

VIGO COUNTY COUNCIL

November 10, 2020

6:00 P.M.

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VIGO COUNTY COUNCIL
Agenda
Thursday, November 10, 2020 at 6:00 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. *October 1, 2020*
4. Public comment.
5. Communications from elected officials, other officials, or agencies of the County
 - a. Presentation of Highway GIS Applications – Larry Robbins, County Engineer, and Scott Barbour, GIS Director
6. Reports from standing committees
7. Reports from select committees
8. Ordinances relating to appropriations
 - a. *Annual Budget Committee*
 - i. Review of Sugar Creek Fire Protection District ROC 2020-21 for Additional Appropriation
 - ii. Review of New Goshen Fire Protection District ROC 2020-22 for Additional Appropriation
 - iii. Final Reading of the 2021 Salary Ordinances
 1. Salary Ordinance 2020-16 – LIT-PSAP
 2. Salary Ordinance 2020-17 – County General
 3. General Employees
 4. Merit Officers
 5. Elected Officials
 - b. *Budget Adjustment*
 - i. Resolution of Re-Allocation of Existing Appropriation 2020-09; ROC 20-037 Juvenile Justice Center
 - ii. Additional Appropriation Ordinance 2020-19; ROC 20-038 LIT/PSAP
 - iii. Additional Appropriation Ordinance 2020-20; ROC 20-039 Veterans Court
 - iv. Resolution of Re-Allocation of Existing Appropriation 2020-10; ROC 20-040 Veterans Assistance Officer
9. Other Ordinances and Resolutions
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 Government Center, 127 Oak Street, Terre Haute, Indiana at 6:00 p.m. on Tuesday, November 10, 2020 to consider the following appropriations in excess of the budget of the current year.

REQUESTED

LIT/PSAP/1235

1235.15210.000.0000 Social Security/FICA	\$ 54,000
TOTAL LIT/PSAP	\$ 54,000

VETERANS COURT/9108

9108.33300.000.0000 Contractual Services	\$ 750
9108.33700.000.0000 Electricity	1,800
9108.36200.000.0000 Rent	7,800
TOTAL VETERANS COURT	\$ 10,350

Pursuant to State of Indiana Executive Order 20-09 (the "Order"), the meeting will be made available by electronic means. Any votes conducted will be by roll call vote. In accordance with the Indiana Open Door Law and the Order, media and members of the public are encouraged to observe the meeting at <https://www.vigocounty.in.gov/department/division.php?structureid=71> . Members of the public may submit comments prior to the meeting to county.council@vigocounty.in.gov

JAMES W. BRAMBLE
VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday, October 30, 2020.

Notice to Taxpayers of Additional Appropriations

Notice is hereby given the taxpayers of Sugar Creek Fire Protection District, Vigo County, Indiana that the Vigo County Council will consider at 127 Oak Street, Terre Haute, Indiana at 6:00pm on the 10th day of November, 2020, the following additional appropriations in excess of the budget.

Fund Name:

Fire General

Other Service and Charges	\$ 55,000.00
---------------------------	--------------

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

Dated October 26, 2020

Carol A. Holbert, Secretary/Treasurer

Notice to Taxpayers of Additional Appropriations

Notice is hereby given the taxpayers of New Goshen Fire Protection District, Vigo County, Indiana that the Vigo County Council will consider at 127 Oak Street, Terre Haute, Indiana at 6:00pm on the 10th day of November, 2020, the following additional appropriations in excess of the budget.

Fund Name:

Fire General

Other Service and Charges	\$ <u>17,000.00</u>
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Taxpayers appearing at the meeting shall have a right to be heard. The additional appropriations as finally made will be referred to the Department of Local Government Finance (Department). The Department will make a written determination as to the sufficiency of funds to support the appropriations made within fifteen (15) days of receipt of a Certified Copy of the action taken.

Dated October 26, 2020

Joseph Watts, Treasurer

ADDITIONAL APPROPRIATION ORDINANCE 2020-21

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

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of the Sugar Creek Fire Protection District, 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>FIRE GENERAL</u>	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
Other Services and Charges	\$ 55,000	\$ 55,000
Total Fire General	\$ 55,000	\$ 55,000

Approved on this 10th day of November, 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2020-22

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

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of the New Goshen Fire Protection District, 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>FIRE GENERAL</u>	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
Other Services and Charges	\$ 17,000	\$ 17,000
Total Fire General	\$ 17,000	\$ 17,000

Approved on this 10th day of November, 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence-Bunnett
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2020-16

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, 2021, 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

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County LIT - Dedicated to PSAP Fund the following:

APPROVED

LIT -PSAP

Dispatcher

- a. Add Two (2) Positions, Civilian POLE B (\$18.17/hr)

Assistant Director

- a. Approve Title: Assistant Director
b. Approve Job Description
c. Approve Classification: EXE A (\$52,386)

SECTION 3. Effective January 1, 2021

Approved on this 10th day of November 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence - Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2020-17

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, 2021, 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 County General Fund the following:

APPROVED

JUVENILE CENTER

Detention Officers (Civ POLE-A), 4

- a. Amend Title to Corporal
- b. Amend Classification: Civ Pole-B (\$18.17/hr)

Shift Supervisors (Civ POLE-B), 4

- a. Amend Classification: Civ Pole-C (\$19.08/hr)

Senior Supervisor (Civ POLE-D)

- a. Amend Compensation: Add \$500 Stipend

JAIL

Correctional Officer (Civ POLE-A), 1

- a. Amend Title to Sergeant
- b. Amend Classification: Civ POLE-C (\$19.08/hr)

SHERIFF

Courthouse Security (Civ POLE-A), 1

- a. Amend Title to Courthouse Security Sergeant
- b. Amend Classification: Civ POLE-C (\$19.08/hr)

INFORMATION SERVICES

Network Technician (PAT-A), 1

- a. Amend Title to Network Administrator
- b. Amend Classification: PAT-B (\$44,090)

PUBLIC DEFENDER

Legal Secretary

Chief Public Defender

- a. Amend to Full-Time Position
- b. Approve Compensation per State Schedule (\$156,125)

SECTION 3. Effective January 1, 2021

Approved on this 10th day of November 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Lisa Spence - Bunnett	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Chris Switzer	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	James R. Mann II	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Aaron Loudermilk	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	David Thompson	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Mike Morris, President	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		

Attest:

James W. Bramble
Vigo County Auditor

**AN ORDINANCE ADOPTING COUNTY OF VIGO, INDIANA
SALARY SCHEDULE AND COMPENSATION POLICIES**

WHEREAS the County of Vigo, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Vigo County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS Indiana Code 36-2-5-3, Section 3. (a) establishes that the county fiscal body shall fix the compensation of officers, deputies, and other employees whose compensation is payable from the County General fund, County Highway fund, County Health fund, County Park and Recreation fund, or any other fund from which the county auditor issues warrants for compensation with the exception of the Convention and Visitors Bureau and Community Corrections funds. This includes the power to:

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

WHEREAS Vigo County contracted with a professional human resources consulting firm to conduct a job classification and compensation study and Fair Labor Standards Act (FLSA) audit, and

WHEREAS, the Vigo County Council wishes to establish compensation schedules and pay policies;

NOW THEREFORE, it is ordained as follows:

- A. The attached FLSA exempt, non-exempt, and excluded classifications are hereby adopted for the purposes of calculating overtime for employees holding non-exempt positions; employees holding exempt or excluded positions are not eligible for FLSA overtime or FLSA compensatory time.
- B. The Vigo County Personnel Policy, effective September 12, 2017, is hereby adopted by reference; compliance with such policies are a term and condition of County employee compensation; County employees are entitled to pay for leave policies specified in the Vigo County Personnel Policy; and the County Auditor shall not issue pay warrants for paid leave not specified in the Vigo County Personnel Policy;
- C. The attached schedule of regular pay rates and overtime pay rates reflect a three percent increase over 2020 base pay rates. The pay rates shall be established and adopted on the 10th day of November 2020 and shall be in full-force and effect on January 1, 2021. Employees shall not receive compensation above the salary range authorized for their position in the salary ordinance; and the County Auditor shall not issue pay warrants for pay that exceeds the authorized amount specified in the salary ordinance. New

employees and existing employees transferring positions shall be compensated at the minimum salary established for the assigned classification level.

- D. The number of officers, deputies, and other employees shall not exceed the number authorized in this salary ordinance.
- E. The attached job classification and compensation maintenance system is hereby adopted. All County Council adopted job descriptions having a job requirement that states "Possession of a valid Indiana driver's license and a demonstrated safe driving record," shall be amended to state: "Possession of a valid driver's license and a demonstrated safe driving record."
- F. Full-time employees in 2021 employed as attorneys in the office of the Public Defender will be compensated under the Vigo County Public Defender Plan. The Public Defender (Full-time) shall receive a compensation according to the classification system. The Public Defender (.800) shall be compensated at a rate of 80 percent of the Public Defender (Full-time).
 - a. Number of positions are set as follows:
 - i. Public Defender (.800) – twenty-six (26)
- G. That probation officers shall be paid pursuant to the 2021 Minimum Salary Probation Officers or shall receive a 15% increase in their yearly salary, whichever is less.
 - a. Number of positions are set as follows:
 - i. Adult Probation Officers
 - 1. County General – twelve (12)
 - 2. Adult Probation DOC Grant – one (1)
 - ii. Juvenile Probation Officers
 - 1. County General – seven (7)
- H. Deputy Prosecutors shall be paid in addition to the base salary pursuant to the following criteria established by the Prosecutor's Office:
 - a. Establish base salary on the role of each Deputy Prosecutor:
 - i. Misdemeanor and Low Level Felony Court Deputy Prosecutor – Base Salary only
 - ii. Child Support Deputy Prosecutor – Base Salary + two percent (2%)
 - iii. High Level Felony Court Deputy Prosecutor – Base Salary + four percent (4%)
 - iv. Specialized Deputy Prosecutor – Base Salary + six percent (6%)
 - b. In addition, the following criteria will be reviewed for each Deputy Prosecutor to set compensation above the base salary:
 - i. Legal Experience
 - 1. Practicing at least three (3) years but less than six (6) years, plus one (1) percent
 - 2. Practicing at least six (6) years, plus two (2) percent

