



*Meeting
of the
Vigo County Council
February 11, 2014*

**VIGO COUNTY COUNCIL
FEBRUARY 11, 2014
5:00 P.M.**

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VIGO COUNTY COUNCIL
Agenda
Tuesday February 11, 2014 at 5:00 P.M.
Council Chambers, Vigo County Annex

1. Pledge of Allegiance
2. Calling of the roll
3. Corrections to the journal of the preceding meeting, if needed
 - ✓ November 12, 2013
 - ✓ January 14, 2014
4. Public comment
5. Communications from elected officials of the County
6. Communications from other officials or agencies
7. Reports from standing committees
8. Reports from select committees
9. Ordinances relating to appropriations
 - a. Budget Adjustment Committee
 - i. Additional Appropriation 2014-01
 - ii. Additional Appropriation 2014-02
 - iii. Additional Appropriation 2014-03
 - b. Personnel Committee
 - i. Additional Appropriation 2014-04
 - ii. Additional Appropriation 2014-05
 - iii. Salary Ordinance 2014-01
 - iv. Additional Appropriation 2014-06
 - v. Salary Ordinance 2014-02
 - vi. Additional Appropriation 2014-07
 - vii. Salary Ordinance 2014-03
 - viii. Additional Appropriation 2014-08
 - c. Annual Budget Committee
 - i. Additional Appropriation 2014-09
 - ii. Additional Appropriation 2014-10
 - iii. Additional Appropriation 2014-11
 - iv. Resolution of Re-Allocation of Existing Appropriations 2014-01
 - v. Additional Appropriation 2014-12
 - vi. Additional Appropriation 2014-13
 - vii. Vigo County 2014 Sheriff Deputy Salary Ordinance
 - viii. Vigo County 2014 Salary Ordinance
10. Honorary resolutions
11. Resolutions relating to fiscal policies of the Council
12. First reading by summary reference of proposed ordinances and resolutions
13. Appointments
14. Adjournment

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the Taxpayers of Vigo County, Indiana, that the Vigo County Council will meet at the Vigo County Annex, 127 Oak Street, Terre Haute, Indiana at 5:00 pm on February 11, 2014 to consider the following appropriations in excess of the budget of the current year.

IT

Payroll	\$1,200
FICA	\$92
PERF	\$171

TREASURER

License	\$10,600
Contractual Services	\$10,600

CRIME VICTIM ASSISTANCE

Payroll	\$5,308
FICA	\$407
PERF	\$3,266
Group Insurance	\$4,987

VETERAN'S ASSISTANCE

Payroll	\$8,980
FICA	\$687

EMA

Education, Counseling, Training	\$900
Vehicle	\$6,500
K-9	\$9,000

HARRISON ASSESSOR

Payroll	\$25,969
FICA	\$1,987
PERF	\$3,688
Group Insurance	\$14,316

PURDUE EXTENSION

Payroll	\$620
FICA	\$48

CORONER

Payroll	\$16,511
FICA	\$1,264
PERF	\$2,345

TOTAL VIGO COUNTY GENERAL FUND \$129,446

HIGHWAY

HIGHWAY I

Payroll	\$11,634
FICA	\$890
PERF	\$1,653

TOTAL HIGHWAY FUND \$14,177

HEALTH

PERF	\$9,204
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TOTAL HEALTH FUND \$9,204

INFRACTION DEFERRAL

Payroll	\$2,689
FICA	\$206
PERF	\$382
Youth Crime Prevention Grants	\$9,000

TOTAL INFRACTION DEFERRAL FUND \$12,277

TIMOTHY M. SEPRODI
VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday January 31, 2014
TRIBUNE-STAR

ADDITIONAL APPROPRIATION ORDINANCE 2014-01

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County General Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>IT</u>		
10010 Payroll Salaries	\$1,200	
15210 FICA	\$92	
15220 PERF	\$171	
TOTAL COUNTY GENERAL FUND	\$1,463	

SEC. 2. Shall be retroactive to the first pay in January 2013.

Approved on this 11th day of February 2014.

<u>AYE</u>	<u>NAY</u>
_____ Mark Bird	_____
_____ Rick Burger	_____
_____ Tim P. Curley	_____
_____ Mike Morris	_____
_____ Ed Ping	_____
_____ Bill Thomas	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

Budget Adjustment

ADDITIONAL APPROPRIATION ORDINANCE 2014-02

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County General Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>TREASURER</u>		
30750 License	\$10,600	
33300 Contractual Services	\$10,600	
TOTAL COUNTY GENERAL FUND	\$21,200	

Approved on this 11th day of February 2014.

AYE

NAY

_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Kathy Miller, President

Attest:

Timothy M. Sprodi
Vigo County Auditor

Budget Adjustment

ADDITIONAL APPROPRIATION ORDINANCE 2014-03

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County Highway Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

<u>HIGHWAY</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>HIGHWAY I</u>		
10010 Payroll Salaries	\$1,820	
15210 FICA	\$140	
15220 PERF	\$259	
TOTAL HIGHWAY FUND	\$1,960	

Approved on this 11th day of February 2014.

AYE

NAY

_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

Budget Adjustment

ADDITIONAL APPROPRIATION ORDINANCE 2014-04

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County General Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>CRIME VICTIM ASSISTANCE</u>		
10010 Payroll Salaries	\$5,308	
15210 FICA	\$407	
15220 PERF	\$3,266	
15230 Group Insurance	\$4,987	
TOTAL COUNTY GENERAL FUND	\$13,968	

Approved on this 11th day of February 2014.

AYE

NAY

_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Kathy Miller, President

Attest:

Timothy M. Sprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2014-05

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County General Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>VETERAN'S ASSISTANCE</u>		
10010 Payroll Salaries	\$8,980	
15210 FICA	\$687	
TOTAL COUNTY GENERAL FUND	\$9,667	

Approved on this 11th day of February 2014.

