Adopting Body	Description	Number	Date
Council	Certification of Avon School Referendum	11-01	1/13/2011
Council	Brownsburg Library Capital Projects Fund	11-02	5/12/2011
Commissioners	LINK Grant	11-03	8/9/2011
Commissioners	County Telephone Policy	11-04	8/9/2011
Commissioners	Commissioner's Certificate Sale	11-05	11/8/2011
Commissioners	Lifelong Living Community	11-06	11/22/201
Commissioners	County Vehicle Policy	11-07	12/13/201
Commissioners	ADA Guidlelines for Pedestrian Facilities in ROW	11-08	12/13/201
Commissioners	ADA Coordinator & Procedures	11-09	12/13/201
Commissioners	ADA Transition Plan for Pedestrian Facilities in ROW	11-10	12/13/201
1 har shine			
A PARTING			

2011 HENDRICKS COUNTY RESOLUTIONS

RESOLUTION 11-01 HENDRICKS COUNTY COUNCIL

CERTIFICATION OF AVON COMMUNITY SCHOOL CORPORATION

PUBLIC QUESTION

WHEREAS, the Hendricks County Council ("Council") has received from the Board of School Trustees ("Board") of Avon Community School Corporation ("School Corporation") a certified copy of a resolution adopted by the Board on January 4, 2011 (the "Resolution"), in accordance with IC 20-46-1-8; and

WHEREAS, the Resolution sets forth the Board's determination to place a public question requesting a referendum tax levy under IC 20-46-1 on the ballot for the May 3, 2011 election; and

WHEREAS, IC 20-46-1-12 provides that the Council must, under IC 3-10-9-3, certify the question to be voted on at the referendum to the county election board.

NOW, THEREFOR, BE IT RESOLVED, by the Hendricks County Council, as follows:

1. In accordance with IC 3-10-9-3 and IC 20-46-1-12, the Council hereby certifies the following question to the county election board:

"For the seven (7) calendar years immediately following the holding of the referendum, shall the Avon Community School Corporation impose a property tax rate that does not exceed 17.05 cents (\$0.1705) on each One Hundred Dollars (\$100) of assessed valuation and that is in addition to all other property tax levies imposed by the School Corporation?"

2. In accordance with IC 20-46-1-13, the county clerk is hereby directed to call a meeting of the county election board to make arrangements for the referendum.

Adopted this 13th day of January, 2011.

HENDRICKS COUNTY COUNCIL Myron C, Anderson R. Hesson Oncy Nancy G. Johnson

Resolution 1 | - 0 |January 13, 2011 Page 2

Tuke

Jay R. Puckett

Richard A. Thompson

Brad Whicker

Nathaniel Woods

Cinda Kattau Cinda Kattau, County Auditor ATTEST:

RESOLUTION #11-<u>02</u> OF APPROPRIATE FISCAL BODY OF ACTION ON LIBRARY CAPITAL PROJECTS PLAN

Whereas, the Brownsburg Public Library has adopted a Library Capital Projects Plan as provided for in IC 36-12-12, be it resolved that the Hendricks County Council, being the appropriate Fiscal Body for the Brownsburg Public Library as designated in IC 36-12-12-4, does hereby approve the Plan as received by this body on the 19th day of April, 2011.

ADOPTED THIS 12th DAY OF MAY, 2011

AYE

NAY

Myron C. Anderson

Larry R. Hesson

Nancy G. Johnson

Jay R. Puckett

Richard A. Thompson

Brad Whicker

Nathaniel Woods

Myron C. Anderson

Larry R. Hesson

Nancy G. Johnson

Jay R. Puckett

Richard A. Thompson

Brad Whicker

Nathaniel Woods

Attest:

Cinda Kattau, Auditor



MITCHELL E. DANIELS JR., Governor Michael B. Cline, Commissioner

Writer's Direct Line

MEMORANDUM

TO: Section 5311 Grantees

FROM: James English Program Manager Public Transit Section

DATE: June 20, 2011

RE: 2012 Section 5311 Application Package

Enclosed is the application package for you to complete and submit to our office by <u>August 12, 2011.</u> NO APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE. This letter is not an approval, only a notice that the Office of Transit (OT) will consider providing financial assistance pending the outcome of our application review process.

Before completing the application, read the application completely. It is important that the information be presented in the same order as requested. The OT requires you to use the format provided in the application. As you complete your application, your information must be accurate and complete.

Please keep in mind the following:

- ATTACHMENT 1, (Operating Budget) Local Match <u>must</u> be identified (Medicaid, Older Americans, etc.) In-Kind must have justification and prior INDOT approval
- ATTACHMENT 5, (Certifications & Assurances), only send back pages 44-45
- Submit Cost Allocation Plan if claiming Indirect Cost (which is most of you)
- APPENDIX E (Authorizing Resolution) authorized official would be Commissioner (County), Mayor (City) or President of Broad (Town) and Applicant would be _____ County Commissioners, City of _____, or Town of
- APPENDIX F (5333(b) Special Warranty) insert "Applicant" name. Don't forget to post in it's entirety (pages 64-66) along with ATTACHMENT 7 & 8 where drivers can see it.

INDOT will be e-mailing your Federal allocation amounts in the next few days. At this time we don't have the PMTF amounts, so for application purposes, use last year's amount. As in years past, we will make adjustments to the budgets when we receive the final PMTF allocations. Because of the American Recovery and Reinvestment Act (ARRA) grants there will be **no capital grants in the 2012 grant cycle**.

Remember, applications are due back August 12, 2011, with one (1) original and one (1) copy.

If you have any questions, or need additional information, please contact me at (317) 232-1483.

JE/vlr Enclosure

TABLE OF CONTENTS

		Tab
APPLICANT INFORM	ATION	1
APPLICANT INFORM	IATION	
I. PROJECT DESC	RIPTION	
II. COORDINATION	/PUBLIC PARTICIPATION	
III. PROJECT JUSTI	FICATION	
ATTACHMENTS		2
ATTACHMENT 1 -	Operating Project Budget	
ATTACHMENT 2 -	Operating Budget Worksheet	
ATTACHMENT 3 -	Capital Project Budget	
ATTACHMENT 4 -	Vehicle Inventory Form	
ATTACHMENT 5 -	Certifications and Assurances	
ATTACHMENT 6 -	Local Assurances	
ATTACHMENT 7 -	Acceptance of Section 5333(b) Warranty	
ATTACHMENT 8 -	Section 5333(b) Warranty Providers	
ATTACHMENT 9 -	Categorical Exclusions for Capital Projects	
ATTACHMENT 10 -	Certification of Use of Project Equipment, Facilities & Property	
ATTACHMENT 11 -	Pass-Through Agreement	
SUPPLEMENTAL DO	DCUMENTS	3
Daily Vehicle Inspection	on Checklist	
Brochure		
Need Identification As	sessment	
Provider Survey Sum	mary	
Provider Notification of	of transportation Services	
TAC Meeting Minutes		

Memorandum of Understanding

1

(.)

Letter of Support from United Way of Hendricks County

APPLICATION INFORMATION FOR SECTION 5311 & 5311(f) ASSISTANCE

NAME OF APPLICATION:

Hendricks County Commissioners

355 W Washington St. Danville, IN 46122

ADDRESS:

TELEPHONE:

1

1

CONTACT PERSON:

Pat Cockrum at 317-745-4715

317-745-9221

E-MAIL ADDRESS:

pgcockrum@sycamoreservices.com

TYPE OF GRANT APPLICATION

OPERATING

(X) Operating

() Intercity Operating

- * Identify Grant Year 2012
- * Amount of Federal Funds Requested: \$518,818
- * Amount of State PMTF Funds Requested: \$172,364

CAPITAL

() Capital

() Intercity Capital

NA

- * Identify Grant Year 2012
- * Amount of Federal Funds Requested:
- * Amount of State PMTF Funds Requested:

NA

I. PROJECT DESCRIPTION

A. APPLICANT'S EXISTING SERVICES & SERVICE AREA

1. Identify the type and provide a brief description of the existing transportation services. For Brokerage Services, explain current demand handling and scheduling system and capabilities.

Sycamore Services' mission is to make a difference in the lives of individuals with disabilities and other experiencing daily challenges by providing services that increase independence and enhance quality of life. One avenue to independence is the **demand response** transportation services provided in partnership with the community. Hendricks County Senior Services and Sycamore Services, under the auspices of Hendricks County Commissioners, operate this service. Last year 82,099 one-way trips were provided via 42 vehicles covering almost 800,000 miles. The purpose of the transportation is to ensure people with disabilities or those who are elderly or indigent have assistance going to and from work to and from other community activities such as doctor appointments, dialysis appointments, employment, grocery shopping, or other necessary purposes. The transportation service operates 6am to 6pm Monday through Friday.

