



MONROE COUNTY COUNCIL

Monroe County Courthouse, Room 306
100 W Kirkwood Avenue
Bloomington, Indiana 47404
Office: 812-349-7312
CouncilOffice@co.monroe.in.us

COUNTY COUNCIL
Trent Deckard, President
Jennifer Crossley, President Pro Tempore
Marty Hawk
Peter Iversen
Geoff McKim
Cheryl Munson
Kate Wiltz

BOARD OF COMMISSIONERS
Julie Thomas, President
Penny Githens, Vice President
Lee Jones

JOINT SESSION OF THE MONROE COUNTY COUNCIL AND MONROE COUNTY BOARD OF COMMISSIONERS SUMMARY MINUTES Thursday, June 20, 2024 at 4:00 pm Nat U Hill Meeting Room – Courthouse – Third Floor

Council Members

In Person – Trent Deckard, President
In Person – Cheryl Munson
In Person – Geoff McKim
In Person – Marty Hawk
In Person – Peter Iversen
In Person – Kate Wiltz

Board of Commissioners

Virtual – Julie Thomas, President
In Person – Penny Githens, Vice President
In Person – Lee Jones

Staff

In Person – Angie Purdie, Commissioners' Administrator
In Person – Bri Gregory, Auditor
In Person – Carley Woodruff, Financial Director
In Person – Courtney Moser, Assistant Council Administrator

1. Call to Order

President Deckard called the meeting to order at 4:06 pm. He noted for the record that Councilors Munson, McKim, Wiltz, Hawk, and Iversen were present in the Nat U Hill Meeting Room. Councilor Crossley was not present.

Commissioner Githens called the meeting to order on behalf of the County Commissioners. She noted that she and Commissioner Jones were present in the Nat U Hill Meeting Room. Commissioner Jones attended the meeting virtually.

2. Project Status Updates – 4:07 pm

- a. Project: 29001 ARPA Gun Safes
- b. Project: 48008 ARPA Housing Infrastructure (Habitat Housing and Childhood Center)

Purdie shared updates on the Gun Safe and Housing Infrastructure (Habitat Housing and Childhood Center) projects. Discussion ensued.

3. Approve or deny pending possible projects: Available funds \$8,847,005.69– 4:13 pm

a. Current Projects that could use (or need) additional funding:

- i. Rural Housing Part 2 (36709)
- ii. Septic Part 2 and Stinesville (36710)
- iii. Karst Wireless Additional (36716)

b. New Projects

- i. Airport Stormwater/ Drainage
- ii. Community Foundation Rural Repair Program
- iii. Karst ADA Parking Lot
- iv. Highway Paving
- v. Broadband
- vi. Highway/Stormwater Projects
- vii. Habitat 10 Homes
- viii. Airport Area Sewer
- ix. Centerstone Residential

Lengthy discussion ensued.

There was consensus to forward the following projects to Council for appropriation:

ARPA Rural Housing Repair	\$200,000.00
ARPA Septic Assistance	\$555,000.00
ARPA Community Asst-Foundation	\$1,200,000.00
ARPA Karst Wireless	\$34,365.00
ARPA Stinesville Sewage	\$25,000.00
Jail Locks	\$500,000.00
ARPA Airport Stormwater/Drainage	\$4,357,082.87
Habitat Homes	\$1,600,000.00
Courage to Change Residential	\$615,000.00

4. Adjournment

Meeting adjourned at 5:15 pm.

The Memorandum of the June 20, 2024, Executive Session Meeting of the Monroe County Council and Monroe County Board of Commissioners was presented and approved by the Monroe County Council this **23rd** day of **July, 2024**.

MONROE COUNTY COUNCIL

Aye Nay Abstain Not Present _____
Trent Deckard, President

Aye Nay Abstain Not Present _____
Jennifer Crossley, President Pro Tempore

Aye Nay Abstain Not Present _____
Marty Hawk, Councilor

Aye Nay Abstain Not Present _____
Peter Iversen, Councilor

Aye Nay Abstain Not Present _____
Geoff McKim, Councilor

Aye Nay Abstain Not Present _____
Cheryl Munson, Councilor

Aye Nay Abstain Not Present _____
L. Kate Wiltz, Councilor

ATTEST:

Brianna Gregory, Auditor
Monroe County, Indiana

Date

The Summary Minutes of the Joint Monroe County Council and Monroe County Board of Commissioners June 20, 2024 were presented and approved by the Board of Commissioners on the _____ day of _____, 2024.

MONROE COUNTY BOARD OF COMMISSIONERS

Aye Nay Abstain Not Present _____
Julie Thomas, President

Aye Nay Abstain Not Present _____
Penny Githens, Vice President

Aye Nay Abstain Not Present _____
Lee Jones, Commissioner

ATTEST:

Brianna Gregory, Auditor
Monroe County, Indiana

Date

**MEMORANDUM OF JUNE 25, 2024
JOINT EXECUTIVE SESSION MEETING OF THE
MONROE COUNTY COUNCIL AND
MONROE COUNTY BOARD OF COMMISSIONERS**

Pursuant to Indiana Code §5-14-1.5-6.1(b)(2)(D) the Monroe County Council and Monroe County Board of Commissioners met in Executive Session on June 25, 2024, in the HR/County Council Conference Room for the purpose of discussing a real property transaction.

Trent Deckard, Council President, called the Council meeting portion to order at 4:07 pm.

Penny Githens, Board of Commissioners, Vice-President, called the Board of Commissioners meeting portion to order at 4:07 pm.

The following Monroe County Council members were in attendance in person: Trent Deckard, Jennifer Crossley, Marty Hawk, Peter Iversen, Cheryl Munson, and Kate Wiltz. Geoff McKim was not present.

The following Monroe County Commissioners were in attendance in person: Penny Githens and Lee Jones. Julie Thomas attended the meeting virtually.

Judge Diekhoff, Board of Judges Representative, attended the meeting in person.

The following representatives from the Sheriff's Office attended in person: Ruben Marté, Sheriff, Phil Parker, Chief Deputy, Kyle Gibbons, Jail Commander, and Corey Grass, Transitional Director.

Bri Gregory, Auditor, attended the meeting virtually.

Staff in attendance were Jeff Cockerill, Angie Purdie, and Kim Shell.

Other attendees: Scott Carnegie, DLZ Representative and Chris Ciollo, Weddle Brothers.

The discussion was limited to the advertised purpose of discussing a real property transaction.

The meeting adjourned at 4:57 pm.

(The remainder of this document is intentionally left blank.)

The Memorandum of the June 25, 2024, Executive Session Meeting of the Monroe County Council and Monroe County Board of Commissioners was presented and approved by the Monroe County Council this **23rd** day of **July, 2024**.

MONROE COUNTY COUNCIL

Aye Nay Abstain Not Present _____
Trent Deckard, President

Aye Nay Abstain Not Present _____
Jennifer Crossley, President Pro Tempore

Aye Nay Abstain Not Present _____
Marty Hawk, Councilor

Aye Nay Abstain Not Present _____
Peter Iversen, Councilor

Aye Nay Abstain Not Present _____
Geoff McKim, Councilor

Aye Nay Abstain Not Present _____
Cheryl Munson, Councilor

Aye Nay Abstain Not Present _____
L. Kate Wiltz, Councilor

ATTEST:

Brianna Gregory, Auditor
Monroe County, Indiana

Date

The Memorandum of the June 25, 2024, Executive Session Meeting of the Monroe County Council and Monroe County Board of Commissioners was presented and approved by the Monroe County Board of Commissioners this _____ day of _____ 2024.

MONROE COUNTY BOARD OF COMMISSIONERS

Aye Nay Abstain Not Present _____
Julie Thomas, President

Aye Nay Abstain Not Present _____
Penny Githens, Vice President

Aye Nay Abstain Not Present _____
Lee Jones, Commissioner

ATTEST:

Brienne Gregory, Auditor
Monroe County, Indiana

Date



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BOARD OF COMMISSIONERS
Julie Thomas, President
Penny Githens, Vice President
Lee Jones

JOINT SESSION OF THE MONROE COUNTY COUNCIL AND MONROE COUNTY BOARD OF COMMISSIONERS SUMMARY MINUTES Thursday, July 11, 2024 at 1:00 pm Nat U Hill Meeting Room – Courthouse – Third Floor

Council Members

In Person – Trent Deckard, President
In Person – Jennifer Crossley, President Pro Tempore
In Person – Cheryl Munson
In Person – Geoff McKim
In Person – Kate Wiltz
In Person – Marty Hawk
In Person – Peter Iversen

Board of Commissioners

In Person – Julie Thomas, President
Virtual – Penny Githens, Vice President
In Person – Lee Jones

Staff

In Person – Angie Purdie, Commissioners' Administrator
In Person – Jeff Cockerill, Legal Counsel
In Person – Josh Evoy, Sergeant
In Person – Josh Wilson, Correctional Officer
In Person – Kim Shell, Council Administrator
In Person – Mike Ruiz, Sheriff's Office Merit Deputy
In Person – Molly Turner-King, Legal Counsel

1. County Council Call to Order

President Deckard called the meeting to order on behalf of the County Council at 1:03 pm. He noted for the record that all Councilors were present in the Nat U Hill Meeting Room.

2. Board of Commissioners Call to Order

President Thomas called the meeting to order on behalf of the Board of Commissioners. She noted that she and Commissioner Jones were present in the Nat U Hill Meeting Room. Commissioner Githens attended the meeting virtually.

3. Sheriff's Office Presentation

Sheriff Ruben Marte, Phil Parker, Sheriff's Chief Deputy, and Kyle Gibbons, Jail Commander presented. See Exhibit A.

4. Adjournment

Meeting adjourned at 3:02 pm.

(The remainder of this document is intentionally left blank.)

DRAFT

The Memorandum of the July 11, 2024 Joint Meeting of the Monroe County Council and Monroe County Board of Commissioners was presented and approved by the Monroe County Council this **23rd** day of **July, 2024**.

MONROE COUNTY COUNCIL

Aye Nay Abstain Not Present _____

Trent Deckard, President

Aye Nay Abstain Not Present _____

Jennifer Crossley, President Pro Tempore

Aye Nay Abstain Not Present _____

Marty Hawk, Councilor

Aye Nay Abstain Not Present _____

Peter Iversen, Councilor

Aye Nay Abstain Not Present _____

Geoff McKim, Councilor

Aye Nay Abstain Not Present _____

Cheryl Munson, Councilor

Aye Nay Abstain Not Present _____

L. Kate Wiltz, Councilor

ATTEST:

Brianna Gregory, Auditor
Monroe County, Indiana

Date

The Summary Minutes of the Joint Monroe County Council and Monroe County Board of Commissioners July 11, 2024 were presented and approved by the Board of Commissioners on the _____ day of _____, 2024.

MONROE COUNTY BOARD OF COMMISSIONERS

Aye Nay Abstain Not Present _____
Julie Thomas, President

Aye Nay Abstain Not Present _____
Penny Githens, Vice President

Aye Nay Abstain Not Present _____
Lee Jones, Commissioner

ATTEST:

Brienne Gregory, Auditor
Monroe County, Indiana

Date

Monroe County Sheriff's Office

Understanding Functional Jail Capacity



Bed Capacity Defined

- Total bed capacity- Total number of rated beds in a facility
 - The IDOC County Jail Operations Division recommends that a jail should not exceed 80% of its available bed capacity
 - Jails are labeled as overcrowded or near capacity if they exceed 80% of their available bed capacity
- Functional bed capacity- Eighty percent of total beds
 - At or above that level, properly housing and managing the diverse jail population begins to become much more difficult
 - Compromises in the jail's classification system occur (210 IAC 3-1-18)
 - Leads to increases in violence, tension, and the availability of contraband
 - These conditions increase the jail's liability exposure and jeopardize the safety and well-being of both residents and staff

Bed Count Studies/Surveys

- The Ken Ray Study (2019-2020)
 - Shows an estimated 390 beds needed for 2030
 - Recommended 450 beds
- Prosecutor/Public Defender/Bar Association Survey
 - Questionnaire from CJRC
 - 16 different opinions on bed count
 - Opinions range from 100-800

Bed Count Studies/Surveys

- Judicial Survey
 - Questionnaire from CJRC
 - 65 out of 82 people responded
 - 23 people had no opinion on bed count
 - Opinions range from 200-1,000

Estimated Capacity Needs

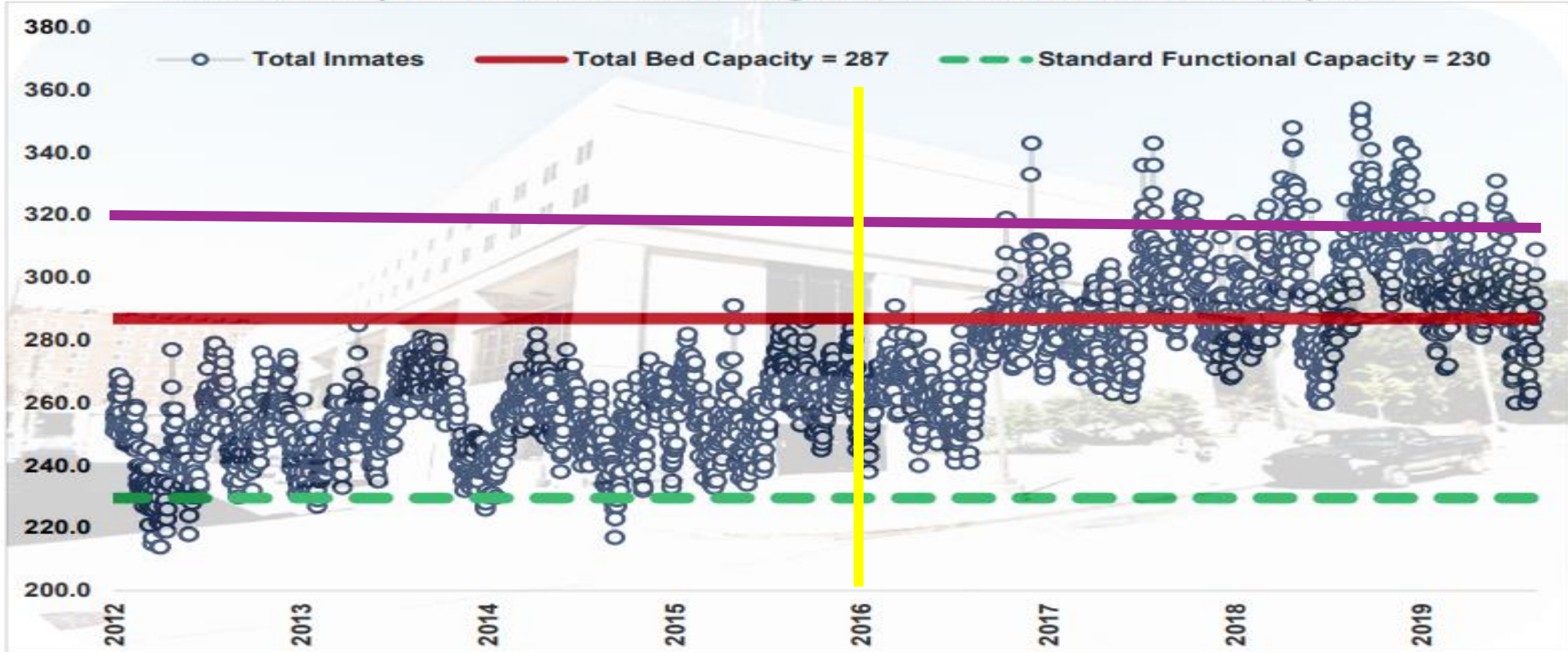
- State incarceration rate .349%
- Incarceration rate has remained .214% as county population increases
 - Monroe County population increased 17.3% between 2004-2019
 - Average daily jail population increased 17.3% between 2004-2019
 - Mental health encounters increased
- From 1970 to 2020 Monroe County population has increased each decade an average of ten percent
 - Unhoused population increased

Chart Represents Current Monroe County Jail

Year Pretrial Release Started

Functional Capacity of New Facility

Chart IV.5. Daily Inmate Count Jan 2012 – Aug 2019, Total & Functional Jail Bed Capacities





ACLU Settlement Agreement

- Private Settlement Agreement
- Imposed due to overcrowding
- Started in 2009 limiting jail capacity to 248

"The parties further agree that should Monroe County construct a new jail with a larger capacity this agreement shall terminate when the inmate population is moved to such new jail."

210 IAC 3-1-18

Inmate Classification

- Sec. 18. (a) Each sheriff shall develop and implement an objective classification system by November 15, 2014. This system shall include written procedures for overriding an inmate's objective classification result to accommodate local needs, for example, physical plant design, program availability.
 - (b) Juveniles alleged to be delinquent or adjudicated delinquent shall be held:
 - (1) In a manner reasonably calculated to protect their personal safety; and
 - (2) In accordance with all applicable law.

210 IAC 3-1-18

Inmate Classification

- (c) Inmates with contagious or communicable diseases shall be segregated from other inmates upon direction of the jail medical staff. Intoxicated or suicidal inmates and those inmates experiencing delirium tremens or drug withdrawal may also be segregated and given close observation. Allegedly insane or incompetent inmates who are held in custody:
 - (1) During examination of their mental condition; or
 - (2) While awaiting commitment to a mental institution; may be segregated and given close observation.
- (d) Inmates shall not be segregated by: (1) race; (2) color; (3) creed; or (4) national origin; in living area assignments.

Factors to Consider When Determining an Individual's Housing

Classification • Minimum

- Generally non-violent crimes, low felonies and misdemeanors. Low escape risk. Minimal history of institutional misconduct. Shortest length of stay.

Factors to Consider When Determining an Individual's Housing

Classification • Medium

- Lower risk for violence or escape.
Increased instances of institutional misconduct.

Factors to Consider When Determining an Individual's Housing

Classification • Maximum

- Current charges include serious violent felonies. Multiple acts of disciplinary misconduct while in custody. High risk for violence or escape.

Factors to Consider When Determining an Individual's Housing

Special Considerations

- **Administrative Classification**-A form of separation from the general population used when the continued presence of the individual within the general population would pose a threat to the institution's security. Review of this housing status should be reviewed often and subject to change resulting in the individual returning to general population.

Factors to Consider When Determining an Individual's Housing

Special Considerations

- **Disciplinary**-The assignment status of an individual for violation of jail rules following due process.
- **Protective Custody**-Individuals who may need protection from other individuals.
- **Sex Offenders**-An individual as defined by Indiana Criminal Code Section 11-8-8-4.5

Factors to Consider When Determining an Individual's Housing

Special Considerations

- **Conflict-Disagreements** or history of conflicts between individuals inside or outside of the facility.
- **Gender**

Factors to Consider When Determining an Individual's Housing

Special Considerations

- **Medical**-Short or long-term illness requiring more frequent attention by medical staff. Housing considerations to be made for easy accessibility for medical attention.
- **Mental Health**-Multiple factors for considerations when determining appropriate housing. General Population not a viable option.

Housing for Individual Needs

Based on current resident

Resident John Doe 1

- Maximum Security
- Sex Offender (child molesting)
- Current charge of Serious Violent Felony
- Co-defendant and possible conflict in designated Sex Offender dorm
- Chronic health conditions requiring amputation while in custody



Housing for Individual Needs

Based on current resident

Resident Jane Doe 1

- Maximum Security
- Current charge of burglary
- Institutional misconduct (broken tvs, broken phones)
- Found not competent to stand trial (mental health needs)
- Identifies as female

Housing for Individual Needs

Based on current resident

Jane Doe 2

- Medium Security
- Conflict with multiple individuals
- Institutional behavior (fighting, destruction of county property)
- Assaulted Staff
- Previous attempts at self-harm
- Infectious diseases

Housing for Individual Needs

Based on current resident
John Doe 2

- Maximum Security
- Sex Offender (rape)
- Mental Health needs
- Institutional behavior (assault on staff)
 - 6'7" 207lbs

Simulation

The time to act is now

If not now, then when?
-John Lewis



What Happens if We Wait?

- More money spent repairing a failing, outdated facility
 - Elevator
 - Sewer and water lines
 - Boilers and chillers
 - Locks and doors
 - HVAC
 - Roof
 - Fire protection panel
 - Space/Storage

What Happens if We Wait?

- Higher cost of building new jail
- Inability to provide more programs and resources for incarcerated individuals
- Continuation of ACLU lawsuit
- Safety of incarcerated individuals and staff at risk



Building an adequate jail correctly
will not be our legacy.

Building it inadequately will be.

Back to the Basics

- The 2009 Private Settlement Agreement will not terminate until we build a new jail with a larger capacity
- “ You need a new jail, everyone knows that”
 - Ken Falk from the ACLU: February 20, 2023
- Our mandate is to build a new jail
 - Nothing more
 - Nothing less

Unrealistic Financial Expectations

- There have been prolonged and wishful discussions about including:
 - Probation Offices
 - Community Corrections
 - Public Defender Offices
 - On-Site Mental Health Facilities
 - Volunteer Services Offices
 - On-Site Cafeteria
 - Day-Care Facilities

Priorities

- The jail build cannot be utilized as a project to remedy space issues or add convenience and detract from the obligations to the jail itself
- Not a single square foot of the jail can be sacrificed to accommodate other wishes or wants
- There cannot be a balance struck between building a jail that allows for constitutional treatment of residents and what we would like to include in the facility if that balance requires any forfeiture of the jail's operational capabilities

Courts

- Co-location with the courts is not an “unrealistic expectation”
 - There are serious safety issues associated with transporting individuals from the jail to the courts
 - There are profound, long-term financial consequences associated with failing to co-locate

Who Do We Serve?

