of the primary reasons the IV-D legislation was originally passed.

*Patricia Ann Baldwin / MJC*

Patricia Ann Baldwin  
Prosecuting Attorney  
Hendricks County  
55th Judicial Circuit  
6 S. Jefferson St.  
Danville, IN 46122

Investigator  
Stephen M. Carroll

Victim Assistance Coordinator  
Tamatha Hasty

**Hendricks County**  
**Job Description**

**Title:** Deputy Prosecutor-Child Support

**FLSA Status:** Exempt

**Department:** Child Support/Prosecutor

**Pay Band:** PAT 1

**Supervisor:** Prosecutor

**Date Prepared:** 05/11/2001

**Date Revised:** 06/29/2015

**Date Approved:** 03/10/2016

**PURPOSE OF POSITION:**

Oversees the child support office and prosecutes child support cases in court.

**ESSENTIAL FUNCTIONS:**

- Oversees the activities of the child support office.
- Appears in court for prosecution of cases.
- Prepares legal pleadings and correspondence.
- Makes all legal decisions as to proceeding on cases.
- Interviews prospective employees.
- Provides supervision to employees in the Child Support Division.

**NON-ESSENTIAL FUNCTIONS:**

- Answers phones, files and deals with public inquiries .
- Interviews and screens all new applicants.
- Performs other duties as assigned

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Bachelor's Degree in any field
- Doctor of Jurisprudence
- Licensed attorney in the State of Indiana
- Basic computer skills
- Ability to effectively and tactfully deal with other people
- Excellent organizational skills
- Ability to communicate well, both verbally and in writing
- Ability to maintain confidentiality
- Attention to detail
- Ability to supervise clerical staff
- Ability to represent office of Prosecuting Attorney maintaining appropriate standards

**RESPONSIBILITY:**

Incumbent works independently preparing legal cases and documents, and overseeing the functions of the Child Support Office. Work requires great attention to detail and judgment in researching cases and interviewing child support applicants. Errors in work can result in significant loss of time to the department and courts and significant loss of income to individuals seeking child support. Incumbent's actions could result in the loss of State funding, action by the State Board of Accounts, or disciplinary actions.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisor, associates in same department, other county departments, law offices, law enforcement agencies and the general public for the purpose of preparing cases and interviewing child support recipients.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard office environment.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of Deputy Prosecutor for the Child Support Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions. Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes \_\_\_\_\_ No

Melissa B. Shoemaker  
Applicant/Employee signature

3-22-16  
Date

Melissa B. Shoemaker  
Printed Name

**Hendricks County**  
**Job Description**

**Title:** Legal Assistant/Caseworker

**FLSA Status:** Non-Exempt

**Department:** Prosecutor/Title IV-D

**Pay Band:** OSS 3

**Supervisor:** Child Support County  
Office Administrator

**Date Prepared:** 02/01/2014

**Date Revised:** 06/25/2015

**Date Approved:** 03/10/2016

**PURPOSE OF POSITION:**

Prepares legal documents and serves as direct contact for participants in the Title IV-D program/child support division of the Prosecutor's Office.

**ESSENTIAL FUNCTIONS:**

- Prepares pleadings to establish paternity and/or support, modify support, or to show cause (contempt) for nonpayment, including related proposed orders, summonses and body attachments as needed
- Calculates arrearage manually by accessing ISETS Payment History and reviewing prior court order(s)
- Prepares cases for court, including checking service, calculating arrearage, and preparing proposed agreement/order
- Appears in court with Deputy Prosecutor monthly
- Enters court orders and maintains balances on ISETS
- Maintains current calendar regarding dates for hearings, paternity tests and other actions necessary to enforcement.
- Communicates information to clients regarding cases
- Responds to participants by answering direct phone line and email
- Coordinates with a variety of programs to locate individuals and obtain funds, such as address verification, employment verification. Bureau of Motor Vehicles check, Parent Locator Service, wage garnishment, tax intercept, and other tools available through CSR website
- Takes appropriate action on Worklists or other reports generated through ISETS
- Receives and sends uniform reciprocal enforcement of support actions to and from outside of county, state and country when applicable

**NON-ESSENTIAL FUNCTIONS:**

- Answers multiple phone lines and transfers calls to appropriate person or department
- Interviews participants
- Collects, sorts and distributes mail
- Performs other duties as assigned

### **EDUCATION AND QUALIFICATION REQUIREMENTS:**

- High school diploma or GED
- Basic computer skills
- Ideal incumbent would have prior knowledge of ISETS program and/or training as legal secretary or paralegal
- Knowledge of legal documents and terminology
- Ability to attend annual ISETS training, conference and Alliance meetings
- Ability to effectively and tactfully deal with other people
- Ability to maintain composure with irate, angry people
- Ability to operate basic office equipment
- Good organizational skills
- Ability to work basic math problems
- Ability to maintain confidentiality
- Ability to communicate well, both verbally and in writing
- Basic knowledge of general office practices such as filing (digital), record-keeping, phone etiquette, etc.
- Attention to detail
- Ability to lift at least 10 pounds
- Ability to bend, stoop, reach low and high

### **RESPONSIBILITY:**

Incumbent works under established guidelines and procedures. Tasks are fairly routine but require some selection of applicable methods and procedures. Errors in work usually result in significant loss of time and inconvenience to the department, courts and external agencies. Errors can result in significant loss of child support and loss of court cases. Incumbent's actions could result in the loss of State funding, action by the State Board of Accounts, or disciplinary actions.

