



# MONROE COUNTY COUNCIL

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

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

## COUNCIL MEETING AGENDA

Tuesday, July 9, 2024 at 5:00 pm

Nat U. Hill Meeting Room and Teams Connection

[Click here to join the meeting](#)

Meeting ID: 261 480 065 293

Passcode: 75mXxn

- The public's video feed will be turned off by the meeting administrator.
- The public will be able to listen and record.
- The public should raise their hand if they wish to speak during the public comment period.

\* \* \* \* \*

*"Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County, should contact the Monroe County Title VI Coordinator, E Sensenstein, (812) 349-7314, [esensenstein@co.monroe.in.us](mailto:esensenstein@co.monroe.in.us), as soon as possible, but no later than forty-eight (48) hours before the scheduled event. Individuals requiring special language services should, if possible, contact the Monroe County Title VI Coordinator at last seventy-two (72) hours prior to the date on which the services will be needed. The meeting is open to the public."*

### 1. CALL TO ORDER

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### 2. PLEDGE OF ALLEGIANCE

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### 3. ADOPTION OF AGENDA

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### 4. PUBLIC COMMENT – items NOT on the agenda (limited to 3 minutes per speaker)

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### 5. DEPARTMENT UPDATES– items NOT on the agenda (limited to 10 minutes per department)

- E Sensenstein: Employee Services
  - Jamie Neibel: Emergency Management
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### 6. COUNCIL LIAISON UPDATES

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### 7. CONSENT AGENDA ITEMS

#### A. HIGHWAY DEPARTMENT

**Request Creation of a New Account Line and Simultaneously Approve a Category Transfer**

Vernal Pike Connector Road, 8165-0000

**FROM:**

37446 Right-of-Way \$1,015,700

**TO:**

37417 Project Consultant \$1,015,700 *New Account Line*

The Department has requested to create an account line for a Project Consultant in their Vernal Pike Grant Fund. The account line was inadvertently not created when the grant fund was created.

**B. PROBATION DEPARTMENT**

## Request Approval of a Category Transfer

**FROM:**

30105	Incentives Special Services	<u>\$ 2,833.16</u>
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**TO:**

The Department was awarded \$60,000 for the 2024 Sequential Intercept Model Grant. The grant funds a Licensed Clinician and Recovery Coach. Due to staffing issues by the contractual partner, the program was not able to begin until December 2023. The grant agency has permitted the budget be amended to use the unspent funds on staff training. The services currently being provided will be unaffected by this request. The Department has applied for additional funding for the 2024-2025 grant year.

**HEALTH DEPARTMENT, Lori Kelley**

NACCHO, 8130-9624

30006	Contractual	\$1,140	<i>New Account Line</i>
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30028	Training and Travel	\$ 429	New Account Line
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The Department received a grant through the National Association of County and City Health Officials (NACCHO). Grant deliverables include developing and implementing project goals aligned with MRC Operational Readiness in order to strengthen and build its MRC volunteer base. The term is effective until 09/29/24.

**PROBATION DEPARTMENT, Linda Brady**

JDAI Programming, 9123-0000

20210	Program Supplies	\$ 1,250	<i>New Account Line</i>
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22105	Supervision Incentives	\$ 6,975
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30075	MC3 Summit	\$ 2,500
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TOTAL	<u>\$50,000</u>
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The Department received grant funding to implement the Juvenile Detention Alternatives Initiative (JDAI) in Monroe County for the 2024-2025 grant year. Funding for Programming will be used to continue contractual relationships with Centerstone, Family Solutions, People and Animals Learning Services, and The Warehouse. Funding will also support the virtual book club, accessibility services for the Monroe County Childhood Conditions Summit, training, and supervising incentives.

**B. Request the Creation of a New Account Line and Simultaneously Approve Additional Appropriations**

JDAI Coordination, 9122-0000

20001	Office Supplies	\$ 600.00	
21020	Food	\$ 3,750.00	
30006	Contractual	<u>\$10,650.00</u>	<i>New Account Line</i>
	<b>TOTAL</b>	<b>\$15,000.00</b>	

The Department received grant funding to implement the Juvenile Detention Alternatives Initiative (JDAI) in Monroe County for the 2024-2025 grant year. Funding for Coordination incorporates support for JDAI committees including training, meals, supplies, and software licenses.

[illegible]

**C. Request the Creation of a New Account Line and Simultaneously Approve an Additional Appropriation**

JDAI Data Analysis, 9175-0000

30006	Contractual	\$10,000.00	<i>New Account Line</i>
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The Department received grant funding to implement the Juvenile Detention Alternatives Initiative (JDAI) in Monroe County for the 2024-2025 grant year. Funding for Data Analysis incorporates contractual agreements for data analysis and software.

