

VIGO COUNTY COUNCIL
April 12, 2011
5:00 P.M.

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VIGO COUNTY COUNCIL
Agenda
Tuesday, April 12, 2011 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
 - a. February 22, 2011
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. Special Projects
 - i. Final Hearing – Danisco Tax Abatements
 1. Resolution 2010-08
 2. Resolution 2010-09
 - b. Budget Adjustment Committee
 - i. Additional Appropriation 2011-14
 - ii. Additional Appropriation 2011-15
 - iii. Resolution of Re-Allocation of Existing Appropriations 2011-02
 - iv. Additional Appropriation 2011-16
 - c. Personnel Committee
 - i. Resolution 2011-06
 - ii. Additional Appropriation Ordinance 2011-17
 - iii. Salary Ordinance 2011-08
 - iv. Resolution 2011-07
 - v. Salary Ordinance 2011-09
 - vi. Vigo County 2011 Sheriff Deputy Salary Ordinance
 - vii. Salary Ordinance 2011-10
 - viii. Vigo County 2011 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 April 12, 2011 to consider the following appropriations in excess of the budget of the current year.

SUPPLEMENTAL ADULT PROBATION

Reimb Co Gen for Probation Increase \$2,649

TOTAL SUPP ADULT PROBATION \$2,649

CASA

Payroll \$2,554

FICA \$196

TOTAL CASA FUND \$2,750

COUNTY GENERAL

CLERK

Payroll \$19,105

COURTS

Payroll \$2,237

COMMISSIONERS

FICA \$1,633

PERF \$2,833

Group Insurance \$11,000

TOTAL COUNTY GENERAL FUND \$36,808

Taxpayers appearing at this meeting shall have the right to be heard. The additional appropriations as finally made will be referred to the Department of Local Government Finance. The DLGF will make a written determination as to the sufficiency of funds to support appropriations made within fifteen (15) days of receipt of the certified copy of the action taken.

TIMOTHY M. SEPRODI
VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday April 1, 2011
TRIBUNE-STAR

ADDITIONAL APPROPRIATION ORDINANCE 2011-14

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>COURTS</u>		
40010 Payroll	\$2,237	
<u>COMMISSIONERS</u>		
41521 FICA	\$171	
41522 PERF	\$241	
TOTAL COUNTY GENERAL FUND	\$2,649	

Approved on this 12th day of April 2011.

AYE

NAY

_____	Brad Anderson	_____
_____	Bill Bryan	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Mark Bird, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2011-15

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 Supplemental Adult Probation 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>SUPPLEMENTAL ADULT PROBATION</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
41500 Reimburse County General for Probation Increase	\$2,649	
TOTAL SUPPLEMENTAL ADULT PROBATION FUND	\$2,649	

Approved on this 12th day of April 2011.

AYE

NAY

	Brad Anderson	
	Bill Bryan	
	Tim P. Curley	
	Kathy Miller	
	Ed Ping	
	Bill Thomas	

Mark Bird, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

RESOLUTION OF RE-ALLOCATION OF EXISTING APPROPRIATION

2011-02

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>REASSESSMENT</u>			
From:	030-801-42100 Office Supplies	\$14,635.21	
To:	030-801-44510 Equipment New		\$14,635.21

Approved on this 12th day of April 2011.

AYE

NAY

_____	Brad Anderson	_____
_____	Bill Bryan	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Attest:

Mark Bird, President

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2011-16

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 CASA 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>CASA</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
40010 Payroll	\$2,554	
41521 FICA	\$196	
TOTAL COUNTY CASA FUND	\$2,750	

Approved on this 12th day of April 2011.

AYE

NAY

_____	Brad Anderson	_____
_____	Bill Bryan	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Mark Bird, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

RESOLUTION 2011-06

SECTION 1. In accordance with the 2011 Salary Ordinance as adopted on October 19, 2010, a position as been reviewed by the Personnel Committee of the Vigo County Council. The Committee has found the position to be necessary and has recommended to grant the authority to fill the position to the appropriate elected official or department head. The position is as follows:

<u>REASSESSMENT</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
Deputy Clerk (Harrison Assessor)	Grade 7	

Approved on this 12th day of April 2011.