- ii. Criminal Law Experience
 - 1. Criminal prosecution for at least three (3) years, plus two (2) percent
 - 2. Criminal law (defense and prosecution) for at least three (3) years, plus one (1) percent, (These cannot be combined.)
 - iii. Jury Trial Experience
 - 1. At least five (5) but less than ten (10) jury trials, plus one percent (1%)
 - 2. Ten (10) or more jury trials, plus two (2) percent
 - iv. Additional Considerations
 - 1. Extensive knowledge of the local court system, plus one percent (1%)
 - 2. Other Relevant Factors including clerking for a judge, appellate arguments, published legal paper, etc., plus up to one percent (1%)
- I. The number of Part-time Prosecutors positions are set at eight (8).
- J. 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.
- K. Deputy county assessors and deputy township assessors that have achieved Level II certification shall receive \$500 annually in addition to the base salary. Deputy county assessors and deputy township assessors that have achieved Level III certification shall receive \$500 annually in addition to the base salary plus compensation for Level II certification (a total of \$1,000 in addition to the base salary for Level III certification).
- L. The following positions in the judicial system are not rated under the compensation study and are established at the following annual rates of compensation for 2021:

a. Courts: Social Worker/Therapist	\$60,000
b. Courts: Screening Analyst/Case Manager, 2	\$35,553
c. Courts Services: Case Manager	\$38,876
d. Courts Services: Social Worker	\$42,000
- M. Hours worked by temporary and/or part time employees shall not exceed 29 hours per defined work week. Rates are established as follows:
 - a. Temporary employees, part time employees, and extra help shall be compensated at a rate of \$12.36 per hour unless otherwise approved.
 - b. Temporary employees, part time employees, and extra help for the positions of Correctional Officers, Detention Officers, Courthouse Security, Dispatchers, and Process Servers shall be compensated at a rate of \$13.65 per hour.
 - c. Part time employees for the positions of Electrician and Plumber in the Building Maintenance department shall be compensated at a rate of \$26.99 per hour unless otherwise approved.

- d. Temporary employees for the Weights & Measures department will be established during the transition period from the current Inspector to the replacement Inspector at an hourly rate of \$25.00 per hour, not to exceed \$5,000.00. The position will be deleted upon the transition of employees.
 - e. Deputy Coroners (4) shall be compensated at an annual rate of \$5,784.00
 - f. Part time employees for the position of Relief Youth Care Workers in the Group Homes department shall be compensated at a rate of \$208.15 per day unless otherwise approved.
- N. 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.
- O. All full time employees of Vigo County with the exception of merit officers, dispatchers, and elected officials shall receive longevity pay annually commencing at the beginning of the calendar year of his/her 2nd year in accordance with the attached longevity schedule in Appendix A. For each subsequent year of service, they shall receive longevity pay up to the maximum of \$5,000.
- P. A dispatcher shall receive longevity pay annually commencing at the beginning of the calendar year of his/her 2nd year in accordance with the attached longevity schedule in Appendix A. For each subsequent year of service, they shall receive longevity pay up to the maximum of \$6,250.
- Q. Full-time employees in PERF covered positions determined ineligible for PERF per state statute shall receive a stipend equal to the defined employee contribution rate (3.00%) to be paid out in each pay period.
- R. In the event of an extended Military, Family Medical, or Workmen's Compensation Leave of a Maintenance Worker or Operator of the Vigo County Highway Department exceeding six (6) weeks, the Vigo County Highway may employ a Temporary Maintenance Worker or Temporary Operator. A Temporary Maintenance Worker or Operator shall be compensated at a rate of ninety (90) percent of the base rate of the respective full-time position. A temporary employee shall not work more than 29 hours in a pay week and is not entitled to retirement benefits. In the event a former employee of Vigo County is selected for the temporary position, the employee should be treated as a continuing employee, rather than a new hire, unless the employee has had a separation for a period of at least 13 weeks in deference to the Affordable Care Act Regulations. A sufficient appropriation in Personal Services must exist in the Vigo County Highway budget prior to the employment of a Temporary Maintenance Worker or Temporary Operator. The Highway Superintendent should submit a plan detailing the anticipated period of time a temporary employee will be required and the number of hours for that period to the Auditor's Office for verification of sufficient appropriation.
- S. This ordinance does not apply to employees who are covered by collective bargaining agreement, merit officers of the Vigo County Sheriff's Department, persons

whose compensation is governed by statute, persons whose compensation is established by a state agency or grant, and elected officials.

Presented to the Vigo County Council, read in full and adopted as written this 10th day of November 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Lisa Spence-Bunnett
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Chris Switzer
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	James R. Mann II
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Aaron Loudermilk
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	David Thompson
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Mike Morris,
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	President

Attest:

James W. Bramble
Vigo Auditor

APPENDIX A
Longevity Schedule - 2021
For General Employees and Dispatch

	General Employees	Dispatchers
Year	G	D
1	\$0	\$0
2	\$100	\$150
3	\$200	\$300
4	\$300	\$450
5	\$400	\$600
6	\$625	\$875
7	\$750	\$1,050
8	\$875	\$1,225
9	\$1,000	\$1,400
10	\$1,125	\$1,575
11	\$1,500	\$2,000
12	\$1,650	\$2,200
13	\$1,800	\$2,400
14	\$1,950	\$2,600
15	\$2,100	\$2,800
16	\$2,625	\$3,375
17	\$2,800	\$3,600
18	\$2,975	\$3,825
19	\$3,150	\$4,050
20	\$3,325	\$4,275
21	\$4,000	\$5,000
22	\$4,200	\$5,250
23	\$4,400	\$5,500
24	\$4,600	\$5,750
25	\$4,800	\$6,000
26	\$5,000	\$6,250

2021	
Classification	Base Rate
Civ POLE A	\$ 17.27
Civ POLE B	\$ 18.17
Civ POLE C	\$ 19.08
Civ POLE D	\$ 20.87

[illegible]

VIGO COUNTY
GENERAL EMPLOYEE SALARY ORDINANCE, CIVILIAN POLE
2021

2021	
Classification	Base Rate
Civ POLE A	\$ 17.27
Civ POLE B	\$ 18.17
Civ POLE C	\$ 19.08
Civ POLE D	\$ 20.87

Job Category: Civilian POLE Target Base: External Midpoint

Department	Title	Classification	Status	Work Hours	2021 Base (Hourly)	Stipend
Jail	Correctional Officer	Civilian POLE A	Non Exempt	2080	\$17.27	
Juvenile Center	Detention Officer	Civilian POLE A	Non Exempt	2080	\$17.27	
Juvenile Center	Detention Officer	Civilian POLE A	Non Exempt	2080	\$17.27	
Juvenile Center	Detention Officer	Civilian POLE A	Non Exempt	2080	\$17.27	
Juvenile Center	Detention Officer	Civilian POLE A	Non Exempt	2080	\$17.27	
Juvenile Center	Detention Officer	Civilian POLE A	Non Exempt	2080	\$17.27	
Juvenile Center	Detention Officer	Civilian POLE A	Non Exempt	2080	\$17.27	
Sheriff	* Courthouse Security	Civilian POLE A	Non Exempt	2080	\$18.30	
Sheriff	Courthouse Security	Civilian POLE A	Non Exempt	2080	\$17.27	
Sheriff	Courthouse Security	Civilian POLE A	Non Exempt	2080	\$17.27	
Sheriff	Courthouse Security	Civilian POLE A	Non Exempt	2080	\$17.27	
Sheriff	Courthouse Security	Civilian POLE A	Non Exempt	2080	\$17.27	
Sheriff	Ordinance Control/Animal Ctl Ofc	Civilian POLE A	Non Exempt	2080	\$17.27	
Dispatch/LIT-PSAP	* Dispatcher	Civilian POLE B	Non Exempt	1949	\$19.45	
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	Non Exempt	1949	\$18.17	
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	Non Exempt	1949	\$18.17	
Dispatch/LIT-PSAP	* Dispatcher	Civilian POLE B	Non Exempt	1949	\$19.45	
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	Non Exempt	1949	\$18.17	
Dispatch/LIT-PSAP	* Dispatcher	Civilian POLE B	Non Exempt	1949	\$19.45	
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	Non Exempt	1949	\$18.17	
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	Non Exempt	1949	\$18.17	
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	Non Exempt	1949	\$18.17	
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	Non Exempt	1949	\$18.17	
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	Non Exempt	1949	\$18.17	
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	Non Exempt	1949	\$18.17	
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	Non Exempt	1949	\$18.17	
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	Non Exempt	1949	\$18.17	
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	Non Exempt	1949	\$18.17	
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	Non Exempt	1949	\$18.17	
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	Non Exempt	1949	\$18.17	
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	Non Exempt	1949	\$18.17	
Jail	Corporal	Civilian POLE B	Non Exempt	2080	\$18.17	
Jail	Corporal	Civilian POLE B	Non Exempt	2080	\$18.17	
Jail	Corporal	Civilian POLE B	Non Exempt	2080	\$18.17	
Juvenile Center	Corporal	Civilian POLE B	Non Exempt	2080	\$18.17	
Juvenile Center	Corporal	Civilian POLE B	Non Exempt	2080	\$18.17	
Juvenile Center	Corporal	Civilian POLE B	Non Exempt	2080	\$18.17	
Juvenile Center	Corporal	Civilian POLE B	Non Exempt	2080	\$18.17	
Juvenile Center	Corporal	Civilian POLE B	Non Exempt	2080	\$18.17	
Dispatch/LIT-PSAP	* IDACS Coordinator	Civilian POLE C	Non Exempt	1949	\$20.41	
Dispatch/LIT-PSAP	IDACS Coordinator	Civilian POLE C	Non Exempt	1949	\$20.41	
Dispatch/LIT-PSAP	* Shift Supervisor	Civilian POLE C	Non Exempt	1949	\$19.90	
Dispatch/LIT-PSAP	Shift Supervisor	Civilian POLE C	Non Exempt	1949	\$19.90	
Dispatch/LIT-PSAP	Shift Supervisor	Civilian POLE C	Non Exempt	1949	\$19.08	
Dispatch/LIT-PSAP	* Shift Supervisor	Civilian POLE C	Non Exempt	1949	\$19.90	
Dispatch/LIT-PSAP	Training Coordinator/Dispatcher	Civilian POLE C	Non Exempt	1949	\$19.08	
Dispatch/LIT-PSAP	Training Coordinator/Dispatcher	Civilian POLE C	Non Exempt	1949	\$19.08	
Jail	Sergeant	Civilian POLE C	Non Exempt	2080	\$19.08	
Jail	Sergeant	Civilian POLE C	Non Exempt	2080	\$19.08	
Jail	Sergeant	Civilian POLE C	Non Exempt	2080	\$19.08	
Jail	Sergeant	Civilian POLE C	Non Exempt	2080	\$19.08	
Juvenile Center	Shift Supervisor	Civilian POLE C	Non Exempt	2080	\$19.08	
Juvenile Center	Shift Supervisor	Civilian POLE C	Non Exempt	2080	\$19.08	
Juvenile Center	Shift Supervisor	Civilian POLE C	Non Exempt	2080	\$19.08	
Juvenile Center	Shift Supervisor	Civilian POLE C	Non Exempt	2080	\$19.08	
Sheriff	Courthouse Security Sergeant	Civilian POLE C	Non Exempt	2080	\$19.08	
Sheriff	Sex & Violent Offender Registry Ofc	Civilian POLE C	Non Exempt	2080	\$19.08	
Sheriff	Sex Registry Officer/Instructor	Civilian POLE C	Non Exempt	2080	\$19.08	
Jail	Senior Sergeant	Civilian POLE D	Non Exempt	2080	\$20.87	
Juvenile Center	Senior Supervisor	Civilian POLE D	Non Exempt	2080	\$20.87	\$500
Prosecutor	* Investigator	Civilian POLE D	Non Exempt	1820	\$21.74	
Prosecutor	Investigator	Civilian POLE D	Non Exempt	1820	\$20.87	
Prosecutor/APS	Investigator	Civilian POLE D	Non Exempt	1820	\$20.87	
Prosecutor/APS	Investigator	Civilian POLE D	Non Exempt	1820	\$20.87	