AYE

NAY

_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Kathy Miller, President

Attest:

Timothy M. Sprodi
Vigo County Auditor

SALARY ORDINANCE 2014-01

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2014, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County General Fund the following:

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>JUVENILE DETENTION</u>		
Detention Officer	Delete (Grade 7)	
Shift Supervisor	Grade 8	

Approved on this 11th day of February 2014.

<u>AYE</u>		<u>NAY</u>
_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2014-06

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County General Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>HARRISON ASSESSOR</u>		
10010 Payroll Salaries	\$25,969	
15210 FICA	\$1,987	
15220 PERF	\$3,688	
15230 Group Insurance	\$14,316	
TOTAL COUNTY GENERAL FUND	\$45,960	

Approved on this 11th day of February 2014.

AYE

NAY

_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

SALARY ORDINANCE 2014-02

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2014, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County General Fund the following:

<u>COUNTY GENERAL</u> <u>HARRISON ASSESSOR</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
Field Deputy	Grade 7	

Approved on this 11th day of February 2014.

<u>AYE</u>		<u>NAY</u>
_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2014-07

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County General Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>PURDUE EXTENSION</u>		
10010 Payroll Salaries	\$493	
15210 FICA	\$39	
TOTAL COUNTY GENERAL FUND	\$532	

Approved on this 11th day of February 2014.

AYE

NAY

_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

SALARY ORDINANCE 2014-03

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2014, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County General Fund the following:

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>PURDUE EXTENSION</u>		
(2)Returning Summer Camp Counselor-PT	\$10.50/hour	
Summer Camp Assistant Director	\$11.00/hour	
Summer Intern (1 of 2)	Delete (\$10/hr)	
Returning Summer Intern	\$10.50/hr	

Approved on this 11th day of February 2014.

AYE

NAY

_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

Personnel

ADDITIONAL APPROPRIATION ORDINANCE 2014-08

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County General Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>CORONER</u>		
10010 Payroll Salaries	\$16,511	
15210 FICA	\$1,264	
15220 PERF	\$2,345	
TOTAL COUNTY GENERAL FUND	\$20,120	

Approved on this 11th day of February 2014.

AYE

NAY

_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2014-09

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County General Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

<u>COUNTY GENERAL</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>EMA</u>		
44460 Vehicle	\$6,500	
TOTAL COUNTY GENERAL FUND	\$6,500	

Approved on this 11th day of February 2014.

<u>AYE</u>		<u>NAY</u>
_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2014-10

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County General Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>EMA</u>		
37650 Education, Counseling, Training	\$900	
44620 K9	\$9,000	
TOTAL COUNTY GENERAL FUND	\$9,900	

Approved on this 11th day of February 2014.

AYE

NAY

_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2014-11

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County Highway Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

<u>HIGHWAY</u> <u>HIGHWAY I</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
10010 Payroll Salaries	\$9,814	
15210 FICA	\$750	
15220 PERF	\$1,653	
TOTAL HIGHWAY FUND	\$12,217	

Approved on this 11th day of February 2014.

AYE

NAY

_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

RESOLUTION OF RE-ALLOCATION OF EXISTING APPROPRIATION

2014-01

It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes which appropriated are hereby re-allocated in the following amounts:

			<u>REQUESTED</u>	<u>APPROVED</u>
<u>HEALTH</u>				
From:	1159.10010.000.0000	Payroll	\$5,519	
To:	1159.15210.000.0000	FICA		\$5,115
	1159.15230.000.0000	PERF		\$364

Approved on this 12th day of November 2013.

AYE

NAY

_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____

Attest:

Bill Thomas, President

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2014-12

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County Health Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>HEALTH</u>		
15220 PERF	\$9,204	
TOTAL HEALTH FUND	\$9,204	

Approved on this 11th day of February 2014.

AYE

NAY

_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2014-13

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County Infraction Deferral Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

<u>INFRACTION DEFERRAL</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
10010 Payroll Salaries	\$2,689	
15210 FICA	\$206	
15220 PERF	\$382	
31410 Youth Crime Prevention Grants	\$9,000	
TOTAL INFRACTION DEFERRAL FUND	\$12,277	

Approved on this 11th day of February 2014.

AYE

NAY

_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Kathy Miller, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

VIGO COUNTY 2014 SHERIFF DEPUTY SALARY ORDINANCE

Whereas, the Indiana Legislature adopted I.C. 36-2-3 et. seq. which establishes the Vigo County Council as the fiscal body of Vigo County; and

Whereas, I. C. 36-2-5-3 grants the Vigo County Council the power to:

- (1) fix the compensation of officers, deputies and other employees;
- (2) describe and classify positions and services;
- (3) adopt schedules of compensation; and
- (4) hire or contract for persons to assist in the development of schedules of compensation; and

Whereas, Vigo County Code 1-8-5 also acknowledges this power of the Vigo County Council to set salaries of the officers, deputies, and other employees of Vigo County; and

Whereas, in an attempt by the Vigo County Council to establish position descriptions and recognize that certain positions require more skill and employees should be compensated commensurate with their responsibilities; and

Whereas, longevity should also be recognized as part of a fair and equitable compensation plan;

Now therefore, be it ordained and enacted by the Vigo County Council:

Vigo County Sheriff's Deputies are to be compensated in accordance with the following schedule and limited to the number indicated in parenthesis:

Merit Deputy (37)	\$41,944
Matron (1)	\$41,944
Chief Deputy (1)	\$54,478

In addition to the above base pay, Vigo County Sheriff's Deputies are to be additionally compensated as follows:

1. Any Merit Deputy with the exception of the Chief Deputy assigned the following classifications will receive the corresponding amount in addition to their base pay. Merit Deputies receiving classification pay are limited to the number indicated in parenthesis:
 - a. Lieutenant (6) \$3,393
 - b. First Sergeant (4) \$1,697
 - c. Sergeant (4) \$ 375
 - d. Detective (10) \$1,500
 - e. K-9 (1) \$ 566
2. A Merit Deputy Sheriff or Matron shall receive longevity pay annually commencing at the beginning of his/her 4th year in the amount of \$275. For each subsequent year of service, they shall receive longevity pay up to the maximum of \$4,400.00.
3. Merit Deputies and Matron receive \$1,650.00 per year clothing allowance.
4. Non-Merit Deputies volunteering an average of sixteen (16) hours per month