**10. SHERIFF'S OFFICE, Phil Parker and Jamie Jahnke**

**A. Request the Creation of a New Account Line and to Simultaneously Amend the 2024 Salary Ordinance**

General Fund-Sheriff, 1000-0005

**FROM:**

15161	Administrative Coordinator	35 hours	COMOT C	Non-Exempt
15162	Administrative Coordinator	35 hours	COMOT C	Non-Exempt
15163	Administrative Coordinator	35 hours	COMOT C	Non-Exempt
15166	Administrative Coordinator	35 hours	COMOT C	Non-Exempt
15167	Administrative Coordinator	35 hours	COMOT C	Non-Exempt
15181	Administrative Coordinator	35 hours	COMOT C	Non-Exempt

**TO:**

15161	Administrative Coordinator	40 hours	COMOT C	Non-Exempt
15162	Administrative Coordinator	40 hours	COMOT C	Non-Exempt
15163	Administrative Coordinator	40 hours	COMOT C	Non-Exempt
15166	Administrative Coordinator	40 hours	COMOT C	Non-Exempt
15167	Administrative Coordinator	40 hours	COMOT C	Non-Exempt
15181	Administrative Coordinator	40 hours	COMOT C	Non-Exempt

**ADD:**

15159	Administrative Coordinator	40 hours	COMOT C	Non-Exempt	(New Account Line)
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The Department currently has 11 Administrative Coordinator positions. Five are 40-hour positions, and six are 35-hour positions. The 35-hour positions are consistently working over 35 hours per week. In addition, there are two (2) part-time positions that the Department would like to combine into one full-time, 40-hour position. The Sheriff is requesting, to improve efficiency, move these positions within the department to 40-hour positions. Additional appropriations are not needed at this time. Time sheets are available upon request.

[illegible]

### B. Request to Amend the 2024 Salary Ordinance

22

General Fund-Sheriff, 1000-0005

**FROM:**

15110	Civil Process Server	35 Hours	Civ POLE B	Non-Exempt
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15120	Civil Process Server	35 Hours	Civ POLE B	Non-Exempt
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**TO:**

15110	Civil Process Server	40 Hours	Civ POLE B	Non-Exempt
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15120	Civil Process Server	40 Hours	Civ POLE B	Non-Exempt
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The Department has requested that the Civil Process Server positions move from 35 to 40 hours per week. If item A is approved, the positions will be the only in the department that are 35 hours. In addition, there is a current opening for this position which has not received many applications. The Department believes this is due to the number of work hours advertised. The Sheriff is requesting to move these positions from a 35-hour work week to 40. Additional appropriations are not needed at this time.

[illegible]

### C. Request Approval of a De-Appropriation

30

General Fund-Sheriff, 1000-0005

17101	Overtime	\$4,493.06
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This request was presented to Council at the 05-28-24 meeting to correct CHIRP expenses. Unfortunately, the Fund was advertised incorrectly and thus the Auditor's Office was not able to process it. The fund has been re-advertised correctly and will need to be re-approved by Council.

**MEETING RECESS – 6:30 pm**

## 11. COUNTY COUNCIL

## Request Approval of a De-Appropriation

2022 BAN Capital, 4816-0000

30013	Professional Services	\$ 9,667,101.90
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45151	Property Acquisition	\$ 496,227.09
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**TOTAL \$10,163,328.99**

## 12. COUNCIL COMMENTS

### 13. ADJOURNMENT



# MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

[COUNCILREQUESTS@CO.MONROE.IN.US](mailto: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.**

Have you completed all possible in-house and category transfers PRIOR to making this request? No

**Fund Name:** Vernal Pike Connector Road

Account Number:	Account Description:	Amount Requested:
37417	Project Consultant	

[illegible]

**TOTAL REQUEST AMOUNT: \$ 0.00**

REQUEST FOR A CATEGORY TRANSFER OF APPROPRIATION(S)

Have you completed all possible in-house transfers PRIOR to making this request? No

Department: Highway

Fund Name: Vernal Pike Connector Road

Fund Number: 8165 Location Number: 0000

TRANSFER FROM:

Account Number:	Account Description:	Amount Requested:
37446	Right-of-Way	\$ 1,015,700.00
GRAND TOTALS MUST MATCH.		GRAND TOTAL: \$ 1,015,700.00

TRANSFER TO:

Account Number:	Account Description:	Amount Requested:
37417	Project Consultant	\$ 1,015,700.00
GRAND TOTALS MUST MATCH.		GRAND TOTAL: \$ 1,015,700.00



# MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

[COUNCILREQUESTS@CO.MONROE.IN.US](mailto:COUNCILREQUESTS@CO.MONROE.IN.US)

Department: Probation Presenter: Anthony Williams

**REQUESTED** Meeting Date: 7/9/2024

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

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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? 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 Circuit Court Probation Department was awarded \$60,000 for the 2024 Sequential Intercept Model Grant. The funds from the grant provide for a Licensed Clinician and Recovery Coach. These positions allow for immediate access to treatment services for individuals placed on community supervision after being sentenced and/or released from incarceration.

The program was not able to get up and running due to staffing issues by the contractual partner until December 2023. Additionally, referrals for the Recovery Coach have not occurred at the levels that were initially anticipated. The demand for the Intake Clinician has exceeded expectations.

Our granting agency has permitted us to amend our grant budget to use these unspent grant monies to fund staff training. This request is to transfer funds in the necessary categories in accordance with the budget amendments approved by our granting agency.