VIGO COUNTY
GENERAL EMPLOYEE SALARY ORDINANCE, CIVILIAN POLE
2021

2021	
Classification	Base Rate
Civ POLE A	\$ 17.27
Civ POLE B	\$ 18.17
Civ POLE C	\$ 19.08
Civ POLE D	\$ 20.87

Job Category: Civilian POLE **Target Base: External Midpoint**

Department	Title	Classification	Status	Work Hours	2021 Base (Hourly)	Stipend
Public Defender	Investigator	Civilian POLE D	Non Exempt	1820	\$20.87	
Public Defender	Investigator	Civilian POLE D	Non Exempt	1820	\$20.87	
Public Defender	Investigator	Civilian POLE D	Non Exempt	1820	\$20.87	
Public Defender	Investigator	Civilian POLE D	Non Exempt	1820	\$20.87	

Note: Dispatchers have a separate longevity program.

**Incumbents are grandfathered in at the higher rate.*

VIGO COUNTY
GENERAL EMPLOYEE SALARY ORDINANCE, LTC
2021

2021	
Classification	Base Rate
LTC A	\$ 16.78
LTC B	\$ 18.29
LTC C	\$ 19.34
LTC D	\$ 19.95
LTC E	\$ 21.30

Job Category: LTC

Target Base: External Midpoint

Department	Title	Classification	Status	Work Hours	2021 Base (Hourly)
Building Maintenance	Custodian-a	LTC A	Non Exempt	1820	16.78
Building Maintenance	Custodian-b	LTC A	Non Exempt	1820	16.78
Building Maintenance	Custodian-b	LTC A	Non Exempt	1820	16.78
Building Maintenance	Custodian-b	LTC A	Non Exempt	1820	16.78
Building Maintenance	* Nightwatch/Custodian	LTC A	Non Exempt	1820	17.89
Engineer Services	* Permit Inspector	LTC A	Non Exempt	1820	19.65
Highway III	Custodian	LTC A	Non Exempt	1820	16.78
Building Maintenance	* Maintenance	LTC B	Non Exempt	1820	21.19
Building Maintenance	* Maintenance	LTC B	Non Exempt	1820	20.25
Building Maintenance	Maintenance	LTC B	Non Exempt	1820	18.29
Building Maintenance	Maintenance	LTC B	Non Exempt	1820	18.29
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	18.29
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	18.29
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	18.29
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	18.29
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	18.29
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	18.29
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	18.29
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	18.29
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	18.29
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	18.29
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	18.29
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	18.29
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	18.29
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	18.29
Highway II	Maintenance Worker/Signs	LTC B	Non Exempt	2080	18.29
Highway II	Safety Coord/Store Clerk	LTC B	Non Exempt	2080	18.29
Parks	Maintenance Specialist	LTC B	Non Exempt	1820	18.29
Parks	Maintenance Specialist	LTC B	Non Exempt	1820	18.29
Parks	* Maintenance Specialist	LTC B	Non Exempt	1820	18.42
Parks	Maintenance Specialist	LTC B	Non Exempt	1820	18.29
Parks	Maintenance Specialist	LTC B	Non Exempt	1820	18.29
Parks	Maintenance Specialist	LTC B	Non Exempt	1820	18.29
Parks	Maintenance Specialist	LTC B	Non Exempt	1820	18.29
Surveyor	Deputy	LTC B	Non Exempt	1820	18.29
Surveyor	Deputy	LTC B	Non Exempt	1820	18.29
Surveyor	Deputy	LTC B	Non Exempt	1820	18.29
Surveyor	* Deputy	LTC B	Non Exempt	1820	19.98
Group Homes	* Maintenance Supervisor	LTC C	Non Exempt	1820	19.64
Highway II	Operator	LTC C	Non Exempt	2080	19.34
Highway II	Operator	LTC C	Non Exempt	2080	19.34
Highway II	Operator	LTC C	Non Exempt	2080	19.34
Highway II	Operator	LTC C	Non Exempt	2080	19.34
Highway II	Operator	LTC C	Non Exempt	2080	19.34
Highway II	Operator	LTC C	Non Exempt	2080	19.34
Highway II	Operator	LTC C	Non Exempt	2080	19.34
Highway II	Operator	LTC C	Non Exempt	2080	19.34
Highway II	Operator	LTC C	Non Exempt	2080	19.34
Highway II	Operator	LTC C	Non Exempt	2080	19.34
Highway II/Engineering	Bridge/Pipe/Drainage Operator	LTC C	Non Exempt	2080	19.34

VIGO COUNTY
GENERAL EMPLOYEE SALARY ORDINANCE, LTC
2021

2021	
Classification	Base Rate
LTC A	\$ 16.78
LTC B	\$ 18.29
LTC C	\$ 19.34
LTC D	\$ 19.95
LTC E	\$ 21.30

Job Category: LTC

Target Base: External Midpoint

Department	Title	Classification	Status	Work Hours	2021 Base (Hourly)
Highway II/Engineering	Bridge/Pipe/Drainage Operator	LTC C	Non Exempt	2080	19.34
Building Maintenance	Maintenance Assistant Supervisor	LTC D	Non Exempt	1820	19.95
Highway II	Shop Working Leader	LTC D	Non Exempt	2080	19.95
Highway II	Sign Technician	LTC D	Non Exempt	2080	19.95
Highway II	Working Leader	LTC D	Non Exempt	2080	19.95
Highway II	Working Leader	LTC D	Non Exempt	2080	19.95
Highway III	Mechanic	LTC D	Non Exempt	2080	19.95
Highway III	Mechanic	LTC D	Non Exempt	2080	19.95
Highway III	Mechanic	LTC D	Non Exempt	2080	19.95
Highway/LR & S	Working Leader	LTC D	Non Exempt	2080	19.95
Highway/LR & S	Working Leader	LTC D	Non Exempt	2080	19.95
Surveyor	* Crew Chief	LTC D	Non Exempt	1820	22.11
Engineering/Cum Bridge	Pipe Field Supervisor	LTC E	Non Exempt	2080	21.30
Highway I	Shop Supervisor	LTC E	Non Exempt	2080	21.30
Highway/LR & S	Area Supervisor	LTC E	Non Exempt	2080	21.30
Highway/LR & S	Area Supervisor	LTC E	Non Exempt	2080	21.30

**Incumbents are grandfathered in at the higher rate.*

VIGO COUNTY, INDIANA
GENERAL EMPLOYEES SALARY ORDINANCE, COMOT
2021

Classification	Base Rate
COMOT A	\$ 17.39
COMOT B	\$ 18.73
COMOT C	\$ 20.65
COMOT D	\$ 22.02

Job Category: COMOT

Target Base: External Minimum

Department	Title	Classification	Status	Work Hours	2021 Base (Hourly)
Area Planning	Administrative Assistant	COMOT A	Non Exempt	1820	\$17.39
Area Planning	Bookkeeper/Planning Assistant	COMOT A	Non Exempt	1820	\$17.39
Auditor	* Deputy Auditor	COMOT A	Non Exempt	1820	\$21.59
Auditor	Deputy Auditor	COMOT A	Non Exempt	1820	\$17.39
Auditor	Deputy Auditor/Claims	COMOT A	Non Exempt	1820	\$17.39
Auditor	Deputy Auditor/Claims	COMOT A	Non Exempt	1820	\$17.39
Auditor	Deputy Auditor/Commissioner Clerk	COMOT A	Non Exempt	1820	\$17.39
Auditor	Deputy Auditor/Plat Mapping	COMOT A	Non Exempt	1820	\$17.39
Auditor	Deputy Auditor/Plat Mapping	COMOT A	Non Exempt	1820	\$17.39
Auditor	Deputy Auditor/Tax Sales	COMOT A	Non Exempt	1820	\$17.39
Building Inspection	Secretary	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Clerk	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Clerk	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Clerk/Bonds	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Clerk/Child Support	COMOT A	Non Exempt	1820	\$17.39
Clerk	* Deputy Clerk/Elections/Records	COMOT A	Non Exempt	1820	\$20.25
Clerk	Deputy Clerk/Elections/Records	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Clerk/Records Supervisor	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Clerk/Judgments/Marriages	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Clerk/Main Office	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Clerk/Main Office	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Clerk/Main Office	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$17.39
Clerk	* Deputy Court Clerk	COMOT A	Non Exempt	1820	\$17.92
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$17.39
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$17.39
Clerk/New Clerk Incentive	* Deputy Court Clerk	COMOT A	Non Exempt	1820	\$19.64
Courts	Bailiff Division 1	COMOT A	Non Exempt	1820	\$17.39
Courts	Bailiff Division 2	COMOT A	Non Exempt	1820	\$17.39
Courts	Bailiff Division 3	COMOT A	Non Exempt	1820	\$17.39
Courts	Bailiff Division 4	COMOT A	Non Exempt	1820	\$17.39
Courts	* Receptionist-Adult Probation	COMOT A	Non Exempt	1820	\$18.48
Courts	Secretary Division 4	COMOT A	Non Exempt	1820	\$17.39
Courts	Secretary/Bailiff Division 5	COMOT A	Non Exempt	1820	\$17.39
Extension Office	* Secretary	COMOT A	Non Exempt	1820	\$19.39
Extension Office	Secretary	COMOT A	Non Exempt	1820	\$17.39
Extension Office	Secretary/Program Assistant	COMOT A	Non Exempt	1820	\$17.39
Health	Clerical Assistant/Supply Clerk	COMOT A	Non Exempt	1820	\$17.39
Health	* Office Manager/Bookkeeper	COMOT A	Non Exempt	1820	\$21.90
Health	Vector Control Clerk	COMOT A	Non Exempt	1820	\$17.39