- during the year, receive \$1,250.00 per year clothing allowance.
5. Merit Deputies will receive one half (1/2) of the total accumulated, but unused, sick days upon retirement after twenty (20) years.
 6. The overtime rate for the Merit Deputies for grant programs is to be equivalent to one and one half (1 ½) times the salary plus longevity of the highest paid road deputy as of January 1, 2014. For the calendar year of 2014 the overtime rate is established at \$38.15 per hour.
 7. All other overtime is to be paid in accordance with Fair Labor and Standards Act at a rate of one and one half (1 ½) times the salary plus longevity.
 8. The compensation amounts are listed as annual appropriation amounts and the calculation of the bi-weekly or hourly compensation rates may result in a slight variation and will not be adjusted at the year end.
 9. *In the event of an extended Military or Family Medical Leave of a merit officer exceeding six (6) weeks, the Sheriff may employ a Temporary Deputy. A Temporary Deputy shall be compensated at a rate of ninety (90) percent of the base rate of a merit deputy. A Temporary Deputy shall not work more than 29 hours in a pay week and is not entitled to any benefits. A sufficient appropriation in Personal Services must exist in the Sheriff budget prior to the employment of a Temporary Deputy. The Sheriff should submit a plan detailing the anticipated period of time a Temporary Deputy will be required and the number of hours for that period to the Auditor's Office for verification of sufficient appropriation.(As amended 2/11/14)*
 10. *Compensatory time will be limited per the Vigo County Sheriff's Department Standard Operating Procedure, PER-017, effective 12/01/13, see Attachment 1. (As amended 2/11/14)*

Vigo County Sheriff's Department Standard Operating Guidelines	
Reference Number: PER-017	Effective Date: 12/01/13
Subject: Employment Practices - Work Week, Overtime, Court Time	Revised: 11/13/2013
Special Instructions: Replace all previous	Number of pages: 3
This directive is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis in a non-judicial administrative setting.	

I. PURPOSE

Establishes guidelines pertaining to work week overtime and court time.

II. POLICY

Department employees are required to present themselves for duty on each scheduled duty day as set forth in department SOG.

III. PROCEDURE

A. Work Week: Regular Duty

1. The Sheriff shall establish duty hours for all department employees.

B. Work Week: General Attendance

1. Officers will present themselves for duty on each scheduled duty day with the following exceptions:
 - a. When absence is due to illness, and it has been reported to his commanding officer at the earliest possible moment or before the start of duty hours.
 - b. When on vacation, taking approved accumulated time off or if an authorized leave of absence has been granted.

C. Work Week: Stand by Duty

1. All duly sworn officers of the department are on twenty-four (24) hours' call except when absent due to illness, on vacation, taking approved accumulated time off, or where an authorized leave of absence has been granted.

2. When contacted by a superior officer on regularly scheduled off duty days, they shall make themselves available for duty as requested, and as soon as possible.

3. Any duty time performed during regularly scheduled off duty periods shall be logged as accumulated authorized overtime.

D. Work Week: Authorized Overtime

1. Any officer performing overtime duty must have authorization from his or her direct supervisor when possible otherwise it must be approved by any department supervisor.

2. All earned overtime will be reported to the secretarial staff as part of the officer's monthly activity report. In almost every situation the approving commander of the monthly report should be the supervisor of the shift or division in which the overtime is actually earned.

3. The monthly report will briefly explain the need or reason for the earned overtime.

4. Overtime Authorization for is not required for grant funded projects. However, officers working grant projects cannot claim grant funded hours as regular work hours. An officer may take accrued leave time to work grant funded projects.

5. Overtime is to be reported in actual overtime earned or taken. Do not multiply by one and one-half. All record keeping of overtime by secretarial staff will be recorded in actual overtime hours. Overtime taken, as compensatory time will be adjusted by secretarial staff at the one and one-half rate.

6. The approval of the officer's immediate supervisor is required when extra days off are taken utilizing accumulated overtime.

7. A deputy sheriff may accumulate a maximum of forty (40) hours in approved overtime during the period of December 1st to November 30th. If at any time during this 12 month period a deputy exceeds forty (40) hours of authorized overtime he/she shall be compensated for all hours in excess of forty (40) hours on the next practical pay cycle following the report of the overtime to the secretarial staff.

8. During the 12 month period if a deputy has a change in position that either increases or decreases their pay rate all overtime hours that the deputy has accumulated will be paid out at the rate of which the overtime was earned.

- 82
83
84 9. At the end of each 12 month period (November 30) all overtime that
85 remains on record for the deputy as of November 30th will be
86 reported to the auditor in the month of December and that officer
87 will be compensated for ALL accumulated hours and thus a deputy
88 will return to zero hours of accumulated overtime on December 1.
89
90 10. A deputy may utilize any or all of his/her accumulated overtime during
91 this twelve month period as permitted by their immediate supervisor.
92

93 E. Court Time
94

- 95 1. Frequently, police officers are required to testify in judicial hearings
96 or trials concerning criminal violations. Any officer of the
97 department, who performs such duty during regularly scheduled off
98 duty periods, shall be compensated for it in the form of accumulated
99 overtime.
100

- 101 F. This guideline is to be used in conjunction with all relevant department
102 regulations, rules, policies, and procedures.