Last year 521 trips were denied due to lack of number of available of vehicles and the demand for services continues to grow as the county's population increases. In 2002 and again in 2008 the United Way of Central Indiana completed a county wide needs assessment. According to their findings, accessibility in terms of the need for public and specialized transportation systems was identified by many respondents to the Household survey, by participants in focus groups discussing issues ranging from child care to special needs of the elderly and those with disabilities, and by respondents to the surveys as part of the AdvantAge project. Recent public debate concerning service levels and financing of the IndyGo public transit system has also highlighted the almost complete economic dependence of many residents on access to affordable transportation. In addition, a community partner agency has requested Sycamore Services to expand business hours so that their clients have employment transportation.

2. Provide a description of the service area (provide demographic, economic, and geographic information).

Services are offered in Hendricks and Morgan counties.

Demographic Information - Hendricks County is the second fastest growing county in Indiana, and the median age of the population is aging, thus creating an ever increasing need for transportation services. About 70% of Hendricks County can be described as urban, and almost of all the remaining amount is described as rural. About half of the population report having children and more than half report being married. The county is also almost evenly divided in the male to female ratio and more than 90% of the residents describe themselves as Caucasian. The median age is 36. Morgan County is similarly divided in the male to female ratio, and yet more than 98% of the residents describe themselves as Caucasian and the median age is 40.

Economic Information – In Hendricks County, the town of Plainfield is the largest town and serves as the dominant employment center in the county due to thriving industrial parks, proximity to the Indianapolis International Airport, and easy access to major thoroughfares I-70 and US 40. Plainfield is the best situated of all towns in Hendricks County in regards to transportation resources, economic development and affordable housing. The majority of work in Hendricks County is given to construction for males and to health care at 17% for females. More than a quarter of all residents make less than \$35,000 per year in Hendricks County, 9% of those families and individuals are make under the poverty level, yet 29% make above \$75,000. The median household income is \$65,000 annually. In Morgan County two major towns exist: Martinsville in the center of the county, and Mooresville in the northern section of the county. Both towns are the main employment centers in the county due to industrial parks, healthcare facilities, and easy access to major thoroughfares. Median household income is just above \$54,000 annually yet 14% of individuals and families make below the poverty level.

Geographic Information – All of the service area described is located in central Indiana immediately west and southwest of Indianapolis and Marion County. The region is characterized as suburban in the east and rural in the western portions. A large of the more than 1,000 square kilometers is farm land protected by life-long citizens of the county. More southwest of Indianapolis, Morgan County is characterized as rural. The county's geography is highlighted by the White River flowing north to south through it, and the location of major hilly ranges in the south.¹

3. Identify the most current number of annual passengers (clientele) served or annual passenger (clientele) trips provided. Please indicate the year.

In 2010 there were 82,099 passengers provided with one way trips which increased from 68,609 in 2009.

4. Provide a breakdown of types of passengers (clientele) served by major population groups (e.g., elderly, low income, minority, disabled, etc.)

- While income is not a current demographic tracked, the majority of passengers are either low or fixed income.
- 65% White
- 18% African American
- 1% Hispanic
- < 1% American Indian
- < 1% Asian/Pacific Islander
- 17 % Elderly
- 82% Disabled
- 1% both elderly and disabled

B. PROPOSED PROJECT

¥

1. OPERATING PROJECTS

a. Identify the type(s) of services to be provided through the Section 5311 grant:

<u>Demand Responsive</u>: Identify the type of demand responsive service. For demand responsive, describe the service area characteristics, days and hours of service, number of vehicles in service, and fare structure for all ride categories, including any discount categories.

Demand Response	both immediate and prearranged
Service Area characteristics	Hendricks and Morgan Counties
Days/Hours	Hendricks County Monday through Friday 6am to 6pm. Morgan County Monday through Friday 7am to 5pm.
Number of Vehicles	360 total seats are available in 42 vehicles
Fare structure	Hendricks County \$3 in town, \$4 throughout the county, Morgan County \$4 in town and \$5 throughout the county
Discount Categories	NA
Services	are all existing services

b. Under all service types indicate whether the proposed project is a continuation of existing, expansion, or new service.

¹ Facts about Hendricks counties were found at <u>http://www.justia.com/us-states/indiana/hendricks-county/</u>. Facts about Morgan County were found at <u>http://www.justia.com/us-states/indiana/hendricks-county/</u>.

http://quickfacts.census.gov/qfd/states/18/18109lk.html and through the Census Bureau.

All services are existing services.

c. Describe any special programs or services for target groups (such as the elderly, disabled, or minorities).

Services are offered without regard to their situation, however, are targeted to those who are elderly, disabled, or indigent.

5. PROCUREMENT

1

The system operates under the Procurement Policy of Sycamore Rehabilitation Services Hendricks County ARC, Inc.

6. SYSTEM OPERATION

a. <u>Organization</u>: Describe the organization of the existing or proposed transit system. Be specific, particularly as it relates to defining management and operations functions and lines of responsibility. Also, please attach an organizational chart depicting this information.

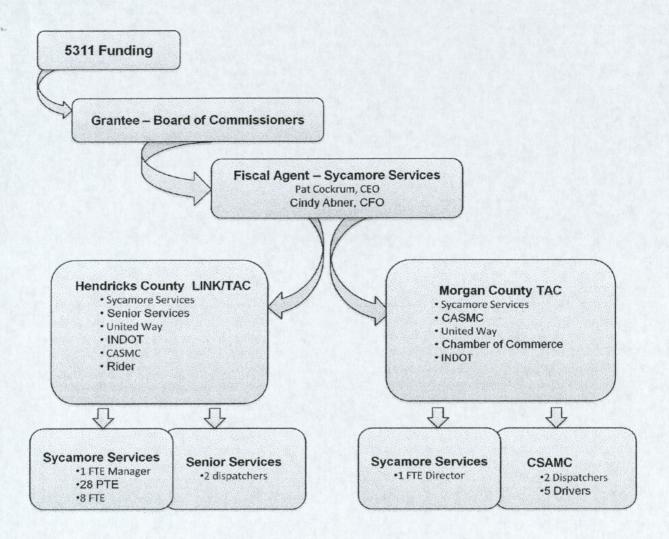
Sycamore Services currently has 39 of employees that have transportation service responsibilities. This includes one manager, 28 part time employees, and 8 full time employees. There are two dispatchers employed by Hendricks County Senior Services for this program. Dispatching is conducted by the Hendricks County Senior Services as outlined in the county's coordination plan.

Hendricks and Morgan County public transportation is managed by the LINK Transportation Advisory Committee (TAC), which includes members of the Hendricks County Senior Services, Sycamore Services, Coordinated Aging Services of Morgan County, United Way of Central Indiana, INDOT, and a rider (when available.). Senior Services LINK manager was hired in 2009 and handles daily activities including driver supervision and dispatch. Senior Services and Sycamore Services both provide drivers to operate the system's vehicles.

Morgan County public transit is overseen by the TAC, which also includes members from Sycamore Services, CASMC, United Way of Central Indiana, the County Commissioners, Chamber of Commerce and INDOT. Sycamore Services in Morgan County employs a director who acts as the public transit manager. CASMC is the dispatcher and driver supervisor. Five drivers operate the system's vehicles.

Hendricks County Board of Commissioners is the grantee; Sycamore Services is the fiscal agent. Reports are made to Sycamore Services, with their executive director filing required reports and managing the budget.

See Organizational Chart below.



b. Service Provider (identify who will provide the service).

A private not-for-profit consortium led by Sycamore Services, Hendricks County Senior Services, and CASMC will provide the public transit service under an agreement with the Hendricks County Commissioners.

c. <u>Management Plan</u>: Describe in detail the level of experience the transportation management and operations personnel have in operating or brokering (if applicable) a transportation program.

Identify who will perform the maintenance and provide a clear and detailed explanation of the maintenance program. (Note: the Office of Transit expects all Applicants requesting vehicles, to have a plan for a preventative maintenance program. Brokerage Services Applicants do not need to answer this question.)

Sycamore Services executive director has more than 20 years experience in transportation management. The executive director of Senior Services has more than 25 years experience, and the director of CASMC has five years experience. The Hendricks County dispatcher has eight years experience, and the Morgan County dispatcher has three years experience.