### **WORKING RELATIONSHIPS:**

Working relationships are with supervisor, child support attorney, associates in same department, IV-D participants, state agencies, other county/state departments, law enforcement agencies, private sector companies and the general public for the purpose of communicating factual or procedural information.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard office environment.

### **APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of Child Support Clerk for the Child Support Office describes the duties and responsibilities for employment in this position. I acknowledge that I

have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No

Carol Schuhler

3-19-16

Applicant/Employee signature

Date

CAROL Schuhler

Printed Name





**REALLOCATION OF FUNDS RESOLUTION**

Be it resolved by the County Council of Hendricks County, Indiana, that for the expenses of the unit of Government of Hendricks County, the following sums of money previously appropriated for expenditures from a detailed account within a major classification, are hereby reallocated to another detailed account within a different classification as originally appropriated, all as hereinafter specified.

<u>DEPARTMENT</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>Y/N</u>
1) General - Commissioners	1001.13505.000.135	1001.13507.000.135	\$ 14,737	_____

Adopted this 14th day of April, 2016 by the following vote:

AYE

NAY

\_\_\_\_\_  
Caleb M. Brown

\_\_\_\_\_  
Caleb M. Brown

\_\_\_\_\_  
Larry R. Hesson

\_\_\_\_\_  
Larry R. Hesson

\_\_\_\_\_  
Jay R. Puckett

\_\_\_\_\_  
Jay R. Puckett

\_\_\_\_\_  
Mike Rogers

\_\_\_\_\_  
Mike Rogers

\_\_\_\_\_  
Richard A. Thompson

\_\_\_\_\_  
Richard A. Thompson

\_\_\_\_\_  
Eric Wathen

\_\_\_\_\_  
Eric Wathen

\_\_\_\_\_  
Bradley Whicker

\_\_\_\_\_  
Bradley Whicker

Attest:

\_\_\_\_\_  
Cinda Kattau, Auditor



**Board of Commissioners**  
HENDRICKS COUNTY

April 14, 2016

Bob Gentry  
Phyllis A. Palmer  
Matthew D. Whetstone

Hendricks County Government Center  
355 South Washington St. #204  
Danville, Indiana 46122-1759

Hendricks County Auditor  
Hendricks County Government Center  
355 South Washington Street #202  
Danville, In 46165-1759

*Transfer #1*

RE: Transfer

Dear Cinda:

Please transfer the following:

\$14,737 From: 1001-13505-000-135: County Administrator  
To: 1001-13507-000-135: Executive Advisor - ~~PART-TIME~~

This transfer is being requested to fund the newly created position of Executive Advisor.

Thank you for your consideration of this request.

Sincerely,

Hendricks County Board of Commissioners

Handwritten signature of Bob Gentry in cursive.

Bob Gentry, President

Handwritten signature of Phyllis A. Palmer in cursive.

Phyllis A. Palmer, Vice President

Matthew D. Whetstone, Member

# Hendricks County Sheriff's Office Annual Jail Report | 2015

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36-2-13-12. Reports; persons confined in county jail; condition of county jail;

*(b) The sheriff shall file with the county executive an annual report of the condition of the county jail and any recommended improvements in its maintenance and operation. The report shall also be filed with the county auditor and maintained as a public record.*

## **BED SPACE/POPULATION**

The rated bed capacity is 250 and provides space for 210 males and forty females. When the jail exceeds the rated capacity, the use of ten portable metal double bunk beds, fifteen plastic single portable bunks, and temporary holding cells, provide space for a total of 304 inmates. The jail has eight beds designated as Level 1 Maximum Security located away from general population for high risk (violent/escape risk/disciplinary) inmates or inmates requiring medical segregation.

## **STAFF BREAKDOWN**

The jail division has a total of forty correctional officers and includes the following:

One jail commander (Captain), three shift Lieutenants, Four shift Sergeants (one assigned to transport squad), three shift Corporals, four officers assigned to the transport squad, and twenty five correction officers.

## **BOOKING STATISTICS/INFORMATION**

There were over 4,000 inmates processed into the jail.

The average daily inmate population was 253 people (200 males/53 females)

The total inmate population on the date of completion of this report was 257.

There were no in custody deaths.

There were no escapes and no reported escape attempts.