<u>AYE</u>		<u>NAY</u>
_____	Brad Anderson	_____
_____	Bill Bryan	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Mark Bird, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2011-17

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 Supplemental Adult Probation 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>CLERK</u>		
40010 Payroll	\$19,105	
<u>COMMISSIONERS</u>		
41521 FICA	\$1,462	
41522 PERF	\$2,592	
41523 Group Insurance	\$11,000	
TOTAL COUNTY GENERAL FUND	\$34,159	

Approved on this 12th day of April 2011.

AYE

NAY

_____	Brad Anderson	_____
_____	Bill Bryan	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Mark Bird, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

SALARY ORDINANCE 2011-08

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, 2011, 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>REQUESTED</u>	<u>APPROPRIATED</u>
<u>CLERK</u>		
Deputy Clerk (Division 4)	Grade 7	

Approved on this 12th day of April 2011.

AYE

NAY

_____	Brad Anderson	_____
_____	Bill Bryan	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Mark Bird, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

RESOLUTION 2011-07

SECTION 1. In accordance with the 2011 Salary Ordinance as adopted on October 19, 2010, a position as been reviewed by the Personnel Committee of the Vigo County Council. The Committee has found the position to be necessary and has recommended to grant the authority to fill the position to the appropriate elected official or department head. The position is as follows:

<u>COUNTY GENERAL</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COURTHOUSE MAINTENANCE</u>		
Matron	Grade 7	

Approved on this 12th day of April 2011.

AYE

NAY

_____	Brad Anderson	_____
_____	Bill Bryan	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Mark Bird, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

SALARY ORDINANCE 2011-09

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, 2011, 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>JAIL</u>		
Correctional Officer (47)	Grade 8	
<u>Stipend:</u>		
First Sergeant (1)	\$6,439	
Senior Supervisor (1)	\$3,622	
Supervisor (3)	\$3,564	
Asst Supervisor (3)	\$1,897	
 <u>COMMUNICATION DISPATCH</u>		
Communication Specialist (19)	\$30,068	
<u>Stipend:</u>		
Shift Supervisor (6)	\$830	
IDACS Coordinator (2)	\$1,785	

SECTION 3. This ordinance replaces all preceding ordinances passed for the year ending December 31, 2011 regarding positions for the above departments within the Vigo County General Fund.

SECTION 4. Effective April 19, 2011.

SALARY ORDINANCE 2011-09

Approved on this 12th day of April 2011.

AYE

NAY

_____	Brad Anderson	_____
_____	Bill Bryan	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Mark Bird, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

VIGO COUNTY 2011 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 (36)	\$36,758
Matron (1)	\$36,758
Chief Deputy (1)	\$47,741

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 (9) \$1,500
 - e. K-9 (1) \$ 566
2. Longevity pay for a Merit Deputy Sheriff or Matron is \$275 annually at the beginning of the fourth (4th) year. A Merit Deputy Sheriff or Matron receives \$275 for each year of service 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 sick days upon retirement after twenty (20) years.
 6. The overtime rate for the Merit Deputies 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, 2011. For the calendar year of 2011 the overtime rate is established at \$32.13 per hour.

Presented to the Vigo County Council, read in full and amended as written this 12th day of April 2011.

AYE

NAY

_____	Brad Anderson	_____
_____	Bill Bryan	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

 Mark Bird, President

Attest:

 Timothy M. Seprodi
 Auditor

SALARY ORDINANCE 2011-10

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, 2011, 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 Highway Fund the following:

<u>HIGHWAY</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
Classification Pay	\$0.71/hr	

SECTION 3. All non-union personnel in the Highway Department may be eligible for additional pay at a rate of \$0.71 per hour.

SECTION 4. Said non-union personnel described in Section 3, who demonstrate their proficiency and qualifications in their position, shall be determined by the employer.