- We must not view the construction of the new jail as an opportunity to achieve what we individually want included in the facility
- We are not building this jail for the people in this room. We are building it to provide a safe, constitutional environment for:
 - The community
 - The residents of the jail
 - The families of residents of the jail
 - The citizens of Monroe County seeking services of the Sheriff's Office and jail
 - Those providing essential services in the jail
 - Those dedicating their lives to service as Merit and Correctional Officers

Politics

- We are barely closer to construction than we were on January 1, 2023
- This cannot be a political football
- This cannot be a political hot potato
- Chicken and the egg mentality
 - Can't develop a bed count without a budget
 - Can't develop a budget without a bed count
- We recently played "tag, you're it" with who decides the bed count

Time to Listen

- We cannot have a humane, constitutional jail if we do not have the space to properly and safely classify the residents
- Whether we want to hear it or acknowledge it, that includes planning for growth and or unforeseen contingencies
 - (COVID)

Time to Act

- It is as simple as this:
 - Filter out the noise
 - Determine a location
 - Determine a budget
 - Begin the design – Based on our obligations
 - Build to the budget
- Listen to those who know what they are doing while you are doing it

QUESTIONS?

Mental Health Needs

- Space for independent or group meetings allowing QMHP to have classes, programing and develop incentive structures to promote positive behavior and learn the skills necessary for independence.
- Medications- Medications used to treat mental illness are often sought out by the jail's general population for misuse. Residents who are prescribed these medications can be manipulated into not taking as prescribed and sell them to drug seeking individuals resulting in the intended recipient deteriorating.
- Assimilation to housing in General Population areas can be difficult due to lack of personal hygiene, sanitation standards, and personal skills required to navigate interactions with other people who may not understand their difficulties.

Medical Needs

- Mobility considerations such as prosthetics or other walking aids
- Pregnancy
- Chronic diseases, long-term, on-going care
 - Diabetes
 - Heart Disease
 - Sleep Apnea (CPAP)
 - Chronic Obstructive Pulmonary Disease COPD
- Potentially infectious diseases
- COVID

Support for 500 Beds

- RQAW Study recommends 450-500 beds
 - "Not only accommodates the projected housing and support space needs but does so in the most operationally efficient manner possible"
- DLZ 500
- Sheriff



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Auditor Presenter: Brianne Gregory

REQUESTED Meeting Date: 7/23/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Creation of New Account Line(s) (pg. 2) | <input type="checkbox"/> Additional Appropriation(s) (pg.2) |
| <input type="checkbox"/> Category Transfer(s) (pg.3) | <input type="checkbox"/> Fund to Fund Transfer (pg.4) |
| <input type="checkbox"/> De-Appropriation of Account Line(s) (pg.5) | <input type="checkbox"/> Salary Ordinance Amendment(s) (pg.6 and/or 7) |
| <input type="checkbox"/> Other (Specify): _____ | |

Was the Council Liaison notified prior to submitting the agenda request? **Yes**

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? **Yes**

NARRATIVE: (Provide a detailed summary explanation for the request.)

Due to duplicate storm water liens, the Auditor's office is refunding erroneously charged storm water fees back to the fall 2024 property settlement balance to be distributed. To do this, the refund line must be created in the Auditor's budget. Appropriation is not needed at this time as an In-House Transfer of \$225.00 will be completed to cover the refund amount.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.

From: [Stephanie Carter](#)
To: [Christopher Muench](#); [Meghan Miller](#); [Carley Woodruff](#); [Brienne Gregory](#); [Kyle Sturgeon](#); [Catherine Smith](#); [Christina Ellis](#)
Subject: City of Bloomington Utilities - Spring Settlement
Date: Monday, July 8, 2024 4:57:27 PM
Attachments: [OA Spring 2024 CIBU.xlsx](#)

Hello,

The City Utilities filed sewer liens in 2023 that were applied to the fall 2023 taxes and paid with the fall 2023 taxes---and the City Utilities received their distributions for these in Fall 2023 accordingly. Each sewer lien had a \$15 County Fee OA that was paid into County General. Because these liens and county fees were paid in the fall 2023 taxes, in January 2024 lien releases were filed. Unfortunately, 15 of these lien releases were treated as new liens and the original amounts billed and paid in 2023 were billed again to spring 2024 taxes in error. And with that the liens and county fees were paid again in spring 2024 taxes, so the City Utilities has now received a 2nd distribution for these liens and county general for the county fee that they should not have.

Between the City Utilities, the Treasurers, Auditor's Financial, and Software teams the steps below are agreed to be the best steps to resolve:

1. The liens (other assessments) adjusted in the property tax system, and adjusted tax bills issued to the taxpayers. (Stephanie)
2. The City Utilities returned their check (check #307221 for \$37,418.40) & wrote VOID. (City)
3. The Auditors will void the check. (Megan)
4. The Auditors will issue a check with the tax amount the City Utilities should have received for valid liens (\$32,539.01). (Megan)
5. The Auditors will enter a claim, and issue check with the tax amount that shouldn't have been collected (\$4,879.39) to the County to be deposited into the bank, but not the ledger for Other Assessments for the 2024 fall tax settlement. (Chris & Treasurers)
6. The Auditors will enter a claim from County general to be receipted into the settlement fund for the County Fee amount that shouldn't have been collected (\$225.00) (Chris)
7. The check for the County Fee (\$225.00) will then be deposited into the bank, but not the ledger for Other Assessments for the 2024 fall tax settlement. (Treasurers)
8. The Fall Settlement will have some manual adjustments completed during the settlement process. (Stephanie)

As of today, we have received the City Utilities check today and it is with Megan. Megan & Chris, will this documentation be sufficient for you to proceed?

Please let me know if you have any questions or need anything.
Thanks,

Stephanie Carter
Property Director, Monroe County Auditor's Office
100 W Kirkwood Ave Room 209
Bloomington, IN 47404
scarter@co.monroe.in.us
(812) 349-2839

Acct	Loc Desc	Acct Desc	Carry Forward			Total Approp	Expenditure	Unexpend Balance	Encumbrance	Unexpend Pct
			Approp	Original Approp	Add'l Approp					
<input type="checkbox"/> Fund : 1000										
<input type="checkbox"/> Fund Desc : County General										
<input type="checkbox"/> Loc : 0002										
<input type="checkbox"/> Loc Desc : Auditors Office										
10002	Auditors Office	Assistant Property Director	0.00	56,764.00	0.00	56,764.00	29,227.59	27,536.41	0.00	48.51%
10003	Auditors Office	County Financial Director	0.00	70,700.00	0.00	70,700.00	39,810.79	30,889.21	0.00	43.69%
10016	Auditors Office	Accounts Payable Administrator	0.00	62,484.00	0.00	62,484.00	33,644.80	28,839.20	0.00	46.15%
10017	Auditors Office	Econ Development Coordinator	0.00	64,709.00	0.00	64,597.00	29,249.60	35,347.40	0.00	54.72%
10018	Auditors Office	Property Transfer Coordinator	0.00	64,709.00	0.00	64,709.00	34,843.20	29,865.80	0.00	46.15%
10019	Auditors Office	Property Director	0.00	70,700.00	0.00	70,700.00	38,068.80	32,631.20	0.00	46.15%
10020	Auditors Office	General Ledger & Grant Manager	0.00	62,837.00	0.00	62,837.00	26,584.80	36,252.20	0.00	57.69%
10044	Auditors Office	Internal Auditor	0.00	57,076.00	0.00	57,076.00	26,891.20	30,184.80	0.00	52.89%
11000	Auditors Office	Elected Official	0.00	76,510.00	0.00	76,510.00	36,183.62	40,326.38	0.00	52.71%
11001	Auditors Office	Admin Assistant-Commissioners	0.00	60,258.00	0.00	60,258.00	32,446.40	27,811.60	0.00	46.15%
11013	Auditors Office	Admin Assistant-Council	0.00	50,212.00	0.00	50,212.00	17,398.36	32,813.64	0.00	65.35%
11017	Auditors Office	Assistant Co Financial Directo	0.00	61,298.00	0.00	61,298.00	29,030.40	32,267.60	0.00	52.64%
12000	Auditors Office	Chief Deputy	0.00	68,859.00	0.00	68,859.00	37,073.40	31,785.60	0.00	46.16%
17101	Auditors Office	Overtime	0.00	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00	100.00%

Acct	Loc Desc	Acct Desc	Carry Forward			Total Approp	Expenditure	Unexpend Balance	Encumbrance	Unexpend Pct
			Approp	Original Approp	Add'l Approp					
17601	Auditors Office	Longevity	0.00	9,300.00	0.00	9,300.00	3,300.00	6,000.00	0.00	64.52%
17794	Auditors Office	Clerk for Commiss/Council Supp	0.00	5,000.00	0.00	5,000.00	2,980.81	2,019.19	0.00	40.38%
17801	Auditors Office	Part-Time	0.00	10,000.00	0.00	10,112.00	10,112.00	0.00	0.00	0.00%
18001	Auditors Office	FT Self Insurance	0.00	160,108.00	0.00	160,108.00	160,108.00	0.00	0.00	0.00%
18101	Auditors Office	FICA	0.00	65,325.00	0.00	65,325.00	30,647.14	34,677.86	0.00	53.09%
18201	Auditors Office	PERF	0.00	115,846.00	0.00	115,846.00	58,707.77	57,138.23	0.00	49.32%
30006	Auditors Office	Contractual	0.00	125,000.00	0.00	125,000.00	66,645.00	58,355.00	0.00	46.68%
30800	Auditors Office	Postage	0.00	4,000.00	0.00	4,000.00	4,000.00	0.00	0.00	0.00%
33010	Auditors Office	Refunds	0.00	0.00	0.00	0.00	225.00	(225.00)	0.00	0.00%
			0.00	1,324,195.00	0.00	1,324,195.00	747,178.68	577,016.32	0.00	43.57%
			0.00	1,324,195.00	0.00	1,324,195.00	747,178.68	577,016.32	0.00	43.57%
			0.00	1,324,195.00	0.00	1,324,195.00	747,178.68	577,016.32	0.00	43.57%
			0.00	1,324,195.00	0.00	1,324,195.00	747,178.68	577,016.32	0.00	43.57%
			0.00	1,324,195.00	0.00	1,324,195.00	747,178.68	577,016.32	0.00	43.57%



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Highway Presenter: Lisa Ridge

REQUESTED Meeting Date: 7/23/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

Creation of New Account Line(s) (pg. 2)

Additional Appropriation(s) (pg.2)

Category Transfer(s) (pg.3)

Fund to Fund Transfer (pg.4)

De-Appropriation of Account Line(s) (pg.5)

Salary Ordinance Amendment(s) (pg.6 and/or 7)

Other (Specify): _____

Was the Council Liaison notified prior to submitting the agenda request? No

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? Yes

NARRATIVE: (Provide a detailed summary explanation for the request.)

The department is requesting to create a Project Consultant account line in our grant fund for Vernal Pike extension to Gates Drive. This account line should have been created when we set up the grant fund.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.

Acct	Loc Desc	Acct Desc	Carry Forward			Total Approp	Expenditure	Unexpnd Balance	Encumbrance	Unexpnd Pct
			Approp	Original Approp	Add'l Approp					
<input type="checkbox"/> Fund : 8165										
<input type="checkbox"/> Fund Desc : Vernal Pike										
<input type="checkbox"/> Loc : 0000										
<input type="checkbox"/> Loc Desc : No Department										
37411	No Department	Construction	0.00	0.00	6,859,600.00	6,859,600.00	2,533,291.10	4,326,308.90	0.00	63.07%
37416	No Department	Design	0.00	0.00	253,010.39	253,010.39	0.00	253,010.39	0.00	100.00%
37446	No Department	Right-of-Way	0.00	0.00	1,346,846.00	1,346,846.00	0.00	1,346,846.00	0.00	100.00%
37556	No Department	Right-of-Way - Consultation	0.00	0.00	100,000.00	100,000.00	0.00	100,000.00	0.00	100.00%
			0.00	0.00	8,559,456.39	8,559,456.39	2,533,291.10	6,026,165.29	0.00	70.40%
			0.00	0.00	8,559,456.39	8,559,456.39	2,533,291.10	6,026,165.29	0.00	70.40%
			0.00	0.00	8,559,456.39	8,559,456.39	2,533,291.10	6,026,165.29	0.00	70.40%
			0.00	0.00	8,559,456.39	8,559,456.39	2,533,291.10	6,026,165.29	0.00	70.40%
			0.00	0.00	8,559,456.39	8,559,456.39	2,533,291.10	6,026,165.29	0.00	70.40%



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Planning Presenter: Jackie N. Jelen

REQUESTED Meeting Date: 7/23/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

- | | |
|---|--|
| <input type="checkbox"/> Creation of New Account Line(s) (pg. 2) | <input checked="" type="checkbox"/> Additional Appropriation(s) (pg.2) |
| <input type="checkbox"/> Category Transfer(s) (pg.3) | <input type="checkbox"/> Fund to Fund Transfer (pg.4) |
| <input type="checkbox"/> De-Appropriation of Account Line(s) (pg.5) | <input type="checkbox"/> Salary Ordinance Amendment(s) (pg.6 and/or 7) |
| <input type="checkbox"/> Other (Specify): _____ | |

Was the Council Liaison notified prior to submitting the agenda request? **Yes**

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? **No**

NARRATIVE: (Provide a detailed summary explanation for the request.)

We've received two quotes for sending out CDO notices and we are now asking for an additional appropriation to pay for the required notice mailings. The two companies we received quotes for include: 1. Baugh Enterprises (Bloomington) - they were used by the City for their legal mailing for their code update, as well as for the County when we did the mailer on the broadband challenge; they quoted \$18,035.00. 2. Midwest Presort (Indianapolis) and they are used by the Assessors and Treasurers for tax bills and assessments to all County residents; they provided an estimate of \$26,230.00 but said they would likely come down in price. When I asked the representative why their estimate was so much higher than another local company, he said: "The pricing I put forth at this point is only an estimate. The "actual" amount you pay will always be less than what the estimates show. The mailing list and it's impacts on both the postage costs and the production of the postcards are the main reasons the actual amounts paid will be less than the estimated amounts."

Both companies have been communicative and I believe both would do an excellent job. I am asking for the higher amount (\$26,230.00) just in case, but I will go with the lowest priced vendor that I am confident will do the best job. Whatever funds we don't use will go back into the general fund.

I asked both vendors to provide me with an estimate for sending out 45,000 mailers and to assume a black and white simple 4"x6" postcard. We are legally required to notice 1/8 of a mile within City of Bloomington limits, 1/8 mile within the Town of Ellettsville limits, 1/8 mile outside of the County boundary into surrounding Counties, and all County property owners within our Planning jurisdiction per Indiana State code requirements. The actual number of postcard mailers is currently 42,561 based on our current data.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.

**Midwest Presort Agreement
For
Monroe County Planning 2024 New Zoning Postcard Mailing**

Fulfillment - Services and Pricing

DATA	Midwest Presort "MP" will work with the data list provided by the Monroe County Planning Department "Customer". MP will perform the mail merge while printing all the correct USPS information on each postcard.
PRINTING	MP will help design the postcard, create an estimated 45,000, 2-Sided, 4 x 6 postcards on bright paper stock (yellow, pink, green, etc..) that has been approved by the "Customer".
MAILING	MP will perform NCOA on the data file, convert addresses to barcodes and print in CASS/PAVE order. MP will deliver all leftover stock directly to Customer.
POSTAGE	MP will mail using the MP - Standard Mail Permit
INVOICING	MP will invoice the Customer in advance for the postage portion of the mailing. The postage must be paid prior to mailing. MP will invoice the services once the mailing is complete.

Component/Service	Price
Estimated Services	\$9,805
Estimated Postage	\$16,425
Estimated Total	\$26,230

Agreement Term:

This agreement shall be effective upon execution by Monroe County Planning and Midwest Presort.

Signature:

Monroe County Planning

Address:
501 N. Morton Street, Suite 224
Bloomington, IN 47404

Midwest Presort

Address:
PO Box 2506
Indianapolis, IN 46206

By: _____
Signature

Title

Date

By: _____
Signature

Title

Date

Re: Request for a Meeting/Quote

Jacqueline N. Jelen <jnester@co.monroe.in.us>

Wed 6/5/2024 10:20 AM

To: Mark Leggio <mark@baughenterprises.com>

Perfect, thanks Mark. We will reach out to you if we are able to go with your company.

Thank you!

Jackie N. Jelen, AICP

Director

Monroe County Planning Department

501 N. Morton St., Suite 224

Bloomington, IN 47404

jnester@co.monroe.in.us

Phone: (812) 349-2560

From: Mark Leggio <mark@baughenterprises.com>

Sent: Wednesday, May 29, 2024 4:54 PM

To: Jacqueline N. Jelen <jnester@co.monroe.in.us>

Subject: Re: Request for a Meeting/Quote

Hi Jackie!

Yes, an excel spreadsheet is what I need. I've attached an example of a typical structure.

Thanks

Mark

On Wed, May 29, 2024 at 4:44 PM Jacqueline N. Jelen <jnester@co.monroe.in.us> wrote:

Thanks Mark, this is great news. We are hoping to finalize details for the postcard and get something out maybe in July or August. As far as the "mail setup and merge" item below, do you typically just need an excel spreadsheet to work from? I'll be working closely with our GIS division and want to make sure I export the necessary address information into the right format.

Thanks,

Jackie N. Jelen, AICP

Director

Monroe County Planning Department

501 N. Morton St., Suite 224

Bloomington, IN 47404

jnester@co.monroe.in.us

Phone: (812) 349-2560

From: Mark Leggio <mark@baughenterprises.com>
Sent: Tuesday, May 28, 2024 6:01 PM
To: Jacqueline N. Jelen <jnester@co.monroe.in.us>
Subject: Re: Request for a Meeting/Quote

Hi Jackie

I was able to find the previous job - it was done in January of 2020 and the quantity was 20,054.

Below is the estimate you requested.

Quantity - 45,000
Mail Setup and merge - \$125
Print 4 x 6 Postcard (black both sides and variable data) - \$2340
Label Sort and Mail - \$2070
Total - \$4535 - Postage is Additional.
Estimated Bulk Postage (actual postage will be invoiced) - \$13,500

Please let me know if you have any questions.

Thanks
Mark

On Fri, May 24, 2024 at 12:39 PM Jacqueline N. Jelen <jnester@co.monroe.in.us> wrote:
Sounds good, thanks! You as well!

Jackie N. Jelen, AICP
Director
Monroe County Planning Department
501 N. Morton St., Suite 224
Bloomington, IN 47404
jnester@co.monroe.in.us
Phone: (812) 349-2560

From: Mark Leggio <mark@baughenterprises.com>
Sent: Friday, May 24, 2024 10:58 AM
To: Jacqueline N. Jelen <jnester@co.monroe.in.us>
Subject: Re: Request for a Meeting/Quote

Hi Jackie

Thanks for the picture. It is very helpful! I think we did that before I bought the company.

I'm out of the office today. I will get you a cost estimate on Tuesday.

Enjoy the Memorial Day Weekend.

Thanks
Mark

On May 22, 2024, at 8:41 AM, Jacqueline N. Jelen <jnester@co.monroe.in.us> wrote:

Hi Mark -

The broadband postcard was also a great example; I was actually thinking of the postcard you did for the City a few years ago (example attached). The broadband postcard was a little less involved because it was an optional mailer. What we will be doing is a legal mailer so we need to address it to the owner name on file. I think the broadband postcard was able to say "Dear Resident" and it had the same language on every card. I believe we will need to minimally address the cards to every owner name, and possibly, have text specific to each property owner that will receive the postcard. It could be a mail merged text that we would provide to you.

I think the postcard can just be standard size (4" x 6"). I don't think it has to be in color.

Thanks in advance!

Jackie N. Jelen, AICP
Director
Monroe County Planning Department
501 N. Morton St., Suite 224
Bloomington, IN 47404
jnester@co.monroe.in.us
Phone: (812) 349-2560

From: Mark Leggio <mark@baughenterprises.com>
Sent: Wednesday, May 22, 2024 6:45 AM
To: Jacqueline N. Jelen <jnester@co.monroe.in.us>
Cc: Tammy Behrman <tbehrman@co.monroe.in.us>
Subject: Re: Request for a Meeting/Quote

Hi Jackie

Thank you for reaching out to us!

Are you referring to the Broadband postcard mailing?

We would need 10 business days to produce the mailing.

Yes, you can provide the data in an Excel Spreadsheet and we will take care of the postage and

include it on the invoice.

Do you know what size the postcard is? When I have that information, I can provide you with an estimated cost.