VIGO COUNTY 2014 SALARY ORDINANCE

Whereas, the Indiana Legislature adopted I.C. 36-2-3 et. seq. which establishes the Vigo County Council as the fiscal body of Vigo County; and

Whereas, I. C. 36-2-5-3 grants the Vigo County Council the power to:

- (1) fix the compensation of officers, deputies and other employees;
- (2) describe and classify positions and services;
- (3) adopt schedules of compensation; and
- (4) hire or contract for persons to assist in the development of schedules of compensation; and

Whereas, Vigo County Code 1-8-5 also acknowledges this power of the Vigo County Council to set salaries of the officers, deputies, and other employees of Vigo County; and

Whereas, in an attempt by the Vigo County Council to establish position descriptions and recognize that certain positions require more skill and employees should be compensated commensurate with their responsibilities; and

Whereas, longevity should also be recognized as part of a fair and equitable compensation plan;

Now therefore, be it ordained and enacted by the Vigo County Council:

1. Full-time employees in 2014 who are not covered by the 2014 grade and step salary schedule shall receive a compensation increase of 3.5 percent per annum over 2013.
2. Full-time employees in 2014 employed as attorneys in the office of the Public Defender in 2013 will be compensated under the Vigo County Public Defender Plan. The Public Defender (Full-time) shall receive a compensation increase of 3.5 percent per annum over 2013. The Public Defender (.800) shall be compensated at a rate of 80 percent of the Public Defender (Full-time), the Public Defender (.600) shall be compensated at a rate of 60 percent of the Public Defender (Full-time), and the Public Defender (Part-time) shall be compensated at a rate of 40 percent of the Public Defender (Full-time).
3. The nursing staff (3) of the Vigo County Health Department will each be classified as Staff Nurse and be compensated at a rate of \$39,333 per annum.
4. Employees in positions in 2013 who were subject to the 2013 grade and step schedule shall receive a compensation computed thusly:
 - A. First, each employee remaining subject to the compensation schedule receives an additional longevity step over his or her step for the previous year.

- B. Second, determine the grade of the employee position and the step as determined above, and refer to the attached schedule to find the compensation for the employee for the purpose of budget submissions for the calendar year of 2014.
 - C. Employees with a break in service with the County will receive credit for previous service with the County for the purpose of computation of longevity as it relates to the salary, if the time the employee was not employed by the County is less than half the time employed prior to the break in service.
- 5. A copy of the 2014 Council Approved Salary Schedule is attached as Exhibit A.
 - 6. This ordinance does not apply to employees who are covered by collective bargaining agreement, sworn deputies of the Vigo County Sheriff's Department, persons whose compensation is governed by statute and part-time employees and Elected Officials.
 - 7. That a workweek is hereby defined as thirty-five (35) hours. Overtime shall be paid at a rate of straight time for the first five (5) hours in each week and one and one-half (1 ½) times an employee's regular hourly wage for hours worked over 40 hours in each week.
 - 8. That probation officers shall be paid pursuant to the 2014 Minimum Salary Probation Officers (a copy of which is attached as Exhibit B) or shall receive a 15% increase in their yearly salary, whichever is less.
 - 9. Employees of the Vigo County Highway Department are eligible for classification pay at a rate of \$0.71 per hour at the discretion of the Vigo County Commissioners. The number of employees receiving classification pay must not exceed 28 at any point in time.
 - 10. Temporary employees, part time employees, and extra help shall be paid at a rate of \$10.00 per hour unless otherwise approved. Hours worked by temporary and/or part time employees shall not exceed 29 hours per defined work week.
 - 11. Deputy County Assessors and Deputy Township Assessors that have achieved Level 2 certification shall receive \$500.00 in addition to the base salary.
 - 12. New positions authorized for 2014 and the grade classifications are included on Exhibit C.
 - 13. New positions authorized for 2014 and the authorized salaries for non-graded positions are included on Exhibit D.

14. Positions deleted for 2014 are included in Exhibit E.
15. The salaries of the Chief Deputies of the Auditor, Treasurer, Clerk, County Assessor, Recorder, and Surveyor will be set at the greater of either 80 percent of the salary of the elected official of the office or at the rate of the approved grade of the position and the current step of the employee.
16. The compensation amounts are listed as annual appropriation amounts and the calculation of the bi-weekly or hourly compensation rates may result in a slight variation and will not be adjusted at the year end.
17. *The Property Tax Appeals Board Members are to be compensated based on a daily rate. Meetings lasting four (4) hours or less are to be compensated at one half (1/2) of the daily rate. Meetings lasting more than four (4) hours are to be compensated at the daily rate. (as amended 2/11/14)*
18. *All Vigo County employees who are required to work in a public safety emergency as determined by the Vigo County Commissioners and/or their designee(s), outside the employee's scheduled shift shall be compensated at one and one half time of the employee's rate of pay for performance of their duties in the emergency, without regard to the total number of hours worked during that pay period. The specific emergency, authorizing signature and duration of the emergency must be included in documentation submitted to the Auditor's office with the employee's timesheet and shall be paid out in the period for which the emergency compensation was earned. (as amended 2/11/14)*

