

AGENDA
HENDRICKS COUNTY COUNCIL
Hendricks County Government Center
355 S. Washington Street, Danville, Indiana
February 9, 2017
2:00 PM

CALL TO ORDER:

ADOPTION OF AGENDA:

UNFINISHED BUSINESS:

Minutes of January 12, 2017

Unified Courts - Judge Lemay-Luken and Judge Stuard

NEW BUSINESS:

Coroner's Office - Request for Computers

Human Resources - Erin Hughes

<u>ADDITIONAL APPROPRIATIONS</u>				
<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>REQUESTED</u>	<u>APPROVED</u>
1) General - Superior 2	1001.10111.000.141	Clerk	\$ 32,357	
2) General - Superior 2	1001.14101.000.141	Bailiff	\$ 41,523	
3) General - Superior 2	1001.14102.000.141	Off Mgr/Chief Ct Reporter	\$ 48,271	
4) General - Superior 2	1001.14104.000.141	Court Reporter	\$ 43,116	
5) General - Superior 2	1001.14105.000.141	Court Reporter	\$ 43,116	
6) General - Superior 2	1001.16006.000.141	Pro-Tempores	\$ 75	
7) General - Superior 2	1001.16099.000.141	Overtime	\$ 1,725	
8) General - Superior 2	1001.20100.000.141	Supplies	\$ 2,750	
9) General - Superior 2	1001.20101.000.141	Law Books	\$ 6,000	
10) General - Superior 2	1001.30400.000.141	Indigent Defense Services	\$ 117,300	
11) General - Superior 2	1001.30701.000.141	Psychiatric Evaluation	\$ 5,100	
12) General - Superior 2	1001.30702.000.141	Interpreters	\$ 3,400	
13) General - Superior 2	1001.30703.000.141	Pauper Transcripts	\$ 6,800	
14) General - Superior 2	1001.30706.000.141	Lodging and Meals of Jury	\$ 2,125	
15) General - Superior 2	1001.30707.000.141	Guardian Ad Litem/CASA	\$ 12,500	
16) General - Superior 2	1001.32525.000.141	Professional Development	\$ 1,666	
17) General - Superior 2	1001.34500.000.141	Printing & Advertising	\$ 1,666	
18) Supplemental Public Defender	1200.30400.000.141	Indigent Defense Services	\$ 13,000	
19) Jury Fees - Superior 2	2507.30705.000.141	Per Diem of Petit Juror	\$ 6,800	
20) Child Support	8897.18412.000.0184	Part Time Change in Hours	\$ 9,500	
21) Probation	1001.15109.000.0151	Probation Officer	\$ 3,495	
22) Probation	1001.15113.000.0151	Probation Officer	\$ 1,774	
23) Home Detention	4922.19400.000.0151	Probation Officer	\$ 1,613	
24) EDIT Project Fund	1112.32613.000.0143	Raceway Road Curve Correction	\$ 400,000	
25) EDIT Project Fund	1112.34385.000.0143	CR 150 N & 350 N	\$ 600,000	
26) Cumulative Bridge	1135.34343.000.0201	Bridge #79	\$ 700,000	
27) Motor Vehicle Highway	1176.31109.000.0201	RR Crossing Marking Improvements	\$ 35,000	
28) SR 267 Relinquishment	4941.31108.000.143	Transfer Agreement with Avon	\$ 130,961	
29) Community Crossings	9124.3xxxx.000.143	Community Corrections	\$ 2,000,000	
30) Local Health Maintenance	1168.18621.000.0214	Employee RR	\$ 24,684	
31) Local Health Maintenance	1168.18629.000.0214	Employee JM	\$ 26,988	
32) Local Health Maintenance	1168.18625.000.0214	Employee RF	\$ 1,000	
33) Local Health Maintenance	1168.13590.000.0214	FICA & Medicare	\$ 5,473	
34) Local Health Maintenance	1168.13591.000.0214	PERF	\$ 6,327	
35) Local Health Maintenance	1168.13592.000.0214	Group Insurance	\$ 28,711	
36) Local Health Maintenance	1168.13593.000.0214	Unemployment	\$ 172	
37) Local Health Maintenance	1168.13594.000.0214	Worker's Compensation	\$ 1,500	
38) Local Health Maintenance	1168.33000.000.0214	Transportation	\$ 2,530	
39) Local Health Maintenance	1168.30500.000.0214	Education & Conferences	\$ 1,900	
40) Local Health Dept Trust Acct.	1206.18625.000.0214	Employee RR	\$ 44,542	
41) Local Health Dept Trust Acct.	1206.13590.000.0214	FICA & Medicare	\$ 3,484	
42) Local Health Dept Trust Acct.	1206.13591.000.0214	PERF	\$ 6,467	

43) Local Health Dept Trust Acct.	1206.13592.000.0214	Group Insurance	\$	1,950	
44) Local Health Dept Trust Acct.	1206.13593.000.0214	Unemployment	\$	86	
45) Local Health Dept Trust Acct.	1206.13594.000.0214	Worker's Compensation	\$	133	
46) Local Health Dept Trust Acct.	1206.20100.000.0214	Office Supplies	\$	900	
47) Local Health Dept Trust Acct.	1206.33000.000.0214	Transportation	\$	230	
48) Local Health Dept Trust Acct.	1206.34500.000.0214	Printing and Advertising	\$	730	
49) Local Health Dept Trust Acct.	1206.30500.000.0214	Education & Conferences	\$	500	

APPROPRIATION REDUCTIONS

<u>FUND-DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>REQUESTED</u>	<u>APPROVED</u>
1) General - Court Administration	1001.10111.000.160	Clerk	(\$32,357)	
2) General - Court Administration	1001.14101.000.160	Bailiff	(\$41,523)	
3) General - Court Administration	1001.14102.000.160	Off Mgr/Chief Ct Reporter	(\$48,271)	
4) General - Court Administration	1001.14104.000.160	Court Reporter	(\$43,829)	
5) General - Court Administration	1001.14105.000.160	Court Reporter	(\$43,829)	
6) General - Court Administration	1001.16006.000.160	Pro-Tempores	(\$75)	
7) General - Court Administration	1001.16099.000.160	Overtime	(\$1,725)	
8) General - Court Administration	1001.20100.000.160	Supplies	(\$2,750)	
9) General - Court Administration	1001.20101.000.160	Law Books	(\$6,000)	
10) General - Court Administration	1001.30400.000.160	Indigent Defense Services	(\$117,300)	
11) General - Court Administration	1001.30701.000.160	Psychiatric Evaluation	(\$5,100)	
12) General - Court Administration	1001.30702.000.160	Interpreters	(\$3,400)	
13) General - Court Administration	1001.30703.000.160	Pauper Transcripts	(\$6,800)	
14) General - Court Administration	1001.30706.000.160	Lodging and Meals of Jury	(\$2,125)	
15) General - Court Administration	1001.30707.000.160	Guardian Ad Litem/CASA	(\$12,500)	
16) General - Court Administration	1001.32525.000.160	Professional Development	(\$1,666)	
17) General - Court Administration	1001.34500.000.160	Printing & Advertising	(\$1,666)	
18) Supplemental Public Defender	1200.30400.000.160	Indigent Defense Services	(\$13,000)	
19) Jury Fees - Court Administration	2507.30705.000.160	Per Diem of Petit Juror	(\$6,800)	