Thank you!
Mark

On Tue, May 21, 2024 at 5:45 PM Jacqueline N. Jelen <jnester@co.monroe.in.us> wrote:

Hello -

I am contacting you in regard to an upcoming postcard mailer that our department will need to prepare this fall. I believe you were the contractor that worked with the City on a very similar postcard mailer. We would like to discuss further the following topics - either via email or, if helpful, a virtual meeting -

1. We need the mailer to likely go out early to mid-August. The number of postcards could be as many as 45,000. What would be the lead time that you would need to get the information out?
2. We need the mailer to be merged with information that we would give you, such as the recipient name, address, their parcel number, their zoning, and the new zoning. Could that be provided to you in an Excel spreadsheet?
3. Do you all take care of postage and mailing?
4. Are you able to provide us with the cost that the similar City project cost in terms of the postcard mailer?

Thank you!

Jackie N. Jelen, AICP
Director
Monroe County Planning Department
501 N. Morton St., Suite 224
Bloomington, IN 47404
jnester@co.monroe.in.us
Phone: (812) 349-2560

--

Thanks
Mark
<SAMPLE postcard notice.pdf>

--

Thanks
Mark

--

Thanks

Fund	Acct	Acct Desc	Carry Forward	Original Approp	Add'l Approp	Adj Approp	Total Approp	Expenditure	Unexpnd Balance	Encumbrance	Unexpnd Pct
<input type="checkbox"/> Fund : 1000 <input type="checkbox"/> Fund Desc : County General <input type="checkbox"/> Loc : 0079 <input type="checkbox"/> Loc Desc : Plan Commission											
1000	10068	Office Manager	0.00	54,975.00	0.00	0.00	54,975.00	28,459.20	26,515.80	0.00	48.23%
1000	14003	Assistant Director	0.00	84,220.00	0.00	0.00	84,220.00	45,348.80	38,871.20	0.00	46.15%
1000	14006	Planner 2	0.00	62,837.00	0.00	0.00	62,837.00	33,835.20	29,001.80	0.00	46.15%
1000	14007	Planner 2	0.00	59,696.00	0.00	0.00	59,696.00	32,144.00	27,552.00	0.00	46.15%
1000	14008	Senior Planner	0.00	70,700.00	0.00	0.00	70,700.00	38,068.80	32,631.20	0.00	46.15%
1000	14010	Zoning Inspector	0.00	62,484.00	0.00	0.00	62,484.00	33,644.80	28,839.20	0.00	46.15%
1000	14013	Planner 2	0.00	59,696.00	0.00	0.00	59,696.00	32,144.00	27,552.00	0.00	46.15%
1000	15115	Director	0.00	97,844.00	0.00	0.00	97,844.00	52,540.00	45,304.00	0.00	46.30%
1000	17301	Board Members	0.00	16,200.00	0.00	0.00	16,200.00	7,750.00	8,450.00	0.00	52.16%
1000	17601	Longevity	0.00	4,600.00	0.00	0.00	4,600.00	2,800.00	1,800.00	0.00	39.13%
1000	17801	Part-Time	0.00	5,750.00	0.00	0.00	5,750.00	1,794.05	3,955.95	0.00	68.80%
1000	18001	FT Self Insurance	0.00	98,528.00	0.00	0.00	98,528.00	49,264.00	49,264.00	0.00	50.00%
1000	18101	FICA	0.00	44,294.00	0.00	0.00	44,294.00	21,988.49	22,305.51	0.00	50.36%
1000	18201	PERF	0.00	78,449.00	0.00	0.00	78,449.00	42,058.25	36,390.75	0.00	46.39%
1000	20001	Office Supplies	0.00	5,000.00	0.00	0.00	5,000.00	532.88	4,467.12	0.00	89.34%
1000	20100	Fuel	0.00	1,606.00	0.00	0.00	1,606.00	121.89	1,484.11	0.00	92.41%

Fund	Acct	Acct Desc	Carry Forward		Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpended Balance	Encumbrance	Unexpended Pct
			Approp	Original Approp							
1000	30003	Printing & Subscriptions	0.00	5,000.00	0.00	0.00	5,000.00	2,089.73	2,910.27	0.00	58.21%
1000	30004	Repairs; Equipment/Vehicle	0.00	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	0.00	100.00%
1000	30013	Professional Services	0.00	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	0.00	100.00%
1000	30028	Training/Travel	0.00	20,000.00	0.00	0.00	20,000.00	9,023.94	10,976.06	0.00	54.88%
1000	30800	Postage	0.00	1,600.00	0.00	0.00	1,600.00	4.00	1,596.00	0.00	99.75%
1000	33010	Refunds	0.00	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00	100.00%
1000	34007	Consultant Fees	0.00	26,220.00	0.00	0.00	26,220.00	6,600.00	19,620.00	0.00	74.83%
			0.00	865,199.00	0.00	0.00	865,199.00	440,212.03	424,986.97	0.00	49.12%
			0.00	865,199.00	0.00	0.00	865,199.00	440,212.03	424,986.97	0.00	49.12%
			0.00	865,199.00	0.00	0.00	865,199.00	440,212.03	424,986.97	0.00	49.12%
			0.00	865,199.00	0.00	0.00	865,199.00	440,212.03	424,986.97	0.00	49.12%
			0.00	865,199.00	0.00	0.00	865,199.00	440,212.03	424,986.97	0.00	49.12%

**Waggoner Irwin Scheele
& Associates INC**

MEMO

DATE: May 23, 2024
TO: Kimberly Shell, Council Administrator
FROM: Lori Seelen and Nancy Norris
SUBJECT: Classification Requests – Youth Services Bureau

As requested, Waggoner, Irwin, Scheele, and Associates (WIS) reviewed the two (2) position requests for Youth Services Bureau.

1. Development and Training Manager

This is a new position request. According to information provided by the department, the position is being requested “to centralize and assign the responsibilities to one position. There is an increase in training requirements annually, requiring more tracking and compliance. A job description has been created and the position will be responsible for facilitation, coordination, compliance, and quality assurance of agency training. The position will report directly to the Program Coordinator.

Job duties for this position include: Providing coordination and implementation of overall staff training, and quality assurance activities; Developing, delivering, and updating base orientation and onboarding training of new staff and serving to educate staff on youth-related topics; Serving as primary trainer to YSB staff; Assisting with implementation of quality assurance activities; Reviewing client exit surveys and providing summary reports of results; Assisting in creating, implementing, monitoring, and evaluating effectiveness of staff training, workshops, and onboarding; Scheduling observation shifts in emergency shelter program and performing direct observation of staff; Assisting supervisors with evaluation of training needs and serving as resource for remedial training; Assisting in planning of annual staff retreat; and Ensuring Department compliance with accreditation and licensing requirements for training and needs.

Job requirements for this position include: Baccalaureate Degree in social work, human services, or related fields; Must be at least 21 years of age; Ability to meet all hiring and retention requirements, including passage of medical exam and drug test; and Possession of and/or ability to obtain and maintain ServSafe, Red Cross, Crisis Prevention Intervention training certifications.

We have assessed this position respective of other positions in the PAT job category and factored the position using the Factor Evaluation System (FES) job classification point factor guide charts for PAT positions.

Recommendation: We factored the position at 320 PAT factor points. Therefore, if the position is approved, it is recommended that the position be classified at PAT C Exempt.

2. Office Manager

Job description update and classification review. The position is currently classified at COMOT C Non-exempt. The department is requesting an update due to duties being moved to new position. The job description has been updated and the position is responsible for performing a variety of department bookkeeping functions, providing administrative support to department staff, assisting Shelter staff with completing a variety of clerical duties, and assisting the public. The incumbent reports directly to the Finance & Personnel Coordinator.

One job duty removed: Creating and maintaining training calendar for scheduled staff, and preparing and maintaining employee training records.

Recommendation: No other changes made to job description. It is recommended the updated job description be approved and position remain classified at COMOT C Non-exempt.

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: Development and Training Manager
DEPARTMENT: Youth Services Bureau
WORK SCHEDULE: As Assigned
JOB CATEGORY: PAT C (*Professional, Administrative, Technological*)

DATE WRITTEN: May 2024

STATUS: Full-time

DATE REVISED:

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. Monroe 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 the accommodation would present an undue hardship.

Incumbent serves as Development and Training Manager for the Monroe County Youth Services Bureau (YSB), responsible for facilitation, coordination, compliance, and quality assurance of agency training.

DUTIES:

Provides coordination and implementation of overall staff training, and quality assurance activities, including maintaining various training certifications.

Develops, delivers, and updates base orientation of new staff and serves to educate staff on youth-related topics, as identified.

Serves as primary trainer to YSB staff, including Crisis Prevention Intervention, CPR/First Aid/AED training, ServSafe, Universal Precautions, and general obligations of various program contract delivery of direct care workers. Performs onboarding training for new employees.

Assists with implementation of quality assurance activities, such as training, information sharing, education, creating and implementing annual training calendar, and other staff development activities.

Reviews client exit surveys and provides summary reports of results.

Assists in creating, implementing, monitoring, and evaluating effectiveness of staff training, workshops, and onboarding.

Schedules observation shifts in emergency shelter program and performs direct observation of staff to ensure proper use of training skills and guidelines.

Assists supervisors with evaluation of training needs and serves as resource for remedial training, as identified by YSB program coordinators/directors.

Assists in planning of annual staff retreat.

Ensures Department compliance with accreditation and licensing requirements for training needs, including meeting with officials, assisting with inspections and correcting issues of noncompliance.

Prepares and makes public presentations on youth issues as needed.

Attends meetings, seminars, and professional development workshops as required.

Attends and/or facilitates YSB staff meetings related to training and brief training refresher as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in social work, human services, or related fields.

Must be at least 21 years of age.

Ability to meet all hiring and retention requirements, including passage of medical exam and drug test.

Possession of and/or ability to obtain and maintain ServSafe, Red Cross, Crisis Prevention Intervention training certifications.

Thorough knowledge of and ability to ensure compliance with all federal, state, and local rules, regulations, and Youth Services training and development policies and procedures.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

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

Ability to properly operate standard office equipment and software, such as computer, fax machine, copier, and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, accrediting/licensing agencies, and 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.

Shall 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 work alone with minimum supervision and with others in a team environment, to work on several tasks at the same time, and to work under time pressure.

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

Ability to compare, analyze, evaluate, and observe similarities and differences between data, people, or things.

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

Ability to prepare and deliver public speeches and presentations.

Ability to occasionally work extended, weekend, and evening hours, travel out of town for training/conferences sometimes overnight and ability to respond to emergencies on 24-hour basis, and serve on-call on rotation basis.

II. DIFFICULTY OF WORK:

Incumbent performs a broad range of duties, many of which are complex and demand original thinking and analysis. Guidelines are not clear, and analysis is required in selecting appropriate precedents or facts to apply to specific cases.

III. RESPONSIBILITY:

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Incumbent exercises independent judgment in a variety of situations and circumstances, using departmental policies for guidance. Unusual problems or situations are discussed with supervisor, and work product is reviewed for soundness of judgment and conclusions, and overall adherence with departmental policies.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, accrediting/licensing agencies, and the public for purposes of exchanging information, instructing and training personnel, and rendering service.

Incumbent reports directly to Program Coordinator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs most duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 25 pounds, bending/reaching, crouching/kneeling, handling/grasping/fingering objects, close/far vision, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to noisy environments and work around cleaning products.

Incumbent is occasionally required to work extended, weekend, and evening hours, travel out of town for training/conferences sometimes overnight. Incumbent is occasionally required to respond to emergencies on 24-hour basis and serve on-call on rotation basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Development and Training Manager for the Monroe County Youth Services Bureau 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 responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

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

Applicant/Employee Signature

Date

Type or Print Name

ESTIMATED COMPENSATION FISCAL IMPACT

Calendar Year: 2024

ACCOUNT LINES

FT Insurance:	\$12,316	18001
FICA:	7.65%	18101
PERF:	14.20%	18201
Longevity:	Varies	17601

Department: Youth Services Bureau

Fund: LIT-Special Purpose - 1114

Position Title: Development and Training Manager

FLSA Status: Exempt

Current Weekly Hours:		40		Remaining Payroll Claims 10
Account Line:		11129		
Hourly Base Rate:	\$0.00 Current	\$27.19 Requested	2024 ESTIMATED	EFFECTIVE DATE 7/28/2024
Classification:	Class	PAT C	Total Annual	PROPOSED
Step Level:	Level	Minimum	Fiscal Impact	FISCAL IMPACT
Salary:	\$ -	\$ 56,556.00	\$ 56,556.00	\$ 21,753.00
Insurance:		\$ 12,316.00	\$ 12,316.00	\$ 4,737.00
FICA:	\$ -	\$ 4,327.00	\$ 4,327.00	\$ 1,665.00
PERF:	\$ -	\$ 8,031.00	\$ 8,031.00	\$ 3,089.00
Longevity:			\$ -	\$ -
TOTALS	\$ -	\$ 81,230.00	\$ 81,230.00	\$ 31,244.00

The above fiscal impact total is based on a full year of service. The final amount will be pro-rated pending **effective date** of change.

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: Office Manager
DEPARTMENT: Youth Service Bureau
WORK SCHEDULE: As Assigned
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: July 1996

STATUS: Full-time

DATE REVISED: October 2014, May 2024

FLSA STATUS: Non-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. Monroe 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 the accommodation would present an undue hardship.

Incumbent serves as Office Manager for the Monroe County Youth Services Bureau (YSB), responsible for performing a variety of department bookkeeping functions, providing administrative support to department staff, assisting Shelter staff with completing a variety of clerical duties and assisting the public.

DUTIES:

Answers telephone and greets office visitors, ensuring individuals entering building are properly checked in, providing information and assistance, taking messages, scheduling appointments/meeting locations, and/or transferring/directing to appropriate individual or department.

Types a variety of documents, such as correspondence, forms, admission documents, and reports. Collects and enters data for yearly reports, develops and updates spreadsheets for agency statistical record keeping on computer, and manages and organizes various documents and files including media archiving, including over 18 files.

Maintains files for equipment, inventory, and related files such as vendors, repair services, and maintenance contracts, and ensures equipment repairs are completed and processes pay claims as required.

Prepares purchase orders and claims for YSB budgets, including calculating/verifying charges and totals, completing forms, obtaining signatures, submitting to Auditor, and recording claims and checks in appropriate software.

Monitors and recommends necessary line-item transfers to Finance and Personnel Coordinator as needed to maintain positive account balances. Obtains and submits price quotes. Maintains and updated vendor files, communicating with vendors regarding purchases, deliveries, and payments.

Prepares receipt forms for funds received in-house. Delivers checks/cash to Auditor.

Prepares and maintains payroll, submitting payroll and reconciling ledgers and database, discussing discrepancies and shortages, preparing, maintaining, and reporting personnel matters as required. Reviews, recommends, and communicates policies and procedures regarding personnel matters as required. Prepares and maintains Employee Service records and submits annually.

Monitors and maintains office supplies and functioning office equipment, notifying vendors when repairs are needed. Coordinates maintenance and repair of buildings, grounds, telephone, and computer systems. Oversees work of cleaning and grounds contractor and processes work orders.

Prepares department newsletter, including researching, collecting information, writing, typing, editing, printing, and mailing. Develops and produces various public relations/marketing materials, such as posters, and brochures. Maintains various bulletin boards and staff recognitions, and restocking literature as needed.

Processes background checks and confidentiality agreements for all volunteers and service workers. Provides new employees with mailboxes, office identification, timecards, and obtains photo, maintaining and updating Shelter phone directory.

Maintains In-Kind donations log and researches value for annual report.

Coordinates special projects as assigned, including scheduling and attending meetings, preparing materials, and sending emails.

Plans, organizes, coordinates and/or assists in executive of special events, including gathering materials for, staff retreats, reviews, auditors celebrations, and community activities.

Arranges conference registrations, domestic travel, including hotel accommodations, flight reservations, and transportation, maintaining travel records and preparing and submitting necessary travel requests to presiding Judge.

Performs various duties, such as maintaining and organizing storage space within YSB facility, driving to courthouse and other locations for receiving/delivering documents/mail, collecting, distributing, and opening mail, maintaining YSB website, and purchasing groceries for Shelter food preparation, including researching costs, monitoring food supplies, driving to supply locations, making payments, reviewing orders for accuracy, and loading/unloading supplies.

Prepares, takes, and distributes minutes of staff meetings, maintains calendar, and schedules large meeting rooms at YSB.

Performs duties of Finance and Personnel Coordinator in their absence or as needed.

Attends meetings, seminars, and professional development workshops as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

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

Working knowledge of standard filing systems and ability to create and maintain accurate and organized files and records.

Ability to maintain and reconcile ledgers and other records and complete related financial reports and payroll records as required and ability to count, compute, and perform arithmetic calculations.

Ability to type with speed and accuracy and operate standard office equipment and software, such as telephone, switchboard, calculator, copier, computer, fax machine, scanner, and printer.

Ability to effectively communicate orally and in writing with co-workers, other County departments, related agencies, schools, Shelter residents and their families, vendors, contractors, and 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.

Shall 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 work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, work rapidly for long periods, occasionally under time pressure, and amidst frequent distractions and interruptions.

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

Ability to occasionally work extended, evening, and/or weekend hours, and occasionally travel out of town for meetings and conferences.

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

II. RESPONSIBILITY:

Incumbent performs a variety of regular and routine duties, exercising judgment to ensure accurate and efficient completion of assigned work. Priorities are determined by a formal schedule with assignments guided by broad policies and/or general objectives with work reviewed during critical phases and upon completion for accuracy and compliance with funding source regulations. Errors in work are primarily detected or prevented through prior instructions from supervisor, standard bookkeeping checks, and notification from other agencies. Undetected errors could result in loss of time for correction, inconvenience to other agencies or the public, or loss of money to the department.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, related agencies, schools, Shelter residents and their families, vendors, contractors, and the public for purposes of exchanging and verifying information and rendering service.

Incumbent reports directly to the Finance & Personnel Coordinator.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, keyboarding, speaking clearly, hearing sounds/communication, driving, and handling/grasping/fingering objects.

Incumbent is occasionally required to work extended, evening, and/or weekend hours, and occasionally travels out of town for meetings and conferences.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Office Manager for the Monroe County Youth Service Bureau 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 responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

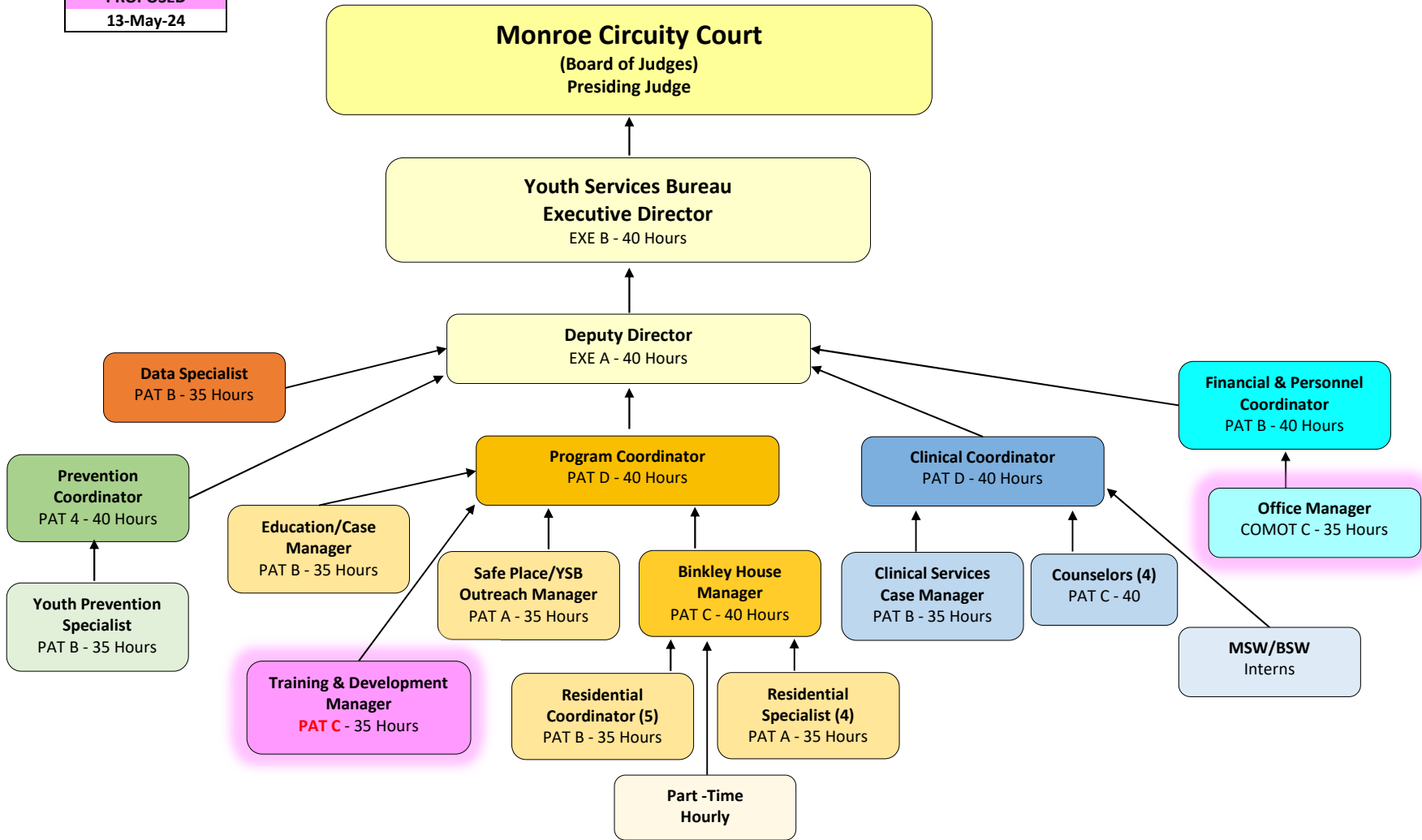
Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Type or Print Name

PROPOSED
13-May-24



Waggoner Irwin Scheele
& Associates INC

MEMO

DATE: June 17, 2024
TO: Kimberly Shell, Council Administrator
FROM: Lori Seelen and Nancy Norris
SUBJECT: Classification Requests – board of Commissioners

As requested, Waggoner, Irwin, Scheele and Associates (WIS) reviewed the classification and new positions requests from the Monroe County Board of Commissioners.

