



*Meeting
of the
Vigo County Council
August 12, 2014*

VIGO COUNTY COUNCIL
AUGUST 12, 2014
5:00 P.M.

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VIGO COUNTY COUNCIL
Agenda
Tuesday August 12, 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
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. Annual Budget Committee
 - i. First reading of the 2015 Annual Budget
 - b. Personnel Committee
 - i. Salary Ordinance 2014-09
 - ii. Salary Ordinance 2014-10
 - iii. Salary Ordinance 2014-11
 - iv. Additional Appropriation 2014-46
 - c. Budget Adjustment Committee
 - i. Additional Appropriation 2014-47
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 August 12, 2014 to consider the following appropriations in excess of the budget of the current year.

COUNTY GENERAL

BUILDING MAINTENANCE

Payroll	\$2,230
FICA	\$171
PERF	\$317
Group Insurance	\$1,550

AUDITOR

Contractual Services	\$75,000
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TOTAL COUNTY GENERAL **\$79,268**

TIMOTHY M. SEPRODI
VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday August 1, 2014
TRIBUNE-STAR

NOTICE TO TAXPAYERS

The **Notice to Taxpayers** is available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **Vigo County Auditor's Office, 131 Oak Street, Terre Haute, IN 47807**. For taxes due and payable in 2016, notices will not be printed in the newspaper and will only be available at www.budgetnotices.in.gov or by calling (888) 739-9826.

Notice is hereby given to taxpayers of **VIGO COUNTY**, Indiana that the proper officers of **Vigo County** will conduct a public hearing on the year **2015** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **Vigo County** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **Vigo County** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **Vigo County** will meet to adopt the following budget:

Public Hearing Date	Tuesday, August 12, 2014	Adoption Meeting Date	Tuesday, September 09, 2014
Public Hearing Time	5:00 PM	Adoption Meeting Time	5:00 PM
Public Hearing Location	Vigo County Council Chambers, 127 Oak Street, Terre Haute, IN 47807	Adoption Meeting Location	Vigo County Council Chambers, 127 Oak Street, Terre Haute, IN 47807
Estimated Civil Max Levy	\$28,250,000		

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy
0005-CASINO/RIVERBOAT	\$350,000	\$0	\$0	\$0
0061-RAINY DAY	\$3,809,383	\$0	\$0	\$0
0101-GENERAL	\$37,093,941	\$32,459,947	\$0	\$23,592,677
0124-2015 REASSESSMENT	\$940,303	\$664,279	\$0	\$646,815
0581-COURT HOUSE BOND	\$205,000	\$235,000	\$0	\$225,135
0702-HIGHWAY	\$4,538,761	\$0	\$0	\$0
0706-LOCAL ROAD & STREET	\$426,788	\$0	\$0	\$0
0790-CUMULATIVE BRIDGE	\$888,662	\$1,227,162	\$0	\$957,715
0801-HEALTH	\$1,460,126	\$1,400,000	\$0	\$1,139,967
1156-EMERGENCY TELEPHONE SYSTEM	\$650,585	\$0	\$0	\$0
1186-JAIL BOND	\$559,000	\$665,551	\$0	\$514,593
1301-PARK & RECREATION	\$1,193,451	\$1,500,000	\$0	\$775,464