EXHIBIT A

2014 SALARY MATRIX

6	24226	24653	25081	25413	25745	26170	26595	27022	27451	27879	28305	28740	29175	29626	30075	30541	31007	31490	31972	32463
7	25696	26150	26606	27011	27417	27870	28324	28780	29235	29690	30145	30609	31071	31551	32029	32575	33022	33535	34049	34573
8	27256	27740	28224	28710	29194	29679	30164	30651	31134	31620	32106	32599	33092	33603	34113	34641	35170	35716	36265	36820
9	28911	29426	29940	30455	30970	31486	32002	32518	33033	33550	34068	34592	35114	35657	36197	36759	37320	37900	38480	39070
10	30566	31111	31656	32201	32748	33294	33839	34387	34933	35481	36027	36579	37132	37705	38277	38871	39464	40076	40691	41316
11	32220	32798	33374	33950	34526	35104	35680	36258	36835	37411	37988	38571	39153	39758	40361	40986	41611	42259	42905	43565
12	33875	34482	35088	35695	36301	36909	37515	38124	38731	39341	39951	40563	41177	41813	42448	43105	43763	44444	45124	45815
13	35532	36168	36805	37442	38081	38718	39356	39994	40633	41272	41911	42556	43199	43864	44530	45220	45910	46623	47339	48064
14	37186	37854	38523	39191	39859	40529	41196	41865	42535	43204	43873	44547	45221	45918	46615	47337	48058	48806	49553	50313
15	38841	39537	40236	40934	41707	42331	43031	43730	44430	45132	45832	46534	47238	47966	48695	49449	50202	50984	51766	52560
16	40496	41224	41953	42683	43413	44142	44870	45601	46332	47063	47794	48528	49259	50020	50780	51566	52353	53166	53980	54808
17	42151	42911	43670	44430	45190	45951	46713	47473	48233	48994	49755	50517	51281	52071	52862	53682	54500	55348	56196	57057
18	43805	44595	45383	46175	46966	47757	48546	49337	50130	50922	51715	52510	53303	54126	54947	55798	56651	57531	58413	59309
19	45459	46280	47101	47922	48743	49564	50386	51208	52030	52853	53675	54498	55321	56174	57028	57910	58794	59708	60623	61552
20	47115	47966	48818	49669	50521	51373	52225	53079	53932	54785	55638	56492	57345	58229	59114	60029	60944	61892	62841	63804
21	48772	49653	50535	51415	52297	53181	54064	54946	55829	56719	57611	58496	59379	60296	61211	62159	63107	64088	65070	66067
22	50426	51338	52250	53163	54075	54990	55902	56818	57730	58644	59560	60474	61386	62333	63280	64260	65240	66256	67270	68301
23	52081	53024	53967	54911	55855	56798	57743	58688	59633	60576	61521	62465	63409	64387	65364	66377	67389	68437	69485	70551
24	53737	54709	55681	56656	57630	58604	59577	60554	61529	62506	63479	64455	65428	66436	67446	68491	69534	70616	71698	72798
25	55389	56393	57396	58401	59406	60412	61416	62423	63429	64436	65442	66446	67450	68491	69530	70608	71684	72800	73914	75046

EXHIBIT A

2014 SALARY MATRIX

	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
6	32788	33113	33437	33761	34086	34410	34735	35060	35385	35709	36067	36427	36791	37159	37530	37907	38285	38668	39055	39445
7	34919	35265	35611	35956	36301	36647	36993	37339	37684	38031	38411	38794	39183	39574	39970	40370	40773	41181	41592	42009
8	37188	37556	37924	38293	38661	39029	39397	39765	40134	40502	40907	41316	41729	42146	42567	42994	43423	43858	44296	44739
9	39460	39851	40243	40633	41024	41414	41805	42195	42587	42977	43407	43840	44279	44722	45169	45621	46077	46538	47003	47473
10	41729	42142	42555	42968	43381	43794	44208	44621	45034	45447	45902	46361	46824	47292	47765	48243	48725	49213	49705	50202
11	44000	44436	44871	45307	45743	46178	46614	47050	47485	47921	48401	48884	49373	49867	50355	50870	51378	51892	52410	52935
12	46274	46731	47189	47647	48105	48563	49022	49480	49938	50396	50900	51409	51923	52443	52967	53497	54032	54572	55117	55669
13	48545	49026	49505	49986	50467	50948	51428	51909	52390	52871	53399	53933	54473	55017	55567	56123	56685	57251	57823	58401
14	50816	51320	51823	52325	52829	53332	53835	54338	54842	55345	55897	56457	57022	57592	58168	58749	59336	59930	60529	61134
15	53086	53612	54136	54662	55188	55714	56239	56765	57290	57816	58394	58979	59568	60163	60765	61373	61987	62606	63232	63865
16	55356	55905	56452	57000	57549	58096	58644	59193	59741	60288	60891	61501	62116	62737	63364	63998	64638	65284	65937	66596
17	57628	58198	58768	59339	59910	60480	61051	61622	62192	62763	63390	64025	64664	65311	65964	66624	67290	67963	68642	69329
18	59901	60494	61088	61680	62274	62866	63460	64053	64646	65239	65891	66550	67215	67888	68567	69253	69945	70645	71351	72065
19	62167	62783	63398	64014	64629	65245	65860	66476	67091	67707	68384	69068	69758	70456	71161	71872	72592	73317	74050	74791
20	64443	65080	65719	66356	66994	67633	68270	68909	69546	70185	70887	71595	72312	73034	73765	74502	75247	76000	76760	77528
21	66729	67389	68050	68710	69371	70032	70692	71353	72013	72675	73401	74135	74876	75626	76381	77146	77916	78695	79483	80278
22	68985	69667	70350	71034	71716	72400	73083	73765	74449	75131	75833	76641	77408	78182	78964	79753	80551	81356	82170	82992
23	71256	71961	72667	73373	74078	74783	75489	76194	76900	77606	78382	79165	79957	80757	81564	82379	83203	84036	84876	85725
24	73525	74253	74981	75710	76437	77165	77893	78621	79349	80077	80878	81686	82503	83328	84162	85003	85853	86712	87579	88454
25	75797	76547	77297	78049	78799	79549	80300	81050	81800	82551	83377	84210	85052	85903	86762	87629	88506	89391	90285	91187

EXHIBIT B

2014 MINIMUM SALARY SCHEDULE FOR PROBATION OFFICERS

Judicial Conference of Indiana

<u>Probation Officer</u>		Number of Probation Officers in the Probation Department				
Years of Experience	Minimum Annual Salary		1-3	4-8	9-15	16+
0	\$ 30,839	Chief Probation Officer*	\$5,000	\$7,500	\$10,000	\$15,000
1	\$ 33,196					
2	\$ 36,928					
3	\$ 41,273	Assistant Chief Probation Officer*			\$5,000	\$10,000
4-9*	\$ 42,618					
10-14*	\$ 46,879	Supervisor Probation Officer*				
15-19*	\$ 51,568					
20 +*	\$ 56,723					
NOTE: The amounts for supervisory roles are <u>in addition</u> to the minimum salary based on years of experience.						