The services currently being provided will be unaffected and undiminished by this request. We have applied for additional funding for the 2024-2025 grant year.

**COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.**

## REQUEST FOR A CATEGORY TRANSFER OF APPROPRIATION(S)

Council recommends making in-house transfers PRIOR to requesting a category transfer.

Department: Probation

Fund Name: Justice Partners SIM 93,788

Fund Number: 8160 Location Number: 9624

### TRANSFER FROM:

Account Number:	Account Description:	Amount Requested:
<u>30006</u>	<u>Contractual</u>	<u>\$ 16,900.00</u>
<u>30105</u>	<u>Incentives Special Services</u>	<u>\$ 2,833.16</u>
<u> </u>	<u> </u>	<u> </u>
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<u> </u>	<u> </u>	<u> </u>
<b>GRAND TOTALS MUST MATCH.</b>		<b>GRAND TOTAL: <u>\$ 19,733.16</u></b>

### TRANSFER TO:

Account Number:	Account Description:	Amount Requested:
<u>30028</u>	<u>Training/Travel</u>	<u>\$ 19,733.16</u>
<u> </u>	<u> </u>	<u> </u>
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<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<b>GRAND TOTALS MUST MATCH.</b>		<b>GRAND TOTAL: <u>\$ 19,733.16</u></b>



# MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

[COUNCILREQUESTS@CO.MONROE.IN.US](mailto:COUNCILREQUESTS@CO.MONROE.IN.US)

Department: HEALTH Presenter: LORI KELLEY

**REQUESTED Meeting Date:** 7/9/2024

**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 Health Department has been awarded a grant of \$5,000 through the National Association of County and City Health Officials (NACCHO). NACCHO received grant funding from the Department of Health and Human Services' Office of the Assistant Secretary of Preparedness and Response in order to build capacity of the local Medical Reserve Corps (MRC) units.

Grant deliverables include developing and implementing project goals aligned with MRC Operational Readiness in order to strengthen and build its MRC volunteer base. The term is effective until September 29, 2024.

**COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.**

Have you completed all possible in-house and category transfers PRIOR to making this request? No

Fund Name: NACCHO

[illegible]Page 2  
Updated 4/2024



# MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

[COUNCILREQUESTS@CO.MONROE.IN.US](mailto:COUNCILREQUESTS@CO.MONROE.IN.US)

Department: Probation Presenter: Anthony Williams

**REQUESTED Meeting Date:** 7/9/2024

**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? **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 Circuit Court received grant funding to implement the Juvenile Detention Alternatives Initiative (JDAI) in Monroe County for the 2024-2025 grant year.

The Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative is a bipartisan movement for juvenile justice reinvestment. The initiative involves the reallocation of government resources away from mass incarceration and toward investment in youth, families, and communities. For over 20 years, the Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative (JDAI) has proven that the juvenile justice system's dual goals of promoting positive youth development and enhancing public safety are not in conflict and can be greatly strengthened by eliminating unnecessary or inappropriate confinement.

As a JDAI site, the Monroe Circuit Court continues to pursue JDAI's eight core strategies to accomplish this objective. This appropriation request is to support the coordination and implementation of creating alternatives to securely detaining youth using 100% grant funding from the Indiana Department of Correction.

Funding for programming incorporates funds to continue our contractual relationships with the Centerstone (provides ADAPT program for youth), Family Solutions (provides the Parent Project curriculum to youth and families), People & Animals Learning Services (provides engaging activities with horses for youth and families) and The Warehouse (provides supervised mentorships). Funding will also support our virtual book club, accessibility services for the Monroe County Childhood Conditions Summit, training, and supervision incentives.

**COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.**

Have you completed all possible in-house and category transfers PRIOR to making this request? Yes

Fund Name: JDAI Programming

[illegible]Page 2  
Updated 4/2024

Acct	Loc Desc	Acct Desc	Carry Forward Approp	Original Approp	Addt'l Approp	Total Approp	Expenditure	Unexpend Balance	Encumbrance	Unexpend Pct
Fund : 9123										
Fund Desc : JDAI Programming (even-odd)										
Loc : 0000										
Loc Desc : No Department										
20012	No Department	Educational Supplies	1,062.28	0.00	0.00	1,062.28	1,062.28	0.00	0.00	0.00%
22105	No Department	Supervision Incentives	2,191.28	0.00	0.00	2,191.28	2,191.28	0.00	0.00	0.00%
30006	No Department	Contractual	10,630.00	0.00	0.00	10,630.00	10,630.00	0.00	0.00	0.00%
30028	No Department	Training/Travel	4,764.14	0.00	0.00	4,764.14	4,764.14	0.00	0.00	0.00%
30800	No Department	Postage	46.70	0.00	0.00	46.70	46.70	0.00	0.00	0.00%
			18,694.40	0.00	0.00	18,694.40	18,694.40	0.00	0.00	0.00%
			18,694.40	0.00	0.00	18,694.40	18,694.40	0.00	0.00	0.00%
			18,694.40	0.00	0.00	18,694.40	18,694.40	0.00	0.00	0.00%
			18,694.40	0.00	0.00	18,694.40	18,694.40	0.00	0.00	0.00%
			18,694.40	0.00	0.00	18,694.40	18,694.40	0.00	0.00	0.00%



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Forward request and corresponding documentation/information to:

[COUNCILREQUESTS@CO.MONROE.IN.US](mailto:COUNCILREQUESTS@CO.MONROE.IN.US)

Department: Probation

Presenter: Anthony Williams

**REQUESTED Meeting Date:** 7/9/2024

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



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



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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? 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 Circuit Court received grant funding to implement the Juvenile Detention Alternatives Initiative (JDAI) in Monroe County for the 2024-2025 grant year.