Incidents documented by the jail staff included inmate fights, destruction of jail property, trafficking, disrespecting jail staff, contraband found during searches, failure to obey jail rules, and critical medical incidents involving jail inmates.

## THE TOP TEN IDENTIFIED OFFENSE TYPES FOR THE YEAR

- 1- Theft
- 2- Failure to appear- misdemeanor
- 3- Court ordered probation violation
- 4- Hold for other agency with no local charges
- 5- Court ordered commitment
- 6- Failure to appear- felony
- 7- Operating while intoxicated
- 8- Possession of paraphernalia
- 9- Driving while suspended, prior conviction
- 10- Minor in possession/consumption of alcohol

## AVAILABLE PROGRAM OPTIONS:

- 1- AA meetings made available in 2015.
- 2- Gideon's group returned in 2015 and makes weekly visits.
- 3- Commissary is offered twice weekly. Inmates have a variety of items available for purchase.
- 4- On site contract medical services are provided by Advanced Correctional Healthcare and include medical, dental, and mental health options.
- 5- Chaplains provide a weekly service and are available for fellowship and counseling upon request.
- 6- No contact visitation is offered weekly and conducted via a video monitor in each block. This new system allows visitors to conduct video visits from a viewing area at the jail for free and via the internet from any location for a user fee.
- 7- Special order "hot cart" food items are available through the commissary system on Tuesday evenings and every other Sunday morning (breakfast items).
- 8- Inmates in the jail for more than thirty days are signed up for Medicaid or HIP 2.0.
- 9- Inmate worker program. Inmates who qualify can volunteer to participate in the work program. They assist with various duties including cleaning and food preparation.
- 10- Inmates have access to TV and telephone.

# Hendricks County Sheriff's Office Annual Jail Report | 2015

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## 2015 JAIL RELATED ACCOMPLISHMENTS

Jail Tracker records management system was brought on line in May.

Approved positions were filled after a hiring process involving interviews with jail supervisory staff officers, the jail commander, and the Sheriff. Each applicant was also required to pass a written test and thorough background check.

An inmate property management system was installed in February and has increased both our storage space for inmate property and the level of cleanliness in the storage area.

Drop ceiling tiles were replaced in the kitchen area with the appropriate food service area product resulting in a passing inspection report from the Health Department.

Nine new toilets were successfully installed in the cell blocks opening up twenty five beds.

New water softeners for the building were successfully installed.

We re-striped our parking lot with inmate workers.

A tree service dropped two trees on the west side of the building that had been contributing to roof drain leaks when they lost their leaves. The service also trimmed several trees/bushes and removed stumps from trees that had been previously removed.

We had the sidewalk in front of the building replaced and added steps to increase safety/access.

A new video visitation system was installed in December.

We installed additional razor wire on the outdoor recreation area fence based on a recommendation from the state jail inspector.

We removed all but essential signage, eliminated reserved parking spots, mulched all beds, and painted the fire hydrant in the front yard.

We cleaned, repaired, and reopened an unused office area to house our transportation officers.

We started the Medicaid signup process for jail inmates as prescribed by the new state law.

We upgraded the govpay.net system to increase usability and add revenue.

We signed on to the *pay my jailer* program to increase recovery of unpaid inmate medical fees.

We have worked hard to clean the entire facility engaging both the staff and inmates in the process.

# Hendricks County Sheriff's Office Annual Jail Report | 2015

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## CONDITIONS, ISSUES, AND PLANS

The identified issues in the jail report continue to be a challenge, especially lighting in the old side of the jail. We are working with Kevin Cavanaugh to identify a solution possibly involving an upgrade to LED bulbs and/or fixtures.

We are still planning to get a staffing analysis project completed.

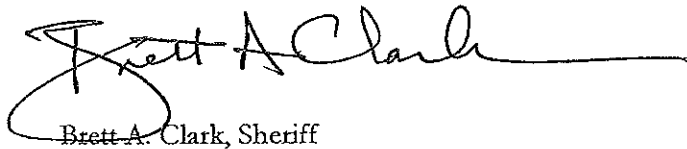
The showers need resurfaced/replaced and the blocks need to be painted.

The jail camera system needs updated.

The jail could use additional space for a female holding area and a larger medical office. We are working to make the best use of the existing space and may be able to reclaim additional area by converting the book-in files we hold to a paperless or electronic version.

We are working on a plan for these issues. Our goal will be to establish a master plan or blue print for the facility moving forward.

