

**AGENDA**  
**HENDRICKS COUNTY COUNCIL**  
Hendricks County Government Center  
355 S. Washington Street, Danville, Indiana  
**June 16, 2016**  
**2:00 PM**

CALL TO ORDER:

ADOPTION OF AGENDA:

UNFINISHED BUSINESS:

- Minutes of Regular Meeting May 12, 2016
- Time & Attendance Update - Eric Wathen
- Cummins Mental Health Council Appointee

NEW BUSINESS:

- VISIT Hendricks County Project Bond Ordinance - Bruce Donaldson, Barnes & Thornburg
- Brownsburg Community Schools - Dr. Jim Snapp, Superintendent
- Human Resources Issues - Erin McIntyre, Administrator
  - Work Release Job Descriptions
  - Prosecutors Amended Job Descriptions
  - Computer Department Job Descriptions
- Planning - New Temporary Part-Time Planning Advisor
- Status of Funds Report

ADDITIONAL APPROPRIATIONS

<u>FUND-DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>REQUESTED</u>	<u>APPROVED</u>
1) General - Clerk	1001.10199.000.101	Clerk's Overtime	\$ 6,000	_____
2) General - Sheriff	1001.10500.000.105	Sheriff	\$ 1,951	_____
3) General - Prosecutor	1001.10803.000.108	Investigator	\$ 2,552	_____
4) General - Prosecutor	1001.10811.000.108	Secretary/Clerk OSS4 (change in rank?)	\$ 3,113	_____
5) General - Prosecutor	1001.10821.000.108	Secretary/OSS4 (change in rank?)	\$ 3,076	_____
6) General - Prosecutor	1001.10899.000.108	Prosecutor's Overtime	\$ 6,500	_____
7) General - Prosecutor	1001.20100.000.108	Supplies	\$ 4,000	_____
8) General - Drainage Board	1001.30200.000.133	Attorney	\$ 10,000	_____
9) General - Jail	1001.13760.000.137	IDACS Coordinator OSS1	\$ 7,538	_____
10) General - Election	1001.39900.000.146	Miscellaneous	\$ 2,400	_____
11) General - Courts	1001.30702.000.160	Interpreters	\$ 25,000	_____
12) EDIT - Clean Water	1112.42008.000.161	McCracken Interceptor	\$ 156,795	_____
13) Cumulative Bridge	1135.34388.000.201	LB-008 Culvert	\$ 41,000	_____
14) Cumulative Bridge	1135.34389.000.201	LB-113 Culvert	\$ 26,000	_____
15) Cumulative Bridge	1135.34390.000.201	GU-115 Culvert	\$ 56,000	_____
16) Cumulative Bridge	1135.34391.000.201	WA-021 Culvert	\$ 12,000	_____
17) Cumulative Bridge	1135.34392.000.201	MA-064 Culvert	\$ 14,000	_____
18) Motor Vehicle Highway	1176.31900.002.201	Contract Services	\$ 7,000	_____
19) JDAI DOC Grant	9119.15308.000.160	JDAI Coordinator	\$ 25,000	_____
20) JDAI DOC Grant	9119.31900.000.160	Coordinator Fee	\$ 25,000	_____
21) JDAI DOC Grant	9119.20213.000.160	Meals	\$ 2,500	_____
22) JDAI DOC Grant	9119.20100.000.160	Office Supplies	\$ 600	_____
23) JDAI DOC Grant	9119.33000.000.160	Mileage/Travel	\$ 600	_____
24) JDAI DOC Grant	9119.32601.000.160	Internet	\$ 900	_____
25) JDAI DOC Grant	9119.32525.000.160	Professional Development	\$ 400	_____
26) JDAI Judicial Center Grant	9120.39900.000.160	Miscellaneous	\$ 5,000	_____

REALLOCATION OF FUNDS

<u>DEPARTMENT</u>	<u>FROM</u>	<u>TO</u>	<u>REQUESTED</u>	<u>APPROVED</u>
1) General - Surveyor	1001.10601.000.106	1001.10609.000.106	\$ 6,500	_____
2) General - Extension	1001.13002.000.130	1001.13003.000.130	\$ 3,214	_____

3) General - Election

1001.14609.000.146

1001.14607.000.146

\$ 1,000

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OTHER COUNCIL BUSINESS:

Cumulative Bridge, Major Bridge, & CCD Reestablished for 2017

HC Economic Development Partnership Invoice & Communication

HC Redevelopment Commission TIF Capture Determinations

Reminders:

State-Called County Council Meeting - June 18 @ Indiana Grand in Shelbyville

2017 Budget Meeting, August 2, 8am to 4 pm, Meeting Room #3

President Jay Puckett called the regular monthly meeting of the Hendricks County Council to order at 2:00 p.m. on Thursday, May 12, 2016 with the following in attendance: Larry Hesson, Jay Puckett, Caleb Brown, Eric Wathen, Dick Thompson, 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**

Dick Thompson moved to adopt the amended agenda. Larry Hesson seconded the motion. Motion passed 5-0.

**IN THE MATTER OF THE INTRODUCTION  
OF THE NEW PROBATION DIRECTOR**

Judge Mark Smith introduced the new Probation Director, Susan Bentley.

**IN THE MATTER OF THE MINUTES**

Eric Wathen moved to approve the minutes. Caleb Brown seconded and the motion passed 5-0.

**IN THE MATTER OF THE VISIT HENDRICKS COUNTY  
DEVELOPMENT AGREEMENT REQUEST FOR APPROVAL**

Jamie Bohler-Smith, Executive Director, provided the Development Agreement between Indy SW Lodging Associates, LLC, Town of Plainfield, Indiana and Hendricks County Tourism Commission. The agreement is for the development of a conference center and hotel connected via an enclosed climate controlled walkway. Larry Hesson moved to table for further review. Motion died

for lack of a second. Eric Wathen moved to approve the agreement. Dick Thompson seconded the motion. Larry Hesson moved to amend the approval subject to Greg Guerrettaz doing his due diligence. Motion died for lack of a second. Motion passed 4-1, with Larry Hesson dissenting.

***Mr. Brown left meeting.***

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

Eric Wathen reported the Commissioners selected The Right Stuff and are in the process of negotiating the contract.

#### **IN THE MATTER OF DATA PIT STOP**

Ms. Kattau suggested transferring appropriations from Care of Juveniles (1110.31600.00.149) to pay for the contract.

***Mr. Brown returned.***

#### **IN THE MATTER OF MENTAL HEALTH APPOINTMENT**

President Puckett has tried to contact Ms. Ann Borders, but they have not had the opportunity to discuss the appointment yet. Larry Hesson moved to table until next month. Eric Wathen seconded the motion. Motion passed 5-0.

#### **IN THE MATTER OF PARKS & RECREATION COUNCIL APPOINTEE**

Dick Thompson moved to appoint Doug Moon as recommended by the Park Board. Eric Wathen seconded the motion. Motion passed 5-0.

**IN THE MATTER OF THE  
JUDICIAL SYSTEM TECHNOLOGY**

Judge Smith explained the process of the statewide E-Filing implemented by the Indiana Supreme Court. He discussed the technology requests needed for the E-Filing. Eric Wathen moved to approve the request for # 6 for \$159,559 from the Cumulative Capital Fund (1138). Larry Hesson seconded the motion. Motion passed 5-0.

**IN THE MATTER OF THE  
PROBATION FINANCIAL MATTERS**

Todd McCormack, Probation Director, discussed the causes for the decrease in Probation User fees. He provided information for the last five years showing the decline in user fees collected. He stated the reduction in user fees would cause a greater portion of the probation budget to come from the General Fund (1001) in 2017.

**IN THE MATTER OF THE ROAD FUNDING**

John Ayers, County Engineer, and Curt Higginbotham, Highway Superintendent gave a presentation on the roads in Hendricks County. The presentation detailed the types of roads, the process of rating a road, and the selection process for paving roads.

**IN THE MATTER OF HUMAN RESOURCES**

Larry Hesson moved to approve Resolution Clarifying PERF Coverage 2016-10. Eric Wathen seconded the motion. Motion passed 5-0. Ms. McIntyre, Administrator, discussed an error from the March meeting concerning the rank of

the Part-Time Assistant in the Surveyor's Office. The position should carry the rank of OSS6. Eric Wathen moved to approve the change. Larry Hesson seconded the motion. Motion passed 5-0.

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

Council reviewed the Status of Funds Report.

### **IN THE MATTER OF ADDITIONALS**

Eric Wathen moved to approve one hundred percent of item # 1 for road improvements. Caleb Brown seconded the motion. Motion passed 5-0. Eric Wathen moved to allocate one million dollars for grant matching. Caleb Brown seconded the motion. Motion passed 5-0.

Eric Wathen moved to approve items # 2 thru # 5. Dick Thompson seconded the motion. Motion passed 5-0.

Action on item # 6 was earlier in the meeting.

Eric Wathen moved to approve item # 7. Larry Hesson seconded and the motion passed 5-0.

Eric Wathen moved to approve items # 8 thru # 12. Caleb Brown seconded the motion. Motion passed 5-0.

Caleb Brown moved to approve items # 13 thru # 20. Eric Wathen seconded the motion. Motion passed 5-0.

Eric Wathen moved to approve items # 21 and # 22. Caleb Brown seconded the motion. Motion passed 5-0.

### **IN MATTER OF REALLOCATIONS**

Eric Wathen moved to approve items # 1 thru # 3. Larry Hesson seconded the motion. Motion passed 5-0.

### OTHER COUNCIL BUSINESS

There was review and discussion on Nyhart's GASB 45 actuarial valuation.

Council was reminded of the PERF ASA only meeting on May 16 at 10:30 a.m.

D.J. Hoskins, County Clerk, thanked the Council for the funding to purchase the new voting machines.

Erin McIntyre, HR Administrator, mentioned performance reviews were due on June 1, 2016.

With no further business, Eric Wathen moved to adjourn at 4:06 p.m. Caleb Brown seconded the motion. Motion passed 5-0.

**RESOLUTION 2016- 10**  
**HENDRICKS COUNTY**  
**RESOLUTION CLARIFYING PERF COVERAGE**

WHEREAS, Hendricks County (the "County") adopted a resolution on March 6, 1973 electing to join the Public Employees' Retirement Fund ("PERF") for certain positions; and

WHEREAS, in the March 6, 1973 resolution, the County excluded coverage for part-time employees; and

WHEREAS, in other resolutions subsequent to the adoption of the 1973 resolution, the classifications of the County's employees covered by PERF were revised and/or clarified; and

WHEREAS, the County has added various part-time positions that are intended to be excluded from PERF coverage.