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As a JDAI site, the Monroe Circuit Court continues to pursue JDAI's eight core strategies to accomplish this objective. This appropriation request is to support the coordination and implementation of creating alternatives to securely detaining youth using 100% grant funding from the Indiana Department of Correction.

Funding for Coordination incorporates support for our JDAI committees including training, meals, supplies, and software licenses.

**COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.**

Have you completed all possible in-house and category transfers PRIOR to making this request? Yes

Fund Name: JDAI Programming

[illegible]Page 2  
Updated 4/2024

Acct	Loc Desc	Acct Desc	Carry Forward Approp	Original Approp	Addt'l Approp	Total Approp	Expenditure	Unexpend Balance	Encumbrance	Unexpend Pct
[-] Fund : 9122										
[-] Fund Desc : JDAI Coordination (even-odd)										
[-] Loc : 0000										
[-] Loc Desc : No Department										
20001	No Department	Office Supplies	2.68	0.00	0.00	2.68	2.68	0.00	0.00	0.00%
21020	No Department	Food	925.21	0.00	0.00	925.21	925.21	0.00	0.00	0.00%
30028	No Department	Training/Travel	2,895.93	0.00	0.00	2,895.93	2,895.93	0.00	0.00	0.00%
30041	No Department	Software	6.30	0.00	0.00	6.30	6.30	0.00	0.00	0.00%
			3,830.12	0.00	0.00	3,830.12	3,830.12	0.00	0.00	0.00%
			3,830.12	0.00	0.00	3,830.12	3,830.12	0.00	0.00	0.00%
			3,830.12	0.00	0.00	3,830.12	3,830.12	0.00	0.00	0.00%
			3,830.12	0.00	0.00	3,830.12	3,830.12	0.00	0.00	0.00%
			3,830.12	0.00	0.00	3,830.12	3,830.12	0.00	0.00	0.00%



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Forward request and corresponding documentation/information to:

[COUNCILREQUESTS@CO.MONROE.IN.US](mailto:COUNCILREQUESTS@CO.MONROE.IN.US)

Department: Probation Presenter: Anthony Williams

**REQUESTED Meeting Date:** 7/9/2024

**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? **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 Circuit Court received grant funding to implement the Juvenile Detention Alternatives Initiative (JDAI) in Monroe County for the 2024-2025 grant year.

The Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative is a bipartisan movement for juvenile justice reinvestment. The initiative involves the reallocation of government resources away from mass incarceration and toward investment in youth, families, and communities. For over 20 years, the Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative (JDAI) has proven that the juvenile justice system's dual goals of promoting positive youth development and enhancing public safety are not in conflict and can be greatly strengthened by eliminating unnecessary or inappropriate confinement.

As a JDAI site, the Monroe Circuit Court continues to pursue JDAI's eight core strategies to accomplish this objective. This appropriation request is to support the coordination and implementation of creating alternatives to securely detaining youth using 100% grant funding from the Indiana Department of Correction.

Funding for Data Analysis incorporates contractual agreements for data analysis and software.

**COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.**

Have you completed all possible in-house and category transfers PRIOR to making this request? Yes

**Fund Name:** JDAI Data Analysis

[illegible]Page 2  
Updated 4/2024



# MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

[COUNCILREQUESTS@CO.MONROE.IN.US](mailto:COUNCILREQUESTS@CO.MONROE.IN.US)

Department: Sheriff Presenter: Jamie Jahnke/Phil Parker

**REQUESTED Meeting Date:** 5/28/2024

**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? **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.)

We have 11 Administrative Coordinator positions. Five are 40-hour positions, and the other six are 35-hour positions. The 35-hour positions are consistently working 35 hours a week. In addition, there are two part-time positions that we are requesting to combine into a one full-time 40-hour position. After discussions with the Sheriff, to help with efficiency, we would like to move all positions to 40-hour positions. Only the positions in the General Fund would need to be amended. Additional appropriation of funds is not needed, at this time. Time-sheets are available if need be. Request to Amend the 2024 Salary Ordinance General Fund- Sheriff, 1000-0005

FROM:

15161 Administrative Coordinator	35 hours	COMOT C	Non-Exempt
15162 Administrative Coordinator	35 hours	COMOT C	Non-Exempt
15163 Administrative Coordinator	35 hours	COMOT C	Non-Exempt
15166 Administrative Coordinator	35 hours	COMOT C	Non-Exempt
15167 Administrative Coordinator	35 hours	COMOT C	Non-Exempt
15181 Administrative Coordinator	35 hours	COMOT C	Non-Exempt
17801 Part-Time			