1. District Manager

This is a job description update and classification review request. The position was last reviewed in 2021 and is currently titled SWCD District Manager and classified at PAT B Non-exempt. The department requested the review due to adding supervising duties and increased responsibilities. The job description has been updated and the position is responsible for overseeing the operations of the MCSWCD, providing supervisory, managerial, administrative, and educational support, coordinating development and implementation of the MCSWCD objectives and mission, and working with and reporting to the MCSWCD Board of Supervisors in carrying out the mission as defined by (IC 14-32).

Added job duties to the job description include: Overseeing operations and administration of the Department; Supervising assigned staff; Communicating with other departments, agencies, organizations, and the community; Serving as MCSWCD Financial Officer; Providing analysis of fiscal needs to the MCSWCD Board of Supervisors; Coordinating and overseeing execution of grant applications and administering grants; Developing and preparing newsletters, press releases, and printed materials; and Developing and implementing field days and workshops.

Removed job duties to the job description include: Managing field offices and overseeing staff; Providing soil, water, and related natural resource information, educational resources, programs, and training to local schools, Teachers, Educators and Landowners in cooperation with other Monroe County Departments, Groups and Agencies.

Added job requirements of Bachelor's Degree have been updated to include: in agricultural field, natural resources, environmental science, or related field.

We have assessed this position respective of other positions in the PAT job category and refactored the position using the Factor Evaluation System (FES) job classification point factor guide charts for PAT positions.

Recommendation: We factored the position at 405 PAT factor points. Therefore, it is recommended the position be reclassified at PAT C Non-exempt and compensated within the PAT C salary range. It is also recommended the title change to District Manager be approved.

2. Conservation Resource Technician

This is a new position request. The job description has been created and the position will be responsible for providing landowner assistance and education related to natural resources and conservation practices. Incumbent reports directly to the District Manager.

Job duties for the positions include: Providing land management, financial and educational resources to residents; Providing educational outreach and planning; Assisting community with questions and concerns specific to soil, water, and related natural resources; Overseeing soil testing program; Collaborating with other County departments to provide resources, education, and outreach; Promoting, attending, and/or participating in Indiana Conservation Partnership led programs and events at local and state levels; Participating in SWCD lead watershed planning and/or implementation project; Assisting with creating educational, promotional, and technical materials and public media materials and presentations; Organizing and leading volunteer water quality programs; Working with SWCD Conservation Team to execute agreements of Memorandum of Understanding (MOU) with partners; Collecting data and compiling reports; and Working with governmental partners at local, state, and federal levels.

Job requirements for the position include: Bachelor's Degree in agricultural field, natural resources, environmental science; Must be at least 21 years of age; and Possession of and/or ability to obtain and maintain Indiana Leadership Academy, Spatial and mapping/GIS, CCSI Advanced Soil Health training and NRCS Technical certification.

We have assessed this position respective of other positions in the PAT job category and factored the position using the Factor Evaluation System (FES) job classification point factor guide charts for PAT positions.

Recommendation: We factored the position at 350 PAT factor points. Therefore, if the position is approved, it is recommended that the position be classified at PAT B Non-exempt and compensated within the PAT B pay range.

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: Conservation Resource Specialist
DEPARTMENT: Board of County Commissioners
WORK SCHEDULE: 9:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT B (Professional, Administrative, Technological)

DATE WRITTEN: June 2024 **STATUS:** Full-time
DATE REVISED: **FLSA STATUS:** Non-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. Monroe 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 Conservation Resource Specialist for the Monroe County Soil and Water Conservation District (MCSWCD), responsible for providing landowner assistance and education related to natural resources and conservation practices.

DUTIES:

Provides land management, financial and educational resources to residents through addressing and evaluating landowner resource concerns and needs through site visits, telephone, video and/or email options.

Provides educational outreach and planning, including developing landowner conservation plans that address conservation methods for improving soil health, protecting water quality, and conservation of all natural resources.

Assists community with questions and concerns specific to soil, water, and related natural resources by connecting with local resources and grant opportunities.

Oversees soil testing program, including collecting samples, using soil probes, completing request forms, packaging samples to ship, reviewing soil test results, and sharing best management practice options with landowner.

Collaborates with other County departments to provide resources, education, and outreach.

Promotes, attends, and/or participates in Indiana Conservation Partnership led programs and events at local and state levels.

Participates in SWCD lead watershed planning and/or implementation projects, including assisting watershed groups.

Assists with creating educational, promotional, and technical materials and public media materials and presentations.

Organizes and leads volunteer water quality programs such as Hoosier River Watch.

Works with SWCD Conservation Team to execute agreements of Memorandum of Understanding (MOU) with partners for improving soil health and water quality.

Collects data and compiles reports for assessing conservation needs and requests in County and providing preferred responses to issues.

Works with governmental partners at local, state, and federal levels, including private industry to promote and develop programming for sustainable development and food production. Participates in County climate resilience initiatives.

Attends MCSWCD board meetings and other partnership meetings as needed.

Performs other duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's Degree in agricultural field, natural resources, environmental science.

Must be at least 21 years of age.

Possession of and/or ability to obtain and maintain Indiana Leadership Academy, Spatial and mapping/GIS, CCSI Advanced Soil Health training and NRCS Technical certification.

Thorough knowledge of practices and procedures of soil health systems, including urban and rural and best management practices.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge in collecting scientific or technical data, collecting statistical data, and analyzing information and evaluating results to choose the best solution to solve a problem.

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

Knowledge of local, state, and federal conservation laws and guidelines that are applicable to the district.

Knowledge of and ability to research and provide resource information to residents.
Ability to compare or observe similarities and differences between data, people, or things, compile, collate, and classify data and make determinations.

Ability to properly operate standard office and field equipment, such as computer, calculator, fax machine, copier, telephone, soil probe, measuring wheel, and GIS software.

Ability to provide public access to or maintain confidentiality of Department information and records according to State requirements.

Shall 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 effectively communicate orally and in writing with co-workers, other County departments, landowners, State Department of Agriculture, State Soil Conservation Board, County Stormwater, other Soil and Water Conservation Districts, County and State Invasive Species organizations, NRCS, State Department of Environmental, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to compute and perform arithmetic calculations.

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

Ability to read and interpret Natural Resource Conservation Service technical guide and other resources.

Ability to plan and deliver presentations.

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

Ability to occasionally work extended hours, weekends, evenings and occasionally travel out of town for training and conferences sometimes overnight.

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

II. DIFFICULTY OF WORK:

Incumbent's assignments are guided by broad policies and/or general objectives. Establishes procedures and performance standards and interpret policies. Refers to supervisor when interpretations of departmental policies, programs, expenditures are thought necessary.

III. RESPONSIBILITY:

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Incumbent exercises independent judgment in a variety of situations and circumstances, using MCSWCD policy and Monroe County Government as guidance for decisions. Work is reviewed primarily for adherence to instructions and guidelines, technical accuracy, effect on Department goals and objectives, and soundness of judgment.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact co-workers, other County departments, landowners, State Department of Agriculture, State Soil Conservation Board, County Stormwater, other Soil and Water Conservation Districts, County and State Invasive Species organizations, NRCS, State Department of

Environmental, and the public, for purposes of exchanging information, providing education, and rendering service.

Incumbent reports directly to District Manager.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field, involving sitting and walking at will, sitting/walking for long periods, lifting/carrying objects weighing up to 50 pounds, bending, pushing/pulling objects, crouching/kneeling, reaching, driving, keyboarding, close/far vision, speaking clearly, color/depth perception, hearing sounds/communication, walk on uneven terrain, work in extreme weather, and handling/grasping/fingering objects. Incumbent must wear protective clothing or equipment as required.

Incumbent is occasionally required to work extended hours, weekends, evenings and travel out of town for training and conferences sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

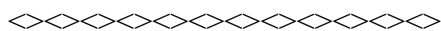
The job description for the position of Conservation Resource Specialist for the Monroe County Board of Commissioners Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Type or Print Name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

Provides analysis of fiscal needs to the MCSWCD Board of Supervisors, including preparing, monitoring, and managing budget.

Coordinates and oversees the execution of grant applications and administers grants that are received including, but not limited to watershed grants for planning and/or implementation.

Assures all funds received are disbursed according to State Board of Accounts guidelines.

Develops and prepares newsletters, press releases, and printed materials.

Develops and implements field days and workshops as needed in coordination with the Monroe County Conservation Team, specifically supporting farmers and local and state organizations with field days associated with grants.

Advises land users about programs available to provide technical and financial assistance for applying conservation practices on their land.

Organizes, assists, attends, and/or presents at various meetings, including, but not limited to MCSWCD BOARD, County Council, Board of Commissioners, SWEET, McIRIS, Urban Soil Health, CCSI, Regional SWCD, Watershed groups, MCSWCD Annual Meeting, and Indiana Association of Soil and Water Conservation District Annual Conference.

Develops, conducts, or participates in surveys, studies, or investigations of various land uses to inform corrective action plans. Gathers information from geographic information systems databases to formulate land use recommendations.

Assists MCSWCD Board of Supervisors in developing 3-5 year business/long range plans, annual plans of action, and providing required reports for Local, State, and Federal Governments.

Performs administrative duties, including but not limited to, maintaining office inventory of supplies and publications, receiving, screening, and distributing incoming and outgoing mail, answering telephones, greeting office visitors, determining nature of calls or visits needed, assisting patrons with questions, providing information, and/or routing calls to appropriate individuals or agencies, typing departmental correspondence, maintaining files and records, performing computer system back-up, updates, and maintaining SWCD website and all forms of Social Media for the SWCD.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's Degree in agricultural field, natural resources, environmental science, or related field preferred or a minimum of five (5) years of direct working experience in the field of agriculture, natural resources, or conservation.

Must be at least 21 years of age.

Thorough knowledge of practices and procedures of bookkeeping and State Board of Accounts, and ability to perform arithmetic calculations and accurately maintain department financial accounts and reports.

Practical knowledge of basic accounting and bookkeeping standard practices and procedures, with ability to ensure proper preparation and administration of Department budgets and related financial procedures and controls.

Working knowledge of County grant research, administration, preparation, monitoring, and reporting procedures.

Working knowledge in collecting scientific or technical data, collecting statistical data, and analyzing information and evaluating results to choose the best solution to solve a problem.

Working knowledge of standard office procedures and routines and ability to apply such knowledge to a variety of interrelated tasks, processes, and operations.

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

Knowledge of local, state, and federal conservation laws and guidelines that are applicable to the district.

Ability to supervise assigned MCSWCD employees, including recommending training, disciplinary action, and recognizing employee efforts.

Ability to develop specific goals and plans, prioritize, organize, and meet deadlines without direct supervision.

Ability to serve as Financial Officer.

Ability to compare or observe similarities and differences between data, people, or things, compile, collate, and classify data and make determinations.

Ability to operate standard office equipment, such as computer, calculator, fax machine, postage meter, copier, switchboard, telephone, and map software.

Ability to provide public access to or maintain confidentiality of Department information and records according to State requirements.

Shall 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 effectively communicate orally and in writing with co-workers, other County departments, governmental agencies, school personnel, community organizations, other Soil and Water Conservation Districts throughout the State, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to develop and prepare newsletters, press releases, printed materials and prepare and present field days and workshops.

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

Ability to occasionally work evenings and travel out of town for meetings and presentations, sometimes overnight.

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope and impact. Incumbent operates within well-defined guidelines and rules applicable to specific tasks. Incumbent exercises independent judgement in administering departmental operations, developing, presenting, and coordinating conservation programs designed to promote the goals and objectives of the MCSWCD.

III. RESPONSIBILITY:

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Incumbent exercises independent judgment in a variety of situations and circumstances, using MCSWCD policy and Monroe County Government as guidance for decisions. Unusual problems or situations are discussed with the MCSWCD Board of Supervisors Chair, and work performance is periodically and annually reviewed for soundness of judgment and conclusions, and overall adherence with departmental policies.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, governmental agencies, school personnel, community organizations, other Soil and Water Conservation Districts throughout the State, and the public, for purposes of exchanging information, providing education, and rendering service.

Incumbent reports directly to MCSWCD Board of Supervisors.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting and walking at will, lifting/carrying objects weighing up to 50 pounds, bending, pushing/pulling objects, crouching/kneeling, reaching, keyboarding, close/far vision, speaking clearly, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects.

Incumbent is occasionally required to work extended evenings and travel out of town for meetings and presentations sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

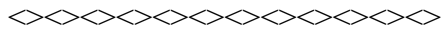
The job description for the position of District Manager for the Monroe County Board of Commissioners Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Type or Print Name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

ESTIMATED COMPENSATION FISCAL IMPACT

Calendar Year: 2024

ACCOUNT LINES

FT Insurance:	\$12,316	18001
FICA:	7.65%	18101
PERF:	14.20%	18201
Longevity:	Varies	17601

Department: Commissioners/Soil & Water District

Fund: General - Commissioners

Position Title: Conservation Resource Specialist

FLSA Status: Non-Exempt

Current Weekly Hours:

	35
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Account Line:

0	11018
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Hourly Base Rate:

\$0.00	\$25.99	2025
Current	Requested	ESTIMATED

Classification:

Class	PAT B	Total Annual
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Step Level:

Level	Minimum	Fiscal Impact
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Salary:

\$ -	\$ 47,302.00	\$ 47,302.00
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Insurance:

\$ -	\$ 12,316.00	\$ 12,316.00
------	--------------	--------------

FICA:

\$ -	\$ 3,619.00	\$ 3,619.00
------	-------------	-------------

PERF:

\$ -	\$ 6,717.00	\$ 6,717.00
------	-------------	-------------

Longevity:

\$ -	\$ -	\$ -
------	------	------

TOTALS

\$ -	\$ 69,954.00	\$ 69,954.00
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Remaining Payroll Claims

26

EFFECTIVE DATE

1/1/2025

PROPOSED

FISCAL IMPACT

\$ 47,302.00

\$ 12,316.00

\$ 3,619.00

\$ 6,717.00

\$ -

\$ 69,954.00

The above fiscal impact total is based on a full year of service. The final amount will be pro-rated pending **effective date** of change.

Fund: General - Commissioners

Position Title: S&W District Manager

FLSA Status: Non-Exempt

Current Weekly Hours:

35	35
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Account Line:

11016	11016
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Hourly Base Rate:

\$32.06	\$33.53	2024
Current	Requested	ESTIMATED

Classification:

PAT B	PAT C	Total Annual
-------	-------	--------------

Step Level:

20 YR	20 YR	Fiscal Impact
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Salary:

\$ 58,350.00	\$ 61,025.00	\$ 2,675.00
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Insurance:

\$ 12,316.00	\$ 12,316.00	\$ -
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FICA:

\$ 4,464.00	\$ 3,619.00	\$ (845.00)
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PERF:

\$ 8,286.00	\$ 6,717.00	\$ (1,569.00)
-------------	-------------	---------------

Longevity:

\$ -	\$ -	\$ -
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TOTALS

\$ 83,416.00	\$ 83,677.00	\$ 261.00
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Remaining Payroll Claims

26

EFFECTIVE DATE

1/1/2025

PROPOSED

FISCAL IMPACT

\$ 61,025.00

\$ 12,316.00

\$ 3,619.00

\$ 6,717.00

\$ -

\$ 83,677.00

The above fiscal impact total is based on a full year of service. The final amount will be pro-rated pending **effective date** of change.

PROPOSED
13-May-2024

Soil & Water

BOARD OF COMMISSIONERS
Elected Officials (3)

Commissioners' Administrator
EXE B - 40 Hours

Monroe County Soil & Water Conservation District (MCSWCD) Board of Supervisors

Commissioners' Administrator reviews and approves timesheets and annual budget requests.

Soil & Water District Manager
PAT B - 35 Hours

Indiana Association of Soil & Water Conservation Districts (State)

USDA Natural Resources and Conservation Service (Federal)

These are key organizations that the employees of MCSWCD work closely with to fulfill their mission.

Resource Conservation Specialist
GRANT POSITION ENDING 2024 - 35 Hours

Conservation Specialist
BEGINNING 2025
TBD - 35 Hours

Indiana Conservation Partnership (Local & State)



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Emergency Management Presenter: Jamie Neibel

REQUESTED Meeting Date: 7/23/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

- | | |
|---|--|
| <input type="checkbox"/> Creation of New Account Line(s) (pg. 2) | <input checked="" type="checkbox"/> Additional Appropriation(s) (pg.2) |
| <input type="checkbox"/> Category Transfer(s) (pg.3) | <input type="checkbox"/> Fund to Fund Transfer (pg.4) |
| <input type="checkbox"/> De-Appropriation of Account Line(s) (pg.5) | <input type="checkbox"/> Salary Ordinance Amendment(s) (pg.6 and/or 7) |
| <input type="checkbox"/> Other (Specify): _____ | |

Was the Council Liaison notified prior to submitting the agenda request? **Yes**

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? **Yes**

NARRATIVE: (Provide a detailed summary explanation for the request.)

The Monroe County Commissioners approved an emergency contract with Bluestone on June 28, 2024 for roadside debris removal in relation to the June 25, 2024 storm. The contract specified that the cost should not exceed \$50,000. However, the Commissioners anticipate that the contracted amount may increase to \$500,000. Updated contract pursuant to Commissioner approval.

Emergency Management is requesting an additional appropriation of \$240,000 from ARPA funds to the Heavy Equipment Services line to cover the costs of the approved contract and anticipated approved, updated contract.

Some of the expenditures for storm clean up may be reimbursed via FEMA and/or state disaster reimbursement. The Emergency Management team will attempt to obtain any expense reimbursement as available to the county. However, reimbursement is not guaranteed as there are multiple layers of requirements that must be met for reimbursement to be issued by the agencies.

Reimbursement Rate Notes:

- State Disaster Reimbursement typically reimburses at 35%.
- FEMA typically reimburses at 75%.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Auditor Presenter: Brianne Gregory

REQUESTED Meeting Date: 7/23/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

- | | | | |
|-------------------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Creation of New Account Line(s) (pg. 2) | <input type="checkbox"/> | Additional Appropriation(s) (pg.2) |
| <input type="checkbox"/> | Category Transfer(s) (pg.3) | <input type="checkbox"/> | Fund to Fund Transfer (pg.4) |
| <input checked="" type="checkbox"/> | De-Appropriation of Account Line(s) (pg.5) | <input type="checkbox"/> | Salary Ordinance Amendment(s) (pg.6 and/or 7) |
| <input type="checkbox"/> | Other (Specify): _____ | | |

Was the Council Liaison notified prior to submitting the agenda request? **No**

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? **No**

NARRATIVE: (Provide a detailed summary explanation for the request.)