*Probation officers having a master's or doctorate degree from an accredited college or university in a relevant course of study as determined by the supervising judge and a minimum of 5 years as an Indiana probation officer shall receive an additional 5% of their base salary each year. For example, the minimum salary for a probation officer with 5 years of experience in 2014 would be \$42,618. If that officer had a master's degree, then the minimum salary would be \$44,749 in 2014.

- ◆ As used in this schedule, salary means the gross salary paid to a probation officer and does not include the employer's contributions to PERF/retirement program, disability, medical or other insurance programs, or deferred compensation.
- ◆ In the years following the implementation of the schedule, the Indiana Judicial Center will provide each chief probation officer with a revised Minimum Salary Schedule based on the pay increase awarded to state judicial employees. This schedule will be provided in time to prepare the next year's budget. The salaries for all probation officers shall be adjusted to meet the schedule provided each year.
- ◆ The salary schedule was effective beginning January 1, 2004 for full time probation officers. Part-time probation officers shall be paid according to the schedule on a pro rata basis. In each year following the implementation of the 2004 schedule, the revised schedules are effective January 1. Years of service are determined according to I.C. 5-10.3-7-2 for part-time probation officers.
- ◆ Departments shall not reduce the salaries of probation officers who are paid above the minimum salary schedule.
- ◆ Departments that do not comply with the Minimum Salary Schedule will not be permitted to send new probation officers to orientation. The probation officer's supervising judge must affirm compliance with the minimum salary schedule for purposes of orientation.

EXHIBIT B

DIRECTIONS FOR IMPLEMENTING THE SCHEDULE:

1. This minimum salary schedule is based upon years of experience. Therefore, as a probation officer's experience increases his or her salary shall increase on the anniversary date of employment. For example, if a probation officer begins working on May 15, then on May 15 of the following year, his/her salary shall increase to the next level. In other words, the anniversary date of that person being hired is the date that his/her salary shall increase from one level to the next. For example, when a person has ten (10) years of experience that person moves to the 10-14 years of experience level.
2. Minimum salaries for Chief Probation Officers, Assistant Chief Probation Officers, and Supervisors are calculated based on their years of experience plus the amount listed for their administrative role. For example, the minimum salary of a Chief Probation officer with 5 years experience in a department with 4-8 officers would equal \$50,118 in 2014.
3. In those counties having only one probation officer the minimum salary of that probation officer shall be calculated based on their years of experience plus the amount listed for Chief Probation Officer in a department of 1-3 probation officers.
4. The term "Probation Officer" also includes "Chief Probation Officer", "Assistant Chief Probation Officer" and "Supervisor Probation Officer". These terms shall be as defined in the Indiana Probation Standards and consistent with Indiana Code § 11-13-1-3.
5. Salaries for experienced probation officers and/or officers having extensive training, or special skills which will be utilized in their duties or responsibilities as a probation officer should be greater than the minimum salaries provided in the schedule.
6. Service as a court appointed probation officer in Indiana shall be counted for purposes of the minimum salary schedule.
7. There shall be a Chief Probation Officer in each probation department. In addition, there may be an Assistant Chief Probation Officer in those probation departments having a total of nine probation officers or more. In addition, there may be a Supervisor Probation Officer for each eight probation officers in the probation departments having sixteen or more probation officers.
8. Salary increases necessary to implement this salary schedule need not exceed 15% of the previous year's salary of the probation officer. However, salary increases shall not be less than 15% until the salary for that probation officer position is in compliance with the salary schedule.

Adopted September 10, 2002

EXHIBIT C

Jail

Correctional Officer

Grade 8

Reassessment

District Assessor

Grade 9

EXHIBIT D

<u>Health</u>	
Health Officer – Part-Time (No Benefits)	\$37,894
<u>Solid Waste</u> (as amended 10/8/13)	
Director	\$39,000
<u>Sheriff</u> (as amended 2/11/14)	
Process Servers	\$11.00/hr

EXHIBIT E

Health

Health Officer – Full-Time (With Benefits)

Grade 15

Assessor

District Assessors (3)

\$28,350



The Board of Commissioners of Vigo County

Commissioners

Mike Ciolli, 1st District

Judith A. Anderson, 2nd District

Brad Anderson, 3rd District

650 S. 1st STREET
TERRE HAUTE, INDIANA 47807
(812) 462-3367
Fax: (812) 234-2409

December 18th, 2013

The Commissioners request \$1200 from the Council budget to be transferred into the cell phone stipend for Lloyd LaBree. This should be retroactive to January 1, 2013 and thereafter and any additional funds needed for this will come from group insurance.

Thank you,

A handwritten signature in cursive script, appearing to read "Mike Ciolli".

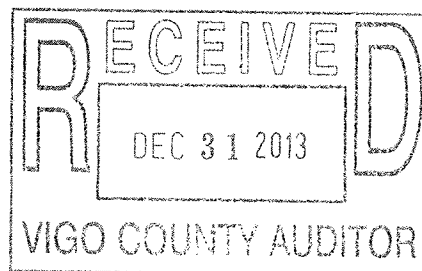
Mike Ciolli

A handwritten signature in cursive script, appearing to read "Judith A. Anderson".

Judith Anderson

A handwritten signature in cursive script, appearing to read "Brad Anderson".

Brad Anderson



12-18-2013

JAMES W. BRAMBLE, CPA
TREASURER OF VIGO COUNTY

OFFICE: (812) 462-3251
FAX: (812) 462-3279

VIGO COUNTY ANNEX
191 OAK STREET
TERRE HAUTE, INDIANA 47807

james.bramble@vigocounty.in.gov

December 18, 2013

Timothy Seprodi
Vigo County Auditor

RE: Credit Card Software System

Dear Mr. Seprodi,

For the next Council call, I am requesting additional Appropriation in the amount of \$21,200.00. To have Thompson Reuters format a Credit Card Licensed Software, Hardware and Services. This is to be used by our office.

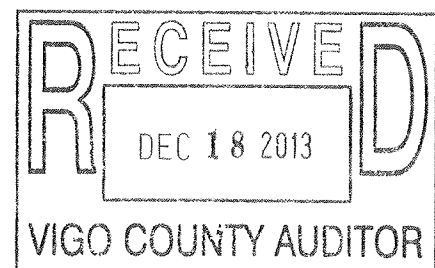
Thank You.