REALLOCATION OF FUNDS

<u>DEPARTMENT</u>	<u>FROM</u>	<u>TO</u>	<u>REQUESTED</u>	<u>APPROVED</u>
1) Community Corrections Grant	1122.1524.000.154	1122.15403.000.154	\$ 697	
2) Community Corrections Grant	1122.1524.000.154	1122.15404.000.154	\$ 697	
3) Community Corrections Grant	1122.1524.000.154	1122.15405.000.154	\$ 697	
4) Community Corrections Grant	1122.1524.000.154	1122.15406.000.154	\$ 604	
5) Community Corrections Grant	1122.1524.000.154	1122.15407.000.154	\$ 604	
6) Community Corrections Grant	1122.1524.000.154	1122.15408.000.154	\$ 604	
7) Community Corrections Grant	1122.1524.000.154	1122.15409.000.154	\$ 604	
8) Community Corrections Grant	1122.1524.000.154	1122.15410.000.154	\$ 604	
9) Community Corrections Grant	1122.1524.000.154	1122.15411.000.154	\$ 604	
10) Community Corrections Grant	1122.1524.000.154	1122.15415.000.154	\$ 604	
11) Community Corrections Grant	1122.1524.000.154	1122.15416.000.154	\$ 604	
12) Community Corrections Grant	1122.1524.000.154	1122.15417.000.154	\$ 604	
13) Community Corrections Grant	1122.1524.000.154	1122.15419.000.154	\$ 604	
14) Community Corrections Grant	1122.1524.000.154	11252.15420.000.154	\$ 604	
15) Community Corrections Grant	1122.15425.000.154	1122.15499.000.154	\$ 10,000	
16) Community Corrections Grant	1122.15420.000.154	1122.15406.000.154	\$ 8,750	

OTHER COUNCIL BUSINESS:

1782 Notice
Status of Funds
PTO Time

The Organization meeting of the Hendricks County Council was called to order by President Jay Puckett on Thursday, January 12, 2017 with the following in attendance: Jay Puckett, Mike Rogers, Caleb Brown, Eric Wathen, David Wyeth, Brad Whicker, Financial Administrator Tami Mitchell, and Auditor Nancy Marsh. Councilman David Wyeth was welcomed to his first meeting. The Pledge of Allegiance was led by President Jay Puckett.

IN THE MATTER OF THE AGENDA

It was moved by Brad Whicker and seconded by David Wyeth to adopt the agenda as amended. Motion carried 6-0.

IN THE MATTER OF THE ELECTION OF 2017 OFFICERS

It was moved by Caleb Brown and seconded by Brad Whicker to nominate Eric Wathen as the 2017 Council President. Motion carried 6-0. It was moved by Brad Whicker and seconded by Jay Puckett to nominate Caleb Brown as the 2017 Council Vice President. Motion carried 6-0. The gavel was turned over to President Eric Wathen.

IN THE MATTER OF THE DECEMBER 8, 2016 MINUTES

It was moved by Mike Rogers and seconded by Caleb Brown that the minutes be approved as amended. Motion carried 5-0-1 (DW Abstain).

IN THE MATTER OF THE CORONER

Former Coroner Steve Matthews, on behalf of newly elected Coroner, Rick Morpew presented two requests to the Hendricks County Council. Mr. Matthews requested that the Coroner be changed to a full time position and that the full time coroner be eligible for the county health insurance plan. It was moved by Brad Whicker and seconded by Mike Rogers that the Coroner position be made full time effective immediately, with health insurance benefits. Councilman Caleb Brown stated that he wants to make the decision based on the work load rather than driven by health insurance. Mr. Morpew gave an update on time spent since January 1, 2017. Mr. Morpew stated he will keep the Council abreast of the Coroner's Office. Jay Puckett asked that the record reflect the county's thanks to the Matthews family for their service to the Coroner's office for nearly 50 years. Mr. Puckett stated the Matthews family had gone over and above with their dedicated service to the county which service has benefitted the county taxpayers.

IN THE MATTER OF HUMAN RESOURCES JOB RECOMMENDATIONS

Human Resources Administrator Erin Hughes presented the job description of the Coroner and stated it is a special occupation and as an elected official is not ranked. It was moved by Brad Whicker and seconded by David Wyeth to approve the Coroner's job description as presented. Motion carried 6-0.

Ms. Hughes presented a job description for a part time Office Manager ranked at OSS 3 Non-Exempt. Ms. Hughes stated the current Commissioner's Office Manager is planning on retiring and

this part time position was created to cover the position until the Office Manager retires and the newly created position of Administration and Communications Assistant is in place.

Ms. Hughes presented a new job description for an Administration and Communications Assistant ranked at a PAT 3 non-exempt.

It was moved by Jay Puckett and seconded by Caleb Brown to approve the Administration and Communications Assistant position as presented and the part-time Commissioner's Office Manager at the current rate of pay as long as needed but to end no later than April 30, 2017. Motion carried 5-0-1 (DW Abstain).

Auditor Nancy Marsh reported that due to the stay issued by the Federal Judge regarding the proposed FLSA overtime rules, the employees that were moved from Salary Exempt to Hourly Non-Exempt have been moved back to Salary Exempt.

IN THE MATTER OF THE SALARY ORDINANCE

It was moved by Jay Puckett and seconded by Caleb Brown to approve the 2017 Salary Ordinance number 2017-02, as presented. Motion carried 6-0.

IN THE MATTER OF THE 2016 TRANSFERS

It was moved by Brad Whicker and seconded by Caleb Brown to ratify the end of year transfers made by the Auditor's Office. Motion carried 5-0-1 (DW Abstain).

IN THE MATTER OF THE WORK RELEASE GO BOND REFUNDING, WHEEL TAX REVENUE BOND REFUNDING AND THE CONVENTION CENTER BOND

Financial Consultant Greg Guerrettaz was present to report there was a \$488,000 savings by refunding the Work Release GOB.

Mr. Guerrettaz asked for the Council's pleasure on how much to use from the reserves in Fund 4806 to pay down the bonds. It was moved by Brad Whicker and seconded by Mike Rogers to move forward with option 2, dedicating a range of \$750,000 to a maximum of \$1,000,000.00 based on Financial Solutions recommendation. Motion carried 6-0.

Mr. Guerrettaz stated that the Executive Body needs to sign the engagement letter for the Convention Center project.

IN THE MATTER OF SUPERIOR II REQUEST TO BE REMOVED FROM THE UNIFIED COURT SYSTEM

Judge Rhett Stuard was present to request that Superior II be granted their own budget and line items under the authority of Superior II. Judge Stuard pointed out that the decision to move forward with the Unified Courts was made prior to the new Circuit and Superior II judge elections. Judge Stuard stated he did not vote for the Unified Budget among his peers and that spending is out of control and stated he cannot participate with his colleagues on the unified budget. Judge

Stuard says he has participated in meeting after meeting regarding the problems with the spending. Brad Whicker stated he respects Judge Stuard and in general we are in a better place with the Unified Budget and it would be a monumental step backwards. Mr. Whicker stated he respects the request but cannot support it at this time.

Eric Wathen stated he wanted transparency to the taxpayers and he was waiting on additional information that he had requested at a prior meeting. Caleb Brown stated the big question in his mind was the status of the Public Defender Commissioner and if it would be in place by July 1. It was stated that should be Public Defender Commission be implemented, the public defender appropriations would be removed from the courts' budgets entirely.

It was moved by Jay Puckett and seconded by Brad Whicker that due to the fact that prior judges, with prior cooperation, had requested the Unified Courts, that they now be separated into the original 6 court budgets. David Wyeth stated he thought it would be more appropriate to be brought forth at budget time and that the council was sending a message where it was headed. Brad Whicker stated he was not in favor at this time because it was too quick of decision to include all courts. Mike Rogers stated he would feel more comfortable if the other judges had made the request and does not have the comfort level to vote in favor of the motion. Motion failed 2 (JP;EW) to 4 (MR; CB; DW; BW).

It was moved by Caleb Brown and seconded by Mike Rogers to separate the Superior II budget as requested by Judge Stuard. Brad Whicker said he was more favorable to that idea and Mike Rogers said he would like to hear from the other judges. Motion failed 3 (EW;CB;MR) to 3 (DW;BW;JP)

Judge Stuard stated he appreciated the time the Council gave him and understands their reluctance at this time. Brad Whicker stated it was the consensus that an opportunity exists.