Council appropriated \$1,600,000 for Habitat Homes on 6/25/2024. However, the appropriation should have been for \$1,280,000 per the ARPA joint session held on 6/20/2024. The group originally discussed funding ten homes, but ultimately settled on eight homes. Therefore, \$320,000 should be de-appropriated.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Sheriff MEETING DATE REQUESTED (Tentative): 7/23/2024
Request Presenter(s): Jamie Jahnke Phone: 812-349-2754

Was the Council Liaison notified prior to submitting this Agenda Request: No

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: Utilities

Transfer of Funds

Category

Fund Name:

Fund to Fund

Fund Name A:

Fund Name B:

Salary Ordinance Amendment Effective Date of Amendment:

De-Appropriation of Account Lines

Fund Name:

Other (Specify)

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

A utility account line is needed for payment of the Sheriff's Office off-site Duke Energy invoices previously paid for out of the Commissary Fund.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

Fund	Acct	Acct Desc	Carry Forward Approp	Original Approp	Add'l Approp	Adj Approp	Total Approp	Expenditure	Unexpnd Balance	Encumbrance	Unexpnd Pct
<input type="checkbox"/> Fund : 1000 <input type="checkbox"/> Fund Desc : County General <input type="checkbox"/> Loc : 0005 <input type="checkbox"/> Loc Desc : Sheriff Dept											
1000	10005	Merit Deputy	0.00	79,706.00	0.00	0.00	79,706.00	41,737.60	37,968.40	0.00	47.64%
1000	10034	Merit Deputy	0.00	76,648.00	0.00	(2,500.00)	74,148.00	23,810.82	50,337.18	0.00	67.89%
1000	10153	Merit Deputy	0.00	76,648.00	0.00	0.00	76,648.00	41,483.20	35,164.80	0.00	45.88%
1000	10154	Merit Deputy	0.00	79,706.00	0.00	0.00	79,706.00	43,376.80	36,329.20	0.00	45.58%
1000	10155	Merit Deputy	0.00	79,706.00	0.00	0.00	79,706.00	43,244.80	36,461.20	0.00	45.74%
1000	10156	Merit Deputy	0.00	72,800.00	0.00	0.00	72,800.00	40,140.80	32,659.20	0.00	44.86%
1000	10157	Merit Deputy	0.00	76,648.00	0.00	0.00	76,648.00	41,713.60	34,934.40	0.00	45.58%
1000	10158	Merit Deputy	0.00	79,706.00	0.00	0.00	79,706.00	41,680.00	38,026.00	0.00	47.71%
1000	10159	Merit Deputy	0.00	79,706.00	0.00	0.00	79,706.00	43,437.82	36,268.18	0.00	45.50%
1000	10160	Merit Deputy	0.00	76,648.00	0.00	0.00	76,648.00	41,771.20	34,876.80	0.00	45.50%
1000	10161	Merit Deputy	0.00	76,648.00	0.00	0.00	76,648.00	41,915.20	34,732.80	0.00	45.31%
1000	10162	Merit Deputy	0.00	85,072.00	0.00	0.00	85,072.00	45,865.60	39,206.40	0.00	46.09%
1000	10163	Merit Deputy	0.00	79,706.00	0.00	0.00	79,706.00	43,079.20	36,626.80	0.00	45.95%
1000	10164	Merit Deputy	0.00	79,706.00	0.00	0.00	79,706.00	43,571.20	36,134.80	0.00	45.34%

Fund	Acct	Acct Desc	Approp	Original Approp	Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpended Balance	Encumbrance	Unexpended Pct
1000	10165	Merit Deputy	0.00	76,648.00	0.00	0.00	76,648.00	39,411.20	37,236.80	0.00	48.58%
1000	10166	Merit Deputy	0.00	72,800.00	0.00	0.00	72,800.00	39,228.80	33,571.20	0.00	46.11%
1000	11000	Elected Official	0.00	178,168.00	0.00	0.00	178,168.00	95,936.68	82,231.32	0.00	46.15%
1000	12000	Chief Deputy	0.00	108,119.00	0.00	0.00	108,119.00	58,217.60	49,901.40	0.00	46.15%
1000	12170	Merit Deputy	0.00	85,072.00	0.00	0.00	85,072.00	46,326.40	38,745.60	0.00	45.54%
1000	15110	Civil Process Server	0.00	46,956.00	0.00	0.00	46,956.00	16,697.07	30,258.93	0.00	64.44%
1000	15120	Civil Process Server	0.00	48,758.00	0.00	0.00	48,758.00	26,254.20	22,503.80	0.00	46.15%
1000	15130	Captain of Operations	0.00	102,919.00	0.00	0.00	102,919.00	55,417.60	47,501.40	0.00	46.15%
1000	15132	Evidence Technician/CSI	0.00	63,856.00	0.00	0.00	63,856.00	34,384.00	29,472.00	0.00	46.15%
1000	15136	Sergeant	0.00	89,004.00	0.00	0.00	89,004.00	48,258.40	40,745.60	0.00	45.78%
1000	15137	Sergeant	0.00	91,479.00	0.00	0.00	91,479.00	48,573.60	42,905.40	0.00	46.90%
1000	15138	Lieutenant	0.00	94,536.00	0.00	7,363.46	101,899.46	59,885.86	42,013.60	0.00	41.23%
1000	15139	Sergeant	0.00	85,717.00	0.00	0.00	85,717.00	38,177.29	47,539.71	0.00	55.46%
1000	15140	Sergeant	0.00	85,717.00	0.00	0.00	85,717.00	46,798.40	38,918.60	0.00	45.40%
1000	15141	Lieutenant	0.00	94,536.00	0.00	0.00	94,536.00	51,295.20	43,240.80	0.00	45.74%
1000	15142	Lieutenant	0.00	91,042.00	0.00	0.00	91,042.00	49,195.20	41,846.80	0.00	45.96%

Fund	Acct	Acct Desc	Approp	Original Approp	Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpended Balance	Encumbrance	Unexpended Pct
1000	15143	Lieutenant	0.00	94,536.00	0.00	0.00	94,536.00	49,406.40	45,129.60	0.00	47.74%
1000	15160	Administrative Data Analyst	0.00	61,298.00	0.00	0.00	61,298.00	31,785.60	29,512.40	0.00	48.15%
1000	15161	Administrative Coordinator	0.00	52,726.00	0.00	0.00	52,726.00	28,390.60	24,335.40	0.00	46.15%
1000	15162	Administrative Coordinator	0.00	48,103.00	0.00	0.00	48,103.00	25,901.40	22,201.60	0.00	46.15%
1000	15163	Administrative Coordinator	0.00	48,103.00	0.00	0.00	48,103.00	25,901.40	22,201.60	0.00	46.15%
1000	15164	Administrative Coordinator	0.00	57,076.00	0.00	0.00	57,076.00	30,409.60	26,666.40	0.00	46.72%
1000	15165	Administrative Coordinator	0.00	52,853.00	0.00	0.00	52,853.00	27,036.80	25,816.20	0.00	48.85%
1000	15166	Administrative Coordinator	0.00	52,726.00	0.00	0.00	52,726.00	18,072.60	34,653.40	0.00	65.72%
1000	15167	Administrative Coordinator	0.00	46,247.00	0.00	0.00	46,247.00	24,546.20	21,700.80	0.00	46.92%
1000	15177	Merit Deputy	0.00	79,706.00	0.00	0.00	79,706.00	43,273.60	36,432.40	0.00	45.71%
1000	15178	Merit Deputy	0.00	79,706.00	0.00	(7,363.46)	72,342.54	12,772.80	59,569.74	0.00	82.34%
1000	15179	Merit Deputy	0.00	72,800.00	0.00	0.00	72,800.00	35,294.40	37,505.60	0.00	51.52%
1000	15180	Merit Deputy	0.00	72,800.00	0.00	(5,000.00)	67,800.00	0.00	67,800.00	0.00	100.00%
1000	15181	Administrative Coordinator	0.00	48,103.00	0.00	0.00	48,103.00	25,901.40	22,201.60	0.00	46.15%
1000	15182	Merit Deputy	0.00	76,648.00	0.00	0.00	76,648.00	0.00	76,648.00	0.00	100.00%
1000	16000	Financial Director	0.00	68,495.00	0.00	(5,000.00)	63,495.00	33,754.82	29,740.18	0.00	46.84%

Fund	Acct	Acct Desc	Carry Forward		Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpnd Balance	Encumbrance	Unexpnd Pct
			Approp	Original Approp							
1000	17020	Detective & Canine Ofr Supp	0.00	9,800.00	0.00	0.00	9,800.00	4,127.20	5,672.80	0.00	57.89%
1000	17101	Overtime	0.00	10,000.00	0.00	(1,445.32)	8,554.68	18,946.26	(10,391.58)	0.00	(121.47%)
1000	17102	Deputies Overtime	0.00	80,000.00	0.00	30,000.00	110,000.00	61,597.28	48,402.72	0.00	44.00%
1000	17104	Clerical Overtime	0.00	20,000.00	0.00	0.00	20,000.00	5,318.73	14,681.27	0.00	73.41%
1000	17106	Officer In Charge Supplemental	0.00	10,000.00	0.00	(10,000.00)	0.00	0.00	0.00	0.00	0.00%
1000	17203	Shift Pay	0.00	32,000.00	0.00	3,000.00	35,000.00	16,585.60	18,414.40	0.00	52.61%
1000	17205	Field Training Officer Pay	0.00	11,200.00	0.00	10,550.00	21,750.00	15,601.23	6,148.77	0.00	28.27%
1000	17206	Training Instructors	0.00	9,000.00	0.00	9,650.00	18,650.00	13,840.00	4,810.00	0.00	25.79%
1000	17207	Specialty Units	0.00	13,000.00	0.00	10,200.00	23,200.00	17,818.40	5,381.60	0.00	23.20%
1000	17208	Uniforms	0.00	89,500.00	0.00	(37,000.00)	52,500.00	50,400.00	2,100.00	0.00	4.00%
1000	17212	Education Incentive-Merit Dep	0.00	29,000.00	0.00	14,500.00	43,500.00	30,268.00	13,232.00	0.00	30.42%
1000	17301	Board Members	0.00	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00	100.00%
1000	17302	Crossing Guard	0.00	13,000.00	0.00	(3,600.00)	9,400.00	4,400.00	5,000.00	0.00	53.19%
1000	17601	Longevity	0.00	40,500.00	0.00	0.00	40,500.00	15,800.00	24,700.00	0.00	60.99%
1000	17801	Part-Time	0.00	75,000.00	0.00	(5,500.00)	69,500.00	16,185.85	53,314.15	0.00	76.71%
1000	17802	Part-Time (Sheriff's Deputy)	0.00	10,000.00	0.00	(9,300.00)	700.00	0.00	700.00	0.00	100.00%
1000	18001	FT Self Insurance	0.00	566,536.00	0.00	0.00	566,536.00	283,268.00	283,268.00	0.00	50.00%

Fund	Acct	Acct Desc	Carry Forward		Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpnd Balance	Encumbrance	Unexpnd Pct
			Approp	Original Approp							
1000	18004	Sheriff Pension	0.00	1,004,528.00	0.00	0.00	1,004,528.00	1,004,528.00	0.00	0.00	0.00%
1000	18101	FICA	0.00	303,691.00	0.00	0.00	303,691.00	147,573.17	156,117.83	0.00	51.41%
1000	18201	PERF	0.00	101,573.00	0.00	0.00	101,573.00	50,317.82	51,255.18	0.00	50.46%
1000	20001	Office Supplies	0.00	15,000.00	0.00	0.00	15,000.00	7,242.11	7,757.89	0.00	51.72%
1000	20007	Other Supplies - Canine	0.00	1.00	0.00	0.00	1.00	0.00	1.00	0.00	100.00%
1000	20011	Other Supplies	0.00	1,100.00	0.00	9.99	1,109.99	864.92	245.07	0.00	22.08%
1000	20100	Fuel	0.00	250,000.00	0.00	0.00	250,000.00	94,806.20	155,193.80	0.00	62.08%
1000	21003	Computer Supplies	0.00	10,000.00	0.00	0.00	10,000.00	3,175.83	6,824.17	0.00	68.24%
1000	21124	Safety Supplies/Equipment	0.00	8,500.00	0.00	0.00	8,500.00	5,884.04	2,615.96	0.00	30.78%
1000	24900	Ammo/Film Processing	0.00	5,100.00	0.00	0.00	5,100.00	0.00	5,100.00	0.00	100.00%
1000	30003	Printing & Subscriptions	0.00	6,500.00	0.00	0.00	6,500.00	1,295.82	5,204.18	0.00	80.06%
1000	30025	Maintenance	0.00	20,000.00	0.00	0.00	20,000.00	4,364.01	15,635.99	0.00	78.18%
1000	30028	Training/Travel	0.00	46,000.00	0.00	0.00	46,000.00	11,968.89	34,031.11	0.00	73.98%
1000	30800	Postage	0.00	10,000.00	0.00	0.00	10,000.00	4,000.00	6,000.00	0.00	60.00%
1000	31510	Litigation/Settlement/Mediation	0.00	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	0.00	100.00%
1000	31530	Film Processing	0.00	1,020.00	0.00	0.00	1,020.00	0.00	1,020.00	0.00	100.00%
1000	31540	General Communication Serv	0.00	89,600.00	0.00	0.00	89,600.00	83,886.95	5,713.05	0.00	6.38%
1000	31580	Professional Evaluations	0.00	6,000.00	0.00	0.00	6,000.00	1,887.50	4,112.50	0.00	68.54%
1000	31590	Dictaphone	0.00	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	100.00%

Fund	Acct	Acct Desc	Carry	Original	Addt'l	Adj	Total	Expenditure	Unexpend	Encumbran	Unexpend Pct
			Forward								
			Approp	Approp	Approp	Approp	Approp		Balance	ce	
1000	35800	Vet Care	0.00	2,500.00	0.00	0.00	2,500.00	1,070.30	1,429.70	0.00	57.19%
			0.00	6,442,456.00	0.00	(1,435.33)	6,441,020.67	3,720,355.07	2,720,665.60	0.00	42.24%
			0.00	6,442,456.00	0.00	(1,435.33)	6,441,020.67	3,720,355.07	2,720,665.60	0.00	42.24%
			0.00	6,442,456.00	0.00	(1,435.33)	6,441,020.67	3,720,355.07	2,720,665.60	0.00	42.24%
			0.00	6,442,456.00	0.00	(1,435.33)	6,441,020.67	3,720,355.07	2,720,665.60	0.00	42.24%
			0.00	6,442,456.00	0.00	(1,435.33)	6,441,020.67	3,720,355.07	2,720,665.60	0.00	42.24%

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Sheriff MEETING DATE REQUESTED (Tentative): 7/23/2024
Request Presenter(s): Jamie Jahnke Phone: 812-349-2754

Was the Council Liaison notified prior to submitting this Agenda Request: No

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: Uniforms

Transfer of Funds

Category

Fund Name:

Fund to Fund

Fund Name A:

Fund Name B:

Salary Ordinance Amendment Effective Date of Amendment:

De-Appropriation of Account Lines

Fund Name:

Other (Specify)

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

Animal Control Officers are given a clothing allotment each year. The first portion of the clothing allotment was disbursed from the incorrect fund and account.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

Fund	Acct	Acct Desc	Carry Forward	Original Approp	Add'l Approp	Adj Approp	Total Approp	Expenditure	Unexpnd Balance	Encumbrance	Unexpnd Pct
<input type="checkbox"/> Fund : 1000 <input type="checkbox"/> Fund Desc : County General <input type="checkbox"/> Loc : 0626 <input type="checkbox"/> Loc Desc : Animal Control											
1000	10682	Animal Management Officer	0.00	45,469.00	0.00	0.00	45,469.00	15,739.20	29,729.80	0.00	65.38%
1000	15400	Animal Management Officer	0.00	45,469.00	0.00	0.00	45,469.00	24,483.20	20,985.80	0.00	46.15%
1000	15500	Animal Management Officer	0.00	43,202.00	0.00	0.00	43,202.00	23,262.40	19,939.60	0.00	46.15%
1000	17101	Overtime	0.00	5,000.00	0.00	0.00	5,000.00	1,567.36	3,432.64	0.00	68.65%
1000	17601	Longevity	0.00	1,600.00	0.00	0.00	1,600.00	1,200.00	400.00	0.00	25.00%
1000	18001	FT Self Insurance	0.00	36,948.00	0.00	0.00	36,948.00	18,474.00	18,474.00	0.00	50.00%
1000	18101	FICA	0.00	10,767.00	0.00	0.00	10,767.00	4,756.49	6,010.51	0.00	55.82%
1000	18201	PERF	0.00	19,758.00	0.00	0.00	19,758.00	9,237.46	10,520.54	0.00	53.25%
1000	20001	Office Supplies	0.00	1,520.00	0.00	0.00	1,520.00	32.08	1,487.92	0.00	97.89%
1000	20008	Animal Control Equipment	0.00	8,275.00	0.00	0.00	8,275.00	0.00	8,275.00	0.00	100.00%
1000	20100	Fuel	0.00	12,500.00	0.00	0.00	12,500.00	4,303.97	8,196.03	0.00	65.57%
1000	26200	Bags, Towels, Gloves, ETC	0.00	1,000.00	0.00	0.00	1,000.00	417.95	582.05	0.00	58.20%
1000	35040	Animal Shelt Interlocal	0.00	396,775.00	0.00	0.00	396,775.00	0.00	396,775.00	0.00	100.00%
1000	35800	Vet Care	0.00	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00	100.00%
1000	47100	Equipment - Law Enforcement	0.00	20,000.00	0.00	0.00	20,000.00	0.00	20,000.00	0.00	100.00%
			0.00	649,283.00	0.00	0.00	649,283.00	103,474.11	545,808.89	0.00	84.06%

Fund	Acct	Acct Desc	Carry Forward		Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpended Balance	Encumbrance	Unexpended Pct
			Appro p	Original Approp							
			0.00	649,283.00	0.00	0.00	649,283.00	103,474.11	545,808.89	0.00	84.06%
			0.00	649,283.00	0.00	0.00	649,283.00	103,474.11	545,808.89	0.00	84.06%
			0.00	649,283.00	0.00	0.00	649,283.00	103,474.11	545,808.89	0.00	84.06%
			0.00	649,283.00	0.00	0.00	649,283.00	103,474.11	545,808.89	0.00	84.06%

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Sheriff MEETING DATE REQUESTED (Tentative): 7/23/2024
Request Presenter(s): Jamie Jahnke Phone: 812-349-2754

Was the Council Liaison notified prior to submitting this Agenda Request: No

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: [Redacted]

Transfer of Funds

Category

Fund Name: [Redacted]

Fund to Fund

Fund Name A: [Redacted]

Fund Name B: [Redacted]

Salary Ordinance Amendment Effective Date of Amendment: [Redacted]

De-Appropriation of Account Lines

Fund Name: [Redacted]

Other (Specify) [Redacted]

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

Correcting CHIRP expenses into the CHIRP grant

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

Fund	Acct	Acct Desc	Carry Forward Approp	Original Approp	Add'l Approp	Adj Approp	Total Approp	Expenditure	Unexpended Balance	Encumbrance	Unexpended Pct
<input type="checkbox"/> Fund : 8103											
<input type="checkbox"/> Fund Desc : Operation Pullover 20.600											
<input type="checkbox"/> Loc : 0000											
<input type="checkbox"/> Loc Desc : No Department											
8103	17101	Overtime	0.00	0.00	5,938.38	(1,445.32)	4,493.06	0.00	4,493.06	0.00	100.00%
8103	60100	Transfer Out Fund To Fund	0.00	0.00	0.00	0.00	0.00	1,445.32	(1,445.32)	0.00	0.00%
			0.00	0.00	5,938.38	(1,445.32)	4,493.06	1,445.32	3,047.74	0.00	67.83%
			0.00	0.00	5,938.38	(1,445.32)	4,493.06	1,445.32	3,047.74	0.00	67.83%
			0.00	0.00	5,938.38	(1,445.32)	4,493.06	1,445.32	3,047.74	0.00	67.83%
			0.00	0.00	5,938.38	(1,445.32)	4,493.06	1,445.32	3,047.74	0.00	67.83%
			0.00	0.00	5,938.38	(1,445.32)	4,493.06	1,445.32	3,047.74	0.00	67.83%

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Sheriff MEETING DATE REQUESTED (Tentative): 7/23/2024
Request Presenter(s): Jamie Jahnke Phone: 812-349-2754

Was the Council Liaison notified prior to submitting this Agenda Request: No

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: [Redacted]

Transfer of Funds

Category

Fund Name: [Redacted]

Fund to Fund

Fund Name A: [Redacted]

Fund Name B: [Redacted]

Salary Ordinance Amendment *Effective Date of Amendment:* [Redacted]

De-Appropriation of Account Lines

Fund Name: General

Other (Specify) [Redacted]

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

Correcting CHIRP expenses into the CHIRP grant

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Sheriff Presenter: Deputies Jeff Brown & Josh Fuller, E

REQUESTED Meeting Date: 7/23/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

- | | |
|--|--|
| <input type="checkbox"/> Creation of New Account Line(s) (pg. 2) | <input type="checkbox"/> Additional Appropriation(s) (pg.2) |
| <input type="checkbox"/> Category Transfer(s) (pg.3) | <input type="checkbox"/> Fund to Fund Transfer (pg.4) |
| <input type="checkbox"/> De-Appropriation of Account Line(s) (pg.5) | <input type="checkbox"/> Salary Ordinance Amendment(s) (pg.6 and/or 7) |
| <input checked="" type="checkbox"/> Other (Specify): <u>Discussion about changes to MCSO Deputies retirement</u> | |

Was the Council Liaison notified prior to submitting the agenda request? No

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? Yes

NARRATIVE: (Provide a detailed summary explanation for the request.)

Change in the Special Early Retirement eligibility to attainment of 25 years of service (with no age requirement) and the change to a 3-year averaging period for compensation in the benefit formula. Retirement is assumed to occur at the earlier of the Normal Retirement Age or the Special Early Retirement Age.

Changes as above and adds the change in the Normal Retirement eligibility to the earlier of
1) age 55, or
2) the later of age 50 and attainment of 8 years of service. Retirement is assumed to occur at the earlier of the Normal Retirement Age or the Special Early Retirement Age.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.