Sycamore Services full time employee Jett Wells, manages overall maintenance. Drivers conduct daily vehicle inspections and weekly inspections are conducted by maintenance staff. Mileage is tracked daily allowing for scheduled preventative maintenance per manufacturer specifications. Drivers are also expected to follow all vehicle operation and road safety, vehicle inspection, and maintenance guidelines outlined in the Public Transit Operators Manual. In addition, each driver is trained and expected to notify dispatch when their vehicle is due for service. Each driver is trained and signs off on a policy that thoroughly describes safety and maintenance. Part of that policy indicates that a pre-trip inspection is to be completed each day. It also indicates that the Department Director, or designated staff, will be responsible for regular maintenance of all company owned vehicles. Any maintenance and repair logs are completed and reviewed regularly. Local service stations in Danville and Martinsville complete service work and RTAP's recommended preventative maintenance program is followed. Other maintenance is provided by a variety of sources depending on the source of the problem or maintenance need and availability.

d. <u>Marketing Plan</u>: Describe the goal of the number of passenger boardings that you hope to achieve in the next calendar year. Describe any existing and proposed promotional techniques and programs to attract ridership. At a minimum, the Office of Transit expects all applicants to design some basic public information (bus schedules, ride guides, etc.) and develop a plan for its dissemination.

We expect the number of boardings to increase between 15 and 20% as the need continues to increase.

Transportation services are "marketed" in a variety of ways; however, the need is so remarkable that not much marketing is necessary. Current vans have phone numbers printed directly on them. Marketing information also includes available transportation services and is distributed in both Hendricks and Morgan Counties at the local social service offices, apartment complexes, laundry-mats etc. Sycamore Services also works with Senior Services to ensure seniors are aware of the availability of transportation services, and Sycamore Services works closely with other non-profit agencies that provide services to the elderly and those with disabilities. Information regarding transportation services is included in the INDOT annual report, Sycamore Services annual report, and on brochures distributed throughout various locations in the community. Sycamore Services' CEO, Pat Cockrum, also references the program when he provides public presentations for the United Way and to community service clubs. More than 250 LINK brochures were printed and distributed last year. Transportation service information is also included on Sycamore Services' website.

7. SYSTEM PERFORMANCE

a. Describe in detail any planned procedures for monitoring and evaluating the transit system's performance. Also, identify performance standards that will be used in this monitoring program.

Surveys have been distributed annually to 20% of the riders. The response rate has typically been between 10—15% of the program participants. Clients were asked if they were better able to access needed services because of transportation available, if delivery is timely, safe, and pleasant. 80% of riders expressed overall satisfaction with the transportation program. The TAC committee reviews any feedback and surveys, addressing any concerns as appropriate. Safety records and incident reports are also monitored and reviewed regularly by supervising staff and the TAC committee. In addition, quarterly reports are provided to the Board of Commissioners.

b. Describe any techniques planned or implemented that will help contain transit operating costs and maximize operating revenues.

The operating cost per mile is\$1.29 and the operating cost per one-way passenger trip is \$12.25. (To calculate cost per mile: Divide the total cost of providing transportation service last year by the total vehicle miles traveled by the passenger vehicles. To calculate cost per one-way passenger trip: Divide

the total cost of providing transportation service last year by the number of one-way passenger trips provided last year. Passenger trip data {each time a person enters a vehicle to go somewhere} was not the unduplicated client roster for this calculation.) In order to keep costs so low, drivers are regularly scheduled, but work only when rides are scheduled. Multiple riders are transported as often as possible and revenue is also received from rider fees. Vehicles are kept in good working condition thereby reducing unnecessary fuel and repair expenses.

c. Brokerage Service Grants are required to show "improved vehicle productivity, reduced unit costs of operations and services, and expanded service." Describe planned procedures for doing this.

NA

.

II. COORDINATION/PUBLIC PARTICIPATION

A. COORDINATION WITH OTHER TRANSIT PROVIDERS

A prerequisite for receiving Section 5311 transit assistance is documentation of efforts to include or at least encourage participation by public, private for-profit and non-profit transit providers. Applicants must provide reasonable notice to all transit providers in their service area regarding proposed services.

The grant application must include the following information:

1. Documentation of current efforts to include other public, private and non-profit providers (in your service area) in the coordination of local transportation services, including minutes from all meetings, hearings, forums, etc.;

A letter was mailed to various public, private and non-profit providers including social service, educational, and partner agencies in the service area in effort to continue coordination of services. The letter informed them of the intent to continue providing transportation services. In addition, there are 28 Transportation Advisory Committee members who attend publicly held meetings throughout the year to review and monitor the program and prepare for submission of this application. Local service providers and advisors are invited to these meetings. Further, presentations to the County Commissioners are provided for full report quarterly.

2. A brief description of the current efforts to include public, private and non-profit providers (in your service area) in the development of the current grant application, including all forums, meetings, hearings, and other opportunities;

All local service providers were surveyed during the feasibility study process. All local transportation providers are invited to TAC meetings in both Hendricks and Morgan counties. Attempts are routinely made to include riders in the TAC meetings. As stated in the prior question, a letter was mailed to various public, private and non-profit providers including social service, educational, and partner agencies in the service area in effort to continue coordination of services. The letter informed them of the intent to continue providing transportation services. In addition, there are 28 Transportation Advisory Committee members who attend publicly held meetings throughout the year to review and monitor the program and prepare for submission of this application. Local service providers and advisors are invited to these meetings. Further, presentations to the County Commissioners are provided for full report quarterly.

3. A brief description of the process for resolving complaints by public, private for-profit and non-profit transit or paratransit providers concerning the proposed project. In the event a complaint cannot be resolved locally, it may be appealed to the Office of Transit in accordance with the procedures outlined in Section VI of the Section 5311 State Management Plan. The applicant is responsible for informing the transportation provider of the local and state appeal process.

In the event of a complaint, the entity will meet first with the fiscal manager of the project. If the matter is not resolved satisfactorily, the matter shall be presented to TAC members. If, after the meeting with TAC, the complaint has not been resolved satisfactorily, the complainant may request a meeting with LINK and a representative from INDOT rural public transit division.

B. PUBLIC INVOLVEMENT

- 1. Public involvement is essential to providing service that will effectively satisfy the mobility needs of the community:
 - a. Describe efforts to involve the public in planning this service and preparing the grant application;

Public meetings were held during County Commissioner meetings to report the progress of this grant application and to provide the routine report and opportunity for feedback. As stated in the prior questions, a letter was mailed to various public, private and non-profit providers including social service, educational, and partner agencies in the service area in effort to continue coordination of transportation services. The letter informed them of the intent to continue providing transportation services. In addition, there are 28 Transportation Advisory Committee members (listed below) who attend publicly held meetings throughout the year to review and monitor the program and prepare for submission of this application. Local service providers and advisors are invited to these meetings during which all grant applications and updates are discussed.

b. Identify any local transportation advisory committees or board(s) and provide a membership list. If no such committee or board exists, the Office of Transit strongly recommends the establishment of one as a part of the public participation process for the transit service.

Bethann Leach	Hendricks County Senior Services	Executive Director
Susie Friend	United Way of Central Indiana	Area Director
Pat Cockrum	Sycamore Services, Inc	Executive Director/CEO
Marcia Lynch	Sycamore Services, Inc	Director of Community Relations
Dan Martin	Sycamore Services, Inc	Controller
Yvonne	Hendricks County Senior Services	Dispatcher
Michelle Thralls		Consumer

Hendricks County TAC Members

Morgan County TAC Members

Angela Mayle	Mooresville High School	Special Education
Barbara Witzke	American Retirement Communities	
Beth Ann Leach	Hendricks County Senior Services	Executive Director
Brad Schlepppi	American Red Cross	
Diana Roy	United Way - Morgan County	Area Director
Duke Freeman	Reporter Times	
Dwight Gauldin	Metropolitan Indianapolis Board of Realtors	
Guy Hayes	United Way of Central Indiana	
Heather Mastripolito	Sycamore Services Inc., Morgan Co.	Administrative Assistant
James English	INDOT	
Jamie Thompson	Martinsville Chamber of Commerce	Director
Jeff Pitkin	Morgan Co. Economic Development	Asst. Director
Jeff Quoyle	Morgan Co. Commissioners	
Lisa M. Kabzinski	Sycamore Services Inc., Morgan Co.	Director
Karen Burkley	Well Spring	
Mindy Taylor	Mooresville Chamber of Commerce	Executive Director
Patrick Cockrum	Sycamore Services Inc., Danville	CEO
Phil Hickman	Goodwill Industries	
Phyliss Cooper	Work One	
Tim Miller	FSSA Morgan Co.	Director

C. COORDINATION

The Section 5311 Program wishes to encourage coordination efforts that maximize the financial, operating and capital resources within a transportation service area.