IN THE MATTER OF THE STATUS OF FUNDS

Auditor Nancy Marsh presented the Status of Funds report for the Council's review.

IN THE MATTER OF THE EMERGENCY ADDITIONAL APPROPRIATIONS

It was moved by Jay Puckett and seconded by Brad Whicker that Emergency Additional Appropriations number 1 through 19 be tabled. Motion carried 5-0 (Caleb out)

It was moved by Brad Whicker and seconded by Mike Roger3s to approve Emergency Additional Appropriations number 21 through 23A. Motion carried 6-0.

It was moved by Jay Puckett and seconded by Caleb Brown to approve Emergency Additional Appropriation number 24. Motion carried 6-0.

It was moved by Brad Whicker and seconded by Caleb Brown to approve Emergency Additional Appropriation number 25 and 26. Motion carried 6-0.

It was moved by Jay Puckett and seconded by Brad Whicker to approve Emergency Additional Appropriation number 27. Motion carried 5-0 (DW Abstain).

It was moved by Jay Puckett and seconded by Brad Whicker to approve Emergency Additional Appropriations number 27 through 50. Motion carried 6-0.

It was moved by Caleb Brown and seconded by Jay Puckett to table Appropriation Reductions 1 through 19 and approve number 20 and 21. Motion carried 6-0.

IN THE MATTER OF THE REALLOCATION OF FUNDS RESOLUTION

It was moved by Brad Whicker and seconded by Mike Rogers to approve Reallocation of Funds number 1 through 3. Motion carried 6-0.

IN THE MATTER OF THE COUNCIL APPOINTMENTS

It was moved by Brad Whicker and seconded by Jay Puckett to make the following 2017 Council Appointments:

<u>BOARD</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
Area Plan Commission	Brad Whicker	12/31/17
Emergency Management Advisory	Jay Puckett	12/31/17
Fair Board	David Wyeth	12/31/17
HCEDP	Eric Wathen	12/31/17
Health Board Liaison	Larry Hesson	12/31/17
Senior Services	Mike Rogers	12/31/17
Solid Waste	Brad Whicker	12/31/17
Solid Waste	Caleb Brown	12/31/17
HCCVB	Caleb Brown	12/31/17 (BCC Appt. 1 Year 1/10/17)
Regional Transportation Authority	Larry Hesson	12/31/17 (BCC Appt. 4 Year 1/8/13)
Community Corrections Advisory	Larry Hesson	12/31/19 (BCC Appt. 4 Year 1/13/15)
Hendricks College Network	Larry Hesson	12/31/18 (Network Appt. 3 Year 3/12/15)
Alcoholic Beverage Commission	Eugene Trapp	12/31/17 (Council 1 Year Appt. 1/12/17)
Coatesville Clay Township Library	Carla Gill	02/10/21 (Council 4 Year Appt. 12/17)
HC Redevelopment Com.	Jud Wolf	12/31/17 (Council 1 Year Appt. 1/12/17)
HC Redevelopment Commission	Linda Watson Stansbury	12/31/17 (Council 1 Year Appt. 1/12/17)
EDC Nominations		
EDC Avon	Marland V. Villanueva	2/1/18 (Nomination IC 36-7-12-6 (1 Year))
EDC Brownsburg	Joe Dunbar	2/1/18 (Nomination IC 36-7-12-6 (1 Year))
EDC Danville	Greg Van Laere	2/1/18 (Nomination IC 36-7-12-6 (1 Year))
EDC Plainfield	Steve Craney	2/1/18 (Nomination IC 36-7-12-6 (1 Year))

IN THE MATTER OF THE 2017 COUNCIL CALENDAR

It was moved that the February 2017 meeting be held at 2:00 p.m. on Thursday February 9, 2017 following the Joint Benefit Meeting at 12:00 noon. Thereafter the regular Council Meetings be held on the 1st Tuesday of the month at 9:00 beginning with March 7, 2017 with the exception of the July 4th national holiday which meeting will be held at 9:00 a.m. on Wednesday July 5, 2017.

IN THE MATTER OF THE DATA PIT STOP INVOICE

It was moved by Caleb Brown and seconded by Brad Whicker to approve the Data Pit Stoop invoice in the amount of \$6,000.00. Motion carried 6-0.

IN THE MATTER OF THE 2016 ENCUMBRANCES

Auditor Nancy Marsh reported the final 2016 encumbrances were reduced from the original request of \$10,200,052.00 to \$8,017,274.11.

IN THE MATTER OF CIRT A

Auditor Nancy Marsh gave an update of the CIRT A invoice in the amount of \$17,850 which was paid from the EDIT from the Commissioner's budget.

IN THE MATTER OF THE YEARLY INNKEEPERS TAX 1/2 OF REVENUE OVER 5% (IC 6-9-37)

Auditor Nancy Marsh presented totals in the amount of \$3,599,727.05 in revenue since the additional 3% was adopted with \$1,799,863.52 going to the Fair Board and \$1,799,863.52 going to the Park Board.

There being no further business to come before the Council, upon motion made by David Wyeth and seconded by Brad Whicker, the meeting was adjourned Thursday, January 12, 2017.

Submitted,

Nancy L. Marsh
Hendricks County Auditor

BUDGET FORM #1

FUND: GENERAL

LOCATION:

Acct Desc	Fund	Acct	Obj	Loc	2017 Adopted Budget	New Requested Amount for Superior Court II Location 0141	Remaining Amount for Unified Courts	Notes:
Bailiff	1001	10110	000	0160	41,523		41,523	
Clerk	1001	10111	000	0160	32,357	32,357	0	
Clerk	1001	10113	000	0160	32,357		32,357	
Clerk	1001	10115	000	0160	32,357		32,357	
Court Reporter	1001	10117	000	0160	41,523		41,523	
Bailiff	1001	13900	000	0160	41,523		41,523	
Court Reporter	1001	13901	000	0160	41,523		41,523	
Part Time Reporter	1001	13902	000	0160	40,304		40,304	
Office Mgr/Chief Ct Report	1001	13903	000	0160	48,271		48,271	
Office Mgr/Chief Ct Reporter	1001	14000	000	0160	48,271		48,271	
Court Reporter	1001	14001	000	0160	41,523		41,523	
Bailiff	1001	14002	000	0160	41,523		41,523	
Bailiff	1001	14003	000	0160	41,523		41,523	
Court Reporter	1001	14100	000	0160	41,523		41,523	
Bailiff	1001	14101	000	0160	41,523	41,523	0	
Office Mgr/Chief Ct Reporter	1001	14102	000	0160	48,271	48,271	0	
Court Reporter	1001	14104	000	0160	43,829	43,829	0	
Court Reporter	1001	14105	000	0160	43,829	43,829	0	
Office Mgr/Chief Ct Reporter	1001	15300	000	0160	48,271		48,271	
Court Reporter	1001	15301	000	0160	41,523		41,523	
Court Reporter	1001	15302	000	0160	41,523		41,523	
Court Reporter	1001	15304	000	0160	41,523		41,523	
Court Reporter	1001	15305	000	0160	41,523		41,523	
Court Administrator	1001	16004	000	0160	75,324		75,324	
Pro-Tempores	1001	16006	000	0160	500	75	425	
Admin Assistant PT OSS4	1001	16007	000	0160	33,475		33,475	
Court Overtime	1001	16099	000	0160	10,300	1,725	8,575	
Office Mgr/Chief Ct Reporter	1001	16200	000	0160	48,271		48,271	
Court Reporter	1001	16201	000	0160	41,523		41,523	
Bailiff	1001	16202	000	0160	41,523		41,523	
Clerk	1001	16203	000	0160	32,357		32,357	
Office Mgr/Chief Ct Reporter	1001	16300	000	0160	48,271		48,271	
Court Reporter	1001	16301	000	0160	41,523		41,523	
Clerk	1001	16302	000	0160	32,357		32,357	
Court Reporter	1001	16303	000	0160	41,523		41,523	
Office Supplies	1001	20100	000	0160	16,500	2,750	13,750	
Law Books	1001	20101	000	0160	30,000	6,000	24,000	
Indigent Defense Services	1001	30400	000	0160	700,000	117,300	582,700	
Psychiatric Evaluation	1001	30701	000	0160	30,000	5,100	24,900	
Interpreters	1001	30702	000	0160	20,000	3,400	16,600	
Pauper Transcript	1001	30703	000	0160	40,000	6,800	33,200	
Lodging and Meals of Jury	1001	30706	000	0160	12,500	2,125	10,375	
Guardian Ad Litem/CASA	1001	30707	000	0160	125,000	12,500	112,500	
CASA Match	1001	30713	000	0160	27,000		27,000	
Professional Development	1001	32525	000	0160	10,000	1,666	8,334	
Printing & Advertising	1001	34500	000	0160	7,000	1,666	5,334	
					2,422,863	370,916	2,051,947	
SUPPLEMENTAL PD								
Indigent Defense Services	1200	30400	000	0160	120,000	13,000	65,000	
JURY FEES								
Per Diem of Petit Juror	2507	30705	000	0160	40,000	6,800	33,200	