**MONROE COUNTY POLICE
RETIREMENT PLAN AND BENEFIT PLAN**

ACTUARIAL STUDY

JANUARY 1, 2024



Retirement plan administrative and recordkeeping services provided by
McCready and Keene, Inc. | a OneAmerica FinancialSM company

MONROE COUNTY POLICE
RETIREMENT PLAN AND BENEFIT PLAN

ACTUARIAL STUDY

STUDY DATE	January 1, 2024
PLAN YEAR	January 1, 2024 - December 31, 2024
BUDGET YEAR	January 1, 2025 - December 31, 2025
EFFECTIVE DATE OF PLAN	January 1, 1973
EFFECTIVE DATE OF LAST PLAN RESTATEMENT (Executed November 4, 2013)	January 1, 2013
EFFECTIVE DATE OF LAST PLAN AMENDMENT (Executed August 17, 2022)	September 1, 2022

MONROE COUNTY POLICE
RETIREMENT PLAN AND BENEFIT PLAN
Summary of Actuarial Study as of January 1, 2024

Introduction

This report contains the results of the Actuarial Study as of January 1, 2024 for the Monroe County Police Retirement Plan and Benefit Plan. As of the study date there were 42 merit employees actively participating in the Plans. In addition to the actives, there were 26 retired participants and 4 beneficiaries receiving benefits and 8 terminated participants entitled to benefits from the Retirement Plan as well as 5 dependents receiving benefits from the Benefit Plan.

The purpose of the study is to estimate the cost impact on funding requirements to modify the plan provisions under the following scenario effective January 1, 2024.

Study reflects the change in the Special Early Retirement eligibility to attainment of 25 years of service (with no age requirement); the change to a 3 year averaging period for compensation in the benefit formula; and the change in the Normal Retirement eligibility to the later of age 50 and attainment of 8 years of service. Retirement is assumed to occur at the earlier of the Normal Retirement Age or the Special Early Retirement Age.

The valuation census data was provided by the Sheriff's Office and transposed into a computer file for processing. We have relied upon this information in the preparation of this report. Similar information has been furnished to us in the past, and the accuracy of this report depends on the accuracy of all data that has been furnished to us from time to time. Trust information was furnished by Comerica Bank, Detroit, Michigan.

The Study was performed based on our understanding of Indiana State Law and the plan document in effect as of January 1, 2024. The current statutory limit of \$178,168.00 has been applied to average salaries for benefit purposes in accordance with IC 36-8-10-12(j). Although this plan is not subject to ERISA funding requirements, some have been applied in accordance with standard actuarial practice.

Actuarial Methods and Assumptions

The actuarial cost methods for determining the cost of retirement benefits, death benefits, disability benefits, and termination benefits used for the Valuation have been reviewed and remain unchanged for the Study. Valuation assets have been developed on a 5-year asset smoothing basis for the Valuation and were used for the Study. The method to establish annual closed amortization bases of the actuarial gains or losses (known as layered or tiered amortization) became effective January 1, 2020 and has been continued. The amortization of the initial unfunded actuarial accrued liability base will utilize a period of 20 years. Plan assets and liabilities are considered as of January 1, 2024 and funding results are projected to the 2025 Plan Year. For a complete description of the actuarial methods used, see the exhibit titled Disclosure of Actuarial Methods.

The actuarial assumptions used in the Study have been reviewed and continued from the Valuation, except as noted for the Study. For a complete description of the actuarial assumptions used, see the exhibit titled Disclosure of Actuarial Assumptions.

Recommended County Contribution

The total Recommended County Contribution developed in this report, as a percentage of approved payroll, is 35.8% under the Study (25 years of service Special Early Retirement; 3 year salary average; and age 50 and 8 years of service Normal Retirement), as compared to 30.3% developed in the January 1, 2024 Valuation.

In actual dollar amounts, we estimate the Recommended County Contribution will increase by \$198,177 (or 5.5% of payroll) under the Study for the 2025 plan year if the respective changes become effective January 1, 2024.

A comparison of the results of the January 1, 2024 Actuarial Valuation and the Actuarial Study can be found throughout the remainder of this report.

MONROE COUNTY POLICE
RETIREMENT PLAN AND BENEFIT PLAN

Actuarial Study as of January 1, 2024

The undersigned member(s) of the American Academy of Actuaries meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein. We will be pleased to furnish any additional information or answer any questions which may arise after your review of this report.

Submitted and Certified by
McCready and Keene, Inc.

By _____



Benjamin S. Langhammer
F.S.A., M.A.A.A., E.A.
Director and Consulting Actuary

SUMMARY OF COSTS
Retirement Plan and Benefit Plan

	<u>2025</u> <u>Valuation</u>	<u>2025</u> <u>Study</u>
ACCELERATED FUNDING COUNTY CONTRIBUTION		
Retirement Plan	\$ 1,172,756	\$ 1,451,930
Benefit Plan	<u>57,938</u>	<u>15,063</u>
Total	\$ 1,230,694	\$ 1,466,993
Percentage of Approved Payroll	34.2%	40.8%
RECOMMENDED COUNTY CONTRIBUTION		
Retirement Plan	\$ 1,030,893	\$ 1,271,945
Benefit Plan	<u>57,938</u>	<u>15,063</u>
Total	\$ 1,088,831	\$ 1,287,008
Percentage of Approved Payroll	30.3%	35.8%
ACTUARIALLY DETERMINED / MINIMUM COUNTY CONTRIBUTION (Minimum Contribution Necessary to Satisfy IC 36-8-10-12(e))		
Retirement Plan	\$ 958,666	\$ 1,181,565
Benefit Plan	<u>57,938</u>	<u>15,063</u>
Total	\$ 1,016,604	\$ 1,196,628
Percentage of Approved Payroll	28.3%	33.3%

COST COMPARISON

Retirement Plan

	<u>2025 Valuation</u>	<u>2025 Study</u>
ACCELERATED FUNDING COUNTY CONTRIBUTION		
(10-year Funding of Unfunded Liability)		
County Normal Cost	\$ 502,747	\$ 606,132
Unfunded Actuarial Accrued Liability Amortization Charge	531,224	673,976
Interest (to end of plan year)	138,785	171,822
Total	<u>\$ 1,172,756</u>	<u>\$ 1,451,930</u>
Percentage of Approved Payroll	32.6%	40.4%
 RECOMMENDED COUNTY CONTRIBUTION		
(15-year Funding of Unfunded Liability)		
County Normal Cost	\$ 502,747	\$ 606,132
Unfunded Actuarial Accrued Liability Amortization Charge	406,149	515,290
Interest (to end of plan year)	121,997	150,523
Total	<u>\$ 1,030,893</u>	<u>\$ 1,271,945</u>
Percentage of Approved Payroll	28.7%	35.4%
 ACTUARIALLY DETERMINED / MINIMUM COUNTY CONTRIBUTION		
(Minimum Contribution Necessary to Satisfy IC 36-8-10-12(e))		
County Normal Cost	\$ 502,747	\$ 606,132
Unfunded Actuarial Accrued Liability Amortization Charge	342,470	435,606
Interest (to end of plan year)	113,449	139,827
Total	<u>\$ 958,666</u>	<u>\$ 1,181,565</u>
Percentage of Approved Payroll	26.7%	32.9%

DEVELOPMENT OF UNFUNDED ACTUARIAL ACCRUED LIABILITY AND NORMAL COST

Retirement Plan

	<u>2025 Valuation</u>	<u>2025 Study</u>
DEVELOPMENT OF UNFUNDED ACTUARIAL ACCRUED LIABILITY		
Entry Age Normal Accrued Liability		
Active Participants	\$ 6,417,869	\$ 7,510,793
Retired Participants & Beneficiaries Receiving Benefits	7,179,303	7,179,303
Terminated Participants Entitled to Future Benefits	595,596	595,596
	<u>\$ 14,192,768</u>	<u>\$ 15,285,692</u>
Less: Actuarial Value of Assets	10,125,658	10,125,658
	<u>\$ 4,067,110</u>	<u>\$ 5,160,034</u>
Equals: Unfunded Actuarial Accrued Liability		
DEVELOPMENT OF NORMAL COST		
Normal Cost	\$ 619,198	\$ 722,583
Plus: Expense Loading	22,900	22,900
Less: Estimated Employee Contributions (Discounted to January 1)	139,351	139,351
	<u>\$ 502,747</u>	<u>\$ 606,132</u>
Equals: Employer Normal Cost		

DEVELOPMENT OF UNFUNDED ACTUARIAL ACCRUED LIABILITY BASE AND AMORTIZATION CHARGE
AND ACTUARIAL (GAIN) OR LOSS ANALYSIS

Retirement Plan

	2025 Valuation	2025 Study
DEVELOPMENT OF UNFUNDED ACTUARIAL ACCRUED LIABILITY (GAIN) OR LOSS BASE		
Unfunded Actuarial Accrued Liability	\$ 4,067,110	\$ 5,160,034
Less: Outstanding Balances of Prior Bases	3,831,014	3,831,014
Equals: Unfunded Actuarial Accrued Liability (Gain) or Loss Base to be Established	\$ 236,096	\$ 1,329,020
 ESTIMATED BREAKDOWN OF ACTUARIAL (GAIN) OR LOSS ANALYSIS		
Experience (Gain) or Loss Due to Investment Experience	\$ (21,543)	\$ (21,543)
Experience (Gain) or Loss Due to Liability and Other Experience	257,639	257,639
Experience (Gain) or Loss Due to Change in Assumptions	0	0
Experience (Gain) or Loss Due to Change in Plan Provisions	N/A	1,092,924
Total Experience (Gain) or Loss	\$ 236,096	\$ 1,329,020
 DEVELOPMENT OF UNFUNDED ACTUARIAL ACCRUED LIABILITY AMORTIZATION CHARGE		
Unfunded Actuarial Accrued Liability (Gain) or Loss Base to be Established	\$ 236,096	\$ 1,329,020
Maximum Amortization Period of New Base (in years)	20	20
Divided by: Amortization Factor	11.735	11.735
Equals: Amortization Installment for New Base	\$ 20,119	\$ 113,255
Plus: Amortization Installments for Prior Bases	322,351	322,351
Equals: Unfunded Actuarial Accrued Liability Amortization Charge	\$ 342,470	\$ 435,606

SUMMARY OF EMPLOYEE DATA

Retirement Plan

2024

Active Participants

Fully Vested	20
Partially Vested	0
Non-Vested	<u>22</u>
Total	42 *

Retired Participants Receiving Benefits

26

Beneficiaries Receiving Benefits

4

Deferred Vested Participants Entitled to Future Benefits

8 **

Annual Benefits Payable

\$ 677,773

Annual Salaries of Active Participants (Reported Approved Amounts)

\$ 3,597,003

Accumulated Employee Contributions

\$ 783,980

* Includes 2 active participants over Normal Retirement Age.

** Includes 1 beneficiary entitled to future benefits and 1 disabled participant entitled to a benefit from the Retirement Plan at the later of Normal Retirement Age or when the disability insurance payments cease prior to age 65.

DEVELOPMENT OF ACTUARIAL VALUE OF ASSETS

	<u>Retirement Plan</u>			
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
1. Prior Year Market Value of Assets	\$ 7,259,286	\$ 8,484,326	\$ 9,989,212	\$ 8,483,727
2. Benefit Payments	(531,378)	(532,467)	(1,050,269)	(698,680)
3. Net Operational Expenses	(19,313)	(20,132)	(23,120)	(22,868)
4. County Contributions	613,195	718,812	702,841	822,201
5. Employee Contributions	101,795	110,903	115,703	143,388
6. Expected Return	<u>506,503</u>	<u>575,494</u>	<u>640,094</u>	<u>540,062</u>
7. Expected Market Value of Assets [(1) + (2) + (3) + (4) + (5) + (6)]	\$ 7,930,088	\$ 9,336,936	\$ 10,374,461	\$ 9,267,830
8. Actual Market Value of Assets	<u>\$ 8,484,326</u>	<u>\$ 9,989,212</u>	<u>\$ 8,483,727</u>	<u>\$ 9,743,562</u>
9. Gain/(Loss) [(8) - (7)]	\$ 554,238	\$ 652,276	\$ (1,890,734)	\$ 475,732
10. Portion of Gain/(Loss) Offset for 2024	<u>20%</u>	<u>40%</u>	<u>60%</u>	<u>80%</u>
11. Adjustment to 2024 Assets [(9) * (10)]	\$ 110,848	\$ 260,910	\$ (1,134,440)	\$ 380,586
12. Total Adjustment to 2024 Assets [Sum of (11) for 2020 through 2023]				\$ (382,096)
13. 2024 Actuarial Value of Assets* [(8) for 2023 - (12)]				\$ 10,125,658
14. Ratio of Actuarial Value of Assets to Actual Market Value of Assets [(13) / (8)]				103.92%

* This amount cannot be less than 80% or greater than 120% of the Actual Market Value of Assets.

DEVELOPMENT OF ASSETS

Retirement Plan

	<u>Market</u>	<u>Cost</u>
TRUST ASSETS, January 1, 2023	\$ 8,772,118.51	\$ 8,805,128.44
RECEIPTS		
County Contribution for 2023 Plan Year	\$ 822,201.00	\$ 822,201.00
Employee Contributions for 2023 Plan Year	106,138.38	106,138.38
Employee Contributions for 2022 Plan Year	31,184.37	31,184.37
Net Investment Income	149,288.96	149,288.96
Realized Gain (Loss)	256,597.08	256,597.08
Unrealized Gain (Loss)	658,328.22	N/A
Total Receipts	\$ 2,023,738.01	\$ 1,365,409.79
DISBURSEMENTS		
Retirement Benefits Payments	\$ 669,403.72	\$ 669,403.72
Lump Sum DROP Benefit Accumulation Payments	306,281.06	306,281.06
Return of Employee Contribution Payments	35,287.75	35,287.75
Actuarial Fee	14,230.13	14,230.13
Trustee Fee	8,638.13	8,638.13
Investment Manager Fee	48,420.37	48,420.37
Total Disbursements	\$ 1,082,261.16	\$ 1,082,261.16
TRUST ASSETS, December 31, 2023	\$ 9,713,595.36	\$ 9,088,277.07

DEVELOPMENT OF ASSETS

Retirement Plan

- Continued -

	<u>Market</u>	<u>Cost</u>
TRUST ASSETS, December 31, 2023	\$ 9,713,595.36	\$ 9,088,277.07
Employee Contributions Receivable for 2023 Plan Year	37,249.53	
Due and Unpaid Retirement Benefit Payments - Russ, L.L. (W.M.)	(936.46)	
Due and Unpaid Return of Employee Contributions - Hale, S.M.	(8.24)	
Due and Unpaid Return of Employee Contributions - Miller, S.	<u>(6,338.45)</u>	
ACTUAL MARKET VALUE OF ASSETS, January 1, 2024	\$ 9,743,561.74	

SCHEDULE OF FUNDING PROGRESS

Retirement Plan

<u>Valuation Date</u>	<u>Valuation Assets*</u>	<u>Accrued Liability**</u>	<u>Unfunded Accrued Liability</u>	<u>Funded Ratio</u>	<u>Covered Payroll</u>	<u>Unfunded Liability as % of Payroll</u>
			<u>Valuation</u>			
1/1/2024	\$ 10,125,658	\$ 14,192,768	\$ 4,067,110	71.3%	\$ 3,597,003	113.1%
<u>Study - Special Early Retirement (at 25 Years); 3 Year Average Compensation; and Normal Retirement (at Age 50 and 8 Years of Service)</u>						
1/1/2024	\$ 10,125,658	\$ 15,285,692	\$ 5,160,034	66.2%	\$ 3,597,003	143.5%

* Actuarial Value of Assets.

** Determined under the Frozen Entry Age Actuarial Cost Method.

SUMMARY OF EMPLOYEE DATA

Benefit Plan

PARTICIPANT DATA	<u>2024</u>
Active Participants	42
Dependents Receiving Benefits	5
Disabled Participants Receiving Benefits	0
Retired Participants Entitled to Dependent Benefits	17
Annual Benefits Payable from Benefit Trust	\$ 12,000

COST COMPARISON

REQUIRED COUNTY CONTRIBUTION	<u>2025 Valuation</u>	<u>2025 Study</u>
Normal Cost	\$ 40,258	\$ 0
Interest (to end of plan year)	2,617	0
Insured Disability Benefit*	12,357	12,357
Insured Group Life Benefit*	2,706	2,706
Total	<u>\$ 57,938</u>	<u>\$ 15,063</u>
Percentage of Approved Payroll	1.6%	0.4%

* Estimated insurance premium replacement cost.

COST DETAILS

Benefit Plan

	<u>2025 Valuation</u>	<u>2025 Study</u>
DEVELOPMENT OF NORMAL COST		
Present Value of Future Benefits		
Actives - Dependents Benefits	\$ 51,641	\$ 53,177
- Disability Benefits	824,906	427,255
Dependents Receiving or Entitled to Benefits	258,169	258,169
Disabled Participants	0	0
Total Present Value of Future Benefits	<u>\$ 1,134,716</u>	<u>\$ 738,601</u>
Less: Actuarial Value of Assets	771,313	771,313
Equals: Present Value of Future Normal Costs	<u>\$ 363,403</u>	<u>\$ 0</u>
Divided by: 1% of Present Value of Future Salaries	324,713	268,197
Equals: Normal Cost Percentage	1.1192%	0.0000%
Multiplied by: Annual Salaries	3,597,003	3,597,003
Equals: Normal Cost	<u>\$ 40,258</u>	<u>\$ 0</u>

DEVELOPMENT OF ACTUARIAL VALUE OF ASSETS

	<u>Benefit Plan</u>			
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
1. Prior Year Market Value of Assets	\$ 561,460	\$ 656,267	\$ 757,312	\$ 639,070
2. Benefit Payments	(12,000)	(11,400)	(11,200)	(12,000)
3. Net Operational Expenses	(14,024)	(14,576)	(28,707)	(824)
4. County Contributions	40,748	41,912	28,277	28,819
5. Employee Contributions	N/A	N/A	N/A	N/A
6. Expected Return	<u>39,123</u>	<u>44,454</u>	<u>48,810</u>	<u>41,383</u>
7. Expected Market Value of Assets [(1) + (2) + (3) + (4) + (5) + (6)]	\$ 615,307	\$ 716,657	\$ 794,492	\$ 696,448
8. Actual Market Value of Assets	<u>\$ 656,267</u>	<u>\$ 757,312</u>	<u>\$ 639,070</u>	<u>\$ 726,776</u>
9. Gain/(Loss) [(8) - (7)]	\$ 40,960	\$ 40,655	\$ (155,422)	\$ 30,328
10. Portion of Gain/(Loss) Offset for 2024	<u>20%</u>	<u>40%</u>	<u>60%</u>	<u>80%</u>
11. Adjustment to 2024 Assets [(9) * (10)]	\$ 8,192	\$ 16,262	\$ (93,253)	\$ 24,262
12. Total Adjustment to 2024 Assets [Sum of (11) for 2020 through 2023]				\$ (44,537)
13. 2024 Actuarial Value of Assets* [(8) for 2023 - (12)]				\$ 771,313
14. Ratio of Actuarial Value of Assets to Actual Market Value of Assets [(13) / (8)]				106.13%

* This amount cannot be less than 80% or greater than 120% of the Actual Market Value of Assets.

DEVELOPMENT OF ASSETS

Benefit Plan

	<u>Market</u>	<u>Cost</u>
TRUST ASSETS, January 1, 2023	\$ 639,469.97	\$ 655,568.32
RECEIPTS		
County Contribution for 2023 Plan Year	\$ 28,819.00	\$ 28,819.00
Net Investment Income	7,551.64	7,551.64
Realized Gain (Loss)	4,881.33	4,881.33
Unrealized Gain (Loss)	63,003.40	N/A
Total Receipts	\$ 104,255.37	\$ 41,251.97
DISBURSEMENTS		
Dependents Benefit Payments	\$ 12,000.00	\$ 12,000.00
Insurance Premiums Paid for 2024 Plan Year	0.00	0.00
Trustee Fee	824.02	824.02
Investment Manager Fee	3,725.55	3,725.55
Total Disbursements	\$ 16,549.57	\$ 16,549.57
TRUST ASSETS, December 31, 2023	\$ 727,175.77	\$ 680,270.72
Due and Unpaid Dependents Benefits - Russ, L.L. (W.M.)	<u>(400.00)</u>	
ACTUAL MARKET VALUE OF ASSETS, January 1, 2024	\$ 726,775.77	

SCHEDULE OF FUNDING PROGRESS

Benefit Plan

<u>Valuation Date</u>	<u>Valuation Assets*</u>	<u>Accrued Liability**</u>	<u>Unfunded Accrued Liability</u>	<u>Funded Ratio</u>	<u>Covered Payroll</u>	<u>Unfunded Liability as % of Payroll</u>
			<u>Valuation</u>			
1/1/2024	\$ 771,313	\$ 771,313	\$ 0	100.0%	\$ 3,597,003	0.0%

Study - Special Early Retirement (at 25 Years); 3 Year Average Compensation; and Normal Retirement (at Age 50 and 8 Years of Service)

1/1/2024	\$ 771,313	\$ 771,313	\$ 0	100.0%	\$ 3,597,003	0.0%
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* Actuarial Value of Assets.

** Determined under the Entry Age Actuarial Cost Method. For purposes of this exhibit, when assets exceed the accrued liability, the unfunded liability is reset to zero and the liability is deemed equal to the assets.