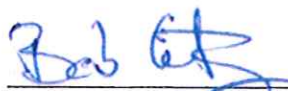
RESOLVED, that the County seeks to clarify its PERF involvement since 1973. Since March 6, 1973, the County has sought and intended to include within PERF coverage all of its "full-time employees" while excluding "part-time employees." This distinction has not been, and is not, made solely pursuant to PERF's definition of part-time employees, Ind. Code § 5-10.3-7-2. Rather, the County has defined "full-time" and "part-time" employment in its written policies and procedures. To be clear, since 1973, the County has excluded and continues to exclude from PERF coverage (1) any employees who are not expected to work more than 1,000 per year, pursuant to Ind. Code § 5-10.3-7-2; (2) any employees holding position explicitly identified in any resolution excluding positions from coverage; and (3) any employees who are expected to work more than 1,000 per year but are considered for purposes of entitlement to participate in all of the County's employee benefits to be part-time employees under the County's written policies and procedures.

RESOLVED, that subject to satisfaction of applicable statutory requirements, the County retains the right, from time to time, to amend, modify, terminate, or otherwise revise which of its employees are covered by PERF.

RESOLVED, that the County's executive, its designated representative be, and hereby is, authorized and directed to take any and all actions necessary to effect the foregoing resolutions and to comply with all applicable laws and regulations.

ADOPTED AND APPROVED by the Hendricks County Commissioners this 10th day of May, 2016.

HENDRICKS COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Bob Gentry, President



Phyllis A. Palmer  
Phyllis A. Palmer, Vice President

Matthew D. Whetstone  
Matthew D. Whetstone

Attest: Cinda Kattau  
Cinda Kattau, County Auditor

ADOPTED AND APPROVED by the Hendricks County Council this 12th day of May, 2016.

HENDRICKS COUNTY COUNCIL

Jay K. Puckett  
Jay K. Puckett, President

Caleb M. Brown  
Caleb M. Brown, Vice President

Larry R. Hesson  
Larry R. Hesson

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Michael C. Rogers

Richard A. Thompson  
Richard A. Thompson

Eric Wathen  
Eric Wathen

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Brad Whicker

Attest: Cinda Kattau  
Cinda Kattau, County Auditor

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.

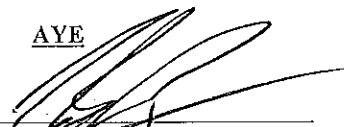
TRANSFERS

<u>DEPARTMENT</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>Y/N</u>
1) Community Corrections Grant	1122.20213.000.154	1122.20200.000.154	\$ 15,550	<u>Y</u>
2) General - Commissioners	1001.13505.000.135	1001.13508.000.135	\$ 12,357	<u>Y</u>
3) General - Animal Shelter	1001.14411.000.144	1001.14403.000.144	\$ 4,628	<u>Y</u>

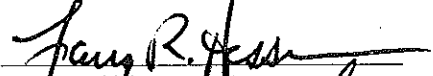
Adopted this 12th day of May, 2016 by the following vote:

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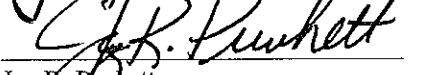
NAY

  
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Caleb M. Brown

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Caleb M. Brown

  
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Larry R. Hesson

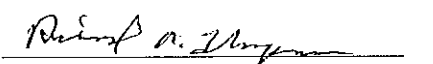
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Larry R. Hesson

  
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Jay R. Puckett

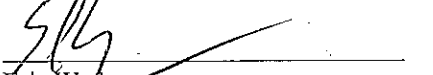
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Jay R. Puckett

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Mike Rogers

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Mike Rogers

  
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Richard A. Thompson

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Richard A. Thompson

  
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Eric Wathen

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Eric Wathen

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Bradley Whicker

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Bradley Whicker

Attest:

  
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Cinda Kattau, Auditor

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) LOIT Special Distribution Fund	1229.36600.000.143	Repairs & Maintenance	\$ 8,011,997	<u>8,011,997</u>
2) Cumulative Bridge Fund	1135.18580.000.201	Bridge Worker (to Road Crew Leader)	\$ 3,631	<u>3,631</u>
3) Motor Vehicle Highway Fund	1176.18514.002.201	Road Worker (to Road Crew Leader)	\$ 3,631	<u>3,631</u>
4) Motor Vehicle Highway Fund	1176.18515.002.201	Road Worker (to Road Crew Leader)	\$ 3,631	<u>3,631</u>
5) Motor Vehicle Highway Fund	1176.18516.002.201	Road Worker (to Road Crew Leader)	\$ 3,631	<u>3,631</u>
6) General, F&B, or <del>CCD</del> - Courts	<del>1138</del> .32501.000.160	Court Technology Updates	\$ 159,559	<u>\$159,559</u>
7) General - Commissioners	1001.13508.000.135	Executive Director SAM2	\$ 34,020	<u>34,020</u>
8) Health Fund	1159.13590.000.214	FICA	\$ 3,025	<u>3,025</u>
9) Health Fund	1159.13591.000.214	PERF	\$ 3,235	<u>3,235</u>
10) Health Fund	1159.13592.000.214	Group Insurance	\$ 14,265	<u>14,265</u>
11) Health Fund	1159.13593.000.214	Unemployment Insurance	\$ 232	<u>232</u>
12) Health Fund	1159.13594.000.214	Worker's Comp	\$ 145	<u>145</u>
13) Emergency Planning Commissic	1152.20217.000.142	Emergency Response Equipment	\$ 2,500	<u>2,500</u>
14) Emergency Planning Commissic	1152.30317.000.142	Communications/Transportation	\$ 200	<u>200</u>
15) Emergency Planning Commissic	1152.30500.000.142	Education/Conferences	\$ 3,500	<u>3,500</u>
16) Emergency Planning Commissic	1152.34406.000.142	Education Programs/Grants	\$ 1,500	<u>1,500</u>
17) Emergency Planning Commissic	1152.35710.000.142	LEPC Plan	\$ 1,500	<u>1,500</u>
18) Emergency Planning Commissic	1152.35711.000.142	LEPC Information Management	\$ 200	<u>200</u>
19) Emergency Planning Commissic	1152.36600.000.142	Repairs & Maintenance	\$ 2,500	<u>2,500</u>
20) Emergency Planning Commissic	1152.10000.000.142	Stipend	\$ 175	<u>175</u>
21) General - EMA	1001.14203.000.142	EM Deputy Director	\$ 92	<u>92</u>
22) Wheel & Surtax County Portion	4608.34201.000.102	Trustee Fees	\$ 100	<u>100</u>

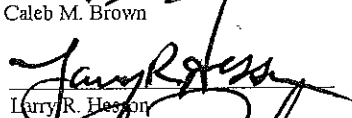
Adopted this 12th day of May, 2016 by the following vote:

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NAY

  
Caleb M. Brown

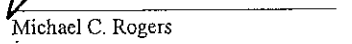
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Caleb M. Brown

  
Larry R. Hesson

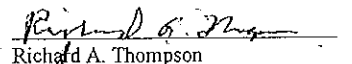
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Jay R. Puckett

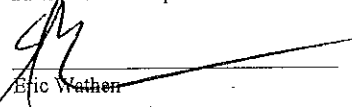
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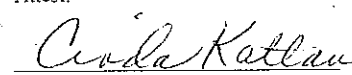
  
Eric Wathen

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Eric Wathen

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Brad Whicker

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Brad Whicker

Attest:

  
Cinda Kattau, Auditor

**ORDINANCE \_\_\_\_\_**

AN ORDINANCE OF THE HENDRICKS COUNTY COUNCIL  
AUTHORIZING THE ISSUANCE OF THE HENDRICKS  
COUNTY, INDIANA ECONOMIC DEVELOPMENT  
REVENUE BONDS, SERIES 2016 (CONFERENCE CENTER  
PROJECT), AND THE LENDING OF THE PROCEEDS  
THEREOF TO HENDRICKS COUNTY BUILDING  
FACILITIES CORPORATION AND AUTHORIZING AND  
APPROVING OTHER ACTIONS IN RESPECT THERETO

WHEREAS, Hendricks County, Indiana (the "County"), is a municipal corporation and political subdivision of the State of Indiana and by virtue of I.C. 36-7-11.9 and I.C. 36-7-12 (collectively, the "Act"), is authorized and empowered to adopt this ordinance (this "Bond Ordinance") and to carry out its provisions;

WHEREAS, Hendricks County Building Facilities Corporation (the "Borrower") desires to finance all or a portion of the design and construction of the projects listed in Exhibit A hereto (the "Projects"), which are located in the Town of Plainfield, Indiana (the "Town") in the County;

WHEREAS, the County, the Town and the Hendricks County Tourism Commission (the "Tourism Commission") have approved a Development Agreement with Indy SW Lodging Associates LLC (the "Company") for certain economic development facilities, including the Projects, to be located in the Town;

WHEREAS, the Company has advised the Hendricks County Economic Development Commission (the "Commission") and the County that it proposes that the County issue its Economic Development Revenue Bonds or Notes, Series 2016 (Conference Center Project), in an amount not to exceed Six Million Seven Hundred Fifty Thousand Dollars (\$6,750,000) (the "Bonds") under the Act and loan the proceeds of such Bonds to the Borrower, which will contribute the proceeds of such Bonds to pay for all or a portion of the costs of the Projects;

WHEREAS, pursuant to I.C. § 36-7-12-22(b), the Town has approved the financing of the Projects to be located within its corporate boundaries;

WHEREAS, the completion of the Projects results in the diversification of industry, the creation of new jobs and the creation of business opportunities in the County;

WHEREAS, pursuant to I.C. § 36-7-12-24, the Commission published notice of a public hearing (the "Public Hearing") on the proposed issuance of the Bonds to finance the Projects;

WHEREAS, on the date specified in the notice of the Public Hearing, the Commission held the Public Hearing on the Projects; and

WHEREAS, the Commission has performed all actions required of it by the Act preliminary to the adoption of this Bond Ordinance and has approved and forwarded to the Hendricks County Council (the "Council") the forms of: (1) a Loan Agreement between the

County and the Borrower (including a form of Note) (the "Loan Agreement"); (2) a Trust Indenture between the County and a trustee to be selected by the Auditor of the County (the "Trustee") (the "Indenture"); (3) the Bonds; and (4) this Bond Ordinance (the Loan Agreement, the Indenture, the Bonds, and this Bond Ordinance, collectively, the "Financing Agreements");

NOW, THEREFORE, BE IT ORDAINED BY THE HENDRICKS COUNTY COUNCIL, THAT:

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

Section 2. Approval of Financing. The proposed financing of the Projects by the issuance of the Bonds under the Act, in the form that such financing was approved by the Commission, is hereby approved.

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

Section 4. Terms of the Bonds. (a) The Bonds, in the aggregate principal amount not to exceed Six Million Seven Hundred Fifty Thousand Dollars (\$6,750,000), shall (i) be executed at or prior to the closing date by the manual or facsimile signatures of the Board of Commissioners of the County and the Auditor of the County; (ii) be dated as of the date of their delivery; (iii) mature on a date not later than twenty-five (25) years after the date on which the first series of the Bonds is issued; (iv) bear interest at such rates as determined with the purchaser thereof (the "Purchaser"); (v) be issuable in such denominations as set forth in the Financing Agreements; (vi) be issuable only in fully registered form; (vii) be subject to registration on the bond register as provided in the Indenture; (viii) be payable in lawful money of the United States of America; (ix) be payable at an office of the Trustee as provided in the Indenture; (x) be subject to optional redemption prior to maturity and subject to redemption as otherwise provided in the Financing Agreements; (xi) be issued in one or more series; and (xii) contain such other terms and provisions as may be provided in the Financing Agreements.