VIGO COUNTY, INDIANA
GENERAL EMPLOYEES SALARY ORDINANCE, COMOT
2021

Classification	Base Rate
COMOT A	\$ 17.39
COMOT B	\$ 18.73
COMOT C	\$ 20.65
COMOT D	\$ 22.02

Job Category: COMOT

Target Base: External Minimum

Department	Title	Classification	Status	Work Hours	2021 Base (Hourly)
Highway I	* Secretary	COMOT A	Non Exempt	1820	\$21.38
Juvenile Court	Administrative Assistant/Mediation Administration	COMOT A	Non Exempt	1820	\$17.39
Juvenile Court	Receptionist ^	COMOT A	Non Exempt	1820	\$17.39
Juvenile Court	Secretary/Bailiff ^	COMOT A	Non Exempt	1820	\$17.39
Prosecutor	* Receptionist	COMOT A	Non Exempt	1820	\$21.38
Prosecutor/IV-D	IV-D Receptionist	COMOT A	Non Exempt	1820	\$17.39
Reassessment County	Sales Disclosure Deputy	COMOT A	Non Exempt	1820	\$17.39
Reassessment County	Deputy Assessor/Field Agent	COMOT A	Non Exempt	1820	\$17.39
Recorder	* Deputy Recorder	COMOT A	Non Exempt	1820	\$21.19
Recorder	Deputy Recorder	COMOT A	Non Exempt	1820	\$17.39
Recorder	* Deputy Recorder	COMOT A	Non Exempt	1820	\$17.92
Recorder/Perpetuation	Deputy Recorder	COMOT A	Non Exempt	1820	\$17.39
Sheriff	Secretary-a	COMOT A	Non Exempt	1820	\$17.39
Sheriff	Secretary-b	COMOT A	Non Exempt	1820	\$17.39
Supp Adult Probation	* Office Manager-Adult Probation	COMOT A	Non Exempt	1820	\$18.77
Supp Adult Probation	* Secretary-Adult Probation	COMOT A	Non Exempt	1820	\$19.34
Treasurer	Deputy/Garnishments	COMOT A	Non Exempt	1820	\$17.39
Treasurer	Deputy/Judgments	COMOT A	Non Exempt	1820	\$17.39
Treasurer	* Tax Sale Deputy	COMOT A	Non Exempt	1820	\$17.65
Assessor	Deputy Assessor-a	COMOT B	Non Exempt	1820	\$18.73
Assessor	* Deputy Assessor-b	COMOT B	Non Exempt	1820	\$19.64
Assessor	* Deputy Assessor-c	COMOT B	Non Exempt	1820	\$18.74
Assessor	* Deputy Assessor-d	COMOT B	Non Exempt	1820	\$18.74
Clerk	* Deputy Clerk Assistant Supervisor	COMOT B	Non Exempt	1820	\$18.73
Clerk	Deputy Clerk Assistant Supervisor	COMOT B	Non Exempt	1820	\$18.73
Group Homes	Secretary/Bookkeeper	COMOT B	Non Exempt	1820	\$18.73
Group Homes	Secretary/Food Manager	COMOT B	Non Exempt	1820	\$18.73
Harrison Township Assessor	Deputy Assessor/Field Agent	COMOT B	Non Exempt	1820	\$18.73
Harrison Township Assessor	Deputy Assessor/Field Agent	COMOT B	Non Exempt	1820	\$18.73
Harrison Township Assessor	Deputy Assessor/Field Agent	COMOT B	Non Exempt	1820	\$18.73
Harrison Township Assessor	Deputy Assessor/Field Agent	COMOT B	Non Exempt	1820	\$18.73
Health	Clerical Assistant	COMOT B	Non Exempt	1820	\$18.73
Health	* Secretary/Nursing Division	COMOT B	Non Exempt	1820	\$20.56
Health	Vital Statistics Clerk	COMOT B	Non Exempt	1820	\$18.73
Health	Vital Statistics Clerk	COMOT B	Non Exempt	1820	\$18.73
Health	Vital Statistics Clerk	COMOT B	Non Exempt	1820	\$18.73
Reassessment County	Deputy Assessor	COMOT B	Non Exempt	1820	\$18.73
Reassessment/Harrison	Deputy Assessor/Field Agent	COMOT B	Non Exempt	1820	\$18.73
Reassessment/Harrison	Deputy Assessor/Field Agent	COMOT B	Non Exempt	1820	\$18.73
Reassessment/Harrison	* Deputy Assessor/Field Agent	COMOT B	Non Exempt	1820	\$20.76
Soil and Water	Admin. Asst.	COMOT B	Non Exempt	1820	\$18.73
Treasurer	Bank Reconciliation Deputy	COMOT B	Non Exempt	1820	\$18.73
Treasurer	Finance Deputy	COMOT B	Non Exempt	1820	\$18.73
Treasurer	Staff Accountant	COMOT B	Non Exempt	1820	\$18.73
Clerk	Assistant	COMOT C	Non Exempt	1820	\$20.65
Clerk	* Court Clerk Supervisor	COMOT C	Non Exempt	1820	\$21.57
Clerk	Deputy Clerk Supervisor	COMOT C	Non Exempt	1820	\$20.65
Clerk	* Deputy Clerk Supervisor	COMOT C	Non Exempt	1820	\$23.46
Clerk	Deputy Clerk/Elections	COMOT C	Non Exempt	1820	\$20.65

VIGO COUNTY, INDIANA
GENERAL EMPLOYEES SALARY ORDINANCE, COMOT
2021

Classification	Base Rate
COMOT A	\$ 17.39
COMOT B	\$ 18.73
COMOT C	\$ 20.65
COMOT D	\$ 22.02

Job Category: COMOT

Target Base: External Minimum

Department	Title	Classification	Status	Work Hours	2021 Base (Hourly)
Commissioners	Admin. Asst	COMOT C	Non Exempt	1820	\$20.65
Commissioners	Executive Secretary	COMOT C	Non Exempt	1820	\$20.65
Health	Vital Statistics Registrar/Spvr	COMOT C	Non Exempt	1820	\$20.65
Highway I	Office Manager	COMOT C	Non Exempt	1820	\$20.65
Juvenile Court	* Office Manager/Juvenile Courts	COMOT C	Non Exempt	1820	\$22.56
Parks	Administrative Assistant	COMOT C	Non Exempt	1820	\$20.65
Prosecutor	Bookkeeper/Legal Secretary	COMOT C	Non Exempt	1820	\$20.65
Prosecutor	Bookkeeper/Legal Secretary	COMOT C	Non Exempt	1820	\$20.65
Prosecutor	Legal Secretary	COMOT C	Non Exempt	1820	\$20.65
Prosecutor	Legal Secretary	COMOT C	Non Exempt	1820	\$20.65
Prosecutor	Legal Secretary	COMOT C	Non Exempt	1820	\$20.65
Prosecutor	Legal Secretary	COMOT C	Non Exempt	1820	\$20.65
Prosecutor	Legal Secretary	COMOT C	Non Exempt	1820	\$20.65
Prosecutor	* Program Coordinator	COMOT C	Non Exempt	1820	\$22.88
Prosecutor/APS	Legal Secretary	COMOT C	Non Exempt	1820	\$20.65
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$20.65
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$20.65
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$20.65
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$20.65
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$20.65
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$20.65
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$20.65
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$20.65
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$20.65
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$20.65
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$20.65
Public Defender	* Legal Secretary	COMOT C	Non Exempt	1820	\$20.75
Public Defender	Legal Secretary	COMOT C	Non Exempt	1820	\$20.65
Public Defender	Legal Secretary	COMOT C	Non Exempt	1820	\$20.65
Public Defender	Legal Secretary	COMOT C	Non Exempt	1820	\$20.65
Reassessment County	District Assessor	COMOT C	Non Exempt	1820	\$20.65
Sheriff	Office Manager	COMOT C	Non Exempt	1820	\$20.65
Auditor	Deputy Auditor/Payroll	COMOT D	Non Exempt	1820	\$22.02
Auditor	Deputy/Bookkeeper/Programmer	COMOT D	Non Exempt	1820	\$22.02
Auditor	Deputy Auditor/Staff Accountant	COMOT D	Non Exempt	1820	\$22.02
Courts	Bailiff/Court Reporter Division 6	COMOT D	Non Exempt	1820	\$22.02
Courts	* Court Admin/Probate Reg	COMOT D	Non Exempt	1820	\$22.67
Courts	Court Reporter Division 1 #	COMOT D	Non Exempt	1820	\$22.02
Courts	Court Reporter Division 2	COMOT D	Non Exempt	1820	\$22.02
Courts	* Court Reporter Division 2	COMOT D	Non Exempt	1820	\$22.67
Courts	* Court Reporter Division 3	COMOT D	Non Exempt	1820	\$23.45
Courts	Court Reporter Division 4	COMOT D	Non Exempt	1820	\$22.02
Courts	Court Reporter Division 4	COMOT D	Non Exempt	1820	\$22.02
Courts	Court Reporter Division 5	COMOT D	Non Exempt	1820	\$22.02
Courts	Court Reporter Division 6	COMOT D	Non Exempt	1820	\$22.02
Courts	Court Reporter Division 6	COMOT D	Non Exempt	1820	\$22.02
Courts	Court Reporter/Bailiff Division 1	COMOT D	Non Exempt	1820	\$22.02
Courts	Court Reporter/Bailiff Division 5	COMOT D	Non Exempt	1820	\$22.02
Courts	Court Reporter/Bailiff Division 5	COMOT D	Non Exempt	1820	\$22.02
Courts	Court Reporter/Office Admin Division 5	COMOT D	Non Exempt	1820	\$22.02
Courts	Court Reporter/Office Manager Division 4	COMOT D	Non Exempt	1820	\$22.02
Courts	Court Reporter/Secretary Division 1	COMOT D	Non Exempt	1820	\$22.02
Courts	* Court Reporter/Secretary Division 3	COMOT D	Non Exempt	1820	\$22.67
Courts	* Jury Administrator	COMOT D	Non Exempt	1820	\$22.67
Courts	Roving Court Reporter	COMOT D	Non Exempt	1820	\$22.02
Courts/IV-D	Court Reporter/IV-D	COMOT D	Non Exempt	1820	\$22.02
Human Resources	Human Resources Coordinator	COMOT D	Non Exempt	1820	\$22.02
Juvenile Center	Office Manager	COMOT D	Non Exempt	1820	\$22.02

VIGO COUNTY, INDIANA
GENERAL EMPLOYEES SALARY ORDINANCE, COMOT
2021

Classification	Base Rate
COMOT A	\$ 17.39
COMOT B	\$ 18.73
COMOT C	\$ 20.65
COMOT D	\$ 22.02

Job Category: COMOT

Target Base: External Minimum

Department	Title	Classification	Status	Work Hours	2021 Base (Hourly)
Juvenile Court	Court Reporter ^	COMOT D	Non Exempt	1820	\$22.02
Juvenile Court	Court Reporter ^	COMOT D	Non Exempt	1820	\$22.02
Public Defender	Paralegal	COMOT D	Non Exempt	1820	\$22.02
Public Defender	Paralegal	COMOT D	Non Exempt	1820	\$22.02
Public Defender	Paralegal	COMOT D	Non Exempt	1820	\$22.02
Public Defender	* Paralegal	COMOT D	Non Exempt	1820	\$22.40

*Incumbents are grandfathered in at the higher rate.