The current section 5311 applicant must document coordination activities by including the name, address and telephone numbers of all community elements with which it has coordinated. The applicant should list coordination partners under the following headings as applicable:

Name	Address	Telephone	Elements coordinated
Sycamore Services	P.O. Box 369, Danville, IN 46122	317.745.4715	Contracting
Senior Services	P.O. Box 488, Danville, IN 46122	317.745.4303	Routing, Scheduling, Dispatching
CASMC	1100 SR 39, Suite B, Martinsville, IN 46151	765.342.3007	Routing, Scheduling, Dispatching

1. Operations (routing, scheduling, dispatching, contracting services, etc.)

2. Maintenance (vehicle maintenance, storage, maintenance related purchasing etc.)

Name	Address	Telephone	Elements coordinated
Sycamore Services	P.O. Box 369, Danville, IN 46122	317.745.4715	All
Senior Services	P.O. Box 488, Danville, IN 46122	317.745.4303	All
CASMC	1100 SR 39, Suite B, Martinsville, IN 46151	765.342.3007	All

3. Administration (personnel, training, vehicle procurement, insurance, advertising, etc.)

Name	Address	Telephone	Elements coordinated
Sycamore Services	P.O. Box 369, Danville, IN 46122	317.745.4715	Personnel, training, procurement, insurance
Senior Services	P.O. Box 488, Danville, IN 46122	317.745.4303	Personnel, training, procurement, insurance, advertising
CASMC	1100 SR 39, Suite B, Martinsville, IN 46151	765.342.3007	Personnel, training, insurance, advertising

4. Information (funding sources, needs assessments, general info, etc.)

Name	Address	Telephone	Elements coordinated
Sycamore Services	P.O. Box 369, Danville, IN 46122	317.745.4715	All
Senior Services	P.O. Box 488, Danville, IN 46122	317.745.4303	All
CASMC	1100 SR 39, Suite B, Martinsville, IN 46151	765.342.3007	All

III. PROJECT JUSTIFICATION

A. NEEDS ASSESSMENT

1. Please identify the transportation need(s) this grant will address. Include an estimate of the annual one-way passenger (clientele) trips to be provided.

The purpose of the transportation is to ensure people with disabilities or those who are elderly or indigent have assistance going to and from work to and from other community activities such as doctor appointments, dialysis appointments, employment, grocery shopping, or other necessary purposes. Service providers had recognized the need for these services for years; however, the issue had failed to gain public attention until a needs assessment was completed indicating transportation as one of the two "major issues" for the counties. Those results, coupled with INDOT's 1997 statewide transportation needs assessments got the attention of local leaders and social service agencies. In both counties, the greatest need identified by social service leaders was the need for more transportation, as well as the need to serve developmentally disabled adults. Last year 82,099 one-way trips were provided via 42 vehicles covering almost 800,000 miles. This was an increase from which increased from 68,609 in 2009. Last year 521 trips were denied due to lack of number of available of vehicles and the demand for services continues to grow as the county's population increases. It is anticipated that over 95,000 one way trips will be provided this year.

2. How was the need, identified in question number 1 determined? Please attach any supporting documents such as, summary of survey results, planning studies, etc.

In 2002 and again in 2008 the United Way of Central Indiana completed a county wide needs assessment. According to their findings, accessibility in terms of the need for public and specialized transportation systems was identified by many respondents to the Household survey, by participants in focus groups discussing issues ranging from child care to special needs of the elderly and those with disabilities, and by respondents to the surveys as part of the AdvantAge project. Recent public debate concerning service levels and financing of the IndyGo public transit system has also highlighted the almost complete economic dependence of many residents on access to affordable transportation. In addition, a community partner agency has requested Sycamore Services to expand business hours so that their clients have employment transportation.

3. How do existing transportation services not meet this need?

All current services are provided at full capacity with no additional funds for expansion. As previously stated, trips are being denied due to the continually increasing demand.

4. How was the need for the Capital items identified in the Capital Project Budget determined? If adding or replacing a vehicle, justify need for the type of equipment you have requested. If requesting a non-lift equipped vehicle, describe how you will provide equivalent service to persons with disabilities.

NA

5. Vehicle Inventory ATTACHMENT 4 – Include all vehicles in your transportation fleet. Identify all vehicles that have been replaced but are still on your inventory. Mark vehicle(s) that this request would replace with an asterisk (*). For information on useful life of vehicle types, see Sec. V, in the Section 5311 Program Manual.

B. MEETING NEEDS

1. How will this project meet the identified needs? For Brokerage Services Applicants, only a consent form signed by each passenger transportation provider agreeing to use the broker and to coordinate service must be provided.

This project will supply additional funding needed to provide more boardings and serve more individuals in need.

2. How will this project complement, rather than compete with or duplicate existing services?

All major services providers are participating in this program and no duplicate services exist. The need is too great and the community and its leaders work collaboratively to ensure the need is met as best as possible. LINK Hendricks County and Connect Morgan County were formed to "LINK" existing transportation services rather than duplicate or compete with each other.

C. ALTERNATIVES ANALYSIS - NA

IV. FTA REQUIREMENTS AND CERTIFICATIONS

A. CERTIFICATIONS & ASSURANCES

.

.

- Authorizing Resolution
 Certification Check Off List
 Standard Certifications and Assurances

AUTHORIZING RESOLUTION

Resolution No. 2011-03

Resolution authorizing the filing of an application for a grant under Section 5311 of the Federal Transit Act, as amended.

WHEREAS, the U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration (FTA) to support capital, operating and feasibility study assistance projects for nonurbanized public transportation systems under Section 5311 of the FTA Act of 1964, as amended;

WHEREAS, the Office of Transit, Indiana Department of Transportation (INDOT) has been designated by the Governor to make Section 5311 grants for public transportation projects;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs;

NOW, THEREFORE, BE IT RESOLVED BY Hendricks County Commissioners:

- Ares A Commissioned 1. That ERIL WATHEN (Name and Title of Authorizing Official) on behalf of Hendricks County Commissioners is authorized to make the necessary assurances and certifications and be empowered to enter into an agreement with INDOT for the provision of rural public transportation services.
- That Patrick Cockrum, CEO, Sycamore Services is authorized to execute and file an application on behalf of 2. Hendricks County Commissioners with the INDOT to aid in the financing of transit assistance projects pursuant to Section 5311 of the Federal Transit Act, as amended.
- 3 That Patrick Cockrum, CEO, Sycamore Services is authorized to furnish such additional information as INDOT may require in connection with the application.
- That Patrick Cockrum, CEO, Sycamore Services is authorized to execute grant contract agreements on behalf of 4 Hendricks County Commissioners.

CERTIFICATE

The undersigned duly qualified and acting <u>County Auditor</u> (Title of Officer), of the <u>Hendricks County Commissioners</u> certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Hendricks County Commissioners held on August 9, 2011.

If Applicant has an official seal, impress here.

<u>Cinda Kattan</u> Signature of Recording Officer <u>Henduiclus Co. Auditor</u> Title of Recording Officer

8/9/11

Date

FEDERAL FISCAL YEAR 2011 CERTIFICATIONS AND ASSURANCES FOR SECTIONS 5311 AND 5311(f) FEDERAL ASSISTANCE PROGRAMS

Name of Applicant: Hendricks County Commissioners

The Applicant agrees to comply with applicable requirements of Categories 01 - 24. (The Applicant may make this selection in lieu of individual selections below)

OR

The Applicant agrees to comply with applicable requirements of the following categories it has selected:

01.	Required of Each Applicant	
02.	Lobbying (Applies to grants in excess of \$100,000)	
03.	Procurement Compliance	
04.	Private Providers of Public Transportation	
05.	Public Hearing	
06.	Acquisition of Rolling Stock (Applies to grants for the purchase of revenue rolling stock)	
07.	Acquisition of Capital Assets by Lease	
08.	Bus Testing	
09.	Charter Service Agreement	
10.	School Transportation Agreement	
11.	Demand Response Service	
12.	Alcohol Misuse and Prohibited Drug Use	
13.	Interest and Other Financing Cost	
14.	Intelligent Transportation Systems	
15.	Urbanized Area Formula Program	
16.	Clean Fuels Grant Program	
17.	Elderly Individuals & Individuals with Disabilities Formula Program & Pilot Program	
18.	Nonurbanized Area Formula Program For States	
19.	Job Access and Reverse Commute Program	
20.	New Freedom Program	
21.	Paul S. Sarbanes Transit in Parks Program	
22.	Tribal Transit Program	
23.	TIFIA Projects	
24.	Deposits of Federal Financial Assistance to a State Infrastructure Bank	

ATTACHMENT 5

FTA Certifications and Assurances for Federal Fiscal Year 2011

Name of applicant: Hendricks County Commissioners

Name and Relationship of Authorized Representative:

re: Eric Wothen President / Gmmissin

BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances on the Applicant's behalf and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes, regulations, executive orders, and administrative guidance required for each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2011.