1310-PARK NONREVERTING - CAPITAL	\$30,000	\$0	\$0	\$0
2391-CUMULATIVE CAPITAL DEVELOPMENT	\$539,500	\$759,383	\$0	\$564,623
2411-ECONOMIC DEV INCOME TAX CEDIT	\$4,912,411	\$0	\$0	\$0
8210-SPECIAL SOLID WASTE MANAGEMENT	\$185,392	\$0	\$0	\$0
9501-Alcohol and Drug Services	\$480,917	\$0	\$0	\$0
9502-Drug Court User Fee	\$77,704	\$0	\$0	\$0
9503-Drug Free Community	\$0	\$0	\$0	\$0
9504-Plat Book	\$168,000	\$0	\$0	\$0
9505-Clerk's Records Perpetuation	\$35,241	\$0	\$0	\$0
9506-Clerk Title IV-D	\$121,433	\$0	\$0	\$0
9507-Local Health Maintenance	\$73,650	\$0	\$0	\$0
9508-Infraction Deferral	\$254,130	\$0	\$0	\$0
9509-Pretrial Diversion	\$152,186	\$0	\$0	\$0
9510-Seized Assets/Drug Task Force	\$111,250	\$0	\$0	\$0
9511-Sales Disclosure - County Share	\$36,000	\$0	\$0	\$0
9512-Supplemental Public Defender	\$64,000	\$0	\$0	\$0
9513-Supplemental Juvenile Probation Svcs	\$29,284	\$0	\$0	\$0
9514-Surveyor's Corner Perpetuation	\$25,250	\$0	\$0	\$0
9515-Sheriff Sale Administration	\$35,050	\$0	\$0	\$0
9516-Supplemental Adult Probation Svcs	\$142,547	\$0	\$0	\$0
9517-Guardian Ad Litem/Court	\$112,660	\$0	\$0	\$0
9519-Identification Security Protection	\$21,360	\$0	\$0	\$0
9520-Recorder's Records Perpetuation	\$39,158	\$0	\$0	\$0
9521-Park Non-Reverting Operating	\$178,500	\$0	\$0	\$0
9522-Engineering	\$306,750	\$0	\$0	\$0
9523-Emergency Planning Right to Know	\$52,900	\$0	\$0	\$0
9525-County Elected Officials Training	\$10,000	\$0	\$0	\$0

9526-Prosecutor IV-D Incentive	\$46,100	\$0	\$0	\$0
9527-Co Auditor Ineligible Deducts	\$30,000	\$0	\$0	\$0
9531-CAGIT County Certified Shares	\$4,080,414	\$0	\$0	\$0
9532-Health Donation	\$201,333	\$0	\$0	\$0
Totals	\$64,669,120	\$38,911,322	\$0	\$28,416,989

SALARY ORDINANCE 2014-09

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 Crime Control Fund the following:

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>CRIME CONTROL</u>		
Extra Help	\$10/hour	
<i>Approved on this 12th day of August 2014.</i>		
<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

SALARY ORDINANCE 2014-10

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>COUNCIL</u>		
Administrator	Grade 15	

SECTION 3. Shall be retroactive to the first pay of January.

Approved on this 12th day of August 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

Personnel

SALARY ORDINANCE 2014-11

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>BUILDING MAINTENANCE</u>		
Supervisor	\$ 38,000	

Approved on this 12th day of August 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 2014-46

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>BUILDING MAINTENANCE</u>		
10010 Payroll	\$2,230	
15210 FICA	\$171	
15220 PERF	\$317	
15230 Group Insurance	\$1,550	
TOTAL COUNTY GENERAL FUND	\$4,268	

Approved on this 12th day of August 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 2014-47

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>AUDITOR</u>		
33300 Contractual Services	\$75,000	
TOTAL COUNTY GENERAL FUND	\$75,000	

Approved on this 10th day of June 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 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

jessica.woodruff@vigocounty.in.gov

http://www.facebook.com/vccvap

JESSICA WOODRUFF, DIRECTOR
CRIME VICTIM ASSISTANCE PROGRAM

GREG EWING
SHERIFF

July 22, 2014

To: Kylissa Miller

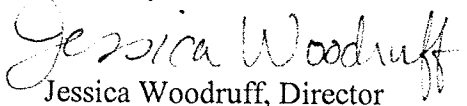
From: Jessica Woodruff

Re: Grant Funded Position; Part-Time Employee Status

I am asking for permission to hire a part-time employee using existing grant funds. The program consists of two employees. The Director position is a full time county position at a Grade 8; step 4 for 2014. The Assistant Director position is fully funded by the Indiana Criminal Justice Institute VOCA grant. Currently, the grant has awarded a total of \$27,989 to be used from October 1, 2013 to September 30, 2014. This pays a supplemental salary for the Director, a salary of \$23,000.00 for the Assistant Director, and fringe benefits for the Assistant Director.

The Assistant Director resigned in June leaving funds unused, but the budget will not cover the cost of medical benefits needed for a new full time hire. It is vital for the office to have more than one employee to assist with the caseload and office duties. At this time, there is a pending 2015 county budget request for the Assistant Director Position to be county funded with medical benefits. My request is to leave the position of Assistant Director as undetermined at this time, and to hire a "Legal Advocate" part-time employee. The job description would be adjusted, and the part-time position would work at \$10.00 per hour for up to 29 hours a week. This will eliminate the requirement for medical benefits, allow the remaining grant funds to be spent, and improve staff ability to assist crime victims through the criminal justice system.