**VIGO COUNTY
GENERAL EMPLOYEE SALARY ORDINANCE, SO
2021**

Job Category: SO (Special Occupations)

Department	Title	FLSA Status	2021 80% of Elected Official's Salary	2021 Base Rate
Assessor	Chief Deputy	Excluded	\$45,231	\$45,231
Auditor	* Chief Deputy	Excluded	\$45,231	\$48,924
Clerk	Chief Deputy	Excluded	\$45,231	\$45,231
Harrison Township Assessor	Chief Deputy	Excluded	\$40,926	\$40,926
Recorder	Chief Deputy	Excluded	\$45,231	\$45,231
Surveyor	Chief Deputy	Excluded	\$45,231	\$45,231
Treasurer	Chief Deputy	Excluded	\$45,231	\$45,231

Department	Title	FLSA Status		2021 Base Rate
Coroner	Deputy Coroner/Office Manager	Non Exempt		\$45,620
Commissioners	Attorney, Full-Time	Exempt		\$83,351
Voter Registration	Republican Election Administrator	Exempt		\$42,323
Voter Registration	Democrat Election Administrator	Exempt		\$42,323
Jail	First Sergeant	Non Exempt		\$46,234

**Incumbents are grandfathered in at the higher rate.*

VIGO COUNTY, INDIANA
GENERAL EMPLOYEES SALARY ORDINANCE, PAT
2021

2021	
Classification	Base Rate
PAT A	\$ 37,884
PAT B	\$ 44,090

Job Category: PAT

Target Base: External Minimum

Department	Title	Classification	FLSA Status	2021 Base Rate
Area Planning	* General Planner II	PAT A	Non Exempt	\$43,540
Building Inspection	* Building Inspector	PAT A	Non Exempt	\$40,174
Building Inspection	Ordinance Enforcement Officer	PAT A	Non Exempt	\$37,884
Courts	* System Administrator	PAT A	Non Exempt	\$43,532
EMA	* Deputy Director/Operations	PAT A	Non Exempt	\$40,476
EMA	Deputy Director/Planning/PIO	PAT A	Non Exempt	\$37,884
Group Homes	* Continued Care Worker/Indep. Living	PAT A	Exempt	\$41,633
Group Homes	Therapeutic Family Case Manager	PAT A	Exempt	\$37,884
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$37,884
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$37,884
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$37,884
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$37,884
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$37,884
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$37,884
Health	* Vector Control Assistant Supervisor	PAT A	Non Exempt	\$40,235
Health	Vector Control Specialist	PAT A	Non Exempt	\$37,884
Health	Vector Control Specialist	PAT A	Non Exempt	\$37,884
Health	Vector Control Specialist	PAT A	Non Exempt	\$37,884
Health Maintenance	Health Educator/Media Coordinator	PAT A	Exempt	\$37,884
Juvenile Court	Volunteer Coordinator/Monitor CASA	PAT A	Non Exempt	\$37,884
Juvenile Court	Volunteer Coordinator/Monitor CASA	PAT A	Non Exempt	\$37,884
Juvenile Court	Volunteer Coordinator/Monitor CASA	PAT A	Non Exempt	\$37,884
Juvenile Court	Volunteer Coordinator/Special Projects	PAT A	Non Exempt	\$37,884
Parks	Natural Resource Programmer	PAT A	Non Exempt	\$37,884
Parks/NR Op	Griffin Bike Park Manager	PAT A	Non Exempt	\$37,884
Prosecutor/IV-D	Administrator IV-D	PAT A	Non Exempt	\$37,884
Soil and Water	Urban Conservationist/MS4 Review/Inspector*	PAT A	Non Exempt	\$37,884
Veterans Assistance	Service Officer	PAT A	Exempt	\$37,884
Victim Assistance	Assistant Director	PAT A	Non Exempt	\$37,884
Area Planning	Assistant Director	PAT B	Non Exempt	\$44,090
GIS	* GIS Technician	PAT B	Non Exempt	\$46,356
Council	* Council Administrator	PAT B	Exempt	\$55,161
Drug Court	Drug Court Coordinator	PAT B	Non Exempt	\$44,090
Group Homes	Program Director	PAT B	Exempt	\$44,090
Group Homes	Treatment Director	PAT B	Exempt	\$44,090
Health	Environmental Health Specialist	PAT B	Non Exempt	\$44,090
Health	Environmental Health Specialist	PAT B	Non Exempt	\$44,090
Health	Environmental Health Specialist	PAT B	Non Exempt	\$44,090
Health	* Environmental Health Specialist	PAT B	Non Exempt	\$47,829
Health	Environmental Supervisor	PAT B	Non Exempt	\$44,090
Health	Public Health Nurse	PAT B	Exempt	\$44,090
Health	Public Health Nurse	PAT B	Exempt	\$44,090
Health	Public Health Nurse	PAT B	Exempt	\$44,090
Health	Vector Control Supervisor	PAT B	Non Exempt	\$44,090
Health Maintenance	Environmental Health Specialist	PAT B	Non Exempt	\$44,090
Information Services	Network Administrator	PAT B	Non Exempt	\$44,090
Information Services	* Network Administrator	PAT B	Non Exempt	\$48,829
Parks	Assistant Superintendent	PAT B	Non Exempt	\$44,090
Prosecutor/APS	* Adult Protective Services Director ^	PAT B	Non Exempt	\$47,660
Soil and Water	District Director	PAT B	Exempt	\$44,090
Victim Assistance	Director	PAT B	Exempt	\$44,090

*Incumbents are grandfathered in at the higher rate.

VIGO COUNTY, INDIANA
GENERAL EMPLOYEES SALARY ORDINANCE, EXE
2021

Classification	Base Rate
EXE A	\$ 52,386
EXE B	\$ 62,122
EXE C	\$ 75,789

Job Category: EXE

Target Base: External Midpoint Rate

Department	Title	Classification	FLSA Status	2021 Base	Prosecutor Scale	2021 Adjusted Base
Area Planning	Executive Director	EXE A	Exempt	\$52,386		
Building Inspection	Building Commissioner	EXE A	Exempt	\$52,386		
Building Maintenance	Maintenance Supervisor	EXE A	Exempt	\$52,386		
EMA	Director	EXE A	Exempt	\$52,386		
E-911 Dispatch	Assistant Director	EXE A	Exempt	\$52,386		
Health	* Administrator	EXE A	Exempt	\$52,498		
Human Resources	Director	EXE A	Exempt	\$57,184		
Information Services	Director	EXE A	Exempt	\$52,386		
Juvenile Center	Assistant Director	EXE A	Exempt	\$52,386		
Juvenile Court	CASA Director	EXE A	Exempt	\$52,386		
Parks	Superintendent	EXE A	Exempt	\$52,386		
Weights and Measures	* Inspector	EXE A	Exempt	\$53,195		
GIS	Director	EXE B	Exempt	\$62,122		
E-911 Dispatch	Director	EXE B	Exempt	\$62,122		
Engineer Services	* Assistant Engineer	EXE B	Exempt	\$71,204		
Group Homes	* Executive Director	EXE B	Exempt	\$63,212		
Highway I	Superintendent	EXE B	Exempt	\$62,122		
Juvenile Center	Executive Director	EXE B	Exempt	\$62,122		
Prosecutor	Deputy Prosecutor-HL Felony	EXE B	Exempt	\$62,122	9%	\$67,713
Prosecutor	Deputy Prosecutor-HL Felony	EXE B	Exempt	\$62,122	7%	\$66,471
Prosecutor	Deputy Prosecutor-HL Felony	EXE B	Exempt	\$62,122	9%	\$67,713
Prosecutor	Deputy Prosecutor-HL Felony	EXE B	Exempt	\$62,122	8%	\$67,092
Prosecutor	Deputy Prosecutor-HL Felony	EXE B	Exempt	\$62,122	12%	\$69,577
Prosecutor	Deputy Prosecutor-HL Felony	EXE B	Exempt	\$62,122	4%	\$64,607
Prosecutor	Deputy Prosecutor-LL Felony	EXE B	Exempt	\$62,122	0%	\$62,122
Prosecutor	Deputy Prosecutor-Spec	EXE B	Exempt	\$62,122	14%	\$70,820
Prosecutor	Deputy Prosecutor-Spec	EXE B	Exempt	\$62,122	8%	\$67,092
Prosecutor	Deputy Prosecutor-Spec	EXE B	Exempt	\$62,122	8%	\$67,092
Prosecutor/IV-D	Deputy Prosecutor/IV-D	EXE B	Exempt	\$62,122	5%	\$65,229
Public Defender	* Public Defender	EXE B	Exempt	\$69,633		
Engineer Services	Engineer	EXE C	Exempt	\$93,342		

**AN ORDINANCE ADOPTING COUNTY OF VIGO, INDIANA
SALARY SCHEDULE AND COMPENSATION POLICIES
OF MERIT OFFICERS**

WHEREAS the County of Vigo, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Vigo County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS Indiana Code 36-2-5-3, Section 3. (a) establishes that the county fiscal body shall fix the compensation of officers, deputies, and other employees whose compensation is payable from the County General fund, County Highway fund, County Health fund, County Park and Recreation fund, or any other fund from which the county auditor issues warrants for compensation. This includes the power to:

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

WHEREAS Vigo County contracted with a professional human resources consulting firm to conduct a job classification and compensation study and Fair Labor Standards Act (FLSA) audit, and

WHEREAS, the Vigo County Council wishes to establish compensation schedules and pay policies;

NOW THEREFORE, it is ordained as follows:

- A. The attached FLSA exempt and non-exempt classifications are hereby adopted for the purposes of calculating overtime for employees holding non-exempt positions; employees holding exempt positions are not eligible for FLSA overtime or FLSA compensatory time.
- B. The Vigo County Personnel Policy, effective September 12, 2017, is hereby adopted by reference; compliance with such policies are a term and condition of County employee compensation; County employees are entitled to pay for leave policies specified in the Vigo County Personnel Policy; and the County Auditor shall not issue pay warrants for paid leave not specified in the Vigo County Personnel Policy;
- C. The attached schedule of regular pay rates and overtime pay rates reflect a three percent increase over 2020 base pay rates. The pay rates shall be established and adopted on the 10th day of November 2020 and shall be in full-force and effect on January 1, 2021. Employees shall not receive compensation above the salary range authorized for their position in the salary ordinance; and the County Auditor shall not issue pay warrants for pay that exceeds the authorized amount specified in the salary ordinance. New employees and existing employees transferring positions shall be compensated at the minimum salary established for the assigned classification level.