FTA intends that the certifications and assurances the Applicant selects on the other side of this form, as representative of certifications and assurances in Appendix A, should apply, as required, to each project for which the Applicant seeks now, or may later, seek FTA assistance during Federal Fiscal Year 2011.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to FTA, and acknowledge that the provisions of the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implemented by U.S. DOT regulations, "Program Fraud Civil Remedies, " 49 CFR Part 31 apply to any certification, assurance, or submission made to FTA. The criminal fraud provisions of 18 U.S.C. 1001 apply to any certification, assurance; or submission made in connection with the Federal public transportation program authorized in 49 U.S.C. Chapter 53 or any other statute.

In signing this documentation, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Date

Authorized Representative of Applicant

AFFIRMATION OF APPLICANTS ATTORNEY

For Hendricks County Commissioners

As the undersigned Attorney for above named Applicant, I hereby affirm to the Applicant that it has authority under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages, I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances or of the performance of the project.

Unless the Applicant seeks only an FTA university and research training grant authorized by 49 U.S.C. 5312(b), the Applicant's legal counsel is required to affirm the legal capacity of the Attorney's affirmation.

FTA Certifications and Assurances for Fiscal Year 2011

ATTACHMENT 1

OPERATING BUDGET 5311/5311(f) SYSTEM NAME: INSERT SYSTEM NAME PROJECT TIME PERIOD: January 1, 2012 to December 31, 2012

OPERATING PROJECT BUDGET (please double-click spreadsheet to enter figures) COST **OPERATING EXPENSES** \$470,000 501.01 Operator's Salaries & Wages 501.02 Other Salaries & Wages \$240,000 \$72,000 502 **Fringe Benefits** \$65.200 503 Services 504.01 Fuel & Lubricants \$237,328 \$4,000 504.02 Tires & Tubes \$500 504.99 Other Materials & Supplies \$25,000 505 Utilities \$53,000 Casualty & Liability Costs 506 \$0 Taxes 507 Purchased Transportation** brief explanation \$0 508 Miscellaneous Expense \$3.000 509 \$16,000 Leases & Rentals** brief explanation 512 \$0 Equipment** brief explanation 517 \$23,972 Indirect Cost Expenses 518 \$1,210,000 TOTAL EXPENSES **OPERATING REVENUES** AMOUNT \$63,750 401 Passenger Fares \$0 Special Transit Fares 402 \$0 406 Auxiliary Transportation Revenue \$0 407 Non-Transportation Revenue \$0 450 Other Contra-Expenses \$63,750 TOTAL FAREBOX/OTHER REVENUE \$1,146,250 NET OPERATING EXPENSES LOCAL MATCH \$45,000 General Fund Other, Unrestricted Federal/State Funds (specify) \$410,068 \$0 In-Kind (must have INDOT approval) \$455,068 SUBTOTAL LOCAL MATCH STATE MATCH \$172.364 State PMTF Allocation \$172,364 SUBTOTAL STATE MATCH FEDERAL SHARE \$518,818 Federal FTA 5311 \$518,818 SUBTOTAL FEDERAL 5311 OK \$1,210,000 **GRAND TOTAL REVENUES**

OPERATING PROJECT BUDGET WORKSHEET AND ANALYSIS

2010	2011	EST. 2012	
Actual	Approved	Project Yr.	* %
Spent	Budget	Budget	Difference

Eligible Expenses

501 LABOR

.01 Operator's Salaries & Wages	349180.17	401677.00	470000.00	17.01%
.02 Other Salaries & Wages	293015.49	220000.00	240000.00	9.09%
	59665 56	65000.00	72000.00	

59665.56

502 FRINGE BENEFITS

503 SERVICES

- Advertising Fees .02
- Professional/Tech Services .03
- **Contract Maintenance Services** .05
- **Custodial Services** .06
- **Other Services** .99

504 MATERIALS & SUPPLIES

- Fuel & Lubricants .01
- .02 **Tires & Tubes**
- Other Materials & Supplies .99

505 UTILITIES

506 CASUALTY & LIABILTY

507 TAXES

- Vehicle Licensing & .04
- **Registration Fees**
- Fuel & Lubricant Taxes .05
- Other Taxes .99

508 MISCELLANEOUS EXPENSES

- **Dues & Subscriptions** .01
- **Travel & Meetings** .02
- Advertising/Promotion Media .08
- Other Misc. Expenses .99

512 LEASES & RENTALS

517 EQUIPMENT (NOTE 1)

518 INDIRECT EXPENSES

TOTAL EXPENSES

0.00	and the second		#DIV/0!
42670.58	56992.00	65200.00	14.40%
0.00			#DIV/0!
0.00			#DIV/0!
0.00			#DIV/0!

		Contraction of the Owner of the	Contraction of the loss of the
172488.13	210906.00	237328.00	12.53%
2887.57	2179.00	4000.00	83.57%
457.69	518.00	500.00	-3.47%
19637.39	19436.00	25000.00	28.63%
48761.72	54276.00	53000.00	-2.35%
A REAL PROPERTY OF A			

0.00	#DIV/0!
0.00	#DIV/0!
0.00	#DIV/0!
0.00	#DIV/0!

1006121.59	1086449.00	1210000.00	11.37%
	34585.00	23972.00	-30.69%
			#DIV/0!
15044.00	18000.00	16000.00	-11.11%
1322.19	2880.00	1950.00	-32.29%
0.00			#DIV/0!
951.10	et sugar for	1000.00	#DIV/0!
40.00		50.00	#DIV/0!

ATTACHMENT 2 (continued)

OPERATING PROJECT BUDGET WORKSHEET AND ANALYSIS

2010	2011	EST. 2012	Carlos Carlos
Actual	Approved	Project Yr.	* %
Spent	Budget	Budget	Difference

Farebox and Other Revenues

401 PASSENGER FARES

- .01 Full Adult
- .02 Senior Citizen
- .03 Student
- .04 Child
- .05 Disabled
- .99 Other Fares

402 SPECIAL TRANSIT FARES (NOTE 2)

- .03 Special route Guarantees
- .04 State/Local Gov't Contracts
- .05 Other Contracts

405 CHARTER SERVICE (Contra-Expense)

406 AUXILIARY TRANSPORTATION

- .01 Station Concessions
- .02 Vehicle Concessions
- .03 Advertising Services
- .04 Other Auxiliary

407 NON-TRANSPORTATION REVENUES

- .01 Sale of Maintenance Services
- .02 Rental of Revenue Vehicles
- .03 Rental of Bldgs. & Other Property

.99 Other Non-Transportation

450 OTHER CONTRA-EXPENSES

TOTAL FAREBOX/OTHER REVENUES

59837.00	63750.00	63750.00	0.00%
	and the second of the		#DIV/0!
	and the second sec	Service Contraction	#DIV/0!
		a la constante	#DIV/0!
		L'A BALL THE SALE	#DIV/0!
	and the second second		#DIV/0!

	#DIV/0!
	#DIV/0!
21250.00	-100.00%

#DIV/0!

#DIV/0!

#DIV/0!
#DIV/0!
#DIV/0!
#DIV/0!

	and the second of the		#DIV/0!
11月4日 11日		and the second	#DIV/0!
	and the second second		#DIV/0!
		Strange Art 1	#DIV/0!
	And the St.		
			#DIV/0!
59837.00	85000.00	63750.00	-25.00%

NOTE 1: The Equipment line item may not exceed \$5,000 and may not include any type of vehicle.

- NOTE 2: Revenue categories 402, 403 & 406 may be used to cover total operating expenses or as local match. If the applicant intends on using these categories as local match, they should not be identified as revenue on this worksheet. However, they should be identified as Local Match (Item 6a) on ATTACHMENT 1 Operating Project Budget.
 - * Calculate % changes between "2011 Approved" and "Est. 2012 Budget". If the % change exceeds 10% increase or decrease, provide a brief explanation.

10% -/+ DIFFERENCE EXPLANATION SHEET

501.01 - Expansion in fleet with 5310 vehicles will result in increase costs.

503.03 - Expansion in fleet with 5310 vehicles will result in increase costs.

504.01 – Increase in fuel costs and expansion in fleet with 5310 vehicles.

504.02 - Expansion in fleet with 5310 vehicles will result in increase costs.

505.00 – Increase in utilities for phones in expansion of fleet.

PLEASE IDENTIFY LOCAL MATCH

General Fund United Way Older American Act Medicaid Hendricks County Allocation Morgan County Allocation Grants and Fundraising

.