Respectfully submitted,

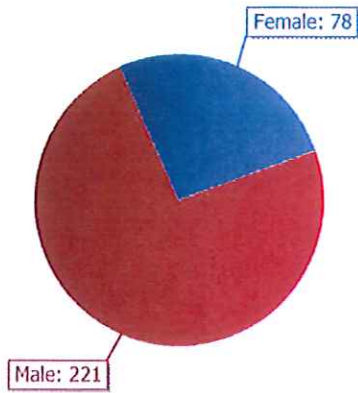


Brett A. Clark, Sheriff  
March 2016

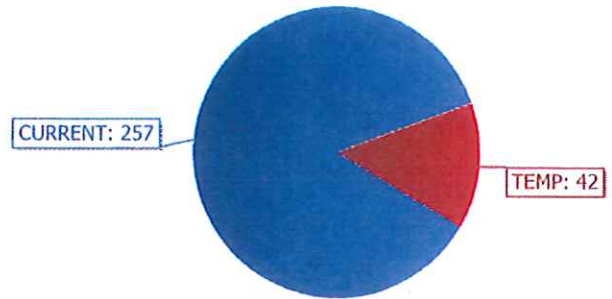
Attachments: commissary lists, hot cart order sheets, jail population breakdown/summary report.

# General Population Breakdown

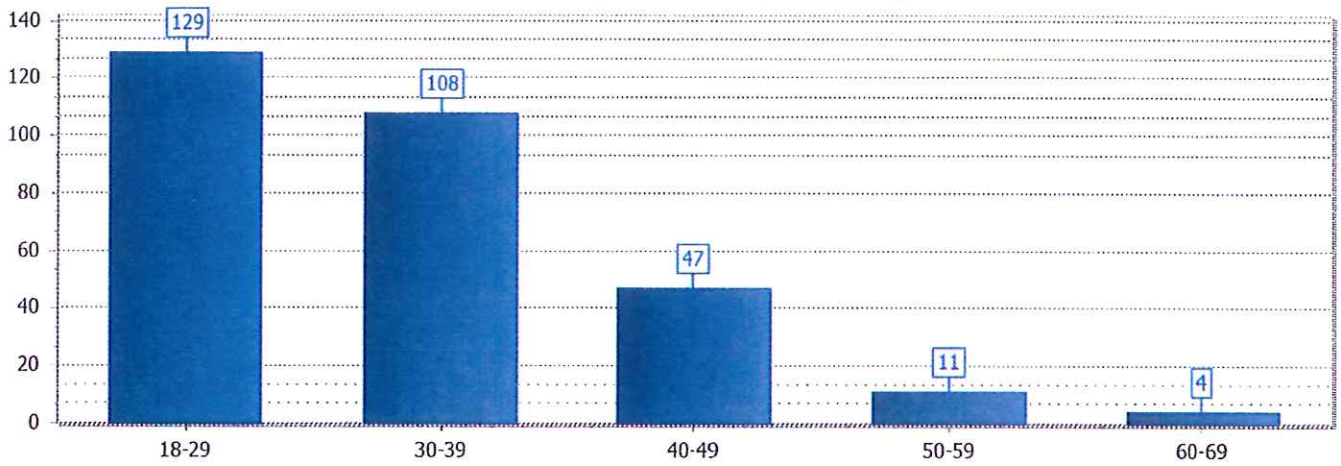
Breakdown By Gender



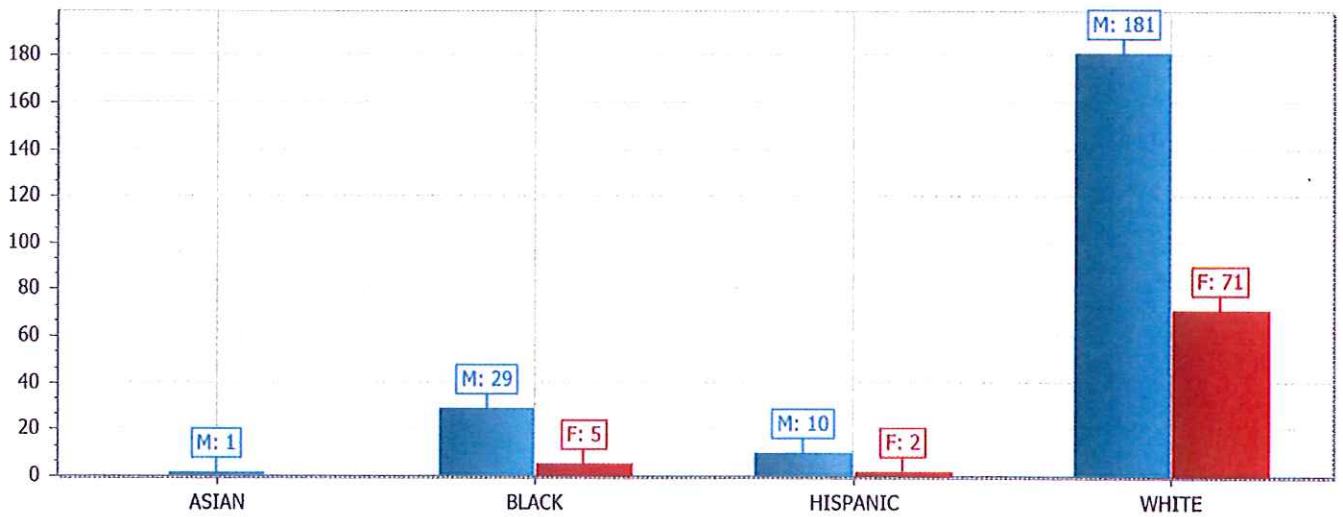
Breakdown By Incarceration Status



Breakdown By Current Population Age



Breakdown By Race And Gender





### Hendricks County Jail Commissary Order

Orders will be adjusted if there is not enough money in your account.