- D. The number of officers, deputies, and other employees shall not exceed the number authorized in this salary ordinance.
- E. Two (2) Merit Deputy positions will be authorized and compensated at the same rate as a current Merit Deputy. The positions are established under the Community Oriented Policing Services (COPS) grant through the U.S. Department of Justice for 2021 through 2024.
- F. The attached job classification and compensation maintenance system is hereby adopted. All County Council adopted job descriptions having a job requirement that states "Possession of a valid Indiana driver's license and a demonstrated safe driving record," shall be amended to state: "Possession of a valid driver's license and a demonstrated safe driving record."
- G. Any Merit Deputy with the exception of the Chief Deputy assigned the following classifications will receive the corresponding annual amount in addition to their base pay. Merit Deputies receiving classification pay are limited to the number indicated in parenthesis:
- | | |
|------------------------|----------|
| a. Chief of Operations | \$10,000 |
| b. Jail Commander | \$6,500 |
| c. Lieutenant (5) | \$3,500 |
| d. First Sergeant (4) | \$2,500 |
| e. Sergeant (4) | \$1,500 |
| f. Detective (10) | \$1,500 |
| g. K-9 (1) | \$ 566 |
- H. A Merit Deputy Sheriff or Matron shall receive longevity pay annually commencing at the beginning of the calendar year of his/her 2nd year in the amount of 1.25% of the base rate of a Merit Deputy Sheriff/Road Deputy (2021 - \$49,274). For each subsequent year of service, they shall receive longevity pay up to the maximum of \$12,319.00.
- I. Merit Deputies and Matron receive \$1,650.00 per year clothing allowance.
- J. Non-Merit Deputies volunteering an average of sixteen (16) hours per month during the year, receive \$1,250.00 per year clothing allowance.
- K. Merit Deputies will receive one half (1/2) of the total accumulated, but unused, sick days upon retirement.
- L. 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.
- M. The compensation amounts are listed as annual 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.

- N. 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.
- O. Compensatory time will be limited per the Vigo County Sheriff's Department Standard Operating Procedure, PER-017, effective 12/01/13. See Exhibit 1.

Presented to the Vigo County Council, read in full and adopted this 10th day of November 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Lisa Spence-Bunnett	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Chris Switzer	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Jim Mann	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Aaron Loudermilk	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	David Thompson	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Mike Morris, President	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		

Attest:

James W. Bramble
Vigo Auditor

Exhibit 1

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: 02/11/20
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.	

PURPOSE

Establishes guidelines pertaining to work week overtime and court time.

POLICY

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

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 eighty (80) 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 eighty (80) hours of authorized overtime he/she shall be compensated for all hours in excess of eighty (80) 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.
9. At the end of each 12 month period (November 30) all overtime that remains on record for the deputy as of November 30th will be reported to

the auditor in the month of December and that officer will be compensated for all accumulated hours over forty and thus a deputy will return to forty hours of accumulated overtime on December 1.

10. A deputy may utilize any or all of his/her accumulated overtime during this twelve month period as permitted by their immediate supervisor.

E. Court Time

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

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

VIGO COUNTY, INDIANA
MERIT OFFICERS SALARY ORDINANCE
2021

Job Category: Merit POLE

Department	Title	Classification	Status	2021 Compensation Base (\$49,274) + Rank
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$49,274
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$49,274
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$49,274
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$49,274
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$49,274
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$49,274
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$49,274
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$49,274
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$49,274
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$49,274
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$49,274
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$49,274
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$49,274
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$49,274
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$49,274
Sheriff	Sheriff Deputy/School Res Ofcr	Merit POLE A	Non Exempt	\$49,274
Sheriff	Detective	Merit POLE B	Non Exempt	\$50,774
Sheriff	Detective	Merit POLE B	Non Exempt	\$50,774
Sheriff	Detective	Merit POLE B	Non Exempt	\$50,774
Sheriff	Detective	Merit POLE B	Non Exempt	\$50,774
Sheriff	Detective	Merit POLE B	Non Exempt	\$50,774
Sheriff	Detective/Sergeant *	Merit POLE B	Non Exempt	\$52,274
Sheriff	Sergeant	Merit POLE B	Non Exempt	\$50,774
Sheriff	Sergeant	Merit POLE B	Non Exempt	\$50,774
Sheriff	Sergeant	Merit POLE B	Non Exempt	\$50,774
Sheriff	First Sergeant	Merit POLE C	Non Exempt	\$51,774
Sheriff	First Sergeant	Merit POLE C	Non Exempt	\$51,774
Sheriff	First Sergeant/Training Officer	Merit POLE C	Non Exempt	\$51,774
Sheriff	Detective/First Sergeant *	Merit POLE C	Non Exempt	\$53,274
Sheriff	Lieutenant	Merit POLE D	Non Exempt	\$52,774
Sheriff	Lieutenant	Merit POLE D	Non Exempt	\$52,774
Sheriff	Lieutenant	Merit POLE D	Non Exempt	\$52,774
Sheriff	Lieutenant	Merit POLE D	Non Exempt	\$52,774
Sheriff	Detective/Lieutenant *	Merit POLE D	Non Exempt	\$54,274
Sheriff	Captain/Jail Commander	Merit POLE E	Exempt	\$55,774
Sheriff	Chief of Operations	Merit POLE E	Non Exempt	\$59,274

Note: Merit Officers have a separate longevity program.

VIGO COUNTY, INDIANA
MERIT OFFICERS SALARY ORDINANCE, SPECIAL OCCUPATIONS
2021

Department	Title	Classification	Status	2021 Base
Sheriff	Chief Deputy	Special Occupation	Exempt	67,090
Sheriff	Jail Matron*	Special Occupation	Exempt	49,274

Note: Merit Officers have a separate longevity program.

**Position receives same base rate, clothing allowance, and longevity as Merit Officers*

**AN ORDINANCE ADOPTING COUNTY OF VIGO, INDIANA
SALARY SCHEDULE AND COMPENSATION POLICIES
OF ELECTED OFFICIALS**

WHEREAS the County of Vigo, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Vigo County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS Indiana Code 36-2-5-3, Section 3. (a) establishes that the county fiscal body shall fix the compensation of officers, deputies, and other employees whose compensation is payable from the county general fund, county highway fund, county health fund, county park and recreation fund, or any other fund from which the county auditor issues warrants for compensation. This includes the power to:

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

and

WHEREAS Vigo County contracted with a professional human resources consulting firm to conduct a job classification and compensation study and Fair Labor Standards Act (FLSA) audit, and

WHEREAS, the Vigo County Council wishes to establish compensation schedules and pay policies;

NOW THEREFORE, it is ordained as follows:

- A. The Vigo County Personnel Policy, effective September 12, 2017, is hereby adopted by reference; compliance with such policies are a term and condition of County compensation.
- B. The attached schedule of regular pay rates reflect a three percent increase over 2020 base pay rates. The pay rates shall be established and adopted on the 10th day of November 2020 and shall be in full-force and effect on January 1, 2021. Elected Officials shall not receive compensation above the salary range authorized for their position in the salary ordinance; and the County Auditor shall not issue pay warrants for pay that exceeds the authorized amount specified in the salary ordinance.
- C. If an Assessor, County or Harrison, has received Level II assessor certification from the Department of Local Government Finance, the Assessor shall, in addition to the salary provided for above, receive \$1,000 compensation. If an Assessor, County or Harrison, has received Level III assessor certification from

the Department of Local Government, the Assessor shall receive an additional \$1,500 over the compensation of an Assessor with a Level II certification.

- D. Per IC 36-2-14-15, if the Coroner is licensed to practice as a physician in Indiana the compensation must be one and one-half ($1 \frac{1}{2}$) times of the fixed compensation of a Coroner. If the Coroner is a licensed pathologist and performing autopsies for the County without additional autopsy fees incurred by the County, the compensation will be one and one-half ($1 \frac{1}{2}$) times of the fixed compensation of a Coroner with a license to practice as a physician in Indiana.
- E. Elected Officials determined to be ineligible for PERF per state statute shall receive a stipend equal to the defined employee contribution rate to be paid out in each pay period.
- F. 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.

Presented to the Vigo County Council, read in full and adopted as written this 10th day of November 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Lisa Spence-Bunnett	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Chris Switzer	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	James R. Mann II	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Aaron Loudermilk	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	David Thompson	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Mike Morris, President	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		

Attest:

James W. Bramble
Vigo Auditor

JOB CATEGORY: Elected Officials

	Auditor	Assessor	Clerk	Treasurer	Recorder	Surveyor	Sheriff	Coroner	Commissioner	Council	Harrison Township Assessor
2016 Compensation	\$ 51,384	\$ 51,384	\$ 51,384	\$ 51,384	\$ 51,384	\$ 51,384	\$ 143,742	\$ 22,837	\$ 55,055	\$ 12,970	\$ 46,491
2017 Compensation	\$ 52,155	\$ 52,155	\$ 52,155	\$ 52,155	\$ 52,155	\$ 52,155	\$ 147,961	\$ 23,180	\$ 55,881	\$ 13,165	\$ 47,189
2018 Compensation	\$ 52,155	\$ 52,155	\$ 52,155	\$ 52,155	\$ 52,155	\$ 52,155	\$ 150,787	\$ 23,180	\$ 55,881	\$ 13,165	\$ 47,189
2019 Compensation	\$ 52,781	\$ 52,781	\$ 52,781	\$ 52,781	\$ 52,781	\$ 52,781	\$ 153,814	\$ 23,459	\$ 56,552	\$ 13,323	\$ 47,756
2020 Compensation	\$ 54,893	\$ 54,893	\$ 54,893	\$ 54,893	\$ 54,893	\$ 54,893	\$ 157,788	\$ 24,398	\$ 58,815	\$ 13,856	\$ 49,667
2021 Compensation	\$ 56,540	\$ 56,540	\$ 56,540	\$ 56,540	\$ 56,540	\$ 56,540	\$ 162,775	\$ 25,130	\$ 60,579	\$ 14,272	\$ 51,157

RESOLUTION OF RE-ALLOCATION OF EXISTING APPROPRIATION 2020-09

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:

JUVENILE JUSTICE CENTER/1000

		<u>REQUESTED</u>	<u>APPROVED</u>
From: 1000.25400.000.0384 Food	\$16,000		
To: 1000.10010.000.0384 Payroll		\$16,000	
 From: 1000.25400.000.0384 Food	 \$30,000		
To: 1000.35450.000.0384 Repair of building		<u>\$30,000</u>	\$ 30,000
Total Juvenile Justice Center Food Fund		\$46,000	\$ 30,000

Approved on this 10th day of November, 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence - Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2020-19

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 the LIT/PSAP 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>LIT/PSAP Fund/1235</u>	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
1235.15210.000.0000 Social Security/FICA	\$54,000	\$ 54,000.00
Total LIT/PSAP Fund	\$54,000	\$ 54,000.00

Approved on this 10th day of November, 2020 .