Memo

To: Hendricks County Council

From: Erin Hughes, Human Resources

Date: February 9, 2017

Re: Job Descriptions

Items for discussion at your meeting Thursday:

1. The Commissioners have changed the job description title from Administration & Communications Assistant to Administration & Public Affairs.
2. The Computer Department added an essential function to the Application Support Specialist. This will not change the classification.

Hendricks County
Job Description

Title: Administration & Public Affairs

FLSA Status: Non-Exempt

Department: Commissioners

Pay Band: PAT 3

Supervisor: Commissioners

Date Prepared: 01-10-2017

Date Approved: 01-12-2017

PURPOSE OF POSITION:

Administrative & Communications support to the Commissioners, Executive Director and Human Resources Administrator. Incumbent is responsible for responding to/assisting the public with complaints and inquiries. The incumbent also serves as a primary contact for the public and media.

ESSENTIAL FUNCTIONS:

- Handles all Administrative tasks on behalf of the Commissioners, Executive Director and Human Resources Administrator. Scheduling, attendance at meetings and functions on behalf of, communications and all other tasks as assigned.
- Establish and maintain effective working relationships with government officials, department heads and media representatives for the purpose of providing communication and notifications.
- Prepares and receives media notification and communications on behalf of the County Executive Body. Incumbent notifies the media and other county offices on behalf of the County Executive Body.
- Responds to requests for information from the media, including media outlets such as newspapers, radio broadcasts, and television stations. Responds to correspondence received through County web site, written request, or email.
- Prepares a variety of correspondence, press releases, ordinances, resolutions, proclamations and certificates and maintains such documents in the Commissioners' Office.
- Prepares and posts agendas for all County Government Meetings under jurisdiction of the County Executive Body.
- Attends all Commissioner meetings, records minutes and transcribes minutes into official record books/website. Attends other meetings at the request of the Commissioners or Executive Director for purpose of recording events.
- Receives phone calls and visitors, answers their questions and/or directs them to the appropriate department or person.
- Maintains records of Commissioner appointment to boards and committees. Provides list of board vacancies, recommendations for boards, and reappointments to Commissioners.
- Prepares the Commissioners' and Human Resources annual budget.

- Prepares bi-weekly payroll for the Commissioners' Office, maintains payroll records, and submits pay vouchers to the Auditor's Office.
- Prepares semi-monthly claims for the Commissioners' invoices, updated the budget line-item balances and submits claims to the Auditor's Office.
- Researches records to verify inquiries in the Commissioners' Office.
- Copies and forwards approved affidavits to the bond bank for the building corporation, and track all payments for the Government Center.
- Reserves, registers and makes various arrangements for county officials to attend meetings, seminars and training workshops as authorized by the Commissioners.
- Prepares and publishes advertisements/legal notices. Coordinates all with the County Attorney or Executive Director.
- Maintains all Commissioners records and files.
- Provides answers to employee manual questions.
- Assist HR in administering the annual employee service award program.
- Performs various clerical duties such as entering data on computer using various software applications, sorting/distributing department mail, filing/copying/mailling documents, compiling documents and reports, creating invitations for events, and ordering materials/supplies.

NON-ESSENTIAL FUNCTIONS:

- Attends meetings as assigned by the Commissioners, Executive Director or Human Resources Administrator.
- Composes and distributes memorandums and letters to communicate human resource related issues.
- Assist Executive Director and Human Resources Administrator in day to day office functions as needed.
- Assist in organizing training seminars and work-life events.
- Assists in the implementation and updates of employee manual and policies/procedures.
- Assists in I-9 documentation and verification.
- Periodically attends job-related seminars and conferences.
- Orders copy paper for all county facilities.
- Coordinate services with mail vendor.
- Performs related duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- Associates or Baccalaureate Degree in political science, public relations, or related field preferred, or equivalent combination of education and experience.
- Thorough knowledge of basic functions of all County departments/offices.
- Basic knowledge of law, precedents, government regulations, and agency rules.
- Working knowledge of various software programs including County website, Microsoft Office (power point, excel, and word) and the ability to create and maintain documents, forms, and reports.
- Knowledge of media production (microphones, video streaming, power point).

- Working knowledge of standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, other County departments, news media, other government agencies, volunteer groups, community organizations and the public.
- Ability to type and properly operate a variety of standard office equipment including computer, printer, telephone, fax/copier, scanner, and calculator.
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to attendance, drug-free workplace, and personal conduct.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.
- Ability to work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

RESPONSIBILITY:

Incumbent follows office procedures and is responsible for all administrative work completed in the Executive, Commissioner's and Human Resources Office. Incumbent works independently, must use discretion in dealing with sensitive issues and use sound judgment including items concerning budgetary duties. Incumbent must be able to maintain confidentiality. Errors in work can be detrimental to the office and to the proper functioning of the County's business.

WORKING RELATIONSHIPS:

Working relationships are with supervisors, other county departments, governmental agencies, media, private sector businesses and the general public for the purpose of obtaining and providing factual information.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Incumbent performs duties in a standard office environment involving sitting and walking, keyboarding, handling/grasping objects, speaking clearly, and hearing communication. Incumbent occasionally works extended hours and/or evening hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Administration and Communications Assistant in the Commissioners 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: Application Support Specialist

FLSA Status: Non-Exempt

Department: Computer Department

Pay Band: PAT 3

Supervisor: I.T. Director

Date Prepared: 11/04/2016

Revised: 02/03/2017

Approved:

PURPOSE OF POSITION:

Primary responsibility is to administer and manage the Hendricks County Government (HCG) telecommunication (telecom) system. Assists in the support of Applications developed by the Computer Center and applications acquired to facilitate day to day operations of HCG Departments using the Hendricks County Government Center as base.

ESSENTIAL FUNCTIONS:

- Maintains and updates all user data (assigned extensions, names, etc.) for the HCG telecommunication system.
- Maintains and updates HCG voice mail and phone tree systems.
- Maintains HCG Cell phone plans, equipment, and billing.
- Performs corrective tasks or coordinates with service and equipment vendors, and consultants to address any issues with the telecom system.
- Work with HCG Computer Center staff and consultants to support applications and systems developed by the HCG Computer Center.
- Work with various vendors to support HCG Department specific applications as needed
- May be required to work overtime, weekends and holidays as needed.
- May be required to adjust weekly schedule to combine weekday and weekend work times to complete assigned tasks as needed.
- Adheres to personnel policies set forth by the County Commissioners.