SECTION 5. Effective January 1, 2006.

SALARY ORDINANCE 2011-10

Approved on this 12th day of April 2011.

AYE

NAY

	Brad Anderson	
	Bill Bryan	
	Tim P. Curley	
	Kathy Miller	
	Ed Ping	
	Bill Thomas	

Mark Bird, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

VIGO COUNTY 2011 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. For those employees in 2011 who are not covered by the 2011 grade and step salary schedule a compensation increase of 0.00 percent per annum over 2010.
2. For those employees in 2011, employed as attorneys in the office of the Public Defender, Public Defenders in 2011 will be compensated under the Vigo County Public Defender Plan. Base salary for public defenders will be increased 0.00 percent per annum over 2010.
3. For employees in positions in 2010 who were subject to the 2010 grade and step schedule 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 2011.

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.

4. A copy of the 2011 Council Approved Salary Schedule is attached as Exhibit A.
5. 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.
6. 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..
7. That probation officers shall be paid pursuant to the 2011 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.
8. Hourly employees of the Vigo County Highway Department covered by the collective bargaining unit of the Union shall receive in 2011 an increase of 0.00 percent per hour over the hourly rate paid in 2010.
9. Temporary employees and part time employees and extra help shall be paid at a rate of \$8.00 per hour.
10. Deputy County Assessors and Deputy Township Assessors that have achieved Level 2 certification shall receive \$500.00 in addition to the base salary.
11. New positions authorized for 2011 and the grade classifications are included on Exhibit C.
12. New positions authorized for 2011 and the authorized salaries for non-graded positions are included on Exhibit D.
13. Positions deleted for 2011 are included in Exhibit E.
14. 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.

15. If an employee leaves their employment with Vigo County, the authority to fill said position shall cease.
16. Any elected official or department head wishing to fill said position shall be required to submit a written request to the Vigo County Human Resources Director. The Human Resource Director will brief the County Council on such requests at a Vigo County Council Personnel Committee Meeting, which takes place at least forty-five days but no more than ninety days after receiving a written request. All requests submitted to the Personnel Committee from the Human Resources Director will be accompanied by an analysis of full time employees and the total budget for departments in comparable counties in the State of Indiana.
17. Paragraphs 15 and 16 do not apply to positions mandated by the Indiana Code, deputies in the Vigo County Sheriff's Department, correctional officers in the Vigo County Jail, communication specialists in the Vigo County Communications Center, youth care specialists and caseworkers in the Vigo County Group Homes, detention officers in the Vigo County Juvenile Center, employees of the Vigo County Community Corrections Department, the Vigo County Superior Courts, Vigo County Juvenile Courts, the Adult Probation Division, prosecuting attorneys in the Prosecutor's Office, employees of the Highway Department excluding administrative or clerical positions, nurses in the Health Department (added 2/22/11), or to employees terminated for cause, or part-time temporary or seasonal positions. Paragraphs 15 and 16 also do not apply to public defense attorneys in the Public Defenders Office providing they are necessary to maintain the current level of employment in order to be in compliance with state guidelines.

Presented to the Vigo County Council, read in full and adopted as amended this 12th day of April 2011.

AYE

NAY

_____	Brad Anderson	_____
_____	Bill Bryan	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Mark Bird, President

Attest:

Timothy M. Seprodi
Auditor

11-009



VIGO SUPERIOR COURT, DIVISION 5
MICHAEL RADER, JUDGE

VIGO COUNTY COURTHOUSE, 33 SOUTH THIRD STREET, TERRE HAUTE, INDIANA 47807

TEL.: 812-462-3266

FAX: 812-234-0272

18 February 2011

Re: Salary of Probation Officer Kathy Minger

Vigo County Council
131 Oak Street
Terre Haute, IN 47807

Dear Council:

I request a budget appropriation for the salary of Kathy Minger and ask you place my request on the March Council Call. Kathy is entitled to a salary increase on March 22, 2011 in accordance with the Salary Schedule for Probation Officers provided by the Judicial Conference of Indiana. I have attached a copy of the Schedule for your review.