(b) The Bonds and the interest thereon do not and shall never constitute an indebtedness of, or a charge against the general credit or taxing power of, the County, but

shall be special and limited obligations of the County, payable solely from revenues and other amounts derived from the Financing Agreements. Forms of the Financing Agreements are before this meeting and are by this reference incorporated in this Bond Ordinance, and the Auditor of the County is hereby directed, in the name and on behalf of the County, to insert them into the minutes of the Council and to keep them on file.

(c) The County may, in its sole discretion, choose to issue Notes of the County rather than Bonds of the County. In the event of such selection, all references herein to the "Bonds" shall be considered instead to be references to the "Notes".

Section 5. Sale of the Bonds. The Board of Commissioners and the Auditor of the County are hereby authorized and directed, in the name and on behalf of the County, to sell the Bonds to the Purchaser at such prices as are determined on the date of sale and approved by the Board of Commissioners and the Auditor of the County.

Section 6. Execution and Delivery of Financing Agreements. The Board of Commissioners and the Auditor of the County are hereby authorized and directed, in the name and on behalf of the County, to execute or endorse and deliver the Loan Agreement, the Note from the Borrower to the County, the Indenture, and the Bonds, submitted to the Common Council, which are hereby approved in all respects.

Section 7. Changes in Financing Agreements. The Board of Commissioners and the Auditor of the County are hereby authorized, in the name and on behalf of the County, without further approval of the Council or the Commission, to approve such changes in the Financing Agreements as may be permitted by Act, such approval to be conclusively evidenced by their execution thereof.

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

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

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

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

Section 12. Copies of Financing Agreements on File. Two copies of the Financing Agreements incorporated into this Bond Ordinance were duly filed in the office of the Auditor of the County, and are available for public inspection in accordance with I.C. § 36-1-5-4.

**PASSED** and adopted by the Hendricks County Council, this \_\_\_\_ day of \_\_\_\_\_, 2016.

HENDRICKS COUNTY COUNCIL

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**ATTEST:**

\_\_\_\_\_  
Cinda Kattau, Hendricks County Auditor



## EXHIBIT A

### Eligible Projects to be Funded

The Projects consist of all or a portion of (i) acquisition of real estate on which a new hotel, including a restaurant, bar, flexible meeting space and other typical amenities, will be constructed, (ii) acquisition of real estate and the renovation thereon of a 20,000 plus square foot conference center with flexible meeting space and storage area, together with an associated parking lot, (iii) construction of a climate-controlled walkway between the hotel and the conference center, and (iv) infrastructure regarding a retention pond and surrounding area related to the project.

**REPORT OF THE HENDRICKS COUNTY ECONOMIC DEVELOPMENT  
COMMISSION CONCERNING THE PROPOSED FINANCING OF ECONOMIC  
DEVELOPMENT FACILITIES FOR THE HENDRICKS COUNTY BUILDING  
FACILITIES CORPORATION AND INDY SW LODGING ASSOCIATES LLC**

The Hendricks County Economic Development Commission (the "Commission") proposes to recommend to the Hendricks County Council (the "County"), that it loan the proceeds of certain economic development revenue bonds or notes (the "Bonds") to Hendricks County Building Facilities Corporation (the "Applicant"), which proceeds will be contributed by the Applicant to the financing of certain economic development facilities in the County to be developed by Indy SW Lodging Associates LLC (the "Company").

In connection therewith, the Commission hereby reports as follows:

A. The proposed economic development facilities consist of the projects listed in Exhibit A hereto (the "Projects"), which are located in the Town of Plainfield, Indiana (the "Town").

B. The Commission estimates that no public works or services, including public ways, schools, water, sewer, street lights and fire protection, will be made necessary or desirable by the Projects, because any such works or services already exist or will be provided by the Projects themselves or by the Applicant, the Company or other parties.

C. The Commission estimates that the total costs of financing the Projects with the Bonds will be approximately \$6,750,000.

D. The Commission estimates that the Projects will create approximately 40 new jobs with an estimated annual payroll of approximately \$1,200,000.

E. The Commission finds that the Projects will not have a material adverse competitive effect on similar facilities already constructed or operating in the County.

Adopted this 15<sup>th</sup> day of June, 2016.

\_\_\_\_\_  
Secretary, Hendricks County  
Economic Development Commission

Attest:

\_\_\_\_\_  
President, Hendricks County  
Economic Development Commission

## **EXHIBIT A**

### **Eligible Projects to be Funded**

The Projects consist of all or a portion of (i) acquisition of real estate on which a new hotel, including a restaurant, bar, flexible meeting space and other typical amenities, will be constructed, (ii) acquisition of real estate and the renovation thereon of a 20,000 plus square foot conference center with flexible meeting space and storage area, together with an associated parking lot, (iii) construction of a climate-controlled walkway between the hotel and the conference center, and (iv) infrastructure regarding a retention pond and surrounding area related to the project.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING CERTAIN ACTIONS  
AND PROCEEDINGS WITH RESPECT TO CERTAIN PROPOSED  
ECONOMIC DEVELOPMENT REVENUE BONDS**

WHEREAS, Hendricks County, Indiana (the "County"), is authorized by I.C. 36-7-11.9 and I.C. 36-7-12 (collectively, the "Act") to issue revenue bonds for the financing of economic development facilities, and loan the proceeds of the revenue bond issue to another entity to finance or refinance the acquisition, construction, renovation, installation and equipping of said facilities;

WHEREAS, Hendricks County Building Facilities Corporation (the "Borrower") desires to finance all or a portion of the design and construction of the projects listed in Exhibit A hereto (the "Projects"), which are located in the Town of Plainfield, Indiana (the "Town") in the County;

WHEREAS, the County, the Town and the Hendricks County Tourism Commission (the "Tourism Commission") have approved a Development Agreement with Indy SW Lodging Associates LLC (the "Company") for certain economic development facilities, including the Projects, to be located in the Town; and

WHEREAS, the Company has advised the Hendricks County Economic Development Commission (the "Commission") and the County that it proposes that the County issue its Economic Development Revenue Bonds or Notes, Series 2016 (Conference Center Project), in an amount not to exceed Six Million Seven Hundred Fifty Thousand Dollars (\$6,750,000) (the "Bonds") under the Act and loan the proceeds of such Bonds to the Borrower, which will contribute the proceeds of such Bonds to pay for all or a portion of the costs of the Projects; and

WHEREAS, pursuant to I.C. § 36-7-12-22(b), the Town has approved the financing of the Projects to be located within its corporate boundaries;

WHEREAS, the Commission has studied the Projects and the proposed financing of the Projects and their effect on the health and general welfare of the County and its citizens;

WHEREAS, the completion of the Projects results in the diversification of industry, the creation of new jobs and the creation and retention of business opportunities in the County;

WHEREAS, pursuant to I.C. § 36-7-12-24, the Commission published notice of a public hearing (the "Public Hearing") on the proposed issuance of the Bonds to finance the Projects; and

WHEREAS, on the date hereof the Commission held the public hearing on the Projects;

**NOW, THEREFORE, BE IT RESOLVED BY THE HENDRICKS COUNTY  
ECONOMIC DEVELOPMENT COMMISSION AS FOLLOWS:**

SECTION 1. The Commission hereby finds, determines, ratifies and confirms that the diversification of industry, the retention of business opportunities and the retention of opportunities for gainful employment within the jurisdiction of the County is desirable, serves a public purpose, and is of benefit to the health and general welfare of the County; and that it is in the public interest that the County take such action as it lawfully may to encourage the diversification of industry, the retention of business opportunities, and the retention of opportunities for gainful employment within the jurisdiction of the County.

SECTION 2. The Commission hereby determines that the Projects will not have a material adverse competitive effect on any similar facilities already constructed or operating in or near the County.

SECTION 3. The Commission hereby approves the report with respect to the Projects presented at this meeting. The Secretary of this Commission shall submit such report to the executive director or chairman of the plan commission of the County.

SECTION 4. The Commission finds, determines, ratifies and confirms that the issuance and sale of the Bonds in an amount not to exceed Six Million Seven Hundred Fifty Thousand Dollars (\$6,750,000), and the loan of the proceeds of the Bonds to the Borrower to be contributed for the financing of the Projects will be of benefit to the health and general welfare of the County, will serve the public purposes referred to above in accordance with the Act, and fully comply with the Act.

SECTION 5. The financing of the Projects through the issuance of the Bonds, in an amount not to exceed Six Million Seven Hundred Fifty Thousand Dollars (\$6,750,000), is hereby approved.

SECTION 6. The Commission hereby approves the terms of the following documents in the forms presented at this meeting: (i) a Loan Agreement (including a form of Note) between the County and the Borrower; (ii) a Trust Indenture, between the County and a trustee to be selected by the Auditor of the County (the "Trustee"); (iii) the Bonds; and (iv) an Ordinance of the Hendricks County Council.

SECTION 7. Any officer of the Commission is hereby authorized and directed, in the name and on behalf of the Commission, to execute any and all other agreements, documents and instruments, perform any and all acts, approve any and all matters, and do any and all other things deemed by him to be necessary or desirable in order to carry out and comply with the intent, conditions and purposes of this resolution (including the preambles hereto and the documents mentioned herein), the Projects and the issuance and sale of the Bonds, and any such execution, performance, approval or doing of other things heretofore effected be, and hereby is, ratified and approved.

SECTION 8. The Secretary of this Commission shall transmit this resolution, together with the forms of the documents approved by this resolution, to the Hendricks County Council.

SECTION 9. This resolution shall be in full force and effect upon adoption.

SECTION 10. The County may, in its discretion, choose to issue Notes of the County instead of Bonds of the County. If such decision is made by the County to issue Notes, then all references to "Bonds" herein shall be considered instead as references to the Notes.

Adopted this 15<sup>th</sup> day of June, 2016.

HENDRICKS COUNTY ECONOMIC  
DEVELOPMENT COMMISSION

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President

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Vice President

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Secretary

## EXHIBIT A

### Eligible Projects to be Funded

The Projects consist of all or a portion of (i) acquisition of real estate on which a new hotel, including a restaurant, bar, flexible meeting space and other typical amenities, will be constructed, (ii) acquisition of real estate and the renovation thereon of a 20,000 plus square foot conference center with flexible meeting space and storage area, together with an associated parking lot, (iii) construction of a climate-controlled walkway between the hotel and the conference center, and (iv) infrastructure regarding a retention pond and surrounding area related to the project.