Write quantity to the left of the item. Prices are subject to change without notice. Substitutions will not be made.

NAME \_\_\_\_\_

*Make sure your ID# & Location is correct & written in the space provided and that you sign the back of your order.*

ID# \_\_\_\_\_

BLOCK \_\_\_\_\_

DATE \_\_\_\_\_

HEALTH & BEAUTY			
QTY	PLU	ITEM	PRICE
	200	Comb - 5 inches	0.45
	201	Hair Pick	1.10
	202	Soap Dish	1.10
	203	Denture Cleanser (6 Tablets)	1.35
	204	Acetaminophen (like Tylenol)	0.85
	205	Aspirin	0.85
	206	Foot Powder	2.50
	207	Toothbrush Holder	0.65
	208	Ibuprofen (like Advil)	0.85
	211	Deodorant - Suave Stick	3.25
	212	Triple Antibiotic Ointment	5.00
	215	Toothbrush	0.65
	216	Baby Powder	1.65
	219	After Shave	2.25
	220	Hair Brush - Vented	1.25
	221	Closeup Toothpaste	3.65
	221A	Colgate Total Toothpaste	3.49
	223	Lip Balm	1.50
	224	Tums Antacid	1.75
	225	Deodorant - Roll On	2.95
	226	Cocoa Butter Lotion	1.65
	227	Cough Drops	1.65
	228	Antifungal Cream	2.50
	229	Mouthwash	2.25
	230	Shampoo - Dandruff	3.00
	231	Denture Adhesive	4.50
	232	Deodorant - Ladies Speed stick	3.00
	233	Skin Care Lotion	1.50
	234	Cotton Swabs	2.00
	235	Jergens Lotion	3.75
	236	Deodorant - Men's Old Spice	3.95
	237	Irish Spring Deodorant Soap	2.25
	237A	Dial Basic Hypoallergenic Soap	2.00
	238	Hydrocortisone Cream	2.00
	240	Bergamont Scalp Moisturizer	3.75
	242	Hair Brush - Military (wave)	2.85
	243	Magic Shave Cream	4.99
	244	Petroleum Jelly 4oz.	2.35
	245	Tampons (10)	3.99
	247	Elastic Hair Ties (6)	0.50
	248	Ear Plugs	1.25
	249	VOS Extra Body Shampoo	2.79
	250	VOS 2 in 1 Shampoo/Conditioner	2.79
	251	VOS Extra Body Conditioner	2.79
	252	Mountain Breeze Body Wash	2.19
	253	Dark & Lovely Conditioner	6.34
	254	Dark & Lovely Shampoo	6.34
	255	VOS Men's 3 in 1 Sh/Co/BW	2.79
	277	Multi-Purpose Contact Solution	4.51
	952	Tab-a-vite Multi vitamin 100 tabs	6.50

CLOTHING / BEDDING / TOWEL			
QTY	PLU	ITEM	PRICE
	800	Boxers - Sm	3.75
	801	Boxers - Med	3.75
	802	Boxers - Lg	3.75
	803	Boxers - XL	3.75
	804	Boxers - XXL	4.35
	805	Boxers - XXXL	5.60
	808	Panties - Sm - Sz 6	3.60
	809	Panties - Med - Sz 8	3.60
	810	Panties - Lg - Sz 10	3.60
	811	Panties - XL - Sz 12	3.60
	812	Socks	1.45
	813	Sports Bra - Sm - Sz 34	8.00
	814	Sports Bra - Med - Sz 36	8.00
	815	Sports Bra - Lg - Sz 38	8.00
	816	Sports Bra - XL - Sz 40	8.00
	818	Thermal Bottoms - Med	8.35
	819	Thermal Bottoms - Lg	8.35
	820	Thermal Bottoms - XL	8.35
	821	Thermal Bottoms - XXL	10.35
	822	Thermal Top - Sm	8.35
	823	Thermal Top - Med	8.35
	824	Thermal Top - Lg	8.35
	825	Thermal Top - XL	8.35
	826	Thermal Top - XXL	10.35
	828	T-Shirt - Med	4.00
	829	T-Shirt - Lg	4.00
	830	T-Shirt - XL	4.00
	831	T-Shirt - XXL	4.00
	842	Sweatshirt - Med	13.75
	836	Sweatshirt - Lg	13.75
	837	Sweatshirt - XL	13.75
	838	Sweatshirt - XXL	13.75
	835	Pillow	9.00
	840	Blanket*	15.00
		* ONE blanket purchase per inmate.	
	833	Washcloth	0.75
	841	Towel - Orange	5.10