AGE GROUPS BY SERVICE GROUPS OF ACTIVE PARTICIPANTS

Retirement Plan

Service Group	Age Group										Total
	18-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65 And Over	
0	1	1	0	0	1	0	0	0	0	0	3
1	1	0	0	0	0	0	0	0	2	0	3
2	0	2	0	0	0	0	0	0	0	0	2
3	0	0	1	1	0	0	0	0	0	0	2
4	0	2	1	0	0	0	0	0	0	0	3
5-9	0	1	6	4	1	1	2	0	0	0	15
10-14	0	0	3	2	4	0	1	0	0	0	10
15-19	0	0	0	0	2	0	1	0	0	0	3
20-24	0	0	0	0	1	0	0	0	0	0	1
25-29	0	0	0	0	0	0	0	0	0	0	0
30+	0	0	0	0	0	0	0	0	0	0	0
Total	2	6	11	7	9	1	4	0	2	0	42

Average Age = 38.0

Average Service = 7.8

PAYOUT PROJECTION

Retirement Plan

(January 1, 2024 - December 31, 2033)

	<u>Valuation</u>		<u>Study</u>	
	<u>Estimated Number of New Retirees</u>	<u>Estimated Annual Payout*</u>	<u>Estimated Number of New Retirees</u>	<u>Estimated Annual Payout*</u>
Pre January 1, 2024	N/A	\$ 1,010,973	N/A	\$ 1,010,973
January 1, 2024 to December 31, 2024	1	698,266	1	698,320
January 1, 2025 to December 31, 2025	2	683,791	5	773,062
January 1, 2026 to December 31, 2026	2	701,326	4	844,109
January 1, 2027 to December 31, 2027	5	770,344	3	858,493
January 1, 2028 to December 31, 2028	2	789,915	1	853,426
January 1, 2029 to December 31, 2029	1	777,072	2	887,877
January 1, 2030 to December 31, 2030	1	764,435	2	979,871
January 1, 2031 to December 31, 2031	2	857,747	1	1,003,118
January 1, 2032 to December 31, 2032	1	905,832	2	1,069,949
January 1, 2033 to December 31, 2033	1	904,107	3	1,166,424

This table is produced on the assumption that all active employees will retire in accordance with the assumed retirement rate (see Disclosure of Actuarial Assumptions).

* These amounts include estimated DROP Accumulation Lump Sums.

MONROE COUNTY POLICE
RETIREMENT PLAN AND BENEFIT PLAN
Summary of Risk Analysis as of January 1, 2024

Introduction

The measurement of pension obligations and the calculation of contribution requirements, including the Actuarially Determined Contribution, requires the use of assumptions related to expected future economic and demographic experience. The effects on liability measurement of actual future experience differing from the assumptions utilized may not be intuitive or fully understood. Potential volatility of pension obligations (and the corresponding contribution requirements) are the effects of greatest concern to most plan sponsors.

Definition of Risk

Risk can be defined as an uncertain event or condition that, if it occurs, has an effect on at least one objective or outcome. In this definition, the effect of the uncertainty includes both the downside (negatively perceived) and upside (positively perceived) results. In regard to a pension plan, risk refers to the potential of actual future experience deviating from expected future experience and the results of the occurrence of such events/deviations are called actuarial gains and losses.

Investment Risk

Investment risk is the potential that investment returns will be different than expected. The plan uses a long-term outlook when selecting the investment/asset return assumption which is currently 6.50%. The long-term assumption should be viewed as the average or expected return, realizing that there will be years with lower returns, which are expected to be offset by years with higher returns. The volatility of investment returns directly affects the fair market value of assets, therefore a 5 year smoothing method is utilized by the plan to "smooth" the variability of the returns to help maintain a more stable contribution rate. The investment risk closely corresponds to the asset allocation of the plan and it should be noted that any smoothing method does not mitigate or eliminate any investment risk. McCready & Keene/OneAmerica does not provide investment advice and relies on information provided by the investment advisor when evaluating the investment return assumption.

Longevity Risk

One of the key features of a defined benefit plan is the standard form of payment of the benefit as an annuity. The longevity risk is the potential that the actual number of annuity payments made will be different than the expected payments determined based upon the mortality tables utilized in valuing the plan liabilities. A participant who might decrease earlier in retirement could produce an actuarial gain to the plan (payments would cease, but the participant might have been expected receive payments for a few more years), and correspondingly, a participant who lives longer than expected could produce an actuarial loss. The effect of the gains offsetting the losses for a population is referred to as risk pooling. Generally plans with a larger participant base (100's or 1,000's of participants) will see more stable/predictable effects of the risk pooling than a smaller plan.

Other Demographic Risks

The other demographic risks encompasses the potential that actual experience may differ from the expectations based upon assumptions of such items as termination, disablement, retirement (early or late), etc. Some of these risks might be less intuitive such as a retirement earlier than expected producing an actuarial loss from early retirement subsidies, or the actuarial gain/loss from the election of an optional form of payment due to the difference between the actuarial assumptions used by the plan document for actuarial equivalence and the assumptions used for plan funding. These demographic risks can also change the expected timing of payments and lead to the risk of asset/liability mismatch.

Contribution Risk

Contribution risk is the potential that contributions to the plan fail to be made at a level that promotes plan solvency or the ability to make the promised payments. The actuarial report does not evaluate the ability or willingness of the plan sponsor to make contributions to the plan, but does indirectly assume that a sound funding policy will be utilized. The contributions are determined on a basis that is expected to fund the normal cost (or benefits accruing during the current period) and a portion of any unfunded liability. Contributions that fail to meet funding requirements may affect future expectations of return, increase contribution requirements, and erode the funded status of the plan.

Plan Maturity Measures

Plan maturity refers to the lifecycle of the plan and generally whether the plan is in either an accumulation phase, where the plan is expected to receive more contributions and investment returns than it pays in benefits resulting in the build up of assets, or a decumulation phase, where the plan is expected to transition to a point where the payment of benefits may exceed the contributions and investment ultimately resulting in the erosion of assets in a super-mature plan. Generally as a plan matures, adverse experience may potentially have a much greater impact to the plan sponsor if the inherent risks of the plan are not completely understood.

Ratio of Liability to Payroll

The ratio of liability to payroll can be used as a metric to reflect the relative size of the accrued pension plan benefits compared to the size of the sponsor/county. A higher liability to payroll ratio indicates that there is potential that the plan sponsor may have fewer resources to manage any shortfalls and may experience more volatile employer contribution rates. For example, a plan with a liability to payroll ratio of 6 has the potential to experience twice the contribution rate volatility of a plan with a ratio of 3.

Ratio of Assets to Payroll

The ratio of market value of assets to payroll can be used as a metric to assess the relative size of the trust assets allocated to the pension plan compared to the size of the sponsor/county. A higher market value of assets to payroll ratio indicates the potential to experience more volatile employer contribution rates due to inherent variations in market investment returns. This measure is a current measure that should be expected to increase over time, but generally tends to stabilize as an effect of plan maturity.

For a more detailed analysis of the Study scenario, please provide a request for additional information.

DISCLOSURE OF ACTUARIAL METHODS

	<u>Retirement Plan</u>	<u>Benefit Plan</u>
ACTUARIAL COST METHOD	Entry Age Normal Cost	Aggregate Level
ASSET VALUATION METHOD	5-Year Asset Smoothing*	5-Year Asset Smoothing*

Entry Age Normal Cost

The normal cost is calculated separately for each active member and is equal to the level percentage of payroll needed as an annual contribution from entry age to retirement age to fund projected benefits. The unfunded actuarial accrued liability on any valuation date is the accumulated value of such normal costs from entry age to the valuation date less the actuarial value of assets.

The funding policy requires unfunded actuarial accrued liability bases/tiers to be amortized utilizing the level dollar amortization method over a closed period. Three fixed periods, of 10 years, 15 years and 20 years, are used to provide a range of possible contributions for the plan. The purpose of the method is to give a smooth progression of the costs from year to year and, at the same time, provide for an orderly funding of the unfunded liabilities.

Aggregate Level

The effect of this valuation method is to spread all actuarial gains and losses resulting from experience different than anticipated in our assumptions, over the normal costs to be paid on current and future anniversaries. The purpose of this method is to give a smooth progression of the costs from year to year.

Five Year Asset Smoothing

The actual asset return for each year is compared to the expected return for the year. A portion of this gain or loss is deferred to future years. In the first year after the gain or loss occurred, 20% of the gain or loss is recognized. Each year thereafter an additional 20% of the gain or loss for that year is recognized.

* Limited to 80% and 120% of Market Value.

DISCLOSURE OF ACTUARIAL ASSUMPTIONS

Retirement Plan and Benefit Plan

ECONOMIC ASSUMPTIONS

Discount Rate: Methodology	The Plan's projected future benefit cash flows are discounted back to the Plan's valuation date using the expected rate of return on plan assets.
Single Effective Interest Rate	³ 6.50% per annum
Expected Rate of Return on Plan Assets	³ 6.50% per annum
Future Salary Increases	³ 4.00% per annum (For the purpose of GASB reporting, 3.00% increases due to inflation and 1.00% due to merit/seniority.)
Inflation Rate	² 3.00% per annum
Cost of Living Increase	³ Retirement Plan - Not Applicable; Benefit Plan - Not Applicable
Mandatory Employee Contribution Credited Interest Rate	¹ Retirement Plan - 3.00% per annum; Benefit Plan - Not Applicable

DEMOGRAPHIC (AND OTHER NON-ECONOMIC) ASSUMPTIONS

Retirement	¹ Benefits are assumed to commence at the earlier of 1) attainment of Normal Retirement Age (Valuation - age 55; Study - age 50 and 8 years of service), or 2) attainment of Special Early Retirement Age (Valuation - the later of age 52 and 25 years of service; Study - 25 years of service), but no earlier than one year from the valuation date. If later, the Sheriff is assumed to retire at the end of his four year term. DROP participants are assumed to retire at the end of their DROP Period.
Termination of Employment	³ According to Sarason Table T-2

DISCLOSURE OF ACTUARIAL ASSUMPTIONS

Retirement Plan and Benefit Plan

DEMOGRAPHIC (AND OTHER NON-ECONOMIC) ASSUMPTIONS (continued)

Disability	³ According to 150% of 1964 OASDI Disability Experience Table
January 1, 2024 Mortality Assumption	² Pub-2010 Safety Amount-Weighted Mortality Projected Generationally with Scale MP-2021 (separate employee, retiree, contingent survivor, and disabled retiree tables and male & female tables)
January 1, 2023 Mortality Assumption	² Pub-2010 Safety Amount-Weighted Mortality Projected Generationally with Scale MP-2021 (separate employee, retiree, contingent survivor, and disabled retiree tables and male & female tables)
Benefit Payment Form	¹ 100% of participants are assumed to elect a single life annuity at retirement
Marriage	³ 100% of participants are assumed to be married when the participant dies
Spouse Age	³ Males are assumed to be two years older than females (unless provided)
Dependent Children	³ Participants are assumed to have 2.5 children with an average age of 5 years.
Mandatory Employee Contribution	¹ Retirement Plan - 4.00% of compensation (3.00% of compensation prior to March 1, 2019); Benefit Plan - Not Applicable
Administrative Expense Loading	¹ Retirement Plan - Flat Loading; Benefit Plan - Insurance Premium Only
Insurance Contract Provider	Retirement Plan - Not Applicable; Benefit Plan - The Standard Insurance Co.

¹ Represents an estimate of future experience

² Represents actuary's observation of estimates inherent in market data

³ Represents both ⁽¹⁾ an estimate of future experience, and ⁽²⁾ actuary's observation of estimates inherent in market data

ACTUARIAL METHODS AND ASSUMPTIONS - OTHER DISCLOSURES

Retirement Plan and Benefit Plan

OTHER DISCLOSURES PERTAINING TO ECONOMIC ASSUMPTIONS

Any known change in circumstances that occurs after the valuation date that would affect economic assumptions selected as of the valuation date? None

OTHER DISCLOSURES PERTAINING TO DEMOGRAPHIC ASSUMPTIONS

Any known change in circumstances that occurs after the valuation date that would affect demographic assumptions selected as of the valuation date? None

OTHER DISCLOSURES PERTAINING TO PRESCRIBED ASSUMPTIONS OR METHODS

Any prescribed assumption or method set by another party that significantly conflicts with what, in the actuary's professional judgment, would be reasonable for the purpose of the valuation? None

Any prescribed assumption or method set by another party that the actuary is unable to evaluate for reasonableness for the purpose of the valuation? None

SUMMARY OF PLAN PROVISIONS

Retirement Plan

EFFECTIVE DATE	January 1, 1973 Restated effective January 1, 2013. Latest amended effective September 1, 2022.
PARTICIPATION	Immediate upon enrollment authorizing payroll deductions of required Participant contributions.
ELIGIBILITY FOR BENEFITS:	
Normal Retirement	Valuation - Age 55; Study - Age 50 and 8 years of service
Early Retirement	Age 45 and 20 years of service
Special Early Retirement	Valuation - Age 52 and 25 years of service; Study - 25 years of service
In-Service Retirement	Elected official after age 55 and 32 years of service
Late Retirement	Subject to continued employment after normal retirement
Severance	8 years of service
Deferred Retirement Option Program (DROP)	Attainment of Normal Retirement Age or Special Early Retirement Age, but not yet credited with 32 years of service
Disability	Medically determined
Death	8 years of service

SUMMARY OF PLAN PROVISIONS

Retirement Plan

AMOUNT OF BENEFITS:

Final Average Monthly Salary	One-twelfth (1/12) of the average of the participant's salary for the five (5) calendar years of employment (three (3) calendar years of employment for the purpose of the Study) that produce the highest such average.
Normal Retirement Benefit	The standard retirement benefit is a monthly pension payable for life equal to 2 1/2% of the Final Average Monthly Salary plus \$1.00; this sum multiplied by credited service at Normal Retirement Date (not to exceed 20); plus 2% of Final Average Monthly Salary multiplied by years of service in excess of 20 (not to exceed 12). This retirement benefit is not to exceed 74% of Final Average Monthly Salary plus \$20.
Early Retirement Benefit	The accrued retirement benefit as of the early retirement date payable commencing at normal retirement. However, a participant may elect to have his benefit commence prior to normal retirement in a reduced amount equal to the normal retirement benefit reduced by 5/12% for each month by which the commencement precedes the normal retirement date. For participants with 25 year or more of service, the benefit shall be reduced by 5/12% for each month by which the commencement precedes the special early retirement date.
Special Early Retirement Benefit	The accrued retirement benefit as of the early retirement date payable commencing at normal retirement. However, a participant may elect to have his benefit commence prior to normal retirement in an unreduced amount for an early commencement.
In-Service Retirement Benefit	The standard retirement benefit based upon service and salary as of in-service retirement date payable commencing as of the first day of the month following the in-service retirement date.

SUMMARY OF PLAN PROVISIONS

Retirement Plan

AMOUNT OF BENEFITS:

Late Retirement Benefit	The standard retirement benefit based upon service and salary as of late retirement date payable commencing at late retirement date.
Severance Benefit	<p>After completion of 8 years of credited service, a participant shall be entitled to a deferred vested benefit equal to his accrued retirement benefit at date of separation.</p> <p>In lieu of a vested monthly benefit, a lump sum equaling the 'net amount' of participant contributions may be elected. 'Net amount' is the total of a participant's contributions, less any returned to him from the fund, plus interest compounded annually at the rate of 3.0%.</p> <p>Prior to completion of 8 years of credited service, a participant shall be entitled to the 'net amount' of his contributions paid in the form of a lump sum.</p>
DROP Benefit	The DROP Frozen Benefit is the standard retirement benefit based on service and salary as of the DROP entry date payable commencing no later than 3 years from the DROP entry date and shall not extend beyond the date of completion of 32 years of service. In addition, the DROP Benefit Accumulation will be paid upon actual retirement in the amount of the accumulated DROP Frozen Benefits that would have been payable during the DROP period credited with interest at an annual rate of 3%.
Disability Benefit	The 'net amount' of a participant's contributions payable as a monthly benefit or a lump sum amount.

SUMMARY OF PLAN PROVISIONS

Retirement Plan

AMOUNT OF BENEFITS:

Death Benefit

A lump sum equaling the 'net amount' of a participant's contributions.

In addition, the surviving spouse would be entitled to a monthly benefit payable for her life equal to the survivor benefit that would have been payable if the participant had received the benefit he was entitled to at his date of death in the form of a joint and 100% survivor option.

Optional Forms of Benefit

Life Annuity; Life Annuity with 120 or 240 Months Certain; or Joint and 50%, 66-2/3%, or 100% Survivor Annuity.

NOTE: If information given in this Summary disagrees or appears to disagree with the provisions of the plan legal document, the provisions of the document prevail.

SUMMARY OF PLAN PROVISIONS

Benefit Plan

EFFECTIVE DATE January 1, 1973
Restated effective January 1, 1988.

PARTICIPATION Participation in Monroe County Police Retirement Plan.

ELIGIBILITY FOR BENEFITS:

Disability Medically determined

Death Payable to designated beneficiary

AMOUNT OF BENEFITS:

Disability Benefit Prior to age 65, a monthly benefit is payable as specified in the insurance contract. The Sheriff and the Merit Board may approve a monthly benefit in addition to the insured benefit. The amount of any additional monthly benefit will depend on whether or not the disability was the result of line of duty activities.

After age 65, the entire disability benefit will be paid from the Plan's trust fund.

Death Benefit Each eligible employee is insured by a life insurance contract for the amount of \$25,000. In addition, a monthly benefit payable to the surviving spouse at the time of death in the amount of \$200 and a monthly benefit payable on behalf of each dependent child under age 18 in the amount of \$30 payable until the earlier of the child's eighteenth birthday or death.

NOTE: If information given in this Summary disagrees or appears to disagree with the provisions of the plan legal document, the provisions of the document prevail.



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Auditor Presenter: Brianne Gregory

REQUESTED Meeting Date: 7/23/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

Creation of New Account Line(s) (pg. 2)

Additional Appropriation(s) (pg.2)

Category Transfer(s) (pg.3)

Fund to Fund Transfer (pg.4)

De-Appropriation of Account Line(s) (pg.5)

Salary Ordinance Amendment(s) (pg.6 and/or 7)

Other (Specify): _____

Was the Council Liaison notified prior to submitting the agenda request? **No**

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? **No**

NARRATIVE: (Provide a detailed summary explanation for the request.)

This request is to appropriate the principal and interest for the Bridge Improvement bond payment for 2024.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.

Fund	Acct	Acct Desc	Carry Forward	Original Approp	Add'l Approp	Adj Approp	Total Approp	Expenditure	Unexpnd Balance	Encumbrance	Unexpnd Pct
<input type="checkbox"/> Fund : 1171											
<input type="checkbox"/> Fund Desc : County Major Bridge											
<input type="checkbox"/> Loc : 0000											
<input type="checkbox"/> Loc Desc : No Department											
1171	39244	Fullerton Pike Bridge	0.00	1,000,000.00	6,500,000.00	0.00	7,500,000.00	7,500,000.00	0.00	0.00	0.00%
1171	39245	Mt Tabor Road Bridge #13	0.00	800,000.00	0.00	0.00	800,000.00	236,000.66	563,999.34	0.00	70.50%
1171	39945	Disbursement To Bank	0.00	1.00	0.00	0.00	1.00	0.00	1.00	0.00	100.00%
			0.00	1,800,001.00	6,500,000.00	0.00	8,300,001.00	7,736,000.66	564,000.34	0.00	6.80%
			0.00	1,800,001.00	6,500,000.00	0.00	8,300,001.00	7,736,000.66	564,000.34	0.00	6.80%
			0.00	1,800,001.00	6,500,000.00	0.00	8,300,001.00	7,736,000.66	564,000.34	0.00	6.80%
			0.00	1,800,001.00	6,500,000.00	0.00	8,300,001.00	7,736,000.66	564,000.34	0.00	6.80%

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Auditor MEETING DATE REQUESTED (Tentative): 7/23/2024
Request Presenter(s): Brianne Gregory Phone: 812-349-2515

Was the Council Liaison notified prior to submitting this Agenda Request: Yes

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: [Redacted]

Transfer of Funds

Category

Fund Name: [Redacted]

Fund to Fund

Fund Name A: [Redacted]

Fund Name B: [Redacted]

Salary Ordinance Amendment Effective Date of Amendment: [Redacted]

De-Appropriation of Account Lines

Fund Name: [Redacted]

Other (Specify) [Redacted]

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

The department is requesting appropriation of the Rural Transit pass through grant. We received the attached documentation showing the reimbursement amount of \$238,336.00. The county received both the State and Federal portions of the reimbursement on 6/25/2024.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

Fund	Acct	Acct Desc	Carry Forward Approp	Original Approp	Add'l Approp	Adj Approp	Total Approp	Expenditure	Unexpended Balance	Encumbrance	Unexpended Pct
<input type="checkbox"/> Fund : 8106											
<input type="checkbox"/> Fund Desc : Rural Transit 20.509											
<input type="checkbox"/> Loc : 0000											
<input type="checkbox"/> Loc Desc : No Department											
8106	38350	Grant Distribution	0.00	0.00	310,216.00	0.00	310,216.00	310,216.00	0.00	0.00	0.00%
			0.00	0.00	310,216.00	0.00	310,216.00	310,216.00	0.00	0.00	0.00%
			0.00	0.00	310,216.00	0.00	310,216.00	310,216.00	0.00	0.00	0.00%
			0.00	0.00	310,216.00	0.00	310,216.00	310,216.00	0.00	0.00	0.00%
			0.00	0.00	310,216.00	0.00	310,216.00	310,216.00	0.00	0.00	0.00%
			0.00	0.00	310,216.00	0.00	310,216.00	310,216.00	0.00	0.00	0.00%



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Auditor Presenter: Brianne Gregory

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PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

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De-Appropriation of Account Line(s) (pg.5)

Salary Ordinance Amendment(s) (pg.6 and/or 7)

Other (Specify): _____

Was the Council Liaison notified prior to submitting the agenda request? **No**

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? **No**

NARRATIVE: (Provide a detailed summary explanation for the request.)