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence - Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION 2020-20

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

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of the Veterans Court 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>ADVERTISED</u>	<u>APPROPRIATED</u>
<u>VETERANS COURT/9108</u>		
9108.33300.000.0000 Contractual Services	\$ 750	\$ 750
9108.33700.000.0000 Electricity	\$ 1,800	\$ 1,800
9108.36200.000.0000 Rent	\$ 7,800	\$ 7,800
Total Veterans Court	\$ 10,350	\$ 10,350

Approved on this 10th day of November, 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence-Bunnett _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President _____

Attest:

James W. Bramble
Vigo County Auditor

RESOLUTION OF RE-ALLOCATION OF EXISTING APPROPRIATION 2020-10

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>Veterans Assistance Officer/1000</u>		
From: 1000.3200.000.0012 Travel	\$8,000	
To: 1000.21000.000.0012 Office and Supplies	\$ 8,000	\$ 8,000
Total Veterans Assistance Officer Travel Fund	\$ 8,000	\$ 8,000

Approved on this 10th day of November, 2020.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Lisa Spence-Bunnett
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Chris Switzer
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	David Thompson
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris, President

Attest:

James W. Bramble
Vigo County Auditor



JUVENILE JUSTICE CENTER
— VIGO COUNTY —

Norman E. Loudermilk II
Executive Director

The Honorable Vigo County Council

September 21, 2020

RE: Transfer of Funds

County Council Members,

Please consider this letter as a formal request to be placed on the Council's Log for the meeting October 1, 2020. I am asking the Council to assign this request to the Budget Adjustment Committee for review to transfer already appropriated funds from the Juvenile Justice Center 2020 Budget. I am requesting the transfer of \$16,000.00 from the *Food line item # 25400* to *Payroll line item # 10010*. Additionally I am requesting a transfer of \$30,000.00 from the *Food line item # 25400* to *Repair of Buildings line item # 35450*.

As you already know, we have had quite a year with COVID-19 issues. One of those issues that we faced was the required quarantine of employees that had become ill and had any of the symptoms associated with COVID-19. This quarantine was required by the Department of Health based on CDC Guidelines. This was done to protect the staff and detainees from possible exposure to the virus. We had one employee that was off of work for several weeks due to health problems and her physician removing her from this type of work environment.

Additionally we had three (3) employees leave the Center for other employment and this required a "pay out" of accrued time. All of these factor have led to a shortage of nearly \$16,000.00 in the *Payroll line item # 10010*.

I am also requesting \$30,000.00 to be transferred from the *Food line item # 25400* to *Repair of Building Line item # 35450*. This will be used to repair and resurface the existing 20 year old floor at the Detention Center.

You might remember when you conducted your walk through of the facility I pointed out the deplorable condition of the floors. Most of the areas are worn to bare concrete and have become unsanitary due to the porous nature of concrete and the inability to clear and disinfect properly.

I have obtained three (3) quotes to re-surface the floor and at the time of this letter I am waiting on two (2) additional quotes. I have attached those quotes for your review, and as you can see 2 of the 3 are less than \$30,000.00. This is promising since I believed that this project would cost much more.



JUVENILE JUSTICE CENTER
— VIGO COUNTY —

Norman E. Loudermilk II
Executive Director

I am quite certain that if the County Council would be willing to transfer \$16,000.00 from Food to Payroll I will have adequate monies to cover payroll until the end of the year. Further if the County Council would transfer \$30,000.00 from Food to Building Repairs I will have adequate monies to fully re-surface and repair all of the floors in the Detention Center thereby making it safer for the staff and detainees and posing less liability to the County.

If you have any questions for me please don't hesitate to contact me.

Respectfully Submitted,

Norman E. Loudermilk, Executive Director
Vigo County Juvenile Justice Center
202 Crawford Street
Terre Haute, Indiana 47807
norm.loudermilk@vigocounty.in.gov
812-231-5667 Office
812-231-5695 Fax
812-208-2961 Mobile



JUVENILE JUSTICE CENTER
— VIGO COUNTY —

Project: Vigo County Juvenile Justice Center

Approximate Size of Project: 7,600 SF

Indy Floor Coating agrees to furnish all labor, equipment, materials and insurance to perform the following:

Scope of Work: 3 Coat System

1. Mechanically profile floor to create proper profile for maximum adherence
2. Apply Rock Tred tinted primer
3. Install high build coat of Rock Tred 100% Solids Industrial Polymer
4. Apply Hi Wear 90 Urethane Protective Topcoat with High Traffic Additive

Project Notes:

- Owner to provide adequate lighting, electricity and heat source to maintain work areas above 50 degrees Fahrenheit.
- Owner to provide work crew 24-hour access to work site.
- Owner agrees to keep area free from any moisture, pedestrian or other trade interference.
- Owner is responsible for any covering of equipment or inventory prior to work beginning.
- Contractor agrees to remove all debris from work site. Owner agrees to provide a dumpster for non-hazardous trash.

Approximate Time to Complete Above: 4-5 days, with 24 hours additional required before exposing to traffic.

***Cost to Complete Project: 3 Coat System / \$28,500**

***Subject to change - walk through required for final estimate**

Warranty: Indy Floor Coating will warranty our labor and materials installed for a period of TWO YEARS from the date of completion. We will repair any peeling, scratched, delamination or wear-through. We will not cover any cracking due to excessive substrate movement or any top down abuses such as burns, chemical spills, or gouges.

Indy Floor Coating
317.430.0851 | indyfloorcoating.com



SDR COATING COMPANY, INC.

P.O. BOX 571 CLINTON, IN 47842

(765) 832-7721 FAX (765) 832 7300

SDR Coating Company, Inc. is WBE Accredited

DATE: September 14, 2020

TO: VC Juvenile Justice Center

ATTN: Norman Loudermilk

E-MAIL: norm.loudermilk@vigocounty.in.gov

PROPOSAL

NUMBER: 20200914

PAGE NO. 1 of 1 PAGES

JOB NAME / NO:

LOCATION:

We hereby submit specifications and estimates to:

RE: Floor Coating

Material, equipment, labor and supervision to:

- Grind existing floor and floor coating to accept new epoxy coating
- Apply one (1) coat of Armorseal 1000 HS

\$29,865.00

WE PROPOSE hereby to furnish material and labor – complete in accordance with these specifications, for the sum of:

Payable as follows:

See Above
Net 30 Days

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensations Insurance.

Authorized
Signature _____

Ron Guckenberger - President

ACCEPTANCE OF PROPOSAL – The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____ Signature _____ Date _____

PABST PAINTING, INC.

909 S 8th St.

Terre Haute, IN 47807

Dennis Pabst: (812) 208-5539

Mark Pabst: (812) 208-4728

Nathan Pabst: (812) 239-5690

www.pabstpaintinginc.com

pabstpainting@yahoo.com

BUDGETARY ESTIMATE

September 9, 2020

**To: Vigo County Juvenile Justice Center
202 Crawford Street
Terre Haute, IN 47807**

**For: Grind, clean, prime, and finish concrete floors with metallic H & C.
Apply 2 coats 8100 epoxy.**

Area 1 – 2297 sq. ft. = \$17,458.00

Area 2 – 1685 sq. Ft. = \$12,807.00

Area 3 – 2305 sq. ft. = \$17,518.00

Area 4 - 330 sq. ft. = \$2,508.00

Area 5 - 988 sq. ft. = \$7,509.00

Pabst Painting strongly recommends polishing the concrete to eliminate smells and also will make for a shorter down time. No more worrying about peeling paint. We would be happy to do a small sample test area.

Guaranteed Quality: All finished surfaces will be uniform in appearance, color and sheen. They will be free of foreign materials, lumps, skins, sags, holidays, misses, strike troughs or insufficient coverage. Adjacent areas will be free of drips, splatters, spills, or overspray.

Service: Work will be completed in a timely fashion without interruptions or delays. Pabst Painting agrees to do, in a workmanlike manner, all work specified herein. All materials, paint, tools, equipment and labor will be furnished by Pabst Painting.



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

September 21, 2020

Vigo County Council
121 Oak Street
Terre Haute, IN 47807

RE: Additional Appropriation

County Council:

I would like to request the following additional appropriation for LIT-PSAP:

1235.15210.000.0000 - FICA \$54,000

This additional appropriation is due to a technical error in the adopted 2020 budget.

Thank you for your consideration in this matter.

Respectfully Submitted,

James W. Bramble
Vigo County Auditor

JOHN T. ROACH
JUDGE
VIGO SUPERIOR COURT
DIVISION 1



COURTHOUSE
33 SOUTH THIRD STREET
TERRE HAUTE, IN 47807
Telephone: (812) 462-3295
Fax: (812) 232-1746

September 22, 2020

The Honorable Mike Morris, President
The Honorable David Thompson, President Pro Tem
The Honorable Lisa Spence-Bunnett
The Honorable Aaron Loudermilk
The Honorable Jim Mann
The Honorable Chris Switzer
The Honorable Vicki Weger
Vigo County Government Center
127 Oak Street
Terre Haute, Indiana 47807

Re: Vigo County Veterans Treatment Court

Dear Council:

You might recall, Vet Court and Drug Court share office space. With the Drug Court expansion, it was always the case Vet Court was going to have to secure new space. Drug Court has hired one additional case manager already and will hire another one, the last one for its expansion, next year.