Sincerely,


Jessica Woodruff, Director

The Vigo County Council has an opening for the position of **Council Administrator**.

Council Administrator

Job Description

GENERAL PURPOSE

Pursuant to IC 36-2-3-6, the County Council may employ administrative personnel necessary to perform its duties. Per Rule Six (6) of the adopted Rules of the Vigo County Council, the President may appoint a Council Administrator, to assist the Council and its committees in the performance of their duties. Under the supervision of the Vigo County Council President and Members of the Vigo County Council, the Council Administrator has a high degree of interaction with department heads, elected officials, management and other staff from within the County, other agencies, and/or the public. The incumbent must represent the Vigo County Council with tact, diplomacy, and professionalism. The Council Administrator performs responsible, professional, administrative, financial, budgetary, statistical, and other management and legislative analyses in support of departmental or County-wide activities, functions and programs; recommends action and assists in formulating policy, procedure, work-flow designs and legislative positions; and in budget development and implementation; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to a logical assignment in this class.

- Plans, organizes, coordinates, directs or conducts administrative or management studies relating to the activities or operation of the County or assigned department of office; determines analytical techniques and information-gathering processes and obtains required information and data for analysis; analyzes alternative and makes recommendation regarding such areas as staffing, facilities, equipment, cost analysis, productivity, and policy or procedure modifications; discusses finding with management staff and prepares reports of study conclusions; assists in developing and implementing departmental or program goals and objectives; plans and conducts a variety of special projects and programs related to the functions of the assigned department.
- Assists in developing and administering the County's operating and capital improvement budget; confers and provides consultation and expertise related to budget development to applicable department managers and staff; gathers and analyzes data and information; develops and complies supporting documentation; formulates and presents recommendations; participates in various budget review sessions and incorporates revisions; monitors expenditures; investigates and evaluates the need for changes in budgetary allocations during the fiscal year; reviews and evaluates purchase requests and justifications.
- Analyzes administrative, operational and organizational problems, evaluates alternative and reach sound conclusions; collects, evaluates and interprets varied data, either in statistical or narrative form; interprets and applies laws, regulations,

- policies and procedures; prepares clear and concise reports, and other written materials; maintains accurate records and files; directs and coordinates the work of others on projects; uses PC word processing, graphics and database programs to develop reports, databases and communications materials; coordinates multiple projects and meets critical deadlines; exercises sound judgment within established guidelines; communicates effectively orally with individuals, group, and public presentations; establishes and maintains effective working relationships with those encountered in the course of the work.
- Gathers, reviews, compiles, analyzes and integrates complex data and information from department and County staff for ongoing and special reports, manuals and correspondence; composes, writes, edits and completes technical reports, manuals, council communications, correspondence and other written materials.
- Represents department in interactions with County staff, officials of other governmental agencies, business and community groups, vendors and the public regarding assigned projects; actively participates in and facilitates applicable meetings and reports to management on meeting outcomes; receives, responds to and resolves citizen requests for information, inquiries, concerns, complaints and problems about County and departmental programs, services or projects; coordinates programs and activities with other departments.
- Reviews contracts, invoices, vouchers or other documentation; as necessary, analyzes reconciles, tracks and monitors related financial data and information.
- Assists in monitoring performance and progress in executing departmental goals and objectives; performs analytical assignments in conjunction with detailed tactical or project planning and plan implementation; develops and presents periodic reports on progress.
- Researches, reviews, analyzes and monitors applicable legislation related to department functions; develops conclusions and recommendations; confers and discusses findings with Members of the Council and, as assigned, develops report summarizing conclusions and recommended actions.
- May complete grant proposals and administer grants; researches and identifies appropriate grant opportunities; writes and submits grant proposals; makes presentations to granting agencies and follows-up with grantors; administers, monitors and oversees grants.
- Updates and enhances Council web page. May provide work direction to support staff on a project or day-to-day basis.

REQUIRED QUALIFICATIONS

Bachelor's degree from an accredited four-year college or university with major coursework in business or public administration; and two years of professional experience in administrative and management analysis equivalent to the Council Administrator position; or an equivalent combination of training and experience.