TO:

15161 Administrative Coordinator	40 hours	COMOT C	Non-Exempt
15162 Administrative Coordinator	40 hours	COMOT C	Non-Exempt
15163 Administrative Coordinator	40 hours	COMOT C	Non-Exempt
15166 Administrative Coordinator	40 hours	COMOT C	Non-Exempt
15167 Administrative Coordinator	40 hours	COMOT C	Non-Exempt
15181 Administrative Coordinator	40 hours	COMOT C	Non-Exempt

ADD:

15159 (New) Administrative Coordinator	40 hours	COMOT C	Non-Exempt (new account)
--	----------	---------	--------------------------

**COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.**

## REQUEST FOR A SALARY ORDINANCE AMENDMENT – AMEND EXISTING POSITION(S)

Please contact the Council office to:

- Confirm if there is need for your request to be considered by the Personnel Administration Committee first
- Obtain a fiscal impact report
- Ensure accuracy of your Department's Organizational Chart

Department: Sheriff Requested Effective Date: 5/19/2024

### Position 1:

#### Current Position Information:

Will this position's salary be split between two funds? No

Fund Name: General Account Line: 17801

Fund Number: 1000 Location Number: 0005

Job Title: Office Administrator Part-Time Hours per week: 28

Classification: Part-Time Level: Part-Time Step increase level: Minimum

#### Requested Amendments: (Complete all that apply.)

Job Title: Office Administrator Hours per week: 40

Classification: COMOT Level: C Step increase level: 1-Year

### Position 2:

#### Current Position Information:

Will this position's salary be split between two funds? No

Fund Name: General Account Line: 15181

Fund Number: 1000 Location Number: 0005

Job Title: Office Administrator Hours per week: 35

Classification: COMOT Level: C Step increase level: Minimum

#### Requested Amendments: (Complete all that apply.)

Job Title: Office Administrator Hours per week: 40

Classification: COMOT Level: C Step increase level: 8-Year

**If you are requesting amendments to additional positions, please attach a document including all information requested above.**



# MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

[COUNCILREQUESTS@CO.MONROE.IN.US](mailto:COUNCILREQUESTS@CO.MONROE.IN.US)

Department: Sheriff Presenter: Jamie Jahnke/Phil Parker

**REQUESTED** Meeting Date: 5/28/2024

**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? 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.)

Page 2

In addition to the Administrative Coordinator position, we are requesting that the Civil Process Server positions move from 35 hours to 40 hours. Those positions would be the only 35 hour positions within the Department if the Administrative Coordinator are approved. The open position has not received many applications, which we believe is partially due to the number of work hours advertised. Moving the positions to 40 hours will help improve our candidate list as well.

Request to Amend the 2024 Salary Ordinance

General Fund-Sheriff, 1000-0005

From:

15110 Civil Process Server	35 hours	Civil Pole B	Non-Exempt
15120 Civil Process Server	35 hours	Civil Pole B	Non-Exempt

To:

15110 Civil Process Server	40 hours	Civil Pole B	Non-Exempt
15120 Civil Process Server	40 hours	Civil Pole B	Non-Exempt

**COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.**

# ESTIMATED COMPENSATION FISCAL IMPACT

Calendar Year: 2024

## ACCOUNT LINES

FT Insurance: \$12,316  
FICA: 7.65%  
PERF: 14.20%  
Longevity: Varies

18001  
18101  
18201  
17601

**Total  
Fiscal  
Impact=  
\$40,064**

Department: Sheriff

Fund: 1000-0005

Position Title: Administrative Coordinator

FLSA Status: Non-Exempt

Current Weekly Hours: 35 **40**

Account Line: 15161 **15161**

Hourly Base Rate: \$28.97 **\$28.97**

Classification: COMOT **COMOT**

Step Level: C **C**

Salary: \$ 52,726.00 \$ 60,258.00

Insurance: \$ 12,316.00 \$ 12,316.00

FICA: \$ 4,034.00 \$ 4,610.00

PERF: \$ 7,488.00 \$ 8,557.00

Longevity: \$ - \$ -

**TOTALS \$ 76,564.00 \$ 85,741.00**

ESTIMATED

Total Annual

Fiscal Impact

\$ 7,532.00

\$ -

\$ 576.00

\$ 1,069.00

\$ -

**\$ 9,177.00**

Remaining  
Payroll Claims

**13**

EFFECTIVE DATE

**6/30/2024**

PROPOSED

FISCAL IMPACT

\$ 3,766.00

\$ -

\$ 288.00

\$ 535.00

\$ -

**\$ 4,589.00**

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: 1000-0005

Position Title: Administrative Coordinator

FLSA Status: Non-Exempt

Current Weekly Hours: 35 **40**

Account Line: 15162 **15162**

Hourly Base Rate: \$26.43 **\$26.43**

Classification: COMOT **COMOT**

Step Level: C **C**

Salary: \$ 48,103.00 \$ 54,975.00

Insurance: \$ 12,316.00 \$ 12,316.00

FICA: \$ 3,680.00 \$ 4,206.00

PERF: \$ 6,831.00 \$ 7,807.00

Longevity: \$ - \$ -

**TOTALS \$ 70,930.00 \$ 79,304.00**

ESTIMATED

Total Annual

Fiscal Impact

\$ 6,872.00

\$ -

\$ 526.00

\$ 976.00

\$ -

**\$ 8,374.00**

Remaining  
Payroll Claims

**13**

EFFECTIVE DATE

**6/30/2024**

PROPOSED

FISCAL IMPACT

\$ 3,436.00

\$ -

\$ 263.00

\$ 488.00

\$ -

**\$ 4,187.00**

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.