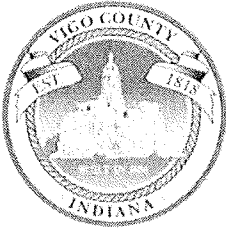
Sincerely,



James W. Bramble, Vigo County Treasurer

Jwb/cac





Vigo County Highway Department

3250 E. Haythorne Avenue, Terre Haute, Indiana 47805

Telephone: (812) 466-9635

Fax: (812) 460-1590

September 30, 2013

Vigo County Commissioner's Office
650 S 1st Street
Terre Haute, IN 47807

RE: Cell Phone Stipend

Commissioners:

I respectfully request that you increase the cell phone stipend for the Superintendent and Assistant Superintendent. We are required to use our cell phones for calls, email and internet in daily operations as well as emergencies.

I have enclosed a copy of both cell phone bills, and would like to discuss this further in our meeting on October 1, 2013. If approved, we would have to get a request into the County Council by the end of that day.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Daniel Bennett".

Daniel Bennett
Superintendent

ok 10/1/13
ok Justin A. Anderson
10/2/2013

Dan Bennett - Superintendent

Bob James - Asst. Superintendent

Vigo County Crime Victim Assistance Program*Sponsored By: Vigo County Sheriff's Department**33 South Third Street**Terre Haute, Indiana 47807**Phone: 812-462-3319 Fax: 812-231-1405**<http://www.facebook.com/vccvap>**jessica.woodruff@vigocounty.in.gov**ashlee.hiatt@vigocounty.in.gov*

JESSICA WOODRUFF, DIRECTOR
CRIME VICTIM ASSISTANCE PROGRAM

GREG EWING
SHERIFF

ASHLEE HIATT, ASSISTANT DIRECTOR
CRIME VICTIM ASSISTANCE PROGRAM

CLARK COTTOM
CHIEF DEPUTY

December 30, 2013

To: Vigo County Council Members & Timothy Seprodi

From: Jessica Woodruff

Re: January Council Call

Please add the following request to the January, 2014 Council Call.

I am asking additional funds be awarded to cover the employer share of group insurance for employee only coverage.

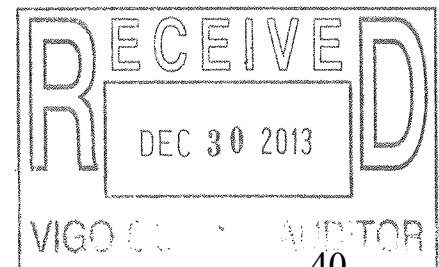
The Affordable Care Act (ACA or health care reform law) informs that an employer with 50 or more full-time (or full-time equivalent) employees will get a penalty if the employer does not offer health coverage. To maintain the Assistant Director's current salary, and full-time status, additional funds are needed to cover the cost of health care. The Assistant Director has a bachelor's of arts degree, continuation training, and two years of service.

The Assistant Director position is fully funded by the Indiana Criminal Justice Institute VOCA grant. The grant has awarded a total of \$27,989 to be used from October 1, 2013 to September 30, 2014. The program requests to implement budget changes with money already awarded by lowering the supplemental salary for the Director to secure \$1,247 to be used for three months medical coverage during July, August, and September of 2013. If the Assistant Director resigns or declines coverage I request any or all funds to be re-distributed to the Assistant Director for a salary increase.

Additionally, I'm requesting County funds to cover the cost for October, November, and December of 2014 to ensure the Assistant Director remains a full-time employee. It would be most beneficial if county funds could become available each year to provide the employer share of group insurance to ensure a stable full time position while grant funds maintain the salary.

Sincerely,

Jessica Woodruff
Jessica Woodruff, Director



Cost to County General
Crime Victim Assistance

If Full-time as of:	Payroll	FICA	PERF	Insurance	Total
January (1st Qtr)	5,308	407	3,266	4,987	\$ 13,968
April (2nd Qtr)	5,308	407	2,450	3,741	\$ 11,906
July (3rd Qtr)	5,308	407	1,633	2,494	\$ 9,842
October (4th Qtr)	5,308	407	817	1,247	\$ 7,779



VETERAN'S ASSISTANCE OFFICE

VIGO COUNTY ANNEX * 163 OAK STREET * TERRE HAUTE, IN 47807 * (812)462-3261 * Fax (812)231-5646

December 20, 2013

To: Vigo County Commissioners

From: Karen Barnaby
County Veterans Service Officer

It is respectfully requested that the following issue be discussed at the next appropriate Council Meeting of 2014.

The part-time fill-in assistant position in the Veterans Assistance office has become vacant. It will be difficult to find a person that can come in a few days a month and one that will come in on the spur of the moment for sick time. The county is no longer under a hiring freeze so I am proposing that there be a permanent part-time position created. This person would work mornings (8AM-12 noon) and fill-in the entire day when I am sick or on vacation. The cost to the county is figured as follows:

210 (4)hr days= 840 hrs [after taking out holidays]
38 (7)hr days= 266 hrs [my leave time and conference]
Total 1106 hrs X 10.00 (part-time wage) = \$11,060(rounded to 11,500)

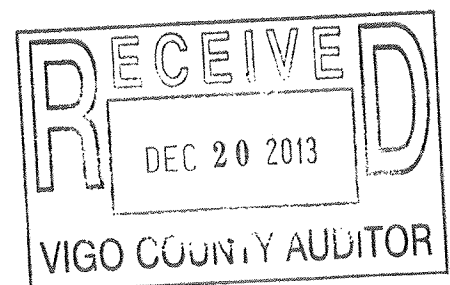
Currently the part-time fill-in job has been filled.