GENERAL MERCHANDISE			
QTY	PLU	ITEM	PRICE
	490	Coffee Mug w/lid (Thermal)	3.50
	900	English Dictionary	3.00
	901	Card - Birthday	2.50
	902	Card - Child Birthday	2.50
	903	Card - Friendship	2.50
	904	Card - Seasonal	2.50
	905	Playing Cards	2.89
	906	Flex Pen	1.10
	907	Tumbler w/lid (22oz)	1.25
	908	#10 Envelope	0.10
	909	Chess Game	5.00
	911	Writing Tablet 8.5x11	1.75
	912	Puzzle Book - Word Finds	1.69
	913	Puzzle Book - Crosswords	1.69
	914	Bowl w/lid	1.50
	915	Uno Card Game	6.89
	916	Dominos Game	3.00
	954	Puzzle Book - Sudoku	1.69
		LAUNDRY	
QTY	PLU	ITEM	PRICE
	260	All Detergent (1 load)	0.99
	261	Mesh Laundry Bag	3.86
		PHONE CARDS & TOBACCO	
QTY	PLU	ITEM	PRICE
	910	Phone Card	11.00
	917	Phone Card	21.00
	918	E-cigarette Reg	10.50
	919	E-cigarette Menthol	10.50
	935	Camel Snus - Mellow	6.79
	936	Camel Snus - Winterchill	6.79
		POSTAGE	
QTY	PLU	ITEM	PRICE
	100	Book of Stamps	4.90
	101	Stamped Envelope	0.85

	<b>999</b>	<b>INDIGENT KIT</b>	<b>2.35</b>
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You cannot order indigent if you have more than \$3 on your books.

BEVERAGES			
QTY	PLU	ITEM	PRICE
	400	Sugar (10/pk)	0.59
	401	Sugar Twin (10/pk)	0.59
	402	Sugar Free Lemonade (10/pk)	2.00
	403	Sugar Free Iced Tea (10/pk)	2.00
	404	Diet Mt. Dew	1.90
	406	Coffee - Maxwell Hse inst 4 oz.	6.19
	407	Hot Chocolate	0.65
	408	Sugar Free Hot Chocolate	0.65
	409	Coffeemate Creamer (10/pk)	1.10
	410	Drink Mix - Cherry	1.65
	411	Drink Mix - Fruit Punch	1.65
	412	Drink Mix - Lemonade	1.65
	413	Drink Mix - Orange	1.65
	414	Drink Mix - Tea w/lemon	1.65
	416	Bottled Water	1.10
	417	Pepsi 20oz Bottle	1.90
	418	Diet Pepsi 20oz Bottle	1.90
	419	Sierra Mist 20oz Bottle	1.90
	420	Strawberry Crush 20oz Bottle	1.90
	421	Orange Crush 20oz Bottle	1.90
	422	Mug Rootbeer 20oz Bottle	1.90
	423	Dr. Pepper 20oz Bottle	1.90
	425	Gatorade Glacier Cherry	2.05
	426	Gatorade Grape	2.05
	427	Lipton Green Tea Citrus	1.90
	460	French Vanilla Creamer (10/pk)	1.50

CANDY			
QTY	PLU	ITEM	PRICE
	701	Sour Fruit Balls	1.35
	702	Butterfinger	1.35
	703	Twix	1.35
	704	Jolly Ranchers	1.50
	708	Reeses PB Cup	1.35
	711	Kit Kat	1.35
	713	M&M Plain	1.35
	714	M&M Peanut	1.35
	715	Snickers	1.35
	717	Three Musketeers	1.35
	718	Skittles	1.35
	719	Sugar Free Fruit Flavored Candy	1.35
	720	Starburst	1.35
	721	Atomic Fire Balls	1.35
	726	Reeses PB Cup Minis	1.60
	732	Hershey's Cookies & Cream	1.35
	733	Nestle Buncha Crunch	1.79

CHIPS & SNACKS			
QTY	PLU	ITEM	PRICE
	300	Saltine Crackers Box	3.25
	303	Cheetos Crunchy Jalapeno	1.10
	304	Fritos Chili-Cheese Chips	1.10
	305	BBQ Twist Fritos	1.10
	306	Flamin Hot Cheetos	1.10
	307	Cheetos Crunchy Regular	1.10
	308	Doritos Nacho	1.10
	311	Snack Crackers (like Ritz)	3.40
	312	Cheese Crackers	3.40
	315	Ruffles Sour Crm/Cheddar	1.10
	317	Doritos Ranch	1.10
	318	Chester Hot Fries	1.10
	320	Lays BBQ Chips	1.10