DESIRED QUALIFICATIONS

Knowledge of principles, practices and methods of administrative and organizational analysis; public administration policies and procedures; business computer applications, particularly as related to statistical analysis and data management; financial, statistical

and comparative analysis techniques and formulae; public finance and purchasing practices and legal requirements; County organization, functions, programs, policies, procedures and initiatives; budget development and administration methodologies; basic functions and authorities of public agencies; principles and practices of sound business communication.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to communicate professionally in person, over the telephone, through email and other electronic means, move about the office, handle various types of media and equipment, and visually or otherwise identify, observe and assess. The employee is occasionally required to lift up to 10 pounds unless otherwise specified in the job description.

Notice

The intent of this job description is to provide a representative level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

Vigo County Government is an Equal Opportunity Employer and embraces diversity as a critical step in ensuring success in the public sector. We are committed to building and developing a diverse environment where a variety of ideas, cultures and perspectives can thrive.

FLSA Status: Exempt

Salary: Grade 15; \$38,841

Yearly Appointment by Council President

Date of Job Posting: 06/09/14

Deadline: Open and continuous until filled.

Applications with resume, salary history, five professional references, and letter of interest can be mailed to:

Vigo County Human Resources
Attention: Council Administrator
121 Oak Street
Terre Haute, IN 47807



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

July 17, 2014

To Vigo County Council & Auditor Tim Seprodi,

The prior Maintenance Supervisor, Jake Compton, retired July 7, 2014. The Commissioners are requesting that the step & grade be removed, and if an applicant meets certain criteria and qualifications, a salary of \$38,000 be offered.

Currently, the County has 4 full time and 2 part time Maintenance positions filled. There are 2 positions open, 1 being the Supervisor.

Thank you,

Vigo County Commissioners


Judith Anderson


Brad Anderson

Mike Ciolli

FILED
JUL 18 2014


VIGO COUNTY AUDITOR

Vigo County, Indiana has an opening for the position of:

Maintenance Supervisor

Under the supervision of the County Commissioners, the Maintenance Supervisor is responsible for overseeing and supervising the maintenance of County buildings and grounds and the personnel of the Maintenance Department. In addition, the supervisor will in some instances, be a working supervisor performing related work of a more advanced level than subordinates or could perform duties that are similar or related to the work performed by subordinates.

The supervisor should be knowledgeable with computer skills, troubleshooting and diagnostic skills, OSHA regulations, basic HVAC, and experience with minor electrical and plumbing maintenance /repair. Along with management experience, the supervisor must have the ability to initiate, work and complete projects.

Duties and Responsibilities:

- Supervises, directs, and evaluates assigned staff, addresses employee concerns and problems, counseling, disciplining, and completing employee performance appraisals.
- Coordinates department work activities; organizes and prioritizes department workload; consults with assigned staff to review work assignments, requirements, status, and problems; assists with complex or problem situations; provides directions, advice and technical expertise; monitors status of work in progress, inspects completed work.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.
- Opens Courthouse and Annex buildings and ensures presence of security personnel, maintenance and custodial personnel, and mailroom.
- Answers calls from office/department heads regarding maintenance problems; solve problems.
- Processes personnel records including attendance records, vacation requests, sick days etc.
- Serves as purchasing agent for custodial supplies/materials, construction materials, and maintenance supplies.
- Contacts contractors for all bid proposals and contracting needs.
- Prepares/processes all paperwork on billings and accounts.
- Provide instruction and training to employees.
- Knowledgeable of and capable of using and utilizing various equipment, tools, and chemicals.
- Performs other related essential duties as required.



Vigo County Auditor
VIGO COUNTY ANNEX
131 OAK STREET
TERRE HAUTE, INDIANA 47807
(812) 462-3361 FAX: (812) 231-0091

Timothy M. Seprodi, CPA, Auditor
tim.seprodi@vigocounty.in.gov

Kylissa Miller, Chief Deputy Auditor
kymiller@vigocounty.org

July 10, 2014

County Council
RE: Request for Additional Appropriation

Dear Council Members:

I am requesting an additional appropriation in the amount of \$75,000.00 for an internal Fair Labor Standards Act audit to insure that Vigo County is in compliance with wage and hour regulations including exempt and non-exempt classification treatment of positions regarding compliance with overtime rules and regulations.

The necessity of this request is to enable this office to properly apply the FLSA rules to all county employees. With the ever changing job descriptions and duties of the various county departments, it is necessary for us to maintain pace with these changes. Since I am not a labor specialist, I believe that I should have access to any services available to make sure that Vigo County is in compliance with the FLSA, and to help forestall any possible future litigation for violations thereof.