ATTACHMENT 3

() CAPITAL PROJECT BUDGET 5311/5311(f) (SYSTEM NAME: INSERT SYSTEM NAME PROJECT TIME PERIOD: January 1, 2012 to June 30, 2013

() INTERCITY MARKETING/PLANNING

EM NAME:	ble-click spreadsheet to enter figure	
ECT TIME PERIOD:		
PROJECT DESCR Please Identify SCOPE	IPTION & ACTIVITY of <u>each</u> item.	COST
<u>SCOPE:</u> ACTIVITY:		\$0
SCOPE: ACTIVITY:		\$0
SCOPE: ACTIVITY:		\$0
TOTAL EXPENSE	S	\$0
PROJECT FINAN Local (specify source)	CING	\$0
State Match (PMTF)		\$0
Federal (FTA)		\$0
Other (specify source)		\$0
TOTAL PROJECT	FINANCING	\$0
Does expense = finan	sing?	ок

Prepared by:	Date:	

Mark vehicle(s) this request would replace with an asterisk (*)

Year/ Model	Vehicle Type	Vehicle Serial Number	Lift/ Ramp Equipped	Seating Capacity	Capital Funding Sources federal & local	Current Mileage	Condition of Vehicle (see below)
*04/Example	С	3BOYB1117H517K923	YES	10	Section 5310/United Way	149,799	Fair
*06/CHEVROLET	LFMV	1GBDV13L46D148592	YES	5/1WC	5310-Replacement noted 12/31/10	92,116	POOR
04/FORD	LFMV	1FMRE11L04HA83424	YES	4/1WC	PRIVATE - Sold 2011	104,775	GOOD
07/FORD	С	1FTSS34L07DA82372	YES	7/2WC	5310	93,206	GOOD
06/FORD	С	1FTSS34L86HB35827	YES	9/1WC	5310	82,343	GOOD
06/FORD	С	1FTSS34L96HA92082	YES	12/2WC	5310	120,439	GOOD
06/FORD	с	1FTSS34LX6HB35828	YES	9/1WC	5310	82,137	GOOD
07/CHEVROLET	с	1GBDV13127D175662	YES	9/2WC	5310- CASMC	68,484	GOOD
07/CHEVROLET	LFMV	1GBDV13127D175807	YES	6/2WC	5310	126,347	GOOD
07/CHEVROLET	LFMV	1GBDV13137D175993	YES	6/2WC	5310	110,844	GOOD
05/CHEVROLET	С	1GBDV1395D129276	YES	6/2WC	5310	10,997	FAIR

Total Seating Capacity of Active Vehicles 360

Vehicle Type	Abbreviations
CAR	Sedan/Station Wagon
MV	Mini-van
LFMV	Low Floor Mini-van
А	Standard Van
В	High Top van, no lift
С	High Top van <u>with</u> lift
BOVC	Body on Chassis vehicle
SB	School Bus

(For vehicle fleets larger than 10 vehicles, copy form and continue)

Please use the following scale to indicated Condition of Vehicle:

GOOD - Requires standard maintenance

FAIR - Requires frequent minor problems

- POOR Requires frequent major problems
- BAD use presents continued major mechanical problems

Mark vehicle(s) this request would replace with an asterisk (*)

Year/ Model	Vehicle Type	Vehicle Serial Number	Lift/ Ramp Equipped	Seating Capacity	Capital Funding Sources federal & local	Current Mileage	Condition of Vehicle (see below)
*04/Example	С	3BOYB1117H517K923	YES	10	Section 5310/United Way	149,799	Fair
07/DODGE	AO	1B3HB28B87D322937	NO	5	PRIVATE	32,718	GOOD
00/DODGE	С	1B4GP44G5YB662680	YES	8/1WC	PRIVATE	164,907	POOR
00/DODGE	LFMV	1B4GP44G6YB63453	YES	5/1WC	DONATION-CASMC	66,380	GOOD
07/CHRYSLER	AO	1C3LC46R37N668734	NO	5	PRIVATE	100,711	GOOD
06/DODGE	MV	1D4GP24R06B621804	NO	7	PRIVATE-CASMC	78,785	GOOD
06/DODGE	MV	1D4GP24R26B612151	NO	7	PRIVATE-CASMC	80,183	GOOD
06/DODGE	MV	1D4GP24RX6B695554	NO	7	DONATION-CASMC	60,120	GOOD
06/FORD	AO	1FAFP53U36A178219	NO	5	PRIVATE	159,913	EXCELLENT
03/FORD	A	1FBSS31L53HB72581	NO	14	PRIVATE	129,077	GOOD
98/FORD	А	1FBSS31L9WHA74514	NO	11	PRIVATE	190,161	POOR

Total Seating Capacity of Active Vehicles 360

Vehicle Type	Abbreviations
CAR	Sedan/Station Wagon
MV	Mini-van
LFMV	Low Floor Mini-van
А	Standard Van
В	High Top van, no lift
С	High Top van <u>with</u> lift
BOVC	Body on Chassis vehicle
SB	School Bus

(For vehicle fleets larger than 10 vehicles, copy form and continue)

Please use the following scale to indicated Condition of Vehicle:

GOOD - Requires standard maintenance

FAIR - Requires frequent minor problems

POOR - Requires frequent major problems

BAD - use presents continued major mechanical problems

Mark vehicle(s) this request would replace with an asterisk (*)

Year/ Model	Vehicle Type	Vehicle Serial Number	Lift/ Ramp Equipped	Seating Capacity	Capital Funding Sources federal & local	Current Mileage	Condition of Vehicle (see below)
*04/Example	С	3BOYB1117H517K923	YES	10	Section 5310/United Way	Section 5310/United	
09/FORD	STV	1FDEE35S59DA24928	YES	8 /1WC	5310	33,223	EXCELLENT
09/FORD	ST	1FDEE35S69DA90761	YES	8/2WC	ARRA	47,484	EXCELLENT
09/FORD	ST	1FDEE35S69DA90762	YES	8/2WC	ARRA	47,173	EXCELLENT
09/FORD	ST	1FDEE35S69DA90763	YES	8/2WC	ARRA	23,762	EXCELLENT
09/FORD	STV	1FDEE35S79DA24929	YES	8/ 1WC	5310	44,613	EXCELLENT
10/FORD	MT	1FDFE4FS0ADA46381	YES	10/2WC	ARRA	17,531	EXCELLENT
10/FORD	МТ	1FDFE4FS2ADA46382	YES	10/2WC	ARRA	24,798	EXCELLENT
10/FORD	MT	1FDFE4FS4ADA46383	YES	10/2WC	ARRA	20,572	EXCELLENT
10/FORD	МТ	1FDFE4FS7ADA42294	YES	10/2WC	ARRA	32,031	EXCELLENT
10/FORD	MT	1FDFE4FS9ADA42295	YES	10/2WC	ARRA	25,600	EXCELLENT

Total Seating Capacity of Active Vehicles 360

Vehicle Type Abbreviations CAR Sedan/Station Wagon MV Mini-van LFMV Low Floor Mini-van A Standard Van В High Top van, no lift C High Top van with lift BOVC Body on Chassis vehicle SB School Bus

(For vehicle fleets larger than 10 vehicles, copy form and continue)

Please use the following scale to indicated Condition of Vehicle:

GOOD - Requires standard maintenance

FAIR - Requires frequent minor problems

POOR - Requires frequent major problems

BAD - use presents continued major mechanical problems

Mark vehicle(s) this request would replace with an asterisk (*)

Year/ Model	Vehicle Type	Vehicle Serial Number	Lift/ Ramp Equipped	Seating Capacity	Capital Funding Sources federal & local	Current Mileage	Condition of Vehicle (see below)
*04/Example	C	3BOYB1117H517K923	YES	10	Section 5310/United Way	149,799	Fair
08/CHEVROLET	LFMV	1GBDV13W68D162345	YES	6/1WC	5310	45,958	EXCELLENT
08/CHEVROLET	LFMV	1GBDV13W68D212094	YES	6/1WC	5316	26,277	EXCELLENT
08/CHEVROLET	LFMV	1GBDV13W78D211178	YES	4/2WC	5310	91,996	GOOD
08/CHEVROLET	LFMV	1GBDV13W78D211598	YES	4/2WC	5310	84,051	GOOD
08/CHEVROLET	LFMV	1GBDV13W88D166400	YES	4/2WC	PRIVATE	84,393	EXCELLENT
08/CHEVROLET	LFMV	1GBDV13W88D210699	YES	4/2WC	5310	77,993	GOOD
08/CHEVROLET	LFMV	1GDBV13W88D212226	YES	6/1WC	5316	86,143	EXCELLENT
99/GMC	LFMV	1GKGG25R6X1130483	YES	2WC	PRIVATE-CASMC	73,256	FAIR
02/DODGE	С	2B7LB31252K127897	YES	11/3WC	5310-Replaced	186,327	FAIR
01/CHEVROLET	AO	2G1WL52J9Y1319863	NO	5	PRIVATE	6,981	FAIR