NON-ESSENTIAL FUNCTIONS:

- Performs other related duties as assigned

EDUCATION AND QUALIFICATION REQUIREMENTS:

- CompTIA A+, N+ certified, Associates degree, preferably in telecommunication technology or equivalent experience
- Working knowledge of analog, digital and VoIP telecom systems.
- Must have strong problem-solving, analytical, and communications skills
- Strong verbal and written communication skills
- Leadership skills as utilized in training and support sessions

- Knowledge and understanding of current computer information, hardware, software, and techniques
- Ability to use tact and maintain cooperation with citizens, other County personnel, and contracting organizations
- Must have and maintain a valid Indiana driver's license.

RESPONSIBILITY:

- Responsibilities are broad in scope and complex and are not repetitious in nature
- Incumbent is responsible for making daily maintenance and troubleshooting decisions and providing solutions to problems that arise
- Incumbent works under established guidelines and procedures.
- Work requires skill and care.
- Ability to apply common sense and understanding in order to carry out detailed written and/or oral instructions.
- Ability to create and/or adjust schedules to deliver desired outcomes.
- Ability to prioritize general duties and adjust schedules accordingly without direct supervision.
- Judgment required in use of various tools, performance of duties, and coordinating with personnel of various County offices and departments.
- Some personal discretion is used in performance of assigned tasks.
- Work is reviewed upon completion.
- Errors in work cause moderate to severe risk and may have cost repercussions.

WORKING RELATIONSHIPS:

Contact is with all County personnel, including Court Officials, Deputies, Medical personnel, and jail inmates in the Sheriff's Department, contractors and vendors and the Public. The purpose of this contact is to receive and supply information and Incumbent must have the ability to use tact and discretion to maintain good relationships to those individuals who have a need and/or a right to know. Explaining particular procedures and policies to citizens, County personnel, and contractors and vendors is also a purpose for contact.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Majority of work is performed in normal office environment, although some work is performed in the field and employee may encounter exposure to dirt and dust common to computer equipment installation facilities. While performing the duties of this job, the employee is regularly required to:

- Use hands and fingers to handle, or feel; and reach with hands and arms.
- The employee frequently is required to sit, stand, walk, climb, balance, stoop, kneel, crouch, crawl; and talk and hear. May be required to work in awkward positions.

- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move greater than 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- While performing the duties of this job, the employee is regularly exposed to outside weather conditions. Performance of outside work may be required in inclement weather.
- The employee is regularly exposed to moving mechanical parts, fumes and/or airborne particles, toxic and/or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment ranges from moderate to loud.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Application Support Specialist in the Computer Center 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

Print Name

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.

<u>ADDITIONAL APPROPRIATIONS</u>				
<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>REQUESTED</u>	<u>APPROVED</u>
1) General - Superior 2	1001.10111.000.141	Clerk	\$ 32,357	
2) General - Superior 2	1001.14101.000.141	Bailiff	\$ 41,523	
3) General - Superior 2	1001.14102.000.141	Off Mgr/Chief Ct Reporter	\$ 48,271	
4) General - Superior 2	1001.14104.000.141	Court Reporter	\$ 43,116	
5) General - Superior 2	1001.14105.000.141	Court Reporter	\$ 43,116	
6) General - Superior 2	1001.16006.000.141	Pro-Tempores	\$ 75	
7) General - Superior 2	1001.16099.000.141	Overtime	\$ 1,725	
8) General - Superior 2	1001.20100.000.141	Supplies	\$ 2,750	
9) General - Superior 2	1001.20101.000.141	Law Books	\$ 6,000	
10) General - Superior 2	1001.30400.000.141	Indigent Defense Services	\$ 117,300	
11) General - Superior 2	1001.30701.000.141	Psychiatric Evaluation	\$ 5,100	
12) General - Superior 2	1001.30702.000.141	Interpreters	\$ 3,400	
13) General - Superior 2	1001.30703.000.141	Pauper Transcripts	\$ 6,800	
14) General - Superior 2	1001.30706.000.141	Lodging and Meals of Jury	\$ 2,125	
15) General - Superior 2	1001.30707.000.141	Guardian Ad Litem/CASA	\$ 12,500	
16) General - Superior 2	1001.32525.000.141	Professional Development	\$ 1,666	
17) General - Superior 2	1001.34500.000.141	Printing & Advertising	\$ 1,666	
18) Supplemental Public Defender	1200.30400.000.141	Indigent Defense Services	\$ 13,000	
19) Jury Fees - Superior 2	2507.30705.000.141	Per Diem of Petit Juror	\$ 6,800	
20) Child Support	8897.18412.000.0184	Part Time Change in Hours	\$ 9,500	
21) Probation	1001.15109.000.0151	Probation Officer	\$ 3,495	
22) Probation	1001.15113.000.0151	Probation Officer	\$ 1,774	
23) Home Detention	4922.19400.000.0151	Probation Officer	\$ 1,613	
24) EDIT Project Fund	1112.32613.000.0143	Raceway Road Curve Correction	\$ 400,000	
25) EDIT Project Fund	1112.34385.000.0143	CR 150 N & 350 N	\$ 600,000	
26) Cumulative Bridge	1135.34343.000.0201	Bridge #79	\$ 700,000	
27) Motor Vehicle Highway	1176.31109.000.0201	RR Crossing Marking Improvements	\$ 35,000	
28) SR 267 Relinquishment	4941.31108.000.143	Transfer Agreement with Avon	\$ 130,961	
29) Community Crossings	9124.3xxxx.000.143	Community Corrections	\$ 2,000,000	
30) Local Health Maintenance	1168.18621.000.0214	Employee RR	\$ 24,684	
31) Local Health Maintenance	1168.18629.000.0214	Employee JM	\$ 26,988	
32) Local Health Maintenance	1168.18625.000.0214	Employee RF	\$ 1,000	
33) Local Health Maintenance	1168.13590.000.0214	FICA & Medicare	\$ 5,473	
34) Local Health Maintenance	1168.13591.000.0214	PERF	\$ 6,327	
35) Local Health Maintenance	1168.13592.000.0214	Group Insurance	\$ 28,711	
36) Local Health Maintenance	1168.13593.000.0214	Unemployment	\$ 172	
37) Local Health Maintenance	1168.13594.000.0214	Worker's Compensation	\$ 1,500	
38) Local Health Maintenance	1168.33000.000.0214	Transportation	\$ 2,530	
39) Local Health Maintenance	1168.30500.000.0214	Education & Conferences	\$ 1,900	
40) Local Health Dept Trust Acct.	1206.18625.000.0214	Employee RR	\$ 44,542	
41) Local Health Dept Trust Acct.	1206.13590.000.0214	FICA & Medicare	\$ 3,484	
42) Local Health Dept Trust Acct.	1206.13591.000.0214	PERF	\$ 6,467	
43) Local Health Dept Trust Acct.	1206.13592.000.0214	Group Insurance	\$ 1,950	
44) Local Health Dept Trust Acct.	1206.13593.000.0214	Unemployment	\$ 86	
45) Local Health Dept Trust Acct.	1206.13594.000.0214	Worker's Compensation	\$ 133	
46) Local Health Dept Trust Acct.	1206.20100.000.0214	Office Supplies	\$ 900	
47) Local Health Dept Trust Acct.	1206.33000.000.0214	Transportation	\$ 230	
48) Local Health Dept Trust Acct.	1206.34500.000.0214	Printing and Advertising	\$ 730	
49) Local Health Dept Trust Acct.	1206.30500.000.0214	Education & Conferences	\$ 500	