I want to assure the council that this request is for a labor study and is no way to be considered as the first step towards the acquisition of a county wide time clock system. The council has made it clear that it wants no part of time clocks at this time.

Respectfully,

A handwritten signature in cursive script that reads "Timothy M. Seprodi".
Timothy M. Seprodi
Auditor, Vigo County

Waggoner • Irwin • Scheele
& Associates INC

OFFER OF CONSULTING SERVICES

**TO: Vigo County Commissioners
Vigo County Council**

FROM: Kent Irwin

DATE: July 8, 2014

RE: Operations Review Study

As requested, attached you will find an updated Letter of Engagement detailing the scope of consulting services to conduct an operations review of Vigo County public services.

This process will involve developing a project work plan in collaboration with the County Commissioners and County Council.

Consultants will conduct an internal Fair Labor Standards Act (FLSA) self-audit of wage and hour regulations including the exempt and non-exempt classification treatment of positions regarding compliance with overtime rules and regulations.

In addition, the study will include, but not be limited to, conducting interviews with elected officials and department heads to collect information regarding the delivery of services, collecting internal data through an employee survey, collecting external data from other municipalities, and preparing a report of findings and recommendations for implementing organizational improvements.

Fees will be billed hourly, and are estimated not-to exceed \$68,460.00, plus travel expense reimbursement. It is anticipated that the project will be completed in 7-9 months.

If the Letter of Engagement meets with your approval, please return a signed copy to me.

We look forward to working with you on this project, and will begin upon your approval.

Cc:
Timothy Seprodi
Vigo County Auditor

LETTER OF ENGAGEMENT COUNTY OF VIGO, INDIANA

The County of Vigo, Indiana (County) engages Waggoner, Irwin, Scheele & Associates, INC. (WIS) to provide the following professional consulting services:

OPERATIONS REVIEW

The following scope of consulting services are described and presented to best meet the objective of conducting an operations review of County Offices and Departments.

1. Develop Project Work Plan and Schedule

Consultants will develop and submit a written work plan including project activities and schedule. This work plan will detail study priorities.

2. Data Collection

Consultants will collect data from each department including but not limited to budgets, staffing, services provided, current and planned projects, and methods of delivering services. Review organizational structure and future needs of the County Offices and Departments, staffing, use of technology, equipment, and an assessment of in-house and outsourced functions.

3. Conduct Project Briefing Meetings and Interviews

Consultants will conduct project briefing meetings and interview County officials and individuals who are responsible for directing department operations.

4. Fair Labor Standards Act (FLSA) Self-Audit/Analysis

Consultants will distribute a FLSA Self-Audit Questionnaire to Department Heads for completion. Once completed, consultants will tabulate responses and conduct an analysis of information collected and make recommendations for correcting any deficiencies identified.

5. Comparative Analysis

Consultants will conduct a comparative analysis of other municipalities collecting data regarding organizational structures, the delivery of services, staffing, and use of technology.

6. Prepare Report

Consultants will prepare and submit a report to the County Commissioners of findings from the internal and external data collected. Recommendations will be made for improving County operations.

FEES

Fees will be billed at the following hourly rates:

Principal:	\$125.00 hour
Sr. Consultant:	\$ 85.00 hour
Consultant:	\$ 40.00 hour

TRAVEL REIMBURSEMENT

Travel reimbursement will be billed at the following rates:

Mileage:	\$0.46 per mile
Per diem:	\$24.00 per day
Lodging:	per receipts

TIMETABLE

It is estimated that the above action steps will be completed in (7-9) months.

FOR THE COUNTY OF VIGO, INDIANA

_____ **DATE:** _____

FOR WAGGONER, IRWIN, SCHEELE & ASSOCIATES, INC.

_____ **DATE:** _____

OTHER REQUESTED CONSULTING SERVICES

Additionally requested consulting services beyond those specified in this Letter of Engagement, including but not limited to, the preparation of job descriptions, personnel policies, procedures, personnel forms, applicant recruitment, applicant testing, complaint investigations, expert witness research and testimony, supervisor training, and consultation will be billed at the above hourly fee rates, plus travel reimbursement. Any requests for consulting additional services shall be confirmed in writing between the County of Vigo and Waggoner, Irwin, Scheele & Associates, INC.