Total Seating Capacity of Active Vehicles 360

Vehicle Type	Abbreviations
CAR	Sedan/Station Wagon
MV	Mini-van
LFMV	Low Floor Mini-van
А	Standard Van
В	High Top van, no lift
С	High Top van <u>with</u> lift
BOVC	Body on Chassis vehicle
SB	School Bus

(For vehicle fleets larger than 10 vehicles, copy form and continue)

Please use the following scale to indicated Condition of Vehicle:

GOOD - Requires standard maintenance FAIR - Requires frequent minor problems

- POOR Requires frequent major problems
- BAD use presents continued major mechanical problems

Mark vehicle(s) this request would replace with an asterisk (*)

Year/ Model	Vehicle Type	Vehicle Serial Number	Lift/ Ramp Equipped	Seating Capacity	Capital Funding Sources federal & local	Current Mileage	Condition of Vehicle (see below)
*04/Example	С	3BOYB1117H517K923	YES	10	Section 5310/United Way	149,799	Fair
09/FORD	STV	1FDEE35S39DA57054	YES	8/ 1WC	ARRA	38,774	EXCELLENT
10/FORD	MT	1FDFE4FS9ADA46380	YES	10/2WC	ARRA	22,675	EXCELLENT

Total Seating Capacity of Active Vehicles 360

Vehicle Type	Abbreviations
CAR	Sedan/Station Wagon
MV	Mini-van
LFMV	Low Floor Mini-van
А	Standard Van
В	High Top van, no lift
С	High Top van <u>with</u> lift
BOVC	Body on Chassis vehicle
SB	School Bus

(For vehicle fleets larger than 10 vehicles, copy form and continue)

Please use the following scale to indicated Condition of Vehicle:

GOOD - Requires standard maintenance FAIR - Requires frequent minor problems POOR - Requires frequent major problems

BAD - use presents continued major mechanical problems

ATTACHMENT 5

FTA Certifications and Assurances for Federal Fiscal Year 2011

Name of applicant: Hendricks County Commissioners	
Name and Relationship of Authorized Representative: Eric Wathen President / 4mmis	5
BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these cell and assurances on the Applicant's behalf and bind the Applicant's compliance. Thus, the Applicant agrees to comply with a statutes, regulations, executive orders, and administrative guidance required for each application it makes to the Feder Administration (FTA) in Federal Fiscal Year 2011.	
FTA intends that the certifications and assurances the Applicant selects on the other side of this form, as represe certifications and assurances in Appendix A, should apply, as required, to each project for which the Applicant seeks not later, seek FTA assistance during Federal Fiscal Year 2011.	ntative of v, or may

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to FTA, and acknowledge that the provisions of the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implemented by U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31 apply to any certification, assurance, or submission made to FTA. The criminal fraud provisions of 18 U.S.C. 1001 apply to any certification, assurance; or submission made in connection with the Federal public transportation program authorized in 49 U.S.C. Chapter 53 or any other statute.

In signing this documentation, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Date:

Authorized Representative of Applicant

AFFIRMATION OF APPLICANTS ATTORNEY

For Hendricks County Commissioners

As the undersigned Attorney for above named Applicant, I hereby affirm to the Applicant that it has authority under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages, I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances or of the performance of the project.

Date: 8-9-1

Unless the Applicant seeks only an FTA university and research training grant authorized by 49 U.S.C. 5312(b), the Applicant's legal counsel is required to affirm the legal capacity of the Attorney's affirmation.

FTA Certifications and Assurances for Fiscal Year 2011

FEDERAL FISCAL YEAR 2011 CERTIFICATIONS AND ASSURANCES FOR SECTIONS 5311 AND 5311(f) FEDERAL ASSISTANCE PROGRAMS

Name of Applicant: Hendricks County Commissioners

The Applicant agrees to comply with applicable requirements of Categories 01 - 24. (The Applicant may make this selection in lieu of individual selections below)

XEL

OR

1

The Applicant agrees to comply with applicable requirements of the following categories it has selected:

01.	Required of Each Applicant	9 <u></u> 6
02.	Lobbying (Applies to grants in excess of \$100,000)	
03.	Procurement Compliance	
04.	Private Providers of Public Transportation	
05.	Public Hearing	
06.	Acquisition of Rolling Stock (Applies to grants for the purchase of revenue rolling stock)	-
07.	Acquisition of Capital Assets by Lease	
08.	Bus Testing	
09.	Charter Service Agreement	
10.	School Transportation Agreement	
11.	Demand Response Service	
12.	Alcohol Misuse and Prohibited Drug Use	
13.	Interest and Other Financing Cost	
14.	Intelligent Transportation Systems	
15.	Urbanized Area Formula Program	
16.	Clean Fuels Grant Program	
17.	Elderly Individuals & Individuals with Disabilities Formula Program & Pilot Program	—
18.	Nonurbanized Area Formula Program For States	
19.	Job Access and Reverse Commute Program	
20.	New Freedom Program	
21.	Paul S. Sarbanes Transit in Parks Program	
22.	Tribal Transit Program	
23.	TIFIA Projects	
24.	Deposits of Federal Financial Assistance to a State Infrastructure Bank	

ATTACHMENT 6

LOCAL ASSURANCES

The <u>Hendricks County Commissioners</u> hereby assures and certifies with respect to this application (Applicant)

for Section 5311 assistance that:

- 1. The Applicant has the requisite fiscal, managerial, and legal capability to carry out the Section 5311 Program and to receive and disburse federal funds.
- 2. Some combination of state, local, and/or private funding sources has or will be committed to provide the required local share.
- 3. The Applicant has or will have by the time of delivery, sufficient funds to operate the vehicles and/or equipment purchased under this project, as applicable.
- 4. Private for-profit transit and paratransit operators have been afforded a fair and timely opportunity by the applicant to participate to the maximum extent feasible in the planning and provision of the proposed transit services.
- 5. The Applicant has to the maximum extent feasible coordinated with other transportation providers and users, including social service agencies capable of purchasing service.

Signature of Authorized Official

Presid 121-

Title of Authorized Official

Date

ATTACHMENT 7

STATEMENT OF ACCEPTANCE OF THE SPECIAL SECTION 5333(b) WARRANTY

All Applicants/Recipients must execute the following statement of acceptance:

The Hendricks County Commissioners and Sycamore Services

(Applicant) (Recipient/Contract Provider if not Applicant) Agree to make use of the Special Section 5333(b) Warranty developed for exclusive application to the Rural and Small Urban Transit Assistance Program – Section 5311 of the Federal Transit Act, as amended.

The Applicant and Recipient/Contract Provider agree to be bound by the terms and conditions of the Special Section 5333(b) Warranty for its pending Section 5311 assistance grant. This warranty shall become a part of any contract between INDOT and the applicant.

Signed by Applicant

Signed by Recipient/Contract Provider

Dat

1001 Sycamore Lane, Danville, IN 46122 (Address)

<u>317.745.4715</u> (Telephone #)

<u>317.745.8271</u> (Fax #)

pkcockrum@sycamoreservices.com (E-Mail Address)

NOTE: The Warranty is provided in Appendix F for review.

** FTA requires that each subrecipient post the Special Warranty (Appendix F) with Attachment 7 & and Attachment 8 where affected employees may see it.

Special Section 5333(b) Warranty for Application to the Small Urban and Rural Program

The following language shall be made part of the contract of assistance with the state or other public body charged with allocation and administration of funds provided under Section 5311 of the Act:

A. General Application

The public body of the Hendricks County Commissioners agrees that, in the absence of waiver by the Department of Labor, the terms and conditions of this warranty, as set forth below, shall apply for the protection of the transportation related employees of any employer providing transportation services assisted by the project Sycamore Services and the transportation related employees of any other surface public transportation providers in the transportation service area of the project.

The public body shall provide to the Department of Labor and maintain at all times during the Project an accurate, up to date listing of all eligible transportation providers which are eligible recipients of transportation assistance funded by the Project, in the transportation service area of the Project, and any labor organizations representing the employees of such providers.

Certification by the Public Body to the Department of Labor that the designated Recipients have indicated in writing acceptance of the terms and conditions of the warranty arrangement will be sufficient to permit the flow of Section 5311 funding in the absence of a finding of non-compliance by the Department of Labor.