# Memo

**To:** Hendricks County Council

**From:** Erin McIntyre, Human Resources

**Date:** June 2, 2016

**Re:** Job Descriptions

Items for discussion at your meeting Thursday:

1. The Work Release Department has updated job descriptions. I have reviewed the following job descriptions and recommend the classifications below:

- Administrative Assistant      **Rank:** OSS 4      **FLSA:** Non-Exempt  
Budget Number -15401
- Director of Work Release      **Rank:** SAM 2      **FLSA:** Exempt  
Budget Number - 15400
- Work Release Officer      **Rank:** POLE 3      **FLSA:** Non-Exempt  
Budget Numbers – 15406; 15407; 15408; 15409; 15410; 15411; 15415;  
15416; 15417; 15419; 15420
- Work Release Sgt.      **Rank:** SAM 7      **FLSA:** Non-Exempt  
Budget Numbers – 15403; 15404; 15405

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

- Case Manager      **Rank:** PAT 3      **FLSA:** Non-Exempt  
Was previously ranked as an OSS 1 with the FLSA status of Non-Exempt  
Budget Number - 15402

2. The Prosecutors Department has amended essential and non-essential functions on two job descriptions. These positions will not change in rank or FLSA status.

- Deputy Office Manager- previously approved at March meeting.
- United Drug Task Force Office Manager- previously approved at April meeting.

**The Part-Time File Clerk position has not been ranked before. I have reviewed the following job description and recommend the classification below:**

- Part-Time File Clerk      **Rank:** OSS 4      **FLSA:** Non-Exempt  
Budget Number – 10828



3. The Computer Department has updated job descriptions. I have reviewed the following job descriptions and recommend the classifications below:

- Information Technology Director      **Rank:** SAM 3      **FLSA:** Exempt  
previously titled System Administrator. Budget Number – 14700
- Network Administrator      **Rank:** PAT 2      **FLSA:** Exempt  
Budget Number - 14701
- Computer Center Support Specialist      **Rank:** OSS 2      **FLSA:** Non-Exempt  
Government Center. Budget Number - 14703
- Computer Center Support Specialist      **Rank:** OSS 2      **FLSA:** Non-Exempt  
Sheriff/Jail. Budget Number – 14706

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

- Computer Center Support Specialist      **Rank:** OSS 2      **FLSA:** Non-Exempt  
Courthouse. Budget Number - 16002  
This position was previously ranked as a PAT 2 with the FLSA status of Exempt.

4. The Planning Department has created one new temporary part-time position. The Part-time Planning Advisor position is to assist in the Planning Department until the Senior Planning position is filled. The Part-time Planning Advisor will also train the new Senior Planner. I have reviewed the following job description and recommend the classification below:

- Part-Time Planning Advisor      **Rank:** PAT 3      **FLSA:** Non-Exempt  
Budget Number – 13101

**HENDRICKS COUNTY**  
**JOB DESCRIPTION**

**Title:** Case Manager

**FLSA:** Non-Exempt

**Department:** Work Release

**Pay Band:** PAT 3

**Supervisor:** Director of Work Release

**Date Prepared:** 04/14/2016

**Date Approved:**

**PURPOSE OF POSITION:**

The incumbent is responsible for providing re-entry planning, case management, classification, counseling, and resource information; and other duties as assigned. The incumbent manages a typical offender caseload of 40-50 adult offenders at the work release. As with all Hendricks's County employees, the incumbent's first responsibility is to ensure the safety and security of the facility.

**ESSENTIAL FUNCTIONS:**

- Counsels offenders on issues such as financial management, employment, committee actions and other institutional procedures.
- Assists offenders with residential adjustment.
- Prepares and submits progress reports according to re-entry procedures.
- Processes all temporary leave requests for offenders.
- Provides orientation for newly arrive offenders.
- Acts as community transition program coordinator for all offenders on caseload; prepares required reports and arranges transportation when necessary.
- Coordinates all probation releases with appropriate agencies.
- Reviews probation release conditions with offenders.
- Administer the Indiana Risk Assessment System (IRAS).
- Utilize Evidence Based Practices in daily interactions.
- Daily use of Motivational Interviewing Techniques.
- Use the 8 principles of effective interventions with case plans.
- Input offender information into the Informer Case Management System.
- Participation in Conduct Adjustment Board Hearings and level system hearings.
- Maintain contact with community service providers.
- Establish relationships with employers through monthly job site visits.
- Pre-screen potential participants for the program.
- Recognize and define problems, obtain and analyze facts thoroughly, and develop and implement sound solutions.
- Effectively do job with minimal supervision.
- Create and maintain clear, definite boundaries with offenders.
- Work independently, making decisions and recommendations on offender programming and offender needs.

- Knowledge of security procedures in the facility setting.
- Trained in Cognitive Behavioral Change Techniques.
- Acceptance of supervision and constructive feedback.
- Flexible work hours.
- Instructor of Evidence Based Practices Curriculum as needed.
- Conduct community site visits including employment, treatment, education and home.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Bachelor's Degree in any human sciences (Sociology, Psychology, Social Work etc.)
- At least 21 years old
- No felony convictions
- Moderate computer skills
- Valid driver's license
- At least 1 year Case Management experience
- Minimum typing ability of 35 WPM
- Must pass urinalysis test.

**RESPONSIBILITY:**

Purpose of work is to ensure that the Agency's policies and established guidelines are met in providing the offenders proper counseling and supporting facility staff if needed. Incumbent receives general instructions as to desired results and detailed instructions on special individual cases. Deviations from established guidelines are referred to the supervisor. Work is continuously reviewed by supervisor for adherence to instructions and soundness of judgment. Incumbent provides individual recommendations concerning the offender's location, confinement, external contacts and most other aspects of institutional life. The incumbent has no supervisory functions, other than supervising offenders. Incumbent reports directly to the Facility Director. Incumbent will work within the scope of the Agency's established policies and procedures. Work is broad in scope and consists of moderately complex routine and non-routine decision making abilities. Incumbent must use considerable judgment in selecting the most adequate recommendations. The incumbent must ensure that proper counseling techniques comply with departmental policies and procedures.

**WORKING RELATIONSHIPS:**

Incumbent will have contact with facility personnel, facility director, state and local officials, outside agencies, offenders and their families for the purpose of counseling and education. Continuous contact is maintained with institution and agency staff professionals solving complex problems regarding offender's progress and needs. Public contact is made with groups such as parents, attorneys and volunteer organizations for the purpose of providing and exchanging relevant information.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Workplace environmental conditions may include: continuous noise conditions; heat—high temperatures that may result in body discomfort; cold—low temperatures that may result in body discomfort. Infectious disease exposure may be possible. Incumbent may be required to use restraint techniques as per agency policy and procedure. Work is performed in an office environment. Incumbent works seated most of the time and uses hands and eyes extensively. Possibility of injury resulting from offender altercations and assaults are present. Keen observational and hearing skills are necessary to observe and be alert for possible dangerous situations. Incumbent may be required to use restraint techniques as per agency policy and procedure.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Case Manager in the Work Release 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:** Deputy Office Manager

**FLSA Status:** Non-exempt

**Department:** Prosecutor

**Pay Band:** OSS 2

**Supervisor:** Prosecutor

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

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

**Date Approved:**

**PURPOSE OF POSITION:**

Incumbent assist Office Manager in her duties and perform all duties of a legal assistant.

**ESSENTIAL FUNCTIONS:**

- Assist Office Manager in day to day duties.
- 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:**

- 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.
- Collects bad check payments and collects receipt of monies for the 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 Deputy 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

6/10

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

**Title:** Deputy Office Manager

**FLSA Status:** Non-Exempt

**Department:** Prosecutor

**Pay Band:** OSS 2

**Supervisor:** Prosecutor

**Date Prepared:** 04/10/2001

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

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

**PURPOSE OF POSITION:**

Administers special programs sponsored by the Prosecutor's Office, such as Pre-Trial Diversions and the Bad-Check Program.

**ESSENTIAL FUNCTIONS:**

- Prepares, drafts and files legal documents with the courts, including charging information for all check cases, legal pleadings and subpoenas.
- Monitors defendants' placed on the Pre-Trial Diversion Program, including the completion of all terms and conditions required by the program and tracking their agreement through the appropriate offices and courts.
- Performs general bookkeeping and balancing of check program ledgers.
- Files and prepares State Board of Accounts reports.
- Communicates with the public and defendants.
- Prepares and files subpoenas with banks.
- Administers the Bad-Check Program sponsored by the Prosecutor's Office, including taking written complaints from merchants, preparing citation letters to the bad-check writer, collecting their payments and filing charges per the merchants' request on those who don't make payment.
- Speaks to member of local chambers of commerce and merchants regarding the Bad-Check Program.
- Transcribes audio and videotapes provided by arresting agencies as needed.
- Prepares all forfeitures and judgments for the United Drug Task Force and all Hendricks County police agencies, files them with the court and tracks defendant responses.
- Runs credit reports and driving record reports.
- Performs the role of court reporter in grand jury cases.
- Issues restitution checks.

**NON-ESSENTIAL FUNCTIONS:**

Performs other duties as assigned.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Ability to work independently and make sound business decisions



- Paralegal certification or equivalent job experience required
- Working knowledge of civil and criminal law and procedures
- 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 and bookkeeping skills
- 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
- Must be bondable

**RESPONSIBILITY:**

Incumbent works independently, represents the Prosecutor's Office at public speaking engagements and must use discretion in determining proper process and procedures to use within the legal process without supervision. Errors in work can be detrimental to the office and to the proper functioning of the special programs sponsored by the Prosecutor's Office.

**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 Deputy 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:** 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:** 06/29/2015

**Date Approved:**

**PURPOSE OF POSITION:**

Manages the United Drug Task Force in the Prosecutor's Office, and provides administrative support to the Prosecutor.

**ESSENTIAL FUNCTIONS:**

- Assists in the preparation of the Prosecutor's annual budget.
- Prepares bi-weekly payroll for United Drug Task Force, maintains payroll records, approves time cards and submits pay vouchers to the Auditor's Office.
- Prepares semi-monthly claims for United Drug Task Force, 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 forfeiture legal documents.
- Obtains vehicle titles.
- Prepares correspondence.
- Retrieves warrant files to re-issue warrants.
- Enters all new charges in the computer system.
- Maintains evidence along with Law enforcement office; takes evidence to State Police lab.
- Coordinate and run auction on forfeited items.
- Keep appropriate records and track of all cash and be able to assist with audits.
- Prepare all required federal paperwork.

**NON-ESSENTIAL FUNCTIONS:**

- Performs other duties as assigned.

**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 as a education required: either paralegal certificate 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 base requirements 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 liaison between the prosecutor's office and the Drug Task Force; 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 civil legal actions that can result in financial loss or civil action against 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:**

Work is performed in a standard office environment, with exception of field work during investigations or auctions.

**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:** 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:** 06/29/2015

**Date Approved:** 04/14/2016

**PURPOSE OF POSITION:**

Manages the United Drug Task Force in the Prosecutor's Office, and provides administrative support to the Prosecutor.