APPROPRIATION REDUCTIONS

<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>REQUESTED</u>	<u>APPROVED</u>
1) General - Court Administration	1001.10111.000.160	Clerk	(\$32,357)	
2) General - Court Administration	1001.14101.000.160	Bailiff	(\$41,523)	
3) General - Court Administration	1001.14102.000.160	Off Mgr/Chief Ct Reporter	(\$48,271)	
4) General - Court Administration	1001.14104.000.160	Court Reporter	(\$43,829)	
5) General - Court Administration	1001.14105.000.160	Court Reporter	(\$43,829)	
6) General - Court Administration	1001.16006.000.160	Pro-Tempores	(\$75)	
7) General - Court Administration	1001.16099.000.160	Overtime	(\$1,725)	
8) General - Court Administration	1001.20100.000.160	Supplies	(\$2,750)	
9) General - Court Administration	1001.20101.000.160	Law Books	(\$6,000)	
10) General - Court Administration	1001.30400.000.160	Indigent Defense Services	(\$117,300)	
11) General - Court Administration	1001.30701.000.160	Psychiatric Evaluation	(\$5,100)	
12) General - Court Administration	1001.30702.000.160	Interpreters	(\$3,400)	
13) General - Court Administration	1001.30703.000.160	Pauper Transcripts	(\$6,800)	
14) General - Court Administration	1001.30706.000.160	Lodging and Meals of Jury	(\$2,125)	
15) General - Court Administration	1001.30707.000.160	Guardian Ad Litem/CASA	(\$12,500)	
16) General - Court Administration	1001.32525.000.160	Professional Development	(\$1,666)	
17) General - Court Administration	1001.34500.000.160	Printing & Advertising	(\$1,666)	
18) Supplemental Public Defender	1200.30400.000.160	Indigent Defense Services	(\$13,000)	
19) Jury Fees - Court Administration	2507.30705.000.160	Per Diem of Petit Juror	(\$6,800)	

Adopted this 9th day of February, 2017 by the following vote:

AYE

Caleb M. Brown

Larry R. Hesson

Jay R. Puckett

Michael C. Rogers

Eric Wathen

Brad Whicker

David Wyeth

Attest:

Nancy Marsh, Auditor

NAY

Caleb M. Brown

Larry R. Hesson

Jay R. Puckett

Michael C. Rogers

Eric Wathen

Brad Whicker

David Wyeth

REQUEST FOR EMERGENCY APPROPRIATION

Date: 01/10/17

Amount: \$ 9,500.00

Fund Name: Child Support Funds ✓

(Example -- County General)

20

Account Name: Payroll

(Example -- Supplies)

Account Number: 8897 18412 000- 184

Example -

Fund #
100

Account #
20100

Object #
000

Location #
102

Explanation of Request:

I wait to change the hours worked from P.T. Deputy Prosecutor for child support from 15 hours a week to 20 hours a week.

x I will be attending the Council meeting.

 I will not be attending the Council meeting.



Authorized Signature

Auditor's Notes:

Feb Add'l

REQUEST FOR EMERGENCY APPROPRIATION

Date: 1/5/17

Amount: 3,495.00 ✓

Fund Name: County General

(Example - County General)

21

Account Name: Salary

(Example - Supplies)

Account Number: 1001 15109 000 151

Example -

Fund #
100

Account #
20100

Object #
000

Location #
102

Explanation of Request:

Brittany Stodghill has been an employee of Hendricks County Probation as a support staff since 2013. In October, 2016 she was promoted to Probation Officer at the minimum rate of 32,148.00 as set by The Office of Court Services and approved by the Council. The 2017 rate for a one year Probation Officer is 35,643.00. Probation is respectfully requesting an additional appropriate for the difference of 3,495.00

x I will be attending the Council meeting.

 I will not be attending the Council meeting.

Susan Bentley
Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

Date: 01/10/17

Amount: \$ 1,774 ✓

Fund Name: County General

(Example - County General)

#22

Account Name: Probation Salaries

(Example - Supplies)

Account Number: 1001 15113 000 151

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

Explanation of Request:

Steve Roberts' salary was submitted in June, 2016 based on his salary to be paid as a Home Detention Coordinator per the Indiana Judicial Code, with additional coordinator pay. However, he was promoted to ACPO in October, 2016. While his salary was adjusted for the enhancement as ACPO, I neglected to adjust per the 2017 Salary Scale as dictated by IJC. He is currently being paid the 2016 rate.

x I will be attending the Council meeting.

 I will not be attending the Council meeting.

Susan Benaloy
Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

Date: 01/10/17

Amount: \$ 1,613

Fund Name: Home Detention Fees ✓

(Example - County General)

#23

Account Name: Probation Salaries

(Example - Supplies)

Account Number: 4922 19400 000 151

Example -

Fund #
100

Account #
20100

Object #
000

Location #
102

Explanation of Request:

Courtney Sacchini's salary was submitted in June, 2016 based on her
salary to be paid as a Probation Officer per the Indiana Judicial Center.

However, she was promoted to Home Detention Coordinator in October, 2016.

While her salary was adjusted for the enhancement as HDCO, I
I neglected to adjust per the 2017 Salary Scale as dictated by IJC>

She is currently being paid the 2016 rate.

x I will be attending the Council meeting.

 I will not be attending the Council meeting.


Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

Date: 01/20/17

Amount: \$ 400,000 ✓

#24

Fund Name: EDIT Project Fund

(Example – County General)

Account Name: Raceway Road Curve Correction

(Example – Supplies)

Account Number: 1112 . 32613 . 000 . 0143


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

Explanation of Request:

I am requesting funds to cover the projected costs associated with the
planned project.

X I will be attending the Council meeting.

 I will not be attending the Council meeting.


Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

Date: 01/20/17

Amount: \$ 600,000 ✓

Fund Name: EDIT Project Fund

(Example – County General)

#25

Account Name: CR 150 N & 350 N

(Example – Supplies)

Account Number: 1112 34385 000 0143

Example –

Fund #
100

Account #
20100

Object #
000


Location #
102

Explanation of Request:

I am requesting funds to cover the projected costs associated with the
planned projects.

☒ I will be attending the Council meeting.

☐ I will not be attending the Council meeting.


Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

Date: 01/20/17

Amount: \$ 700,000 ✓

Fund Name: Cumulative Bridge

(Example – County General)

#24

Account Name: Bridge #79

(Example – Supplies)

Account Number: 1135 34343 000 0201

Example –

Fund #
100

Account #
20100

Object #
000


Location #
102

Explanation of Request:

I am requesting funds to cover the projected costs associated with the
planned project.

☒ I will be attending the Council meeting.

☐ I will not be attending the Council meeting.


Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

Date: 01/20/17

Amount: \$ 35,000 ✓

Fund Name: Motor Vehicle Highway

(Example -- County General)

Account Name: RR Crossing Marking Improvements

(Example -- Supplies)

Account Number: 1176 XXXXX 000 0201

Example -

Fund #
100

Account #
20100

Object #
000

Location #
102

Explanation of Request:

I am requesting funds to cover the projected costs associated with the planned project. This project is a grant funded project and the associated costs will be reimbursed.

☒ I will be attending the Council meeting.

☐ I will not be attending the Council meeting.

Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

Date: 01/20/17

Amount: \$ 130,961 ✓

#28

Fund Name: SR 267 Relinquishment

(Example – County General)

Account Name: Transfer to Avon

(Example – Supplies)

Account Number: 4941 XXXXX 000 0143

Example –

Fund #
100

Account #
20100

Object #
000

Location #
102

Explanation of Request:

I am requesting funds to fulfill the transfer agreement with the Town of Avon.

☒ I will be attending the Council meeting.

☐ I will not be attending the Council meeting.


Authorized Signature

Auditor's Notes:

Nancy Marsh

From: Cinda Kattau
Sent: Tuesday, January 10, 2017 9:57 AM
To: John Ayers
Cc: Nancy Marsh
Subject: FW: Community Crossings Matching Grant

29

I've created fund 9124 Community Crossings Matching Gr and will quietus the \$1M into it. According to SBOA we also need to move \$ from fund 1229. I'm thinking we can move the money with a claim – unappropriated. Then the entire \$2M+ should be appropriated at the February meeting? I will do the claim but don't know who should sign.

I'm glad the payments won't have to be split in half from two different funds.
Thanks,
Cinda

From: Rogers, Lori [<mailto:LRogers@sboa.IN.gov>]
Sent: Tuesday, January 10, 2017 9:41 AM
To: Cinda Kattau
Cc: Lopez, Shannon; Gibson, Debra
Subject: RE: Community Crossings Matching Grant

Cinda,

Yes, you would create a grant fund and place the grant from INDOT. In addition you will place the counties matching portion into the grant fund. All disbursements should be made from the grant fund. This fund will allow you to report on the total projects paid by the Community Crossings Grant.