COOKIES & PASTRIES			
QTY	PLU	ITEM	PRICE
	499	Rice Crispy Treat	1.35
	600	Fudge Crème Cookies	3.00
	602	Duplex (choc/van) Cookies	3.00
	603	PB Crème Cookies	3.00
	604	Grand Honey Bun	2.00
	612	Chocolate Cupcakes	1.75
	618	Grandmas Choc Chip Cookie	1.50
	621	Boston Crème Honey Bun	2.00
	622	Cherry/Cheese Danish	2.00
	623	Hot Fudge Sundae PopTarts	1.49

MARCH SPECIALS & NEW ITEMS			
While quantities last			
QTY	PLU	ITEM	PRICE
	711	KIT KAT CANDY SPECIAL	0.99
	508687	TWIZZLER STRAWBERRY	0.99
	543	Giant Slim Jim - original	1.99

FOOD			
QTY	PLU	ITEM	PRICE
	491	Kraft Ranch Dressing (5/pk)	2.75
	500	Salt & Pepper Pkts (10 ea/pk)	0.39
	501	Soup - Beef	0.79
	502	Jalapeno Slices	0.65
	503	Soup - Chicken	0.79
	504	Soup - Chili	0.79
	505	Soup - Picante Beef	0.79
	506	Soup - Picante Chicken	0.79
	507	Jalapeno Cheese Dip	2.59
	510	Tortillas - Flour (6/pk)	2.99
	511	Cheddar Cheese Packet	1.00
	512	Chicken Packet	3.10
	513	Tuna Packet	3.10
	514	Peanut Butter Packet	0.79
	515	Oatmeal Variety Pack Box	3.99
	517	Summer Sausage Hot	2.99
	518	Summer Sausage Regular	2.99
	520	Beef & Cheese Stick	1.00
	523	Pickle - Hot	1.69
	524	Pickle - Regular	1.69
	525	Hot Sauce (6oz bottle)	1.69
	526	Ketchup Packets (10/pk)	0.75
	527	Mustard Packets (10/pk)	0.59
	528	Miracle Whip Dressing (10/pk)	1.75
	530	Grape Jelly Packet	0.69
	531	Hickory Beef Stick	1.00
	532	Inst Refried Beans/Jalapeno	2.79
	538	Instant Chili	1.79
	544	Tuna Chipotle Pouch	2.99

CLEARANCE SALE !!!!!			
While quantities last			
QTY	PLU	ITEM	PRICE
	502035	White Chocolate Coffee	3.99

SIGNATURE \_\_\_\_\_

By signing above, you are authorizing funds to be deducted from your account.

# Sunday Breakfast Hot Cart

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Inmate ID # \_\_\_\_\_ Block: \_\_\_\_\_

Menu	PLU	Price	Quantity	Sub total
* <b>NEW</b> Cinnamon Toast Crunch Bowl w/milk	1010	2.19		
* <b>NEW</b> Lucky Charms Bowl w/milk	1009	2.19		
Frosted Flakes Bowl w/milk	1003	2.19		
Froot Loops Bowl w/milk	1004	2.19		
* <b>SALE</b> Cocoa Krispies Bowl w/milk (While quantities last)	1007	<b>1.50</b>		
Sausage Egg & Cheese Biscuits (2)	1000	3.49		
* <b>SALE</b> Whole Nine Yards Breakfast Burrito (While quantities last)	1001	<b>2.25</b>		
* <b>NEW</b> Ham, Cheese, and Egg Breakfast Burrito	1001	3.29		
Tater Tots	1008	1.49		
Whole Vitamin D Milk – ½ Pint	79213	.75		
Coffee – 8oz (2 sugar/2 cream)	1005	1.09		
Coffee – 16oz (3 sugar/3 cream)	1006	1.49		
			<b>TOTAL</b>	

Signature \_\_\_\_\_

Breakfast Hot Cart is **NON-REFUNDABLE** !

Breakfast Hot Cart will be on the 2<sup>nd</sup> and 4<sup>th</sup> Sunday of each month