IC 36-2-16.5 and IC 11-13-1-8 make the salaries of probation officers mandatory. Fees assessed offenders sentenced to probation are to be used to pay these mandated salary increases. In Kathy's case, her salary will increase by \$2,237 to \$31,505 beginning on March 22, 2011.

The Treasurer draws Kathy's salary from the County General Budget, Fund #310, Vigo Superior Courts.

If you have any questions about this funded mandate, please feel free to call me at 812-462-3266.

Sincerely,

Michael Rader, Judge
Vigo Superior Court, Division 5

40010	P/R	2,237
41521	FICA	171
41522	PERF	241
		<hr/>
		2,649.

2011 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	\$ 29,268	Chief Probation Officer*	\$5,000	\$7,500	\$10,000	\$15,000
1	\$ 31,505					
2	\$ 35,047					
3	\$ 39,170	Assistant Chief Probation Officer*			\$5,000	\$10,000
4-9*	\$ 40,447					
10-14*	\$ 44,490					
15-19*	\$ 48,940	Supervisor Probation Officer*				\$5,000
20 +*	\$ 53,833					
<p><u>NOTE:</u> The amounts for supervisory roles are <u>in addition</u> to the minimum salary based on years of experience.</p>						

*Probation officers having a masters 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 2011 would be \$40,447. If that officer had a masters degree then the minimum base salary would be \$42,469 in 2011.

- ◆ 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.

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 \$47,947 in 2011.
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



Vigo County Assessor

189 Oak Street ~ Terre Haute, Indiana 47807
Phone (812) 462-3358 ~ Fax (812) 238-1217

Deborah J Lewis ~ Assessor

Susan McCarty ~ Chief Deputy

February 4, 2011

Timothy Seprodi
Vigo County Auditor
131 Oak Street
Terre Haute, IN 47807

Mr. Seprodi

Please enter the following requests to the County Council for their next call:

REASSESSMENT II

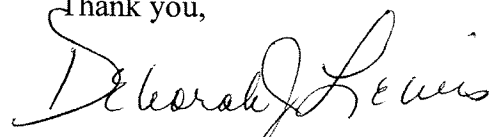
Transfer of funds in the amount of \$14,635.21

From
421-00 Office Supplies

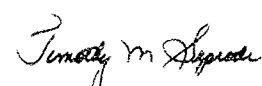
To
445-10 Equipment New

For the replacement of 14 processors and monitors in use since 2005.

Thank you,


Deborah J. Lewis

RECEIVED
FEB 04 2011


AUDITOR VIGO COUNTY

MEMORANDUM

TO: Vigo County Council
FROM: Nikki Fuhrmeister
RE: Additional Appropriation from CASA Kids
DATE: January 28, 2011

Vigo County CASA has formed a 501C3, CASA Kids. The Advisory Board of the CASA Kids organization approved \$2750 for personnel expense to assist with payroll expense to add 5 hours to the work week of one employee. She will be working 30 hours/week instead of 25. With this \$2750 additional money going into the CASA GAL 323 account, it will allow this employee to work an additional 232 hours this year at \$11.00 hour. This amount also includes the payroll taxes.

I am asking for permission to spend this additional money as noted below.

Payroll line item 323-323-40010	\$2554
FICA line item 323-323-41521	196
TOTAL	\$2750

Thank you for your consideration.