Let me know if you have additional questions.

Lori Rogers, CPA
Director of County Services
Indiana State Board of Accounts
302 W Washington Street, E418
Indianapolis, IN 46204
PH: (317) 232-2512
FAX: (317) 232-4711
Email: lrogers@sboa.in.gov

The foregoing should not be construed as a legal opinion, but rather as the position we would take during an audit of your unit. Please consult your attorney on all legal matters.

From: Cinda Kattau [<mailto:ckattau@co.hendricks.in.us>]
Sent: Tuesday, January 10, 2017 9:32 AM
To: Lopez, Shannon <SLopez@sboa.IN.gov>; Rogers, Lori <LRogers@sboa.IN.gov>
Subject: Community Crossings Matching Grant

**** This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email. ****

Hi Gals,

We received \$1M from INDOT for Community Crossings. Our match will be part of the county's share of the 2016 LOIT Special Distribution. Should we create a new fund for the Community Crossings grant and pay half & half with each claim?

Thank you,

Cinda

Cinda Kattau

Administrative Specialist/Grant Coordinator

Hendricks County Auditor's Office

317.745.9369

ID YEAR CO TYPE KEY

BUDGET ESTIMATE FOR

30-38

1168 Local Health Maintenance Fund

(Office, Board, Commission, Department, Institution or Fund)

Hendricks

(If City, Town or Fire Protection District Budget, Enter Name)

(If County Budget, Enter County Name)

For Calendar Year **2017**

		Items	Total Estimate	Approved
1 PERSONAL SERVICES				
Salaries and Wages				
18621	Robin Reyes	24,684.00		
18629	Jenna Meadows	26,988.00		
18625	Rachel Fogleman	1,000.00		
			52,672.00	
Employee Benefits				
13590	FICA & Medicare	5,472.96		
13591	PERF	6,326.27		
13592	Group Insurance	28,710.46		
13593	Unemployment Insurance	172.00		
13594	Workmen's Comp	1,499.14	42,180.83	
Other Personal Services				
			0.00	
Total Personal Services			94,852.83	
2 SUPPLIES				
Office Supplies				
			0.00	
Operating Supplies				
			0.00	
Repair and Maintenance Supplies				
			0.00	
Other Supplies				
			0.00	
Total Supplies			0.00	

		Items	Total Estimate	Approved
3 OTHER SERVICES AND CHARGES				
Professional Services				
			0.00	
Communication and Transportation				
33000	Transportation	2,530.00		
			2,530.00	
Printing and Advertising				
			0.00	
Insurance				
			0.00	
Utility Services				
			0.00	
Repairs and Maintenance				
			0.00	
Rentals				
			0.00	
Debt Service				
			0.00	
Other Services and Charges				
30500	Education and Conferences	1,900.00		
			1,900.00	
Total Other Services and Charges			4,430.00	

		Items	Total Estimate	Approved
4 CAPITAL OUTLAYS				
Land				
			0.00	
Buildings				
			0.00	
Improvements Other Than Building				
			0.00	
Machinery and Equipment				
			0.00	
Other Capital Outlays				
			0.00	
Total Capital Outlays			0.00	0.00
TOTAL BUDGET ESTIMATE			99,282.83	0.00

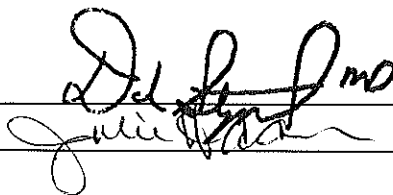
(I) (We) hereby certify that the foregoing is a true and fair estimate of the necessary expense of the _____

Local Health Department Trust Account

(Name of Office, Board, Commission, Department, Institution or Fund)

for the calendar year 2016 for the purposes therein specified.

Dated this 19 day of January, 2016.



 Signature and Title of Officer(s) or Department Head

BUDGET ESTIMATE FOR

1206 Local Health Department Trust Account

(Office, Board, Commission, Department, Institution or Fund)

Hendricks

(If City, Town or Fire Protection District Budget, Enter Name)

(If County Budget, Enter County Name)

For Calendar Year **2017**

	Items	Total Estimate	Approved
1 PERSONAL SERVICES			
Salaries and Wages			
18625 Rachel Fogleman	44,541.32		
		44,541.32	
Employee Benefits			
13590 FICA & Medicare	3,483.89		
13591 PERF	6,466.82		
13592 Group Insurance	1,949.54		
13593 Unemployment Insurance	86.00		
13594 Workmen's Comp	132.07	12,118.32	
Other Personal Services			
		0.00	
Total Personal Services		56,659.64	
2 SUPPLIES			
Office Supplies			
20100 Office Supplies	900.00		
		900.00	
Operating Supplies			
		0.00	
Repair and Maintenance Supplies			
		0.00	
Other Supplies			
		0.00	
Total Supplies		900.00	

		Items	Total Estimate	Approved
3 OTHER SERVICES AND CHARGES				
Professional Services				
Mileage/Travel			0.00	
33000	Transportation	230.00		
			230.00	
Printing and Advertising				
34500	Printing and Advertising	730.00		
			730.00	
Insurance				
			0.00	
Utility Services				
			0.00	
Repairs and Maintenance				
			0.00	
Rentals				
			0.00	
Debt Service				
			0.00	
Other Services and Charges				
30500	Education and Conferences	500.00		
			500.00	
Total Other Services and Charges			1,460.00	

		Items	Total Estimate	Approved
4 CAPITAL OUTLAYS				
Land				
_____	_____			
_____	_____			
_____	_____			
_____	_____			
Buildings			0.00	
_____	_____			
_____	_____			
_____	_____			
_____	_____		0.00	
Improvements Other Than Building				
_____	_____			
_____	_____			
_____	_____			
_____	_____		0.00	
Machinery and Equipment				
_____	_____			
_____	_____			
_____	_____			
_____	_____		0.00	
Other Capital Outlays				
_____	_____			
_____	_____			
_____	_____			
_____	_____		0.00	
Total Capital Outlays			0.00	0.00
TOTAL BUDGET ESTIMATE			59,019.64	0.00

(I) (We) hereby certify that the foregoing is a true and fair estimate of the necessary expense of the _____

Local Health Department Trust Account

(Name of Office, Board, Commission, Department, Institution or Fund)

for the calendar year 2017 for the purposes therein specified.

Dated this 19 day of January, 2017.

[Handwritten Signature]
[Handwritten Signature]

Signature and Title of Officer(s) or Department Head

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	1122.15424.000.154	1122.15403.000.154	\$ 697	_____
2) Community Corrections Grant	1122.15424.000.154	1122.15404.000.154	\$ 697	_____
3) Community Corrections Grant	1122.15424.000.154	1122.15405.000.154	\$ 697	_____
4) Community Corrections Grant	1122.15424.000.154	1122.15406.000.154	\$ 604	_____
5) Community Corrections Grant	1122.15424.000.154	1122.15407.000.154	\$ 604	_____
6) Community Corrections Grant	1122.15424.000.154	1122.15408.000.154	\$ 604	_____
7) Community Corrections Grant	1122.15424.000.154	1122.15409.000.154	\$ 604	_____
8) Community Corrections Grant	1122.15424.000.154	1122.15410.000.154	\$ 604	_____
9) Community Corrections Grant	1122.15424.000.154	1122.15411.000.154	\$ 604	_____
10) Community Corrections Grant	1122.15424.000.154	1122.15415.000.154	\$ 604	_____
11) Community Corrections Grant	1122.15424.000.154	1122.15416.000.154	\$ 604	_____
12) Community Corrections Grant	1122.15424.000.154	1122.15417.000.154	\$ 604	_____
13) Community Corrections Grant	1122.15424.000.154	1122.15419.000.154	\$ 604	_____
14) Community Corrections Grant	1122.15424.000.154	11252.15420.000.154	\$ 604	_____
15) Community Corrections Grant	1122.15425.000.154	1122.15499.000.154	\$ 10,000	_____
16) Community Corrections Grant	1122.15420.000.154	1122.15406.000.154	\$ 8,750	_____