**ESSENTIAL FUNCTIONS:**

- Assists in the preparation of the Prosecutor's annual budget.
- Prepares bi-weekly payroll for United Drug Task Force, maintains payroll records, approves time cards and submits pay vouchers to the Auditor's Office.
- Prepares semi-monthly claims for United Drug Task Force, 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 forfeiture legal documents.
- Obtains vehicle titles.
- Prepares correspondence.
- Retrieves warrant files to re-issue warrants.
- Enters all new charges in the computer system.
- Maintains evidence along with Law enforcement office; takes evidence to State Police lab.
- Coordinate and run auction on forfeited items.
- Keep appropriate records and track of all cash and be able to assist with audits.
- Prepare all required federal paperwork.

**NON-ESSENTIAL FUNCTIONS:**

- Collects bad check payments and deposits the monies in the absence of the bad check administrator.
- Performs duties of other secretarial positions if necessary.
- Performs other duties as assigned.

**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 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
- Ability to have and maintain a valid Indiana Driver's License

**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 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 File Clerk

**FLSA Status:** Non-Exempt

**Department:** Prosecutor

**Pay Band:** OSS 4

**Supervisor:** Prosecutor

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

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

**Date Approved:**

**PURPOSE OF POSITION:**

Maintains the filing system and provides clerical support for the Prosecutor's Office.

**ESSENTIAL FUNCTIONS:**

- Files all case folders and paperwork from the courts
- Files documents with the Clerk's Office
- Copies or scans documents, as necessary

**NON-ESSENTIAL FUNCTIONS:**

- Answers multiple phone lines and transfers calls to the appropriate person or department
- Receives visitors and directs them to the appropriate person or department
- Looks up dispositions on cases
- Performs other duties as assigned

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- High school diploma or GED
- Basic computer skills
- Ability to effectively and tactfully deal with other people
- Ability to operate basic office equipment
- Good organizational skills
- 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 lift at least 30 pounds
- Ability to bend, scoop, reach low and high



**RESPONSIBILITY:**

Incumbent works under established guidelines and procedures. Tasks are routine, and require little opportunity to make choices. Errors in work are usually detected through supervisory review and result in limited loss of time.

**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:**

The majority of work is performed in a standard office environment, but some work is performed in the courthouse basement with low levels of lighting. Work requires the ability to lift at least 10 pounds when moving and storing files.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of Part-time File Clerk 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:** Part-Time Planning Advisor

**FLSA Status:** Non-Exempt

**Department:** Planning & Building

**Pay Band:** PAT 3

**Supervisor:** County Planning Director

**Date Prepared:** 06/06/2016

**Date Approved:**

**PURPOSE OF POSITION:**

Oversees the activities of the plan commission and trains the replacement full time senior planner in all matters related to the position. It is a part-time position and no more than 28 hours will be worked in a week. This position is not a PERF-covered position.

**ESSENTIAL FUNCTIONS:**

- Reviews county codes and regulations for compliance with state and federal requirements.
- Interprets comprehensive plan, zoning ordinances, and subdivision ordinances.
- Meets with planning and building department staff, other county offices and the general public regarding the appreciation and enforcement of zoning and subdivision ordinances.
- Communicates information to various county departments in the effective implementation of the comprehensive plan, zoning ordinances and subdivision ordinances.
- Performs preliminary consultations with developers/engineers on new projects by holding meetings to explain the development process, comprehensive plan and zoning regulations, and to make comments on proposed projects.
- Conducts research for any planning and zoning related topics requested by the Planning Staff, Plan Commission, or County Commissioners.
- Acts as an advisor on planning and zoning matter to the Board of Commissioners, plan commission, and other committees and elected officials in the absence of the director.
- Maintains and updates the zoning layer on the county GIS system.
- Works as liaison between the Board of Commissioners and the Indianapolis Metropolitan Planning Organization.
- Assists the Plan Commission Staff with reviews and prepares staff letters of Plan Commission cases for their compliance with county regulations, consistency with surrounding development, and compliance with the comprehensive plan.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Bachelor degree in planning or related field or a minimum of three (3) years of professional planning experience with at least one year of supervisory experience

- Ability to effectively and tactfully deal with other people
- Ability to communicate well, both verbally and in writing
- Knowledge of governmental operations
- Knowledge of the comprehensive and strategic planning processes
- Ability to research and analyze data and develop conclusions based upon resulting information
- Knowledge of county codes and ordinances as well as related state and federal statutes and regulations
- Ability to create maintain and understand the storage of essential data for planning functions
- Ability to have and maintain a valid Indiana Driver's License
- Ability to make formal presentations before Board, commissions, citizen's committees and other special interest groups using charts, maps, and graphic illustrations

**RESPONSIBILITY:**

Incumbent uses independent judgment and decision-making skills in evaluating county planning needs and compliance. Unusual situations or extreme deviations from the norm must be referred to the Director. Work is broad in scope requiring consideration of numerous interrelated issues. Errors in work can result in excessive cost repercussions to the county and embarrassment to the department.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisor, associates in same department, other county departments, governmental agencies, developers, attorneys, engineers and the general public for the purpose of communicating factual or procedural information, interpreting the zoning ordinance and the subdivision control ordinance, and giving recommendations for development and zoning activities within Hendricks County.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is normally performed in a standard office environment, although some work is performed in the field and may encounter occasional adverse weather and field conditions.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of Part-time Planning Advisor for the Planning and Building 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

**STATUS OF FUNDS REPORT**

**Hendricks County**

Date of Publication: Jun 2, 2016 Republican  
 Jun 4, 2016 Hendricks County Flyer

Date of Public Hearing Jun 16, 2016  
 Date of Resolution Jun 16, 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:	72,130		156,795	119,000						7,000				
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	-	-
2. Circuit Breaker Impact	1,286,793			363,755	236,109			90,754				27,300		
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)	25,753,511	13,538,371	20,363,778	16,517,459	7,392,047	5,645,605	1,591,307	1,854,487	2,415,869	8,398,088	10,478,141	738,108	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)	3,673,952	3,058,955	12,650,904	9,154,985	2,747,682	3,342,217	1,091,307	483,520	1,146,883	3,379,869	9,978,141	303,043	5,820,247	3,278,527 Usually Not Appropriated
11. Amount Appropriated Since January 1st less any reductions in appropriations	54,710		2,250,000	353,631	297,059			25,805		68,640		80,000	Not Appropriated	
12. Amount Transferred to Rainy Day	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13. Surplus Funds Remaining (10-11)	3,619,242	3,058,955	10,400,904	8,801,354	2,450,623	3,342,217	1,091,307	457,715	1,146,883	3,311,229	9,978,141	223,043	na	3,203,349
CASH BALANCE AS OF Jun 1, 2016	2,865,849	2,405,140	15,689,030	12,681,356	4,757,209	4,627,870	1,231,464	606,208	1,387,092	4,248,955	10,478,141	335,673	96,704	3,276,277
Established minimum balance	5,000,000	1,000,000	5,000,000		750,000	2,000,000				700,000	10,000,000	50,000		3,500,000
<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>5/1/2016</b>	<b>6/1/2016</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	49,521,092	49,312,897	51,583,476	49,117,372	43,302,257	45,415,852	45,224,752	44,797,752		
Actual Cash Balance	65,479,556	63,292,273	60,610,315	58,183,830	57,251,899	62,416,919	65,624,411	62,643,596	64,017,693	63,670,653	59,515,928	62,416,919		62,093,666
Prior Year Cash Balance	64,599,797	61,570,791	59,279,743	61,890,750	56,198,295	58,183,830	64,339,701	62,176,947	61,221,277	57,972,400	57,200,700	55,521,124		60,012,946

Advance draw taken on County Tax Rate Funds in May which makes June cash balances higher than normal

Food & Beverage Revenue:

2016: Jan \$93,095 Feb \$135,667 Mar \$261,654 Apr \$381,776 May \$300,047

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.

<b><u>ADDITIONAL APPROPRIATIONS</u></b>				
<b><u>DEPARTMENT</u></b>	<b><u>ACCOUNT #</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>REQUESTED</u></b>	<b><u>APPROVED</u></b>
1) General - Clerk	1001.10199.000.101	Clerk's Overtime	\$ 6,000	_____
2) General - Sheriff	1001.10500.000.105	Sheriff	\$ 1,951	_____
3) General - Prosecutor	1001.10803.000.108	Investigator	\$ 2,552	_____
4) General - Prosecutor	1001.10811.000.108	Secretary/Clerk OSS4 (change in rank?)	\$ 3,113	_____
5) General - Prosecutor	1001.10821.000.108	Secretary/OSS4 (change in rank?)	\$ 3,076	_____
6) General - Prosecutor	1001.10899.000.108	Prosecutor's Overtime	\$ 6,500	_____
7) General - Prosecutor	1001.20100.000.108	Supplies	\$ 4,000	_____
8) General - Drainage Board	1001.30200.000.133	Attorney	\$ 10,000	_____
9) General - Jail	1001.13760.000.137	IDACS Coordinator OSS1	\$ 7,538	_____
10) General - Election	1001.39900.000.146	Miscellaneous	\$ 2,400	_____
11) General - Courts	1001.30702.000.160	Interpreters	\$ 25,000	_____
12) EDIT - Clean Water	1112.42008.000.161	McCracken Interceptor	\$ 156,795	_____
13) Cumulative Bridge	1135.34388.000.201	I.B-008 Culvert	\$ 11,000	_____
14) Cumulative Bridge	1135.34389.000.201	LB-113 Culvert	\$ 26,000	_____
15) Cumulative Bridge	1135.34390.000.201	GU-115 Culvert	\$ 56,000	_____
16) Cumulative Bridge	1135.34391.000.201	WA-021 Culvert	\$ 12,000	_____
17) Cumulative Bridge	1135.34392.000.201	MA-064 Culvert	\$ 14,000	_____
18) Motor Vehicle Highway	1176.31900.002.201	Contract Services	\$ 7,000	_____
19) JDAI DOC Grant	9119.15308.000.160	JDAI Coordinator	\$ 25,000	_____
20) JDAI DOC Grant	9119.31900.000.160	Coordinator Fee	\$ 25,000	_____
21) JDAI DOC Grant	9119.20213.000.160	Meals	\$ 2,500	_____
22) JDAI DOC Grant	9119.20100.000.160	Office Supplies	\$ 600	_____
23) JDAI DOC Grant	9119.33000.000.160	Mileage/Travel	\$ 600	_____
24) JDAI DOC Grant	9119.32601.000.160	Internet	\$ 900	_____
25) JDAI DOC Grant	9119.32525.000.160	Professional Development	\$ 400	_____
26) JDAI Judicial Center Grant	9120.39900.000.160	Miscellaneous	\$ 5,000	_____

Adopted this 16th day of June, 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

REQUEST FOR EMERGENCY APPROPRIATION

Date: 5/16/2016

Amount: \$6,000.00  
(whole dollars only)

*Addl #1*

Fund Name: County General  
(Example - County General)

Account Name: Clerk's Office Overtime  
(Example - Supplies)

Account Number: 1001.10199.000.0101

Explanation of Request:

Scanning paperwork into Odyssey has set us back causing us to work over to keep caught up on new filings and notifications. We have used up almost all of our overtime this year. This is the first time I can remember us ever using all our overtime.