# ESTIMATED COMPENSATION FISCAL IMPACT

Calendar Year: 2024

## ACCOUNT LINES

FT Insurance: \$12,316  
FICA: 7.65%  
PERF: 14.20%

18001  
18101  
18201

Department: Sheriff

Fund: 1000-0005

Position Title: Administrative Coordinator

FLSA Status: Non-Exempt

Remaining Payroll Claims
13
EFFECTIVE DATE
6/30/2024
PROPOSED FISCAL IMPACT
\$ 3,436.00
\$ -
\$ 263.00
\$ 488.00
\$ -
\$ 4,187.00

Current Weekly Hours:	35	40	
Account Line:	15163	15163	
Hourly Base Rate:	\$26.43	\$26.43	
	Current	Requested	ESTIMATED
Classification:	COMOT	COMOT	Total Annual
Step Level:	C	C	Fiscal Impact
Salary:	\$ 48,103.00	\$ 54,975.00	\$ 6,872.00
Insurance:	\$ 12,316.00	\$ 12,316.00	\$ -
FICA:	\$ 3,680.00	\$ 4,206.00	\$ 526.00
PERF:	\$ 6,831.00	\$ 7,807.00	\$ 976.00
Longevity:			\$ -
TOTALS	\$ 70,930.00	\$ 79,304.00	\$ 8,374.00

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: 1000-0005

Position Title: Administrative Coordinator

FLSA Status: Non-Exempt

Remaining Payroll Claims
13
EFFECTIVE DATE
6/30/2024
PROPOSED FISCAL IMPACT
\$ 2,973.00
\$ -
\$ 228.00
\$ 422.00
\$ -
\$ 3,623.00

Current Weekly Hours:	35	40	
Account Line:	15166	15166	
Hourly Base Rate:	\$22.87	\$22.87	
	Current	Requested	ESTIMATED
Classification:	COMOT	COMOT	Total Annual
Step Level:	C	C	Fiscal Impact
Salary:	\$ 41,624.00	\$ 47,570.00	\$ 5,946.00
Insurance:	\$ 12,316.00	\$ 12,316.00	\$ -
FICA:	\$ 3,185.00	\$ 3,640.00	\$ 455.00
PERF:	\$ 5,911.00	\$ 6,755.00	\$ 844.00
Longevity:			\$ -
TOTALS	\$ 63,036.00	\$ 70,281.00	\$ 7,245.00

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.

# ESTIMATED COMPENSATION FISCAL IMPACT

Calendar Year: 2024

## ACCOUNT LINES

FT Insurance: \$12,316  
FICA: 7.65%  
PERF: 14.20%

18001  
18101  
18201

Department: Sheriff

Fund: 1000-0005

Position Title: Administrative Coordinator

FLSA Status: Non-Exempt

Current Weekly Hours: 35 **40**

Account Line: 15167 **15167**

Hourly Base Rate: \$25.41 **\$25.41**  
Current Requested

Classification: COMOT **COMOT**

Step Level: C **C**

Salary: \$ 46,247.00 \$ 52,853.00

Insurance: \$ 12,316.00 \$ 12,316.00

FICA: \$ 3,538.00 \$ 4,044.00

PERF: \$ 6,568.00 \$ 7,506.00

Longevity: \$ - \$ -

**TOTALS \$ 68,669.00 \$ 76,719.00**

ESTIMATED

Total Annual  
Fiscal Impact

\$ 6,606.00

\$ -

\$ 506.00

\$ 938.00

\$ -

**\$ 8,050.00**

Remaining  
Payroll Claims

**13**

EFFECTIVE DATE  
**6/30/2024**

PROPOSED  
FISCAL IMPACT

\$ 3,303.00

\$ -

\$ 253.00

\$ 469.00

\$ -

**\$ 4,025.00**

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: 1000-0005

Position Title: Administrative Coordinator

FLSA Status: Non-Exempt

Current Weekly Hours: 35 **40**

Account Line: 15181 **15181**

Hourly Base Rate: \$26.43 **\$26.43**  
Current Requested

Classification: COMOT **COMOT**

Step Level: C **C**

Salary: \$ 48,103.00 \$ 54,975.00

Insurance: \$ 12,316.00 \$ 12,316.00

FICA: \$ 3,680.00 \$ 4,206.00

PERF: \$ 6,831.00 \$ 7,807.00

Longevity: \$ - \$ -

**TOTALS \$ 70,930.00 \$ 79,304.00**

ESTIMATED

Total Annual  
Fiscal Impact

\$ 6,872.00

\$ -

\$ 526.00

\$ 976.00

\$ -

**\$ 8,374.00**

Remaining  
Payroll Claims

**13**

EFFECTIVE DATE  
**6/30/2024**

PROPOSED  
FISCAL IMPACT

\$ 3,436.00

\$ -

\$ 263.00

\$ 488.00

\$ -

**\$ 4,187.00**

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 ADDITIONAL POSITION** **ELIMINATE 2 PART TIME & ADD 1 FULL TIME**

## **PART-TIME to FULL-TIME CHANGE**

Fund: 1000-0005  
 Position Title: Administrative Coordinator

FLSA Status:

Current Weekly Hours:	28	14	40	
Account Line:	17801	17801	15159	
Hourly Base Rate:	\$17.36	\$16.00	\$22.87	ESTIMATED
	Current	Current	Requested	
Classification:	Part	Part	COMOT C	Total Annual
Step Level:	time	time	Minimum	Fiscal Impact
Salary:	\$ 25,277.00	\$ 11,648.00	\$ 47,570.00	\$ 10,645.00
Insurance:			\$ 12,316.00	\$ 12,316.00
FICA:	\$ 1,934.00	\$ 892.00	\$ 3,640.00	\$ 814.00
PERF:			\$ 6,755.00	\$ 6,755.00
Longevity:				\$ -
<b>TOTALS</b>	<b>\$ 27,211.00</b>	<b>\$ 12,540.00</b>	<b>\$ 70,281.00</b>	<b>\$ 30,530.00</b>

Remaining Payroll  
Claims

**13**

EFFECTIVE DATE

**6/30/2024**

PROPOSED FISCAL  
IMPACT

\$ 5,323.00

\$ 6,158.00

\$ 407.00

\$ 3,378.00

\$ -

**\$ 15,266.00**

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.

# ESTIMATED COMPENSATION FISCAL IMPACT

Calendar Year: 2024

## ACCOUNT LINES

FT Insurance: \$12,316  
FICA: 7.65%  
PERF: 14.20%

18001  
18101  
18201

**Total  
Fiscal  
Impact =  
\$8,333**

Department: Sheriff

Fund: 1000-0005

Position Title: Civil Process Server

FLSA Status: Non-Exempt

Remaining Payroll Claims
<b>13</b>
<b>EFFECTIVE DATE</b> <b>6/30/2024</b>
<b>PROPOSED</b> <b>FISCAL IMPACT</b>
\$ 3,354.00
\$ -
\$ 257.00
\$ 477.00
\$ -
<b>\$ 4,088.00</b>

Current Weekly Hours:	35	<b>40</b>	
Account Line:	15110	<b>15110</b>	
Hourly Base Rate:	\$25.80	<b>\$25.80</b>	
	Current	<b>Requested</b>	<b>ESTIMATED</b>
Classification:	COMOT	<b>COMOT</b>	Total Annual
Step Level:	C	<b>C</b>	Fiscal Impact
Salary:	\$ 46,956.00	\$ 53,664.00	\$ 6,708.00
Insurance:	\$ 12,316.00	\$ 12,316.00	\$ -
FICA:	\$ 3,593.00	\$ 4,106.00	\$ 513.00
PERF:	\$ 6,668.00	\$ 7,621.00	\$ 953.00
Longevity:			\$ -
<b>TOTALS</b>	<b>\$ 69,533.00</b>	<b>\$ 77,707.00</b>	<b>\$ 8,174.00</b>

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: 1000-0005

Position Title: Civil Process Server

FLSA Status: Non-Exempt

Remaining Payroll Claims
<b>13</b>
<b>EFFECTIVE DATE</b> <b>6/30/2024</b>
<b>PROPOSED</b> <b>FISCAL IMPACT</b>
\$ 3,483.00
\$ -
\$ 267.00
\$ 495.00
\$ -
<b>\$ 4,245.00</b>

Current Weekly Hours:	35	<b>40</b>	
Account Line:	15120	<b>15120</b>	
Hourly Base Rate:	\$26.79	<b>\$26.79</b>	
	Current	<b>Requested</b>	<b>ESTIMATED</b>
Classification:	COMOT	<b>COMOT</b>	Total Annual
Step Level:	C	<b>C</b>	Fiscal Impact
Salary:	\$ 48,758.00	\$ 55,724.00	\$ 6,966.00
Insurance:	\$ 12,316.00	\$ 12,316.00	\$ -
FICA:	\$ 3,730.00	\$ 4,263.00	\$ 533.00
PERF:	\$ 6,924.00	\$ 7,913.00	\$ 989.00
Longevity:			\$ -
<b>TOTALS</b>	<b>\$ 71,728.00</b>	<b>\$ 80,216.00</b>	<b>\$ 8,488.00</b>

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.