There are very few, expensive, options for Vet Court, and there is currently no space available in any County building for us. We were recently informed about the possibility of staying in the same office we currently share with Drug Court. The benefits of the programs sharing space have been immeasurable. And, a joint expansion is in the works - - there is a grant available to contract with a therapist to do initial evaluations. We're hopeful this would significantly reduce, by more than half, the time between application and acceptance by speeding up the initial assessment time. Another joint benefit: a room in the current space will open up and can be used for telehealth appointments, a significant advantage in these times and beyond. Needless to say, having all of these resources for both programs in one place is the best case scenario.

The owner of our current space is offering us a chance to expand into offices on the same floor we currently occupy. He is offering this opportunity at a rate

significantly lower than any other space we have investigated downtown. And, with the administrative fees Vet Court has collected, there is no new money the County has to spend. Since January 2017, we have collected \$23,382.49 in Veterans Court Administration Fees (2017-10,048; 2018-5,834.05; 2019-4,263.03; and through August 2020- 3,237.41).

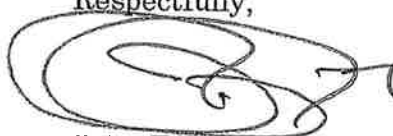
In our current building, there is a tenant on the north side of the same floor that will be vacating. The owner is willing to renovate that space to include two offices for the Drug Court and Vet Court Coordinators, an office space for a therapist and a storage room. He will connect the space to the current offices.

The new space will be approx. 555 square feet. The initial lease will be 18 months, with year-to-year renewals. The rent for the first 18 months will be \$433.33 per month, in a one-time payment of \$7,800.00. Additionally, utilities for that space will be \$100.00 per month, in a one-time payment of \$1,800.00. These would be included in the payment to the owner as the utilities are part of his expense. A separate line item would be the one time cost of running three fiber optic lines for communications. EAS has agreed this will not exceed \$750.00, and they are working on a quote for us.

Therefore, I am respectfully requesting your consideration in appropriating \$10,350.00 from the Veterans Court Administrative fees we have collected to be used for these costs.

Should you have any questions, or need any additional information, please do not hesitate to contact me.

Respectfully,

A handwritten signature in black ink, appearing to be 'John T. Roach', written over a circular stamp or seal.

John T. Roach, Judge
Vigo Superior Court Division One
Vigo County Veterans Treatment Court

Copies:

The Hon. James Bramble
Kylissa Miller, Council Administrator
The Hon. Judy Anderson
The Hon. Brad Anderson
The Hon. Brendan Kearns
Michael C. Wright

September 30, 2020

To the Vigo County Council,

The Vigo County Veterans Assistance Office respectfully requests an out of series transfer from 37200 travel to 21000 Office and supplies. This request is being made as the retirement of one Veteran Service Officer and a new replacement being hired.

There are office supplies needed to upgrade the office to further help our Veterans.

Out of series transfer request

Travel to Office Supplies.

37200 to 21000 \$800.00

Please let us know if you have any questions.

Thank You,


Tim Cunningham
Veterans Service Officer

Waggoner • Irwin • Scheele
& Associates INC

MEMO

TO: **Vigo County Personnel Committee**

FROM: **Lori Seelen and Allison Collins**
 Waggoner, Irwin, Scheele & Associates, INC.

DATE: **November 9, 2020**

RE: **New Position Request – E-911 Central Dispatch**

As requested, Waggoner, Irwin, Scheele, and Associates, reviewed the new position request for the Assistant Director position.

Assistant Director

This is a new position request. A job description has been prepared and the position will be responsible for assisting with directing E-911 Center operations and supervising department personnel.

Job duties for the position include: Assisting E-911 Director in day to day operations; Supervising assigned staff; Overseeing department operations, including E-911, Emergency Medical Dispatch, Emergency Fire Dispatch, Emergency Police Dispatch, and Computer aided Dispatch; Assisting in developing and revising department Standard Operating Policies; Directing in-service training of department staff; Assisting in the management for CAD system; and Performing all duties of a Telecommunicator.

Education requirements include: High school diploma or GED, with minimum of four (4) years experience in emergency and/or public safety; Associates degree or equivalent training and experience in Public Administration preferred; Possession of or ability to obtain and maintain possession of all required certifications, including, but not limited to, First Responder/CPR, IDACS/NCIC, Emergency Medical Dispatch, Emergency Fire Dispatch, and Emergency Police Dispatch certifications.

We have assessed this position respective of other positions in the EXE job category and factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for EXE positions. Our recommendation for the position is listed below.

Recommendation: The position factors within the EXE A classification. Therefore, it is recommended the position be classified EXE A and paid within the EXE A salary range. The position also passes the Executive test for FLSA exemption; therefore, it is recommended that the position be classified as FLSA Exempt.

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: E-911 Assistant Director
DEPARTMENT: E-911 Central Dispatch
WORK SCHEDULE: As scheduled
JOB CATEGORY: EXE A (Executive)

DATE WRITTEN: November 2020
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as E-911 Assistant Director for Vigo County E-911 Central Dispatch, responsible for assisting with directing E-911 Center operations and supervising department personnel.

DUTIES:

Assists E-911 Director in day to day operations of the department, including providing input for long and short range planning, policy and program development and implementation, and management of personnel.

Supervises assigned staff, including providing orientation and training, planning, delegating, and controlling work assignments, establishing specific work goals, maintaining discipline and recommending corrective action as warranted, and keeping supervisor and assigned staff informed of organizational developments. Participates in job applicants interviews and makes recommendations to the Director. Evaluates employees for performance standards.

Oversees department operations, including E-911, Emergency Medical Dispatch, Emergency Fire Dispatch, Emergency Police Dispatch, and Computer aided Dispatch, such as periodically analyzing workload, reviewing position documentation, interviewing candidates and making hiring decisions, evaluating job performances and determining significant changes in responsibilities, reviewing salaries and recommending promotions, transfers, or demotions, and communicating and administering personnel programs and procedures.

Directs in-service training of department staff, assessing training needs and scheduling classes and schools, developing and revising training manuals, administering validated tests, maintaining training records and ensuring current certifications of all staff. Responsible for developing and implementing training programs and policies for the entire department.

Develops and implements quality assurance programs stipulating proper protocol in responding to medical, police, and fire calls.

E-911/Assistant Director

Assist in developing and revising department Standard Operating Policies (SOP's) and procedures as needed.

Assists the Director in the investigation of complaints regarding department operation and personnel, and periodically speaks to community groups regarding department operations as requested.

Works closely with CAD mapping and maintains, verifies, and updates Master Street Address Guide (MSAG), including adding new streets and addresses per Area Planning.

Assists in the management for CAD system, including performing minor repairs on computer network and hardware, directing back up procedures of data files and voice logging system and coordinating installation of upgrades and troubleshooting system problems.

Provides input for and assists in preparation of department budget.

Maintains morale, discipline and resolves personnel problems as necessary.

Assists Indiana Data and Communications System (IDACS) Coordinator on any related issues.

Assists in the management for Emergency Notification System, including minor updates with network.

Maintains and compiles data, prepares and submits various reports as required, such as operations, financial, personnel, and annual department budget.

Assists in providing Statewide 911 Board with budgetary and operational data that impacts funding from State to County levels.

Attends meetings, state/national meets, and prescribed training programs for certifications in specialized areas.

Serves on 24-hour call for emergencies as well as assists in filling in vacated shifts. Available to work different shifts and availability to be on call.

Performs all duties of a Telecommunicator.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED, with minimum of four (4) years experience in emergency and/or public safety. Associates degree or equivalent training and experience in Public Administration preferred.

Possession of or ability to obtain and maintain possession of all required certifications, including, but not limited to, First Responder/CPR, IDACS/NCIC, Emergency Medical Dispatch, Emergency Fire Dispatch, and Emergency Police Dispatch certifications.

Ability to meet all employer and Department hiring requirements, including passage of a drug test.

Thorough knowledge of standard practices, procedures, rules and regulations of the Department and ability to establish and implement Department policies, directives, and general orders and take authoritative action as situations demand.

Thorough knowledge of and ability to interpret and apply laws, rules, and regulations, including FCC and IDACS/NCIC regulations.

Complete knowledge of community geography and ability to read maps, use emergency code terminology, and quickly, clearly and calmly respond during stressful situations.

Practical knowledge of area law enforcement, EMS, and fire demands, and ability to physically perform essential functions of the position.

Working knowledge of County and Department budget processes and ability to prepare and administer Department budget and maintain complete and accurate financial records.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports and correspondence.

Working knowledge of current training programs and ability to develop and direct training of Department personnel.

Knowledge of basic filing systems and ability to create and maintain accurate and complete department files/records.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, transcriber/Dictaphone, radio, calculator, radio recorder, and telephone recorder.

Ability to supervise assigned staff, including providing orientation and training, planning, delegating, and controlling work assignments, establishing specific work goals, maintaining discipline and recommending corrective action as warranted, and keeping supervisor and assigned staff informed of organizational developments.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Police, Fire, emergency services, public safety agencies, news media, and members of the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to understand, memorize, retain, and carry out verbal and written instructions and present findings in oral or written form.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio, or by telephone.

Ability to compare or observe similarities and differences in data, compile, collate, or classify data, analyze and evaluate data, and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to count, perform simple arithmetic calculations.

Ability to regularly work extended and/or irregular hours, and occasionally work weekends and/or evening hours and travel out of town, sometimes overnight.

Ability to serve on 24-hour call for emergencies.

Possession of a valid driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent's responsibilities are broad in spectrum. Incumbent performs duties according to a flexible, customary routine with priorities being established by severity or nature of problem or by the needs of the public or other agencies. Incumbent is solely responsible for work with errors being detected or prevented through procedural safeguards such as double-checking. Undetected errors may result in loss of time for correction, inconvenience to other agencies, or departments,

as well as endangering the health, safety and lives of the public and/or emergency workers.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Police, Fire, emergency services, public safety agencies, news media, and members of the public for purposes of exchanging information and directing operations and personnel.

Incumbent reports directly to E-911 Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a communications center, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing 25-50 pounds, keyboarding, speaking clearly, and hearing sounds/communication. Incumbent is frequently exposed to stressful situations associated with emergency requests for assistance and typically performs duties in a restricted seated position with little or no opportunity for breaks during shift.

Incumbent regularly works extended and/or irregular hours, and occasionally works weekends and/or evening hours, and travels out of town, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of E-911 Assistant Director for Vigo County E-911 Central Dispatch describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirement as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name