Now we are e-filing this will take us some time to conquer. Until we do, it will slow us down causing a backup of filings and notifications.

  X   I will be attending the Council meeting.

       I will not be attending the Council meeting.

*Debbie Hoskins*  
Authorized Signature

Auditor's Notes:

*Original appropriation \$6,000*  
*Current balance \$212*

# REQUEST FOR EMERGENCY APPROPRIATION

Date: 5/19/16

Amount: \$1,951  
(whole dollars only)

*Add #2*

Fund Name: General Fund  
(Example – County General)

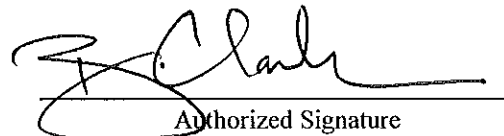
Account Name: Sheriff  
(Example – Supplies)

Account Number: 1001.10500.000.105

Explanation of Request:

**Sheriff's contract to be increased at same % as  
Prosecutor's State pay. See attached letter.**

       I will be attending the Council meeting.  
 I will not be attending the Council meeting.  
(*\*out of town.*)

  
Authorized Signature

Auditor's Notes:

\$125,824 x 1.031 = \$129,725 New rate of pay effective 7/1/16  
\$129,725 - \$125,824 = \$3,901 per year or \$1,951 per half year

To check: 13 pays x \$4,839.38 = \$62,911.94  
13 pays x \$4,989.42 = \$64,862.46  
\$127,774.40

Original Approp \$125,824  
plus Additional \$1,951  
\$127,775



REQUEST FOR EMERGENCY APPROPRIATION

Date: 5-10-16

Amount: \$2,551.60

*Add # 3*

Fund Name: COUNTY GENERAL FUND

(Example - County General)

Account Name: PAYROLL

(Example - Supplies)

Account Number: 1001-10803-000-108

Explanation of Request:

MONEY IS NEED TO FINISH OUT THE 2016 YEAR  
FOR PAYROLL FOR STEPHEN M. CARROLL,  
INVESTIGATOR DUE TO THE FACT WE PAID RICK  
LANG FORMER INVESTIGATOR VACATION TIME  
WHEN HE LEFT FOR ANOTHER JOB.

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

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

**FILED**

MAY 10 2016

*Cinda Kattan*  
AUDITOR HENDRICKS COUNTY

*Patricia Ann Baldwin / MJC*  
Authorized Signature

*Pross - Attorney*

Auditor's Notes:

*Original appropriation \$54,007*

REQUEST FOR EMERGENCY APPROPRIATION

Date: 5-19-2016

*Add # 4*

Amount: \$3,112.20

Fund Name: COUNTY GENERAL  
(Example -- County General)

Account Name: RACHEL MANDEVILLE-PAYROLL  
(Example Supplies)

*Currently Secretary/Clerk OSS4*

Account Number: 1001-10811-000-108

Explanation of Request:

RACHEL MANDEVILLE'S JOB LEVEL SHOULD BE  
OSS3 INSTEAD OF OSS4 WHICH IS WHAT OUR  
OTHER LEGAL ASSISTANTS/LEGAL SECRETARIES  
ARE AT. THIS WOULD MAKE HER HOURLY PAY  
AT \$17.56 AN HOUR INSTEAD OF \$15.85 AN HOUR.

I will be attending the Council meeting.

I will not be attending the Council meeting.

*Wants to change  
position of  
employee*

*Patricia Ann Balbani / MJC*

Authorized Signature

Auditor's Notes:

*Original appropriation \$28,847  
Midpoint OSS 3 \$17.56  
midpoint OSS 4 \$15.85*

*Pay history:*

*as of Jan '16 15.85  
as of Jul '14 15.38  
as of Jan '14 14.16*

REQUEST FOR EMERGENCY APPROPRIATION

Date: 5-19-2016

*Add # 5*

Amount: \$3,075.80

Fund Name: COUNTY GENERAL  
(Example - County General)

Account Name: PATRICIA HARNESS-PAYROLL  
(Example - Supplies)

*Currently Secretary OSS4*

Account Number: 1001-10821-000-108

Explanation of Request:

PATRICIA HARNESS JOB LEVEL SHOULD BE OSS3  
INSTEAD OF OSS4 WHICH IS WHAT OUR OTHER  
LEGAL ASSISTANTS/LEGAL SECRETARIES ARE AT.  
THIS WOULD MAKE HER HOURLY PAY AT ~~\$17.63~~ 17.56  
AN HOUR INSTEAD OF \$15.94 AN HOUR. *clk*

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

*wants to change  
position of  
employee*

*Patricia Ann Baldwin / M.S.C.*

Authorized Signature

Auditor's Notes:

*Original appropriation \$29,011  
midpoint OSS 3 - 17.56  
midpoint OSS 4 15.85*

*Was paid slightly above midpoint*

*Pay history:  
as of Jan '16 15.94  
as of Jan '14 15.47  
as of Jan '13 15.16  
as of Jan '09 14.86  
as of Jan '08 14.42*

REQUEST FOR EMERGENCY APPROPRIATION

Date: 5-19-2016

Amount: \$6,500.00

*Add #6*

Fund Name: COUNTY GENERAL  
(Example - County General)

Account Name: PROSECUTOR'S OVERTIME  
(Example - Supplies)

Account Number: 1001-10899-000-0108

Explanation of Request:

OVERTIME MONEY IS NEEDED TO PAY LEGAL SECRETARIES, PARALEGAL AND VICTIM ASSISTANT COORDINATOR DUE TO MURDER TRIAL AND OUR OFFICE GOING PAPERLESS WHICH REQUIRES A LOT OF EXTRA TIME TO SCAN AND SHRED OF CRIMINAL FILE FOLDERS AND PAPERWORK.

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

*Original approp \$7,500  
Current balance \$4,884*

*2015: Original \$6,000  
Sept add \$5,000  
year-end bal \$3463*

*Patricia Ann Balbani /MJC*  
Authorized Signature

REQUEST FOR EMERGENCY APPROPRIATION

Date: 5-10-16

Amount: \$4,000.00

*Addl #7*

Fund Name: COUNTY GENERAL FUND

(Example - County General)

Account Name: COUNTY GENERAL FUND

(Example - Supplies)

Account Number: 1001-20100-000-0108

Explanation of Request:

MONEY IS NEED TO FINISH OUT THE 2016 YEAR FOR OFFICE SUPPLIES SINCE WE USED 4, 000. 00 TO PURCHASE LAP TOP COMPUTERS AND SCANNERS TO GO PAPERLESS IN OUR CRIMINAL CASES.

**FILED**

MAY 10 2016

I will be attending the Council meeting.

I will not be attending the Council meeting.

*Cinda Kattan*  
AUDITOR HENDRICKS COUNTY

*Patricia Ann Balhorn* / *MSL*

Authorized Signature

*PROS. Attorney*

Auditor's Notes:

*Original approp \$9,500*  
*Current balance \$ 1,379*



# Hendricks County Surveyor

David L. Gaston, P.S.

April 28<sup>th</sup>, 2016

*Add # 8*

Cinda Kattau  
Hendricks County Auditor  
Hendricks County Government Center  
355 S. Washington Street  
Danville, IN 46122

RE: Request to Address Council

Dear Cinda:

*1001-30200.000.132*

Due to additional budget expenses for Legal fees for the 2016 year, I am requesting an additional \$10,000.00 and would like to be put on the June 16th, 2016 Agenda for the County Council.

If there are any concerns regarding this request, please do not hesitate to contact my office for clarification.

Respectfully,

David L. Gaston P.S.  
Hendricks County Surveyor

*Original appropriation 19,000  
Current balance 7,3420*

REQUEST FOR EMERGENCY APPROPRIATION

Date: 05/18/16

Amount: \$7,538  
(whole dollars only)

*Add #9*

Fund Name: General  
(Example - County General)

Account Name: IDACS Coordinator OSS1  
(Example - Supplies)

Account Number: 1001.13760.000.137

Explanation of Request:

**Retirement payout for sick/vacation accrual \$8,066 plus two weeks training overlap. Starting replacement at minimum for OSS1.**

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

  
Authorized Signature

Auditor's Notes:  
Linda's rate of pay \$1,508.50 x 13.5 pays = \$20,364.75  
Her replacement \$1,357.62 x 13.5 pays = \$18,327.87  
Payout \$8,066. Total appropriation needed is \$46,758.62.  
Amount originally appropriated is \$39,221. Amount of additional needed \$7,538

REQUEST FOR EMERGENCY APPROPRIATION

Date: 5/16/2016

Amount: \$2,400.00  
(whole dollars only)

*Add # 10*

Fund Name: County General  
(Example - County General)

Account Name: Miscellaneous  
(Example - Supplies)

Account Number: 1001.39900.000.0146

Explanation of Request:

Would like for Microvote staff member to be on site evening of Election, November 8, 2016, to help tabulate Votes and help with any issues with machines <sup>and</sup> or tabulation of votes.

  X   I will be attending the Council meeting.

       I will not be attending the Council meeting.

*Debbie Hoskins*

Authorized Signature

Auditor's Notes:

*nothing was appropriated*



# REQUEST FOR EMERGENCY APPROPRIATION

Date: 5/26/16

Amount: \$25,000.00

*Add # 11*

Fund Name: County General

(Example - County General)

Account Name: Interpreters

(Example - Supplies)

Account Number: 1001 30702 000 0160

Example -

Fund #	Account #	Object #	Location #
100	20100	000	102

## Explanation of Request:

This year, we have incurred several, unusually large interpreter expenses. For example, a murder was recently tried in Circuit Court requiring 2 certified interpreters for a 3-day jury trial at a cost of approximately \$5,700. Another jury trial is scheduled for August in Superior Court No. 4. that will also require 2, certified French interpreters from out-of-state, since there are no certified French interpreters located within the state of Indiana. For their services, we have requested and received an estimate of approximately \$16,500.

I will be attending the Council meeting.

I will not be attending the Council meeting.

s/Catherine Haines

Authorized Signature

Auditor's Notes:

*Original appropriation \$7,500*  
*May additional 2,000*  
*Current balance 3,864*

REQUEST FOR EMERGENCY APPROPRIATION

Date: 05/27/16

Order # 12

Amount: \$156,795  
(whole dollars only)

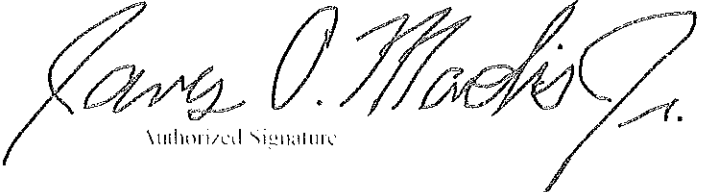
Fund Name: EDIT  
(Example - County General)

Account Name: McCracken Interceptor  
(Example - Supplies)

Account Number: 1112.42008.000.161

Explanation of Request:  
**Change order approved by Regional Sewer Board**

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

  
Authorized Signature

Auditor's Notes:  
2015 Appropriation \$823,500  
\$737,807 encumbered to 2016  
Current balance \$92,563.