### Sheriff's Office Comp Time Report

			COMP Time Earned During Each Claim in 2024								
Job Title	Account Line	2023 EOY Balance	Claim 2	Claim 3	Claim 4	Claim 5	Claim 6	Claim 7	Claim 8	Claim 9	Claim 10
Admin Coordinator	15161	35		5	5	3				5	
Admin Coordinator	15162						9	2.67		4.25	4
Admin Coordinator	15163	33.07									
Admin Coordinator	15166										
Admin Coordinator	15167	32.66	1.75	3	4		2.5			2	1
Admin Coordinator	15181										
Civil Process Server	15110										
Civil Process Server	15120	43.38	4.75	2	4.75					2.25	1.5

CLAIM 1	CLAIM 2	CLAIM 3	CLAIM 4	CLAIM 5	CLAIM 6	CLAIM 7	CLAIM 8	CLAIM 9	CLAIM 10	CLAIM 11	CLAIM 12
	7 P earned, 1 C earned	2 C earned	7 P earned, 1 C earned	0	7 P earned	1 C earned	7 P earned, 2 C earned	5 C earned	7 P earned	1 C earned	7 P earned
21 V used, 28 H used, 21 C used	4 P used, 7 H used	7 H used	7 P used	0	2 C used	.5 C used	7 H used	7 H used	0	6 P used, 7 H used	7 H used
4.25 C earned	7 P earned, 4.75 C earned, 112 V earned	2 C earned	7 P earned, 4.75 C earned	0	7 P earned	0	7 P earned	2.25 C earned	7 P earned, 1.5 C earned	0.5 C earned	7 P earned, 1.5 C earned
21 H used	7 P used, 7 C used, 7 H used	7 H used	7 P used, 7 C used	9 P used, 8.5 C used	2.5 P used	7 P used	28 P used, 35 V used	0	0	7 H used	7 H used
3 C earned	7 P earned, 9 C earned, 112 H earned	5 C earned	7 P earned, 4 C earned	8.75 C earned	7 P earned, 5 C earned	5 C earned	7 P earned, 4 C earned	4 C earned	7 P earned, 105 V earned, 8 C earned	5 C earned	7 P earned, 5 C earned
7 P used, 7 C used, 21 H used	7 H used	5 P used, 7 H used	9 C used	1 C used	3 C used	11 C used	7 P used, 7 V used, 21 C used, 7 H used	21 P used, 2 C used, 7 H used	0	12 C used, 7 H used	6 C used, 7 H used
1.75 C earned	7 P earned, 112 H earned	5 C earned	7 P earned, .75 C earned	0	7 P earned, 3 C earned	0	7 P earned, 6.5 C earned	5 C earned	Transfer	Transfer	Transfer
7 V used, 1 C used, 21 H used	7 H used	7 H used	6.5 P used, 3 C used	3 P used	14 V used, 5 C used	21.5 P used, 12 V used	3 C used, 8 H used	5.03 C used	Transfer	Transfer	Transfer
0	7 P earned, 140 V earned, 2 C earned, 112 H earned	5 C earned	7 P earned, 5 C earned	3 C earned	7 P earned	0	7 P earned	5 C earned	7 P earned, 1 C earned	0	7 P earned
14 P used, 21 H used	7 H used	7 H used	21 P used, 14 C used	0	7 P used	35 P used	35 P used, 7 H used	.5 C used, 7 H used	0	1.5 C used, 7 H used	63 V used, 7 H used
5 C earned	7 P earned, 1.75 C earned, 112 H earned	3 C earned	7 P earned, 4 C earned	70 V earned	7 P earned	2.5 C earned	7 P earned	2 C earned	7 P earned, 1 C earned	0	7 P earned
7 C used	7 H used	7 H used	0	6 P used	2 P used, .5 C used	35 V used	.5 P used, 2.5 C used, 7 H used	9 P used, 7 V used, .5 C used	.5 C used	1 P, 3 C used, 14 H used	17 P used, 7 C used, 7 H used
0	7 P earned, 6.17 C earned, 112 H earned	1.5 C earned	7 P earned, 8.75 C earned	4.25 C earned	7 P earned, .82 C earned	9 C earned	7 P earned, 2.67 C earned	4.25 C earned	7 P earned, 4 C earned	1.42 C earned	7 P earned, 3 C earned
49 V used, 21 H used	7 H used	3 P used, 7 H used	0	0	3.75 P used	0	11.75 C used, 7 H used	3.5 P used, 7 H used	0	4 C used, 7 H used	7 P used, 7.5 C used
				0	0	0	0				

Key:

Comp Time generated due to working over 70 hours

Comp Time used

P = Personal Time  
C = Comp Time  
V = Vacation Time  
H = Holiday Time



# MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

[COUNCILREQUESTS@CO.MONROE.IN.US](mailto:COUNCILREQUESTS@CO.MONROE.IN.US)

Department: Sheriff Presenter: Jamie Jahnke

**REQUESTED** Meeting Date: 5/14/2024

**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.)

Correcting CHIRP expenses into the CHIRP grant.

**COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.**

### REQUEST THE DE-APPROPRIATION OF ACCOUNT LINE(S) WITHIN A FUND

**Please reach out to the Council Office PRIOR to submitting this request to confirm all steps involved.**

Department: Sheriff

**Fund Name:** Operation Pullover

Fund Number: 1000 Location Number: 0005

[illegible]