PAYMENT TYPE
 CASH CHECK MO

OFFICE OF COUNTY AUDITOR

19975

VIGO COUNTY, INDIANA

323

1-26 20 11 FUND. GAL \$ 2750.00

I HEREBY CERTIFY THAT:

Nikki Jummistu

HAS FILED IN MY OFFICE THE RECEIPT OF THE COUNTY TREASURER

IN THE SUM OF \$ 2750.00 DOLLARS

ON ACCOUNT OF VC CASA KIDS

Timothy M. Dipodi

AUDITOR VIGO COUNTY, INDIANA

JB

71-35-749 1073

VIGO COUNTY CASA KIDS
141 OAK ST
TERRE HAUTE, IN 47807
(612) 231-5658

7/25/11
date

Pay to the order of *Vigo County Treasurer* \$ 2,750.00

Two Thousand Seven Hundred Fifty dollars

First Financial Bank NA
Terre Haute, Indiana

Annex Farm - 5th. / 1st *James R. [Signature]*

⑆074900356⑆ 6754163⑆073

February 15, 2011

TO ; COUNTY COUNCIL

FROM ; HARRISON TOWNSHIP ASSESSOR

AT THIS TIME WE ARE ASKING THE COUNCIL TO APPROVE THE VACANCY OF A FULL TIME POSITION THAT HAS BECOME VACANT DO TO AN EMPLOYEE TRANSFERING TO THE HEALTH DEPT.

THE FULL TIME SALARY POSITION WE ARE WANTING TO FILL IS ALREADY APPROPRIATED OUT OF THE REASSESSMENT FUND FOR WHICH WE WISH TO CONTINUE.

THE NEW HIRE WOULD START OUT AS A GRADE 7 STEP 1

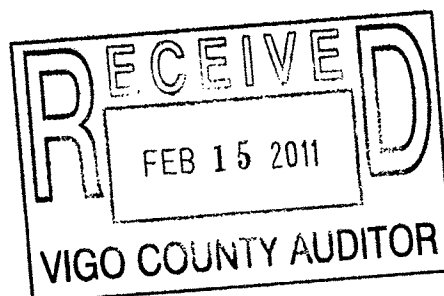
WITH STARTING PAY OF \$ 24,105 PER YEAR

MICK LOVE



HARRISON TOWNSHIP ASSESSOR

Cc; VIGO COUNTY AUDITOR



Clerk of the Circuit Court

43rd Judicial Circuit

11-014



Patricia R. Mansard

33 South 3rd Street
Terre Haute, IN 47807-3425
Telephone (812) 462-3211
Fax (812) 462-3285

January 14, 2011

To: Timothy Seprodi, Auditor
Vigo County Council

Re: Personnel

Greetings,

Please place on the Council Agenda at the earliest possible date a request for an additional appropriation in the Clerk's 2011 Budget to add the position of Deputy Clerk in Division 4. This would be a Grade 7 Step 1 with an annual salary of \$24,105.

Thank you for your consideration.

Sincerely,

Patricia R. Mansard

Clerk, Vigo Circuit Court

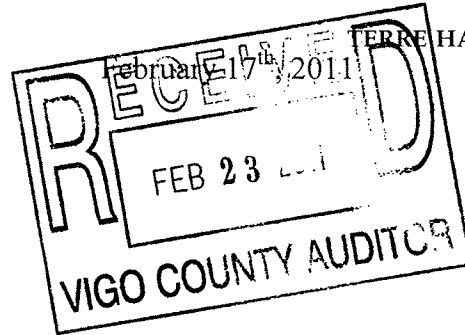




The Board of Commissioners of Vigo County

Commissioners

Mike Ciolli, 1st District
Judith A. Anderson, 2nd District
Paul Mason, 3rd District



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

Mr. Timothy Seprodi
131 Oak St.
Terre Haute, Indiana 47807

Dear Mr. Seprodi:

The Vigo County Board of Commissioners do request the Vigo County Auditor place the following on the next Council Call:

COUNTY GENERAL

Maintenance Dept. Position of Custodial/Mail Meter Operator
The position needs filled because the person expired on 2/11/11.
The salary for a 6-1 is \$22,725.00

Sincerely,

VIGO COUNTY COMMISSIONERS

Mike Ciolli, President

Judith A. Anderson

Judith A. Anderson, Secretary

Paul Mason

Paul Mason, Member



Vigo County Sheriff's Office

201 Cherry Street • Terre Haute, Indiana 47807

Thursday, February 17, 2011

Vigo County Council
c/o Vigo County Auditor
121 Oak Street
Terre Haute, IN 47807

RE: Permission to revise form 144

County Auditor/Council:

Since the first of the year, the Vigo County Sheriff's Office has undergone some restructuring to better streamline our operations. One area that has been a long-time clerical problem for both the Sheriff's Office and the Payroll section is the form 144. We have met with Chief Deputy Kylissa Miller of the Auditor's office to discuss the proper management of the payroll side of this restructuring process. During our conversation and at the suggestion of the Chief Deputy Auditor, is to propose the restructuring of form 144 for each division in order to provide flexibility of personnel moves.

Therefore, I am requesting your approval to restructure form 144. It should be noted that this restructure is **revenue neutral**.

The following changes have been made at the Sheriff's Office with approval of the Sheriff's Merit Board as authorized by IC 36-8-10-10 and necessary adjustments to form 144 are required and need County Council approval:

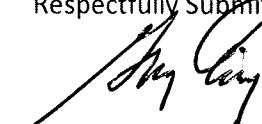
1. The combining of an extra sergeant with the Deputy Chief of Operations to create the position of Lieutenant of Operations. This move is revenue neutral.
2. Because of the lack of supervisory staff in all divisions, an additional level of supervision was added and is known as First Sergeant. Current Sergeant's were automatically advanced to the position of First Sergeant with Merit Board approval. This is a change in rank only and is revenue neutral.
3. With the advancement mentioned above, this vacated four Sergeant Positions. At the present time a Detective Pay of \$1500.00 is no longer needed in the criminal investigation division and therefore we are requesting this \$1500.00 be divided among the new Sergeant layer. This new

layer consists of 4 new Sergeants and therefore would allow for a pay increase for those four positions of \$375.00.

At the present time the 144's combine a base salary and a promoted or divisional classification pay. Upon a vacancy the ability to reassign the base salary and the promoted or divisional classification becomes difficult. The Chief Deputy Auditor has confirmed that a better format of the 144 is that of the base salary be applied to all personnel and then each promoted or divisional classification be listed separately. By doing so personnel can be moved throughout the year and should a change occurred in promoted status or a move take place in a division, such as detective or K-9 this process could occur more easily.

Again I want to stress that this restructure is **revenue neutral** and the total payroll and personnel remain the same. Attached is an example of the present format and the new format of the 144.

Respectfully Submitted,



Sheriff Greg Ewing

CURRENT 144 LAYOUT				PROPOSED 144 LAYOUT			
Position	No. of Positions	Pay Rate		Position	No. of Positions	Pay Rate	
Sheriff's Department							
Deputy	24	\$36,758		Deputy Base Pay	37	\$36,758	
Lieutenant	5	\$40,151		Lieutenant	6	\$3,393	
Deputy Chief Operations	1	\$38,455		First Sergeant	4	\$1,697	
Sergeant	5	\$38,455		Sergeant	4	\$375	
Detective Pay	10	\$1,500		Detective Pay	9	\$1,500	
Deputy/K-9 Officer	2	\$37,324		K-9 Pay	1	\$566	
Matron	1	\$36,758		Matron	1	\$36,758	
Jail							
Corr. Officer	39	Grade 8		Correctional Officer	39	Grade 8	
Food Service Manager	1	Grade 12		First Sergeant	1	\$6,439	
				Senior Supervisor	1	\$3,622	
Corr. Office-Mgr	3	Grade 10		Supervisor	3	\$3,564	
Corr. Officer-Assst	4	Grade 9		Asst Supervisor	3	\$1,897	
Comm. Dispatch							
Comm. Spec.	11	\$30,068		Comm Specialist	19	\$30,068	
Comm. Spec./Shift Leader	6	\$30,898		Shift Supervisor	7	\$830	
Comm. Spec./IDACS	1	\$31,853		IDACS Coordinator	2	\$1,785	
Comm. Spec./Shift Leader/IDACS	1	\$32,683					