Date of Issuance: 4/18/16	Effective Date: 4/28/16
Owner: Hendricks County Regional Sewer District	Owner's Contract No.: n/a
Contractor: Sub-Surface of Indiana, Inc.	Contractor's Project No.: 15009
Engineer: Banning Engineering, PC	Engineer's Project No.: 13251
Project: McCracken Sanitary Sewer Interceptor Sanitary Sewer Collection System Improvements	Contract Name: n/a

The Contract is modified as follows upon execution of this Change Order:

Description:

1. Special Vacuum System Dewatering at S.R. 39 bore + 91 Calendar Days.....\$119,504.81
  2. Addition of one (1) manhole (MH #23A) per Scannell Properties request.....\$6,000.00
  3. Special lining of existing discharge manhole at McCracken Lift Station per Owner's request.....\$9,438.00
  4. Extend S.R. bore and steel casing to adjust for water main location.....\$20,101.73
  5. Concrete manhole barrel sections for barriers around manholes in farm field.....\$8,000.00
  6. Tree Removal and clearing at Scannell Property (Sapp Property)..... \$5,000.00
  7. Final Quantities Adjustment (Laterals and Stubs removal – Delete Item No.'s 16, 17 & 18).....(11,250.00)
- TOTAL PRICE CHANGE.....\$156,794.54**

Attachments:

*COR 001, 12/18/15 EMAIL, MERSINO SUB INVOICES, UNITED RENTAL EQUIPMENT INVOICES, COR 002, COR 003, CULY SUB QUOTE, COR 004, LOWE SUB QUOTE, LOWE SUB INVOICE, COR 005, 1/13/16 EMAIL, COR 006, ADJUSTED QUANTITIES LIST*

**CHANGE IN CONTRACT PRICE**

**CHANGE IN CONTRACT TIMES**

*[note changes in Milestones if applicable]*

Original Contract Price:  
\$ 823,402.50

Original Contract Times:  
 Substantial Completion: 120 calendar days  
 Ready for Final Payment: 150 calendar days  
 days or dates

[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0 :

[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0 :

\$ 0

Substantial Completion: 0 calendar days  
 Ready for Final Payment: 0 calendar days  
 days

Contract Price prior to this Change Order:  
\$ 823,402.50

Contract Times prior to this Change Order:  
 Substantial Completion: 120 calendar days  
 Ready for Final Payment: 150 calendar days  
 days or dates

[Increase] [Decrease] of this Change Order:  
\$ 156,794.54

[Increase] [Decrease] of this Change Order:  
 Substantial Completion: 91 calendar days  
 Ready for Final Payment: 91 calendar days  
 days or dates

Contract Price incorporating this Change Order:  
\$ 980,197.04

Contract Times with all approved Change Orders:  
 Substantial Completion: 211 calendar days  
 Ready for Final Payment: 241 calendar days  
 days or dates

RECOMMENDED:  
By: *Kent S. Elliott, P.E.*  
Engineer (If required)  
Title: Project Engineer  
Date: 5/5/16

ACCEPTED:  
By: *Bob Lewis*  
Owner (Authorized Signature)  
Title: *Comm.*  
Date: *May 10, 2016*

ACCEPTED:  
By: *J. Alstott*  
Contractor (Authorized Signature)  
Title: *Project Manager*  
Date: *4.29.2016*

Approved by Funding Agency (If applicable)

By:  
Title:

Date:

REQUEST FOR ADDITIONAL APPROPRIATION

Date: 05-23-2016

Amount: \$11,000.00

Add # 13

Fund Name: (1135)

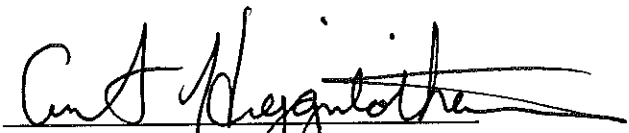
Account Name: LB-008  
Account Description

Account Number: 1135-34388-000-201  
Full Account Number

Explanation of Request:

Culvert Repair  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

  
Authorized Signature

Auditor's Notes:

-0- appropriated

REQUEST FOR ADDITIONAL APPROPRIATION

Date: 05-23-2016

Amount: \$26,000.00

*Order # 14*

Fund Name: (1135)

Account Name: LB-113  
Account Description

Account Number: 1135-34389-000-201  
Full Account Number

Explanation of Request:

Culvert Replacement  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

*Carla Dignato*  
Authorized Signature

Auditor's Notes:  
*-0- originally appropriated*

REQUEST FOR ADDITIONAL APPROPRIATION

Date: 05-23-2016

Amount: \$56,000.00

*Addl # 15*

Fund Name: (1135)

Account Name: GU-115

Account Description

Account Number: 1135-34390-000-201

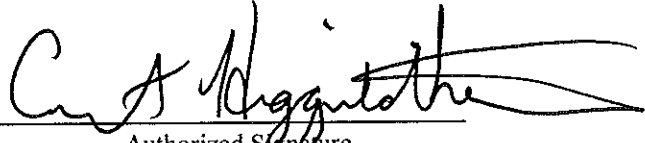
Full Account Number

Explanation of Request:

Culvert Repair (slip line)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

     I will be attending the Council meeting.

  X   I will not be attending the Council meeting.

  
\_\_\_\_\_  
Authorized Signature

Auditor's Notes:

*- 0 - originally appropriated*

REQUEST FOR ADDITIONAL APPROPRIATION

Date: 05-23-2016

Amount: \$12,000.00

*Addl # 16*

Fund Name: (1135)

Account Name: WA-021

Account Description

Account Number: 1135-34391-000-201

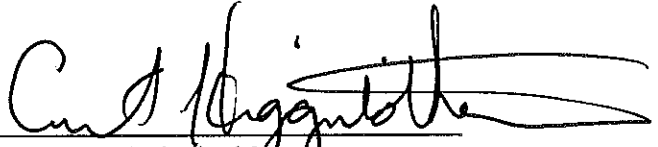
Full Account Number

Explanation of Request:

Culvert Replacement  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will be attending the Council meeting.

I will not be attending the Council meeting.

  
\_\_\_\_\_  
Authorized Signature

Auditor's Notes:

*- 0 - originally appropriated*



REQUEST FOR ADDITIONAL APPROPRIATION

Date: 05-23-2016

Amount: \$14,000.00

*Add #17*

Fund Name: (1135)

Account Name: MA-064

Account Description

Account Number: 1135-34392-000-201

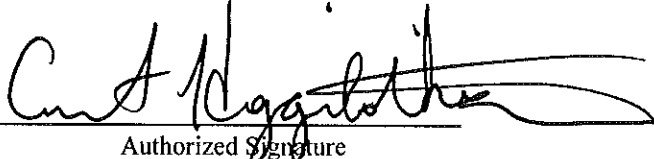
Full Account Number

Explanation of Request:

Culvert Replacement  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will be attending the Council meeting.

I will not be attending the Council meeting.

  
\_\_\_\_\_  
Authorized Signature

Auditor's Notes:

*-0- originally appropriated*

REQUEST FOR ADDITIONAL APPROPRIATION

Date: 05-23-2016

Amount: \$7,000.00

*Add #18*

Fund Name: (1176) mvt

Account Name: Contract Services  
Account Description

Account Number: 1176-31900-002-201  
Full Account Number

Explanation of Request:

White Lick Creek Drainage Improvements

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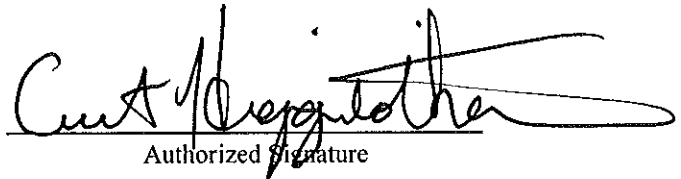
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I will be attending the Council meeting.  
 I will not be attending the Council meeting.

  
Authorized Signature

Auditor's Notes:

*\$120,000 Original appropriation  
68,780 Current balance*

fund 9119 JDAI DOC Grant

County: Hendricks

To complete your budget, please select the component (Coordination or Alternative Programs) and budget category from the drop down lists for each line item, and then complete the following information. The Summary Budget chart to the left will maintain running totals for each component and category, as well as your total budget request per component and overall.

Summary Budget Information 55000.00

Coordination (max \$55,000)		Programming (max \$0)	
Personnel	50000.00		0.00
Benefits	0.00		0.00
Travel	600.00		0.00
Supplies	3100.00		0.00
Equipment	900.00		0.00
Contracts	0.00		0.00
Other	400.00		0.00
<b>Total</b>	<b>55000.00</b>	<input checked="" type="checkbox"/>	<b>0.00</b>

- Line Item**      What you're spending funds on
- Cost**              The cost per item or salary per month
- Quantity**        The number of items or months of salary
- Multiple**        Second quantity multiplier if needed. If you're hiring 3 case managers at \$2,500 per month for 12 months, Cost would be \$2500, Quantity would be 12, and Multiple would be 3.
  
- Total Cost**      Calculates automatically
- Justification**    The purpose of the line item is, e.g., workbooks used by participants in the aftercare program.

Note: If either budget total cell above turns red, the maximum grant amount for that component has been exceeded.

Component	Category	Line Item	Cost	Quantity	Multiple	Total Cost	Justification
Coordination	Personnel	JDAI Coordinator <i>15308</i>	2083.33	12.00	1.00	25000.00	Jenny Stout, our JDAI Coordinator, also services as the Office Manager of the Juvenile Court. Ms. Stout will increase her work hours from 35 to approximately 50 hours a week (45 weeks/year) and will be paid overtime.
Coordination	Personnel	Contracted Assistant JDAI Coordinator <i>31900</i>	2083.33	12.00	1.00	25000.00	We plan to contract with an assistant coordinator to work 920 hours annually (approximately 20 hours a week for 46 weeks a year.)
Coordination	Supplies	Food <i>20213</i>	2500.00	1.00	1.00	2500.00	Food allowance will be used for a maximum of four (4) Local Collaborative Lunches, a maximum of three (3) Special Events at no more than \$12 per person
Coordination	Supplies	Office <i>20100</i>	600.00	1.00	1.00	600.00	Supplies purchased for JDAI implementation will not exceed \$50 per month or \$600 per year.
Coordination	Travel	Required Meetings & Training <i>33000</i>	600.00	1.00	1.00	600.00	Travel expenses to attend required State Steering Committee meetings, Coordinator Trainings, and any other required trainings/meetings will be reimbursed in accordance with State travel guidelines.
Coordination	Equipment	Wi-fi <i>32601</i>	75.00	12.00	1.00	900.00	Equipment allowance will be used to provide a WI-fi hot spot for Coordinator to use at meetings and trainings (estimated at \$75 per month)



**Exhibit A**  
**Page 13 of 15**

Coordination	Other	Professional Development/Training <i>32525</i>	16.00	25.00	1.00	400.00	Purchase of a book relating to juvenile justice to be read by 25 of our stakeholders
						<del>0.00</del>	
						<i>55,000 Total</i>	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	





9120

Add #26

April 20, 2016

Honorable Karen Love  
Hendricks Superior Court #3  
One Courthouse Square, Suite 108  
Danville, IN 46122-0243

Dear Judge Love,

9120.39900.000.160

Congratulations! I am pleased to inform you that the Hendricks Superior Court is approved to receive a Juvenile Detention Alternatives Initiative (JDAI) Grant Award from the Indiana Judicial Center.