Respectfully submitted,

Karen Barnaby
Karen Barnaby
Veterans County Service Officer

Cc: Ciolli, Anderson, Anderson

Jessie A. Anderson
Mike Ciolli
Bob [unclear]



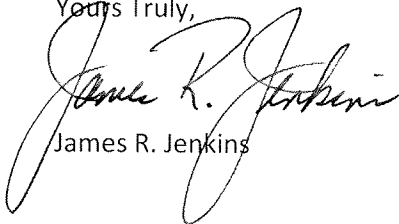


James R. Jenkins
Director

To: Tim Seprodi
From: James R. Jenkins
Date: December 4, 2013
Re: Position Title Change

We currently have an open Detention Officer's position that I would like to change to a Shift Supervisor position. No additional funding is required for this change.

Yours Truly,



James R. Jenkins

FILED
DEC 05 2013

Timothy M. Seaprode
VIGO COUNTY AUDITOR



To: Tim Seprodi, County Auditor
 From: Mick Love, Harrison Township Assessor
 Date: October 9, 2013
 Ref: Full Time position

PR 25,969
 FICA 1,987
 PIRF 3688
 INS 14,316
 \$45,960

This letter is a request for a full time position for our office to conduct the Cyclical Re-Assessment as ordered by the State Legislature. Could you please place this request on the Council Call for November. Salary for a Field Deputy is Grade 7, Step 1, Starting @ \$25,696 per year.

I thank you in advance for your consideration. Please contact me if I can provide the committee with any further information.

Sincerely,

Mick Love

c.c. Ryan Oilar, Council Administrator, Vigo County Council



cards and match them with the deeds to make current. We calculate all
breakouts on homesteads for Harrison Township.

New duties include verifying sales information, approve and data enter all
information.

We do our appeals, work all our agreements and do form 115 and mail out to
the taxpayer, we schedule and hold our own hearings, which is also new to
our office.

Field Agent

Responsible for gathering and sorting building permits and appeals,
measuring and sketching, photographs, blueprints of new property,
residential and commercial.

Checking property cards for accurate information at the properties in
question.

Keeping all information gathered and updated on computer.

Checking Harrison Township for new construction, remodels, garages,
sheds, pools, etc. Actual physical inspection of properties in question.

Helps out in the office when possible by answer phones, working at the
counter and helping with customers.

Attends meetings with contractors, builders and homeowners.

Keeps track of the maintenance and fuel for the department vehicle.

To: Vigo County Council
From: Purdue Extension Service - Vigo County Office
Re: Salary Changes
Date: December 12, 2013

Dear Vigo County Council,

The Vigo County Extension Service requests an increase in the following salaries:

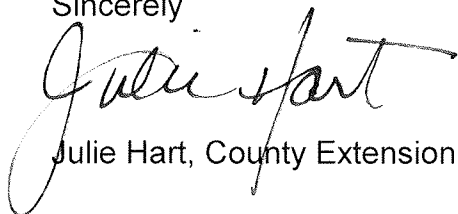
Returning Summer Camp Counselor-PT: \$10.50
Returning Summer Camp Counselor-PT: \$10.50
Summer Camp Assistant Director: \$11.00

Also requested is a title change and salary increase for the following position:

Summer Intern at \$10.00 to Return Intern at \$10.50

Thank you for taking this under consideration.

Sincerely



Julie Hart, County Extension Director

Enclosure



SUSAN S. AMOS, M.D.

VIGO COUNTY CORONER

December 31, 2013

14-010
183 Oak Street
Terre Haute, IN 47807
(812) 462-3360
Fax: (812) 231-4429

Honorable Tim Seprodi
Vigo County Auditor

Please place this request before the Vigo County Council for attention at their first meeting in January 2014.

I am once again coming before the Vigo County Council in regards to my 2014 salary.

I am a licensed physician, and have been for many years. I served as Vigo County Coroner from 1997-2004 at which time I received the same salary as all other elected officials.

I feel this issue must be addressed and corrected.

Thank you for your attention to this matter.

Sincerely,

Susan S. Amos, MD
Vigo County Coroner

FILED
DEC 31 2013

TIMOTHY M. SEPRODI
VIGO COUNTY AUDITOR



915 South Petercheff Street
Terre Haute, IN 47803
812-462-3217 Office
812-234-0691 Fax

Vigo County Emergency Management Agency

Memo

To: Tim Seprodi, Vigo County Auditor
CC: Kathy Miller, Vigo County Council
Ryan Oilar, Vigo County Council Administrator
From: Dorene G. Hojnicky, DO *DGH*
Director, Vigo County EMA
Date: December 6, 2013
Re: EMA Vehicle, Arson/Search and Rescue K9

Please place Vigo EMA on the County Council Agenda for the following items:

Item 1

14-005
Vigo County Emergency Management Agency requests appropriation for a 2nd departmental SUV. The current required equipment for EMA makes the use of a SUV type vehicle necessary, especially in snow, ice and flood conditions. At the time of the EMA 2014 Budget submission, it was the intention was to ask for a 2nd SUV vehicle appropriation for EMA in the 2015 budget. I have spoken to both the Commissioners and the Sheriff. The current EMA-2 vehicle (a 2008 Crown Victoria) will either be utilized by the Sheriff department to replace a pool vehicle or be used by the Commissioners to be repurposed to another department. Given the arrangement the Sheriff Office currently has with Ford, it makes better economical sense to obtain the vehicle with the current lease agreement. The current lease agreement is \$6,500/year for 5 years. At the end of the period, the vehicle becomes property of the county.

Item 2

14-006
It was recently brought to our attention that the current Arson Detection K9 will be retiring within the year. The current Arson K9 (Chacca) was purchased through funds from the Arson Taskforce. The Taskforce no longer exists. K9 Chacca is been a dual purpose K9. She goes to fire scenes to look for evidence of accelerants to identify if arson has taken place. She is also cross-trained as a Track & Trail Search and Rescue K9. Chacca has had an outstanding career, she has had several finds of both accelerants and in finding lost individuals. The cost of the K9, training and required equipment will be \$13,500. Vigo County EMA will continue to host and support the Arson K9.