Adopted this 9th day of February, 2017 by the following vote:

AYE

Caleb M. Brown

Larry R. Hesson

Jay R. Puckett

Mike Rogers

Eric Wathen

Bradley Whicker

David Wyeth

Attest:

Nancy Marsh, Auditor

NAY

Caleb M. Brown

Larry R. Hesson

Jay R. Puckett

Mike Rogers

Eric Wathen

Bradley Whicker

David Wyeth

REQUEST FOR TRANSFERS

February 2, 2017

FROM:	1122.15424.000.154	\$	(8,735)
TO:	1122.15403.000.154	\$	697
	1122.15404.000.154	\$	697
	1122.15405.000.154	\$	697
	1122.15406.000.154	\$	604
	1122.15407.000.154	\$	604
	1122.15408.000.154	\$	604
	1122.15409.000.154	\$	604
	1122.15410.000.154	\$	604
	1122.15411.000.154	\$	604
	1122.15415.000.154	\$	604
	1122.15416.000.154	\$	604
	1122.15417.000.154	\$	604
	1122.15419.000.154	\$	604
	1122.15420.000.154	\$	604
	TOTAL	\$	8,735

1
thru
14

Explanation:

The Community Corrections Grant was awarded and appropriation last July based on 2016 wages. These transfers are from a little used pay line and will cover pay increases that took effect in 2017. Unused grant money must be returned to Department of Corrections.


Bridgette Collins, Work Release Director


Cinda Kattau, Grant Coordinator

REQUEST FOR TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

15

DATE: 02/03/17

FROM: 1122 15425 000 154 Work Release Officer
Full Account Number Account Description

TO: 1122 15499 000 154 Overtime
Full Account Number Account Description

AMOUNT: \$ 10,000

Example - 100.20100.000.102 Office Supplies
Fund # Account # Object # Location # 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:
Vacant positions caused more overtime to be used.

☐ 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)

#16

DATE: 02/03/17

FROM: 1122 15420 000 154
Full Account Number

Work Release Officer
Account Description

TO: 1122 15406 000 154
Full Account Number

Work Release Officer
Account Description

AMOUNT: \$ 8,750

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.

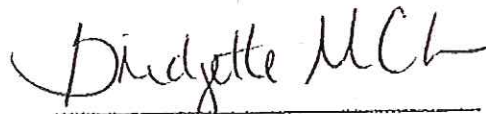
Budget Classifications:
10000 Personal Services
20000 Supplies
30000 Other Services & Charges
40000 Capital Outlays

Explanation of Request:

Director paid from 15406 for a short time while position was vacant.

Forgot to switch Director back to 4909 Project Income after this position was filled.

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



Authorized Signature

Auditor's Notes:

STATUS OF FUNDS REPORT

Hendricks County

Date of Publication: Jan 26, 2017 Republican
 Jan 28, 2017 Hendricks County Flyer

Date of Public Hearing Feb 9, 2017
 Date of Resolution Feb 9, 2017

Tentative rates as shown on 1782

2017 Property Tax Rate if applicable

	.0173		.0493	.032		.0029	.0132				0.0058		
COUNTY FUND NUMBER	1001	1112	1135	1138	1157	1158	1159	1169	1176	1186	1188	4701	4702
DLGF FUND NUMBER	0101	2411	0790	2391	9501	0905	0801	0706	0702	0061	0124		
FUND NAME:	General (with CAGIT)	EDIT Project	Cume Bridge	CCD	Food & Beverage	Drain Improvement	Health	Local Road & Street	Highway	Rainy Day	Reassessment	Insurance Claims	Insurance Rainy Day
APPROPRIATION REQUEST:		1,000,000	700,000						35,000				
AMOUNT BY REDUCTION:													
AMOUNT BY SURPLUS:													
1. Property Tax Levy (Line 16) on (1782)	14,446,039	-	4,116,704	2,672,100	-	242,159	1,102,241	-	-	-	484,318	-	-
2. Circuit Breaker Impact (Estimate)	1,614,812	-	231,037	149,992		12,099	57,647				17,499		
3. PTRC from CAGIT (Line 13)			-	-		-	-	-	-	-	-		
4. Misc. Revenue Estimate (line 8B)	18,102,475	4,893,645	335,767	199,768	2,110,000	54,104	382,404	1,012,728	4,905,200		36,207		
5. January 1 Cash Balance including investments	10,225,487	16,814,480	17,631,478	4,317,711	4,381,882	1,205,848	605,085	1,449,317	3,923,314	10,478,141	314,961	-	2,852,946
6. Total Funds Available (1-2+3+4+5)	41,159,189	21,708,125	21,852,912	7,039,587	6,491,882	1,490,012	2,032,083	2,462,045	8,828,514	10,478,141	817,987	-	2,852,946
7. Original Budget	30,198,635		4,739,463	3,955,058		225,800	1,236,852	1,208,000	5,356,732	500,000	412,483		
8. Encumbered Appropriations	97,543	3,556,148	2,230,859	805,008	210,433			215,088	9,180		4,660		
9. Total Beginning Appropriations (7+8)	30,296,178	3,556,148	6,970,322	4,760,066	210,433	225,800	1,236,852	1,423,088	5,365,912	500,000	417,143	-	-
10. Surplus Funds (6-9)	10,863,011	18,151,977	14,882,590	2,279,521	6,281,449	1,264,212	795,231	1,038,957	3,462,602	9,978,141	400,844	-	2,852,946 Usually Not Appropriated
11. Amount Appropriated Since January 1st less any reductions in appropriations	193		22				27,625					Not Appropriated	
12. Amount Transferred to Rainy Day	-	-	-	-	-	-	-	-	-	-	-	-	-
13. Surplus Funds Remaining (10-11)	10,862,818	18,151,977	14,882,568	2,279,521	6,281,449	1,264,212	767,606	1,038,957	3,462,602	9,978,141	400,844		2,852,946
CASH BALANCE AS OF FEB 1, 2017	9,004,373	16,122,182	17,475,058	4,068,404	4,325,700	1,159,418	559,746	1,410,276	3,922,290	10,478,141	294,589	215,335	2,847,946
Established minimum balance	5,000,000	5,000,000		750,000	2,000,000				700,000	10,000,000	50,000		3,500,000
SUMMARY OF NINE MAJOR FUNDS	1/1/2017	2/1/2017	3/1/2016	4/1/2016	5/1/2016	6/1/2016	7/1/2016	8/1/2016	9/1/2016	10/1/2016	11/1/2016	12/1/2015	AVG
Surplus (equals unappropriated)	54,308,497	69,790,979	54,217,221	53,726,471	49,521,092	49,312,897	48,965,073	48,857,205	50,118,987	50,056,987	50,041,588	69,790,979	
Actual Cash Balance	72,074,756	69,654,370	60,610,315	58,183,830	57,251,899	62,416,919	66,822,516	65,833,466	65,072,976	67,755,882	65,905,191	60,681,821	64,355,328
Prior Year Cash Balance	65,479,556	63,292,273	59,279,743	61,890,750	60,187,590	58,468,880	65,624,411	62,643,596	64,017,693	63,670,653	59,515,928	58,532,026	61,883,592

Food & Beverage Revenue:

2017: Jan \$203,146

2016: Jan \$93,095 Feb \$135,667 Mar \$261,654 Apr \$381,776 May \$300,047 Jun \$326,983 Jul \$195,711 Aug \$92,358 Sep \$175,319 Oct \$110,179 Nov \$139,374 Dec \$134,577

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