The Indiana Judicial Center extended application invitations to 13 counties for each to receive \$5,000 in seed funds to support implementation of JDAI.

The enclosed Grant Award document specifies the grant amount and the grant period.

As a condition of the grant, the court agrees to expend the funds to implement JDAI in the local community.

Please sign the attached Grant Award document and submit by 4:30 p.m. EST on Friday, April 29, 2016 to Nancy Wever. The document may be submitted via any of the following:

- email to [nancy.wever@courts.in.gov](mailto:nancy.wever@courts.in.gov)
- fax to (317)234-8748
- hard copy:

Nancy Wever  
Indiana Judicial Center  
30 S. Meridian Street, Suite 900  
Indianapolis, IN 46204

Upon receipt of the signed Grant Award document, the Indiana Judicial Center will remit the funds to the county treasurer via electronic funds transfer with memo line indicating that the funds are for JDAI.

If you have any questions or need additional information, please contact Michelle Tennell or Nancy Wever.

Sincerely,

Jane A. Seigel  
Executive Director

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 - Surveyor	1001.10601.000.106	1001.10609.000.106	\$ 6,500	_____
2) General - Extension	1001.13002.000.130	1001.13003.000.130	\$ 3,214	_____
3) General - Election	1001.14609.000.146	1001.14607.000.146	\$ 1,000	_____

Adopted this 16th day of June, 2016 by the following vote:

AYE

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

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

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

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

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

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

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

Attest:

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

NAY

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

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

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

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

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

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

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

# REQUEST FOR TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: June 7, 2016

*Transfer #1*

FROM:	1001.10601.000.0106	Chief Deputy
	Full Account Number	Account Description
TO:	1001.10609.000.0106	Part-time Assistant OSS6
	Full Account Number	Account Description

AMOUNT: \$6,500.00

All transfers within Personal services accounts must be presented to the County Council as well as transfers from one budget classification to another.

Budget Classifications:  
10000 Personal Services  
20000 Supplies  
30000 Other Services & Charges  
40000 Capital Outlays

### Explanation of Request:

Part-time Assistant was filled October 5, 2015. Due to the work load of the Surveyors Office, we would like to increase the hours to the maximum allowed for part-time.

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



Authorized Signature

Auditor's Notes:

# REQUEST FOR TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: May 19, 2016

*Transfer # 2*

FROM: 1001.13002.000.130 Technology Coordinator  
Full Account Number Account Description

TO: 1001.13003.000.130 Program Assistant  
Full Account Number Account Description

AMOUNT: \$3,213.48

All transfers within Personal services accounts must be presented to the County Council as well as transfers from one budget classification to another.

Budget Classifications:  
10000 Personal Services  
20000 Supplies  
30000 Other Services & Charges  
40000 Capital Outlays

### Explanation of Request:

As a result of the County Council approved job descriptions and position status, there has been a change in salaries. To cover this difference, we are requesting a transfer. There is a surplus in the Technology Coordinator, 1001.13002.000.130 line item, and a shortfall in the Program Assistant, 1001.13003.000.130 line item. This will be corrected with this transfer.

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

  
Authorized Signature

Auditor's Notes:



REQUEST FOR TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: 5/16/2016

*Transfer # 3*

FROM: 1001.14609.000.0146 Seasonal

TO: 1001.14607.000.0146 Voting Machine Mechanic

AMOUNT: \$1000.00

Example -

100.20100.000.102  
Fund # Account # Object # Location #

Office Supplies  
Account Description

All transfers within Personal services accounts must be presented to the County Council as well as transfers from one budget classification to another.

- Budget Classifications:  
 10000 Personal Services  
 20000 Supplies  
 30000 Other Services & Charges  
 40000 Capital Outlays

Explanation of Request:

Contract is for \$14,000 I only budget for \$13,000

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

*Debbie Hoskins*  
 Authorized Signature

Auditor's Notes:



Hendricks County Economic  
Development Partnership  
5250 E. U.S. HWY 36  
Suite 1101  
Avon, IN 46123

*✓ + 000013  
4112.33205.000,0143  
paid 6/15/16*

# Invoice

DATE	INVOICE NO.
5/13/2016	15-161

<b>BILL TO</b>
Hendricks County Ms. Cinda Kattau, Auditor 355 S. Washington Street, #202 Danville, IN 46122

**FILED**

MAY 16 2016

*Cinda Kattau*  
AUDITOR HENDRICKS COUNTY

DESCRIPTION	AMOUNT
2016 HCEDP INspired 2015-2020 Investment - 1st half	67,500.00
<b>Total</b> \$67,500.00	
<b>Balance Due</b> \$67,500.00	

Phone #
317-745-2400

E-mail	Web Site
jeff@hcedp.org	www.hcedp.org



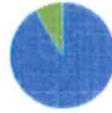
# Hendricks County Economic Development Partnership

Dear Investor,

In 2015 your generosity supported four (4) powerful initiatives set forth by the Hendricks County Economic Development Partnership (HCEDP):

- To interact with community and industry stakeholders to expand the impact of our county's economic growth;
- To evaluate and enhance our current tools to better assess and align our county's workforce needs;
- To continue our care of the existing business culture in Hendricks County and understand their unprecedented value in our community;
- And to more effectively utilize the surrounding resources to attract new businesses and investments in Hendricks County.

Each initiative was set in place to impact three (3) specific goals: new jobs, improved salaries, and increased capital investments.



The start of 2016 began with new leadership and staffing, and despite these major changes, the INspired campaign is thriving. Through the constant building of knowledge on an already solid foundation, innovative marketing, and even more effective networking, HCEDP will continue to excel. By collaborating with community and industry stakeholders, we will fine-tune our existing tools and develop additional ways to strengthen the Hendricks County economy. It is because of your support that we continue to be capable of great things.

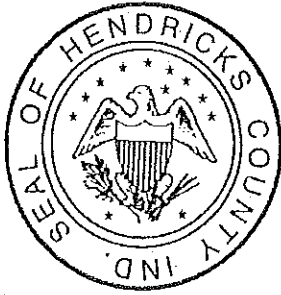
Best regards,

Jeff Pipkin  
Interim Executive Director

**FILED**

MAY 16 2016

*Cinda Kattau*  
AUDITOR HENDRICKS COUNTY



## *Hendricks County Auditor*

Cinda Kattau  
355 S Washington St #202  
Danville, IN 46122-1759  
317-745-9300  
(Fax) 317-745-9389

June 8, 2016

Re: Hendricks County Redevelopment Commission – 2017 TIF Capture Determinations

Dear Hendricks County Council, Plainfield Community Schools, Plainfield Fire Territory, Plainfield Public Library, Guilford Township, Mill Creek Community Schools, Liberty Township, Clayton Public Library, Northwest Hendricks Community Schools, Middle Township Fire Territory, and Middle Township Board:

The Hendricks County Redevelopment Commission (the "Commission") previously has established the allocation areas set forth in Exhibit A hereto (collectively, the "Allocation Areas") for purposes of capturing incremental property taxes (the "TIF Revenues") pursuant to Indiana Code 36-7-14-39. Under IC 36-7-14-39(b)(4) the Commission is required to make certain determinations relating to its need to capture TIF Revenues for the following budget year.

Pursuant to IC 36-7-14-39(b)(4), the Commission has determined that, for budget year 2017, all of the incremental assessed value of taxable property in each of the Allocation Areas (except as otherwise noted in Exhibit A) is needed to produce TIF Revenues necessary to make, when due, principal and interest payments on bonds issued pursuant to IC 36-7-14-39(b)(3), plus the amount necessary for other purposes described in IC 36-7-14-39(b)(3). The Commission has therefore determined that there is no excess assessed value in any of the Allocation Areas (except as otherwise noted in Exhibit A) that may be released to the respective taxing units in the manner prescribed in IC 36-7-14-39(b)(1).

Regards,

*Cinda Kattau*

Treasurer of the Hendricks County  
Redevelopment Commission

## EXHIBIT A

### List of Allocation Areas

1. Hendricks County Economic Development Area Number 4 (SDI Allocation Area)
2. Hendricks County Heartland Crossings Development Allocation Area (Hendricks County Allocation Area No. 3), except for incremental assessed value attributable to residential apartments in the allocation area which shall be released to the taxing units.
3. Westpoint Business Park Allocation Area
4. 70 West Commerce Park Allocation Area, except for 10% of the net assessed value of the Johnson & Johnson building located in the allocation area, which shall be released to the taxing units
5. 70/39 Commerce Park Allocation Area



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
ROOM E418  
INDIANAPOLIS, INDIANA 46204-2765

Telephone: (317) 232-2513  
Fax: (317) 232-4711  
Web Site: [www.in.gov/sboa](http://www.in.gov/sboa)

**AGENDA**  
**STATE CALLED CONFERENCE FOR**  
**COUNTY COUNCILS OF INDIANA**  
**June 18, 2016**

- 7:45 A.M.**                    **Registration and continental breakfast**
- 8:45 A.M.**                    **Introductions and Opening Remarks**  
Ms. Tammy White, CPA, Deputy State Examiner State Board of Accounts  
Ms. Lori Rogers, CPA, Director of County Services State Board of Accounts  
Ms. Linda Sanders, President Indiana County Council Association
- 9:00 A.M.**                    **New Legislation, SEA 321 (Changes in the County Budget Adoption Process and Preparing for the 2017 Budget (New Timeline)), Local Income Tax Law Changes.**  
Ms. Courtney Schaafsma, Commissioner, Department of Local Government Finance  
Mr. Matt Parkinson, CPA, Deputy Commissioner Department of Local Government Finance
- 10:30 A.M.**                    **BREAK**
- 10:45 A.M.**                    **New Legislation, SEA 321 (Changes in the County Budget Adoption Process and Preparing for the 2017 Budget (New Timeline)), Local Income Tax Law Changes (Con't).**  
Ms. Courtney Schaafsma, Commissioner, Department of Local Government Finance  
Mr. Matt Parkinson, CPA, Deputy Commissioner, Department of Local Government Finance
- 12:00 P.M.**                    **Lunch Provided**
- 1:00 P.M.**                    **Who is in charge at your council meeting? Who sets the agenda, who gets to speak and what written policies should you have in place?**  
Luke Britt, Indiana Public Access Counselor  
Karen Arland, Ice Miller LLP
- 1:45 P.M.**                    **What county councils should know about road funding, income tax reserves, and changes in the base rate of agriculture property**  
Dr. Larry DeBoer, Professor of Agriculture Economics Purdue University
- 3:30 P.M.**                    **Adjourn**