The 2021 RDC bond payment is due 8/1/2024. There will be a small balance of \$19.42 remaining in fund 4521 after the June interest is receipted into the fund. This money can only be used for bond payments. The Auditor's Office is requesting that Council appropriate the \$19.42 to pay part of the upcoming bond payment. Zeroing out the fund prevents future confusion as to what the funds can be utilized for. The full payment will be issued as follows:

4521-39945-0000: \$19.42
4921-39945-0000: \$1210.58
Total: \$1230.00

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.

ORDINANCE 2024-31

An Ordinance Readopting Procedures for Awarding Sophia Travis Community Service Grants

WHEREAS, on September 9, 2008, the Monroe County Council (Council) adopted Resolution 2008-51, which established procedures for reviewing and awarding grants to social agencies and not-for-profit organizations and groups to assist in the provision of much needed services to the needy and vulnerable in our community; and

WHEREAS, Resolution 2008-51 has been amended twice by subsequent resolutions; once by Resolution 2013-15 and again by Resolution 2016-23; and replaced in entirety by Resolution 2022-29;

WHEREAS, the Council seeks to eliminate confusion with multiple Resolutions addressing the Sophia Travis Community Service Grants program and desires to have one Resolution that sets forth the clear objectives of the Community Service Grants Committee, the appointment of the Review Committee, and the procedure in which grants shall be awarded; and

WHEREAS, the Council seeks to amend the previously adopted grant procedure to spread available funds among various qualifying agencies; assure the suitability and quality of applications by having the agency focus their efforts on one application at a time; lower the administrative burden by reducing the number of applications of marginal value and provide clarity for collaborative projects.

BE IT, THEREFORE, ORDAINED by the Monroe County Council that the following procedure for the Sophia Travis Community Service Grants Program be adopted to read as follows:

The following applies to the Sophia Travis Community Service Grants Program (formally named the Community Services Grant Program).

1. Creation.

The Council has taken over from the Monroe County Commissioners the responsibilities of granting dollar support to social agencies and has established a budget line titled "Community Services" in recognition of the all-encompassing purpose of the support programs the County Council wishes to support.

With the assumption of this responsibility, the Council seeks to recognize that many Monroe County citizens selflessly donate their time, effort and skills through various social and community agencies in order to improve the quality of life throughout Monroe County and beyond.

The Council wishes to support and encourage the work and goals of private social and community agencies.

The Council understands that Community Services funding has been, and is, discretionary funding in the spirit of good governance through fair and empathetic recognition of those vulnerable in our community.

The Council recognizes that the Community Services funding line is entirely separate from those funding lines which we have established because of statutory requirement and/or dedicated levies, including those for Options, Inc., Stonebelt ARC, local mental health services, Juvenile Justice, etc.

The Community Services line is not to be confused with the grants nearly every County Government Department utilizes and proactively seeks for their missions and operations; and

The Community Services Grant Award Process is a reflection of the Monroe County Citizens' and taxpayers values and priorities, reflecting their recognition of the neediest in our community, and the innovation of those who serve the needy, through the fair representation of the citizenry through their County Council officials, comprised of district and at-large members; to that end, transparency of the governmental process will guarantee fairness and demonstrate how frugally, prudently, and wisely the monies are managed; and

The outreach to Community Service partners by Monroe County Government's County Council will adhere to the best practices of working with local corporate, independent and volunteer-based and operated media outlets; and

They will implement best practices in providing all histories and information about Community Services funding awards and application process online and in hard copy available to all citizens.

2. Community Services Grant Program Name.

- a. The Council recognizes that community service in many forms, from elected official to volunteer, from impassioned speaker to solo musical performer, was a vital component of the life of Sophia Travis.
- b. Sophia served as a member of the Monroe County Council from 2004 until 2008.
- c. During her tenure on the County Council Sophia worked tirelessly to improve the quality of life of Monroe County residents and worked diligently to assist the hundreds of other county residents doing the same.
- d. Sophia's many achievements as an elected official and volunteer range from making county parks and playscapes accessible for all children, to setting aside space for nursing mothers in public buildings.
- e. Sophia's dedicated public service, community leadership, caring family life, kindness and creative spirit are an example to all, worthy of recognition and fitting to memorialize in this fashion.
- f. One of Sophia's proudest accomplishments as a member of the Monroe County Council was to improve the support given to those Monroe County residents who selflessly donate their time, effort and skills through various social and community agencies in order to improve

the quality of life throughout Monroe County and beyond, by assuring that the applications for the limited funds available for support would be considered in a fair, even-handed and transparent process.

- g. For the above stated reasons, the Council hereby renames the Monroe County Community Services Grants Program in honor of Sophia Travis and shall be known as “The Sophia Travis Community Service Grants Program.”

3. Membership and Terms of Review Committee.

The President of the Monroe County Council shall appoint a Review Committee of five (5) persons to review grant applications and make recommendations to the County Council for awarding grants. Three (3) members of the committee shall be members of the Monroe County Council; two (2) additional members shall be drawn from the community at large, based on experience or expertise in community services.

Each of the two (2) members drawn from the community at large, based on experience and expertise in community services shall serve on the Review Committee for a two (2) year term, and this term shall begin on January 1st of the first year of appointment and shall run until December 31st of the second year.

In the event an appointed community at large member is unable to perform their duties during any portion of their two (2) year term, a prior community at large member may be appointed in the interim to perform such duties. The interim community at large member will perform such duties until the appointed community member is able to resume the performance of such duties.

4. Duties.

- a. The Monroe County Council shall focus on the following eligible areas of support when considering grant requests from its Community Services Fund:
 - i. Food, Nutrition, Security, Shelter and Health
 - ii. Transportation Assistance
 - iii. Climate Change
 - iv. Emergency Shortages
 - v. First Responder
 - vi. Veterans’ Assistance
 - vii. Excellence in Government
 - viii. Youth Enrichment Opportunities
- b. The Review Committee shall develop application forms, agreements and other documentation required for the grant process.

- c. In development of actual application forms, agreements and other documentation, the excellent work of the City of Bloomington's Jack Hopkins Fund shall be used as guidelines.
- d. The Review Committee shall review applications submitted by social service agencies.
- e. The Review Committee shall focus on the following criteria when evaluating grant applications:
 - i. Programs must primarily serve Monroe County residents.
 - ii. Likelihood of success of the proposal (i.e., extent to which dollar amount sought will accomplish the professed goal of the proposal).
 - iii. Extent to which the funds sought will leverage additional funds and/or assistance from other partners.
 - iv. Operational expenses such as travel, conference costs, ongoing supply or expense costs, maintenance costs, etc., shall be given low priority in award decisions, but shall not be necessarily excluded from consideration.
 - 1. Support for basic operational expenses will be considered but not given the highest priority.
 - 2. Stipends and/or compensation for temporary project-specific staff will have higher priority.
 - 3. Support for salaries of permanent staff will be considered but not given the highest priority.
- f. The Review Committee shall present to the Council recommendations on the allocation of grants among the social services agencies that submitted applications.
- g. The Council shall formally vote on the Review Committee's recommendations.
- h. The County Council shall encourage transparency throughout the acceptance, review and award of applications. In addition to maintaining copies of all application information, timeline and deadline information, historical and fiscal information regarding the funding, all such information shall also be available to the public through the County's website.

5. Application Guidelines

- a. Agencies with 501(c)(3) status serving the public in Monroe County, Indiana are eligible to apply for grant funding. **Agencies must have a 501(c)(3) status at the time of submission of application. Agencies who do not have 501(c)(3) status at the time of application are encouraged to pursue Collaborative projects with established 501(c)(3) agencies.**
- b. Agencies submitting an application will be required to complete the application packet which includes a cover slide, a grant project proposal narrative, a simple budget for the proposed project, a year-end financial statement and a W-9 form. Additional guidance on how and what information to include as part of the application will be available to applicants on the annual application information sheet.

- c. Agencies will submit their grant application packet to the Council Office. Instructions on how to do so will be included on the annual application information sheet.
- d. All grant applicants are requested to give a presentation in support of their agency and their grant request to the Review Committee. Applicants will be advised as to the time of these presentations once the date and time is determined for that grant year.
- e. Agencies submitting an application for a Sophia Travis Community Service Grant will be limited to one (1) application per agency, unless the Collaborative Project exception is applicable.
- f. **Collaborative Project Guidelines**
 - i. As an exception to the one (1) application per agency rule, agencies may submit applications as a Collaborative Project. Those agencies submitting an application as part of a Collaborative Project may also submit one other application that addresses the standard criteria.
 - ii. A Collaborative Project is an application submitted by two (2) or more agencies working together to solve common problems and better address local social service needs in one (1) of the eight (8) public need areas identified in Section 4(a).
 - 1. **For collaborative projects, one agency must be a 501(c)(3) and will serve as the fiscal agent. The 501(c)(3) will be referenced as the primary agency. Any other agencies will be referenced as secondary. The secondary agency and/or agencies are not required to have a 501(c)(3) status.**
 - iii. Applicants pursuing funding for Collaborative Projects should:
 - 1. Declare in their application that the agency is seeking funds as a Collaborative Project and describe the project
 - 2. Identify each agency involved in the Collaborative Project and describe each agency's mission, operations, and services
 - 3. Describe how each agency involved in the Collaborative Project complements or benefits one another
 - 4. Describe the existing relationships between the agencies and how the level of communication and coordination will change as a result of the project
 - 5. Identify any challenges to the collaboration and set forth steps that address the greatest challenges to its success
 - 6. Complete a Memorandum of Understanding signed by authorized representatives of the collaborating agencies and detailing the allocation of duties between them. **The MOU should be filed at the time of the application.**
 - iv. **Scoring for Collaborative Project**
 - 1. **Applications for Collaborative projects will be evaluated in the same manner as any other agency application.**
- g. The Review Committee will submit a list to the Council for approval at a Council meeting, date to be determined, and at which time the allocation of grant funding to the applicants will be announced.

Presented to the Monroe County Council and adopted this **23rd** day of **July, 2024**.

* * * * *

MONROE COUNTY COUNCIL

Aye Nay Abstain Not Present _____
Trent Deckard, President

Aye Nay Abstain Not Present _____
Jennifer Crossley, President Pro Tempore

Aye Nay Abstain Not Present _____
Marty Hawk, Councilor

Aye Nay Abstain Not Present _____
Peter Iversen, Councilor

Aye Nay Abstain Not Present _____
Geoff McKim, Councilor

Aye Nay Abstain Not Present _____
Cheryl Munson, Councilor

Aye Nay Abstain Not Present _____
L. Kate Wiltz, Councilor

ATTEST:

Brienne Gregory, Auditor
Monroe County, Indiana

Date

QUARTERLY FUND SUMMARY BALANCE 2024

This is a LOW Combined Ledger Report. This report summarizes the entire fund's receipts, expenditures, appropriations, unexpended appropriations and cash balance.

Property Tax Levy Fund

Fund	Fund Name	Certified Budget Amount	1/1/2024 Cash Balance
1000	General	\$ 48,777,223.00	\$ 25,552,427.70
1107	Aviation	\$ 1,503,330.00	\$ 420,113.75
1114	LIT-Special Purpose	\$ 3,930,339.00	\$ 5,877,567.82
1135	Cumulative Bridge	\$ 20,755,299.00	\$ 2,467,844.55
1159	Health	\$ 982,509.00	\$ 1,891,840.84
1170	Public Safety LIT	\$ 3,962,024.00	\$ 2,651,121.33
1176	Motor Vehicle Highway	\$ 6,877,754.00	\$ 1,739,296.27
1186	Rainy Day	\$ -	\$ 7,697,601.24
1215	Election	\$ 1,722,733.00	\$ 928,527.46
1224	Reassessment	\$ 845,997.00	\$ 368,980.85
1233	LIT-Correctional	\$ -	\$ -
4932	Food and Beverage	\$ -	\$ 1,646,485.19

1ST QTR					
Reciepts	Appropriations	Expenditures	Unexpended	Percentage (Unexpended)	Cash Balance
\$ 32,552,778.02	\$ 48,777,232.99	\$ 12,509,076.49	\$ 36,268,156.50	74.35%	\$ 20,043,701.53
\$ 577,113.67	\$ 1,503,330.00	\$ 428,937.56	\$ 1,074,392.44	71.47%	\$ 148,176.11
\$ 6,779,519.32	\$ 3,930,339.00	\$ 836,168.49	\$ 3,094,170.51	78.73%	\$ 5,943,350.83
\$ 2,471,715.83	\$ 3,020,038.60	\$ 1,359,373.50	\$ 1,660,665.10	54.99%	\$ 1,112,342.33
\$ 2,129,571.65	\$ 982,509.00	\$ 193,636.73	\$ 788,872.27	80.29%	\$ 1,935,934.92
\$ 3,552,955.08	\$ 4,249,562.01	\$ 955,059.80	\$ 3,294,502.21	77.53%	\$ 2,597,895.28
\$ 2,786,109.33	\$ 6,844,070.24	\$ 1,159,486.19	\$ 5,684,581.05	83.06%	\$ 1,626,620.14
\$ 7,772,488.20	\$ 1,500,000.00	\$ -	\$ 1,500,000.00	100.00%	\$ 7,772,488.20
\$ 1,400,331.34	\$ 1,722,733.00	\$ 186,592.44	\$ 1,536,140.56	89.17%	\$ 1,213,738.90
\$ 369,728.54	\$ 845,997.00	\$ 249,854.27	\$ 596,142.73	70.47%	\$ 119,874.27
\$ 106,065.00	\$ -	\$ -	\$ -		\$ 106,065.00
\$ 1,755,940.19	\$ -	\$ -	\$ -		\$ 1,755,940.19

QUARTERLY FUND SUMMARY BALANCE 2024

This is a LOW Combined Ledger Report. This report summarizes the entire fund's receipts, expenditures, appropriations, unexpended appropriations and cash balance.

Property Tax Levy Fund

Fund	Fund Name	Certified Budget Amount	1/1/2024 Cash Balance
1000	General	\$ 48,777,223.00	\$ 25,552,427.70
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1135	Cumulative Bridge	\$ 20,755,299.00	\$ 2,467,844.55
1159	Health	\$ 982,509.00	\$ 1,891,840.84
1170	Public Safety LIT	\$ 3,962,024.00	\$ 2,651,121.33
1176	Motor Vehicle Highway	\$ 6,877,754.00	\$ 1,739,296.27
1186	Rainy Day	\$ -	\$ 7,697,601.24
1215	Election	\$ 1,722,733.00	\$ 928,527.46
1224	Reassessment	\$ 845,997.00	\$ 368,980.85
1233	LIT-Correctional	\$ -	\$ -
4932	Food and Beverage	\$ -	\$ 1,646,485.19

Overall Totals as of 6-30-2024					
Receipts	Appropriations	Expenditures	Unexpended	Cash Balance	
\$ 56,385,506.76	\$ 50,680,347.19	\$ 25,244,531.37	\$ 25,435,815.82	\$ 31,140,975.39	
\$ 1,337,434.76	\$ 1,503,330.00	\$ 81,443.08	\$ 809,263.42	\$ 643,829.03	
\$ 8,691,406.82	\$ 3,930,947.00	\$ 1,779,931.30	\$ 2,151,015.70	\$ 6,911,475.52	
\$ 3,819,857.57	\$ 3,120,038.60	\$ 1,879,927.99	\$ 1,240,110.61	\$ 1,939,929.58	
\$ 2,281,449.15	\$ 982,509.00	\$ 405,456.86	\$ 577,052.14	\$ 1,875,992.29	
\$ 5,281,163.83	\$ 4,249,562.01	\$ 1,921,439.82	\$ 2,328,122.19	\$ 3,359,724.01	
\$ 3,926,024.73	\$ 6,921,084.54	\$ 2,259,122.59	\$ 4,661,961.95	\$ 1,666,902.14	
\$ 7,772,488.20	\$ -	\$ -	\$ -	\$ 7,772,488.20	
\$ 2,240,869.16	\$ 1,722,733.00	\$ 651,576.50	\$ 1,071,156.50	\$ 1,589,292.66	
\$ 806,399.92	\$ 854,497.00	\$ 382,306.12	\$ 472,190.88	\$ 424,093.80	
\$ 212,130.00	\$ 402,570.00	\$ 59,718.05	\$ 342,851.95	\$ 152,411.95	
\$ 1,827,351.65	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 1,821,351.65	

2ND QTR					
Receipts	Appropriations	Expenditures	Unexpended	Percentage Unexpended	Cash Balance
\$ 23,832,728.74	\$ 1,903,114.20	\$ 12,735,454.88	\$ 25,435,815.82	52.15%	\$ 11,097,273.86
\$ 760,781.94	\$ -	\$ 265,129.02	\$ 809,263.42	53.83%	\$ 495,652.92
\$ 1,911,887.50	\$ 608.00	\$ 943,762.81	\$ 2,151,015.70	54.73%	\$ 968,124.69
\$ 1,348,141.74	\$ 100,000.00	\$ 520,554.49	\$ 1,240,110.61	5.97%	\$ 827,587.25
\$ 151,877.50	\$ -	\$ 211,820.13	\$ 577,052.14	58.73%	\$ (59,942.63)
\$ 1,728,208.75	\$ -	\$ 966,380.02	\$ 2,328,122.19	58.76%	\$ 761,828.73
\$ 1,139,915.40	\$ 77,014.30	\$ 1,099,633.40	\$ 4,661,961.95	67.78%	\$ 40,282.00
\$ -	\$ (1,500,000.00)	\$ -	\$ -		\$ -
\$ 840,537.82	\$ -	\$ 464,984.06	\$ 1,071,156.50	62.18%	\$ 375,553.76
\$ 436,671.38	\$ 8,500.00	\$ 132,451.85	\$ 472,190.88	55.81%	\$ 304,219.53
\$ 106,065.00	\$ 402,570.00	\$ 59,718.05	\$ 342,851.95		\$ 46,346.95
\$ 71,411.46	\$ 6,000.00	\$ 6,000.00	\$ -		\$ 65,411.46

ADDITIONAL APPROPRIATION ADDITIONALS SUMMARY

BUDGET YEAR: 2024

FUND NUMBER & DESCRIPTION	3/31/2024						6/30/2024					
	1/1/2024		1ST QTR		ADJUSTED BUDGET PERCENTAGE	1ST QTR		2ND QTR		ADJUSTED BUDGET PERCENTAGE	2ND QTR	
	CERTIFIED BUDGET TOTAL	CASH BALANCE	ADDITIONAL and/or DE APPROPRIATIONS	BUDGET TOTAL		ENDING CASH BALANCE	ADDITIONAL and/or DE APPROPRIATIONS	BUDGET TOTAL	ENDING CASH BALANCE			
1000 - General Fund	48,777,223.00	25,552,427.70	9.99	48,777,232.99		20,043,701.53	1,903,114.20	50,680,347.19	3.90%	31,140,975.39		
1107 - Aviation	1,503,330.00	420,113.75		1,503,330.00		148,176.11		1,503,330.00		643,829.03		
1114 - LIT Special Purpose	3,930,339.00	5,877,567.82		3,930,339.00		5,943,350.83	608.00	3,930,947.00	0.02%	6,911,472.52		
1135 - Cumulative Bridge	2,075,599.00	2,467,844.55	944,439.60	3,020,038.60	45.50%	1,112,342.36	100,000.00	3,120,038.60	3.31%	1,939,929.58		
1159 - Health	982,509.00	1,891,840.84		982,509.00		1,935,934.92		982,509.00		1,875,992.29		
1170 - Public Safety LIT	3,962,024.00	2,651,121.33	287,538.01	4,249,562.01	7.26%	2,597,895.28		4,249,562.01		3,359,724.01		
1176 - Motor Veh Hwy	6,877,754.00	1,739,296.27	(33,683.76)	6,844,070.24	-0.49%	1,626,620.14	77,014.30	6,921,084.54	1.13%	1,666,902.14		
1186 - Rainy Day	0.00	7,697,601.24	1,500,000.00	1,500,000.00		7,772,448.20	(1,500,000.00)	0.00		772,488.20		
1215 - Election	1,722,733.00	928,527.46		1,722,733.00		1,213,738.90		1,722,733.00		1,589,292.66		
1224 - Reassessment	845,997.00	368,980.85		845,997.00		119,874.27	8,500.00	854,497.00	1.00%	424,093.80		
1233 - LIT Correctional	0.00	0.00		0.00		106,065.00	402,570.00	402,570.00		152,411.95		
4932 - Food & Beverage	0.00	1,646,485.19		0.00		1,755,940.19	6,000.00	6,000.00		1,821,351.65		