*Thank you*

## HOT CART WEEKLY SPECIALS at Hendricks County Jail

Date \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_

Inmate ID # \_\_\_\_\_ Block \_\_\_\_\_

Signature \_\_\_\_\_

Menu Items	PLU	Cost	Qty	Sub total
<b>Philly Steak Sandwich Combo</b> – includes chips and a <b>Pepsi or Mt. Dew</b> . Angus steak topped with shredded cheese, grilled onions & peppers on an Italian roll.	536	\$7.79		
<b>Gut Buster Hamburger Combo</b> – includes chips and a <b>Pepsi or Mt. Dew</b> . Double burger with American cheese, bacon, lettuce, tomato, onion, and mayo.	537	\$8.79		
<b>8" Pizza</b> – Choose from <b>Cheese</b> or <b>Sausage</b> or <b>Pepperoni</b> Comes with a <b>Pepsi or Mt. Dew</b>	535	\$7.39		
<b>16" Pizza</b> - Choose from <b>Cheese</b> or <b>Sausage</b> or <b>Pepperoni</b> Comes with a <b>Pepsi or Mt. Dew</b>	932	\$13.99		
<b>Grilled Chicken Salad</b> – Mixed greens topped with boiled eggs, tomato, veggies, shredded cheese, croutons, and ranch dressing. Comes with a <b>Pepsi or Mt. Dew</b> .	88	\$7.89		
<b>Loaded Baked Potato</b> – Giant Idaho potatoes with margarine, sour cream, cheddar cheese sauce, and topped with bacon bits. Comes with a <b>Pepsi or Mt. Dew</b> .	89	\$5.79		
<b>Soft Baked King Pretzel</b> – topped with salt	853	\$2.29		
<b>Death by Chocolate</b> - 6 fresh baked chocolate chip cookies with a pint of chocolate milk.	516	\$3.79		
<b>Cold Drinks</b> - Pepsi (PLU 417) or Mt. Dew (PLU 424)		\$1.90		

**ICE CREAM** - PLU 5152 All ice cream is \$4.64

Butter Pecan	Dulce de Leche
Chocolate	Strawberry
Cookie Dough	

TOTAL \$ \_\_\_\_\_

**HOT CART ORDERS ARE NON-REFUNDABLE**

**THERE IS NO SPENDING LIMIT**

**PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

**CIRCUIT BREAKER CREDIT COUNTY FUND IMPACT**  
**REPORT FOR CALENDAR YEAR 2016**

	Rate	Actual Impact	2016 Certified Levy	% Circuit Breaker Impact
General	0.1744	\$1,184,608.14	\$14,146,379.00	8.37%
Cum Cap Development	0.0320	\$217,359.29	\$2,595,666.00	8.37%
Cum Bridge	0.0493	\$334,869.16	\$3,998,948.00	8.37%
General Drain	0.0026	\$17,660.44	\$210,898.00	8.37%
Reassessment	0.0037	\$25,132.17	\$300,124.00	8.37%
Health	0.0123	\$83,547.48	\$997,709.00	8.37%
Fairground Lease*	0.0175	\$118,868.36	\$1,419,505.00	8.37%
Work Release GOB*	0.0044	\$29,886.90	\$356,904.00	8.37%
E-911 GOB*	0.0032	\$21,735.93	\$259,567.00	8.37%
Major Bridge	0.0123	\$83,547.48	\$997,709.00	8.37%
Bank Loan E-911*	0.0047	\$31,924.65	\$381,238.00	8.37%
<b>Total:</b>	<b>0.3164</b>	<b>\$2,149,140.00</b>	<b>\$25,664,647.00</b>	

**Annual Actual Impact**

2016	\$2,149,140.00
2015	\$2,361,622.00
2014	\$2,705,035.00
2013	\$2,454,431.00
2012	\$2,513,760.00
2011	\$2,175,929.00
2010	\$1,252,456.00
2009	\$71,603.00

\*Circuit Breakers actually will not impact debt funds. Auditor of State will send reallocation factors that spreads total impact over all non-debt funds.

**CIRCUIT BREAKER CREDIT REPORT BY**  
**TAXING UNIT FOR CALENDAR YEAR**  
**2016**

Taxing Unit Name	Total Circuit Breaker Credit for Unit
Avon Community Schools	\$5,540,157.40
Brown Township	\$4,950.41
Brownsburg Community Schools	\$3,037,674.96
Brownsburg Library	\$128,329.25
Center Township	\$80,359.56
Clay Township	\$62.77
Clayton Library	\$132.31
Coatesville Library	\$988.28
Danville Community Schools	\$659,432.73
Danville Library	\$47,000.30
Eel River Township	\$5,747.22
Franklin Township	\$22.75
Guilford Township	\$10,244.48
Hendricks County	\$2,149,140.00
Liberty Township	\$98.54
Lincoln Township	\$7,829.14
Marion Township	\$6.36
Middle Township	\$180,519.29
Mill Creek Community Schools	\$8,393.23
Northwest Hendricks Community Schools	\$1,235,803.19
Plainfield Community Schools	\$378,853.42
Plainfield Library	\$34,623.28
Town of Amo	\$2,367.86
Town of Avon	\$592,995.09
Town of Brownsburg	\$1,816,973.83
Town of Clayton	\$123.93
Town of Coatesville	\$2,296.52
Town of Danville	\$228,132.35
Town of Jamestown	\$962.52
Town of Lizton	\$16,046.69
Town of North Salem	\$25,438.81
Town of Pittsboro	\$109,547.22
Town of Plainfield	\$504,313.81
Town of Stilesville	\$34.13
Union Township	\$4,044.88
Washington Township	\$1,304,673.54
Washington Township Library	\$234,539.37
<b>Total</b>	<b>\$18,352,859.42</b>

Includes TIF impact