B. Standard Terms and Conditions

(1) The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient and any other legally responsible party designated by the Public Body to assure that any and all transportation services assisted by the Project are connected for and operated in such a manner that they do not impair the rights and interests of affected employees.

The term "Project" as used herein, shall not be limited to the particular facility, service, or operation assisted by Federal funds, but shall include any changes, whether organizational, operational, technological, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project" shall when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement.

An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his position with regard to his employment as a result of the project, but who is dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project, discontinuance of Project services, or exhaustion of Project funding shall be deemed eligible for a dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of the Model agreement or applicable provisions of the substitute comparable arrangements.

(2) (a) Where employees of a Recipient are represented for collective bargaining purposes, all Project services provided by that Recipient shall be provided under and in accordance with any collective bargaining agreement applicable to such employees which is then in effect. (b) The Recipient or legally responsible party shall provide to all affected employees sixty (60) days notice of intended actions which may result in displacements or dismissals or rearrangements of the working forces. In the case of employees represented by a union, such notice shall be provided by certified mail through their representatives. The notice shall contain a full and adequate statement of the proposed changes, and an estimate of the number of employees affected by the intended changes, and the number and classifications of any jobs in the Recipient's employment available to be filled by such affected employees.

1

- (c) The procedures of this subparagraph shall apply to cases where notices involve employees represented by a union for collective bargaining purposes. At the request of either the Recipient or the representatives of such employees negotiations for the purposes of reaching agreement with respect to the application of the terms and conditions of this agreement shall commence immediately. If no agreement is reached within twenty (20) working days from the commencement of negotiations, any party to the dispute may submit the matter to dispute settlement procedures in accordance with paragraph (4) of this warranty. The foregoing procedures shall be compiled with and carried out prior to the institution of the intended action.
- (3) For the purpose of providing the statutory required protections including those specifically mandated by Section 5333(b) of the Act*, the Public Body will assure as a condition of release of funds that the Recipient agrees to be bound by the terms and conditions of the National (Model) Section 5333(b) Agreement executed July 23, 1975, identified below**, provided that other comparable arrangements may be substituted therefor, if approved by the Secretary of Labor and certified for inclusion in these conditions

*) Such protective arrangements shall include, without being limited to, such provisions as may be necessary for (1) the preservation of rights, privileges and benefits (including continuation of pension rights and benefits) under existing collective bargaining agreements or otherwise; (2) the continuation of collective bargaining rights; (3) the protection of individual employees against a worsening of their positions with respect to their employment; (4) assurances of employment to employees of acquired mass transportation systems and priority of re-employment of employees terminated or laid off; and (5) paid training and retraining programs. Such arrangements shall include provisions protecting individual employees against a worsening of their positions with respect to their employees against a worsening of their positions protecting individual employees against a worsening of their positions with respect to their employees against a worsening of their positions with respect to their employees against a worsening of their positions with respect to their employees against a worsening of their positions with respect to their employees against a worsening of their positions with respect to their employment which shall in no event provide benefits less than those established pursuant to Section 5(2) (f) of the Act of February 4, 1887 (24 Stat. 379), as amended.

- **) For purposes of this warranty arrangement, paragraphs (1); (2); (5); (15); (22); (23; (23; (26); (27); (28); and (29) of the Model Section 5333(b) agreement, executed July 23, 1975 are to be omitted.
 - (4) Any dispute or controversy arising regarding the application, interpretation, or arrangement which cannot be settled by and between the parties at interest within thirty (30) days after the dispute or controversy first arises, may be referred by any such party to any final and binding disputes settlement procedure acceptable to the parties, or in the event they cannot agree upon such procedures, to the Department of Labor or an impartial third party designated by the Department of Labor for final and binding determination. The compensation and expenses of the impartial third party, and any other jointly incurred expenses, shall be borne equally by the parties to the proceeding and all other expenses shall be paid by the party incurring them.

In the event of any dispute as to whether or not a particular employee was affected by the Project, it shall be his obligation to identify the Project and specify the pertinent facts of the Project relied upon. It shall then be the burden of either the Recipient or other party legally responsible for the application of these conditions to prove that factors other than the Project affected the employees. The claiming employee shall prevail if it is established that the Project had an effect on the employee even if other factors may also have affected the employee

- (5) The Recipient or other legally responsible party designated by the Public Body will be financially responsible for the application of these conditions and will make necessary arrangements so that any employee covered by these arrangements, or the union representative of such employee, may file claim of violation of these arrangements with the Recipient within sixty (60) days of the date he is terminated or laid off as a result of the Project, or within eighteen (18) months of the date his position with respect to his employment is otherwise worsened as a result of the project. In the latter case, if the events giving rise to the claim have occurred over an extended period, the 18 month limitation shall be payable for any period prior to six (6) months from the date of the filing of any claim.
- (6) Nothing in this arrangement shall be construed as depriving any employee of any rights or benefits which such employee may have under existing employment or collective bargaining agreements, nor shall this arrangement be deemed a waiver of any rights of any union or of any represented employee derived from any other agreement or provision of federal, state or local law.
- (7) In the event any employee covered by these arrangements is terminated or laid off as a result of the Project, he shall be granted priority of employment or re-employment to fill any vacant position within the control of the Recipient for which he is, or by training or retraining within a reasonable period can become qualified. In the event training or retraining is required by such employment or re-employment, the Recipient or other legally responsible party designated by the Public Body shall provide for such training or retraining at no cost to the employee.
- (8) The Recipient will post, in a prominent and accessible place, a notice stating that the Recipient has received federal assistance under the Federal Transit Act and has agreed to comply with the provisions of Section 5333(b) of the Act. This notice shall also specify the terms and conditions set forth herein for the protection of employees. The Recipient shall maintain and keep on file all relevant books and records in sufficient detail as to provide the basic information necessary to the proper application, administration and enforcement of these arrangements and to the proper determination of any claims arising thereunder.
- (9) Any labor organization which is the collective bargaining representative of employees covered by these arrangements may become a party to these arrangements by serving written notice of its desire to do so upon the Recipient and Department of Labor. In the event of any disagreement that such labor organization represents covered employees, or is otherwise eligible to become a party to these arrangements, as applied to the Project, the dispute as to whether such organization shall participate shall be determined by the Secretary of Labor.
- (10) In the event the Project is approved for assistance under the Act, the foregoing terms and conditions shall be made part of the contract of assistance between the federal government and the Public Body or Recipient of federal funds; provided, however, that this arrangement shall not merge into the contract of assistance, but shall be independently binding and enforceable by and upon the parties thereto, in accordance with its terms.

C. Waiver

1

As a part of the grant approval process, either the Recipient or other legally responsible party designated by the Public Body may in writing seek from the Secretary of Labor a waiver of the statutory required protections. The Secretary will waive these protections in cases, where at the time of the requested waiver, the Secretary determines that there are no employees of the Recipient or of any other surface public transportation providers in the transportation service area who could be potentially affected by the project. A 30 day notice of proposed waiver will be given by the Department of Labor and will in the absence of timely objection, the Department of Labor will review the matter and determine whether a waiver shall be granted. In the absence of a waiver, these protections shall apply to the project.

ATTACHMENT 8

SPECIAL SECTION 5333(b) WARRANTY LIST OF PUBLIC TRANSPORTATION PROVIDERS & LABOR UNIONS

This form must be completed by all Applicants/Recipients. If there are no other eligible providers in your service area, mark a "N/A" under the Other Eligible Providers section.

NA

Applicant: Hendricks County Commissioners Union Rep.: NA

Service Area Description: Hendricks and Morgan Counties

X Operating Assistance for FY 2012

____ Capital Assistance to purchase _____

Recipients/Contract Providers (if different than Applicant):

Union Representation (Union & Local #):

NA

1

1

1

CATEGORICAL EXCLUSION CLASSIFICATION OF CAPITAL PROJECTS CHECKLIST

The following checklist identifies transit projects that are considered Categorical Exclusions (CEs) by FTA. Please check the category or categories under which your project should be classified. If your project does not fall under any of the standard categories, but you feel it meets the criterion of a CE (the project will have no significant impact on the environment), then provide project information justifying a CEs classification.

The_	capital project is a categorical exclusion because it is for:
19	(Name of Applicant)
[]	Planning and technical studies which will not fund the construction of facilities or acquisition of capital equip- ment.
[]	Engineering to define the elements of a proposal or alternatives sufficiently so that environmental effects can be assessed.
[]	Ridesharing activities and transportation corridor fringe parking facilities.
[]	Program administration and technical assistance activities by the applicant to administer Section 5311 funds.
[]	Project administration and operating assistance to continue existing service or increase service to meet demand.
[]	Purchase of vehicles of the same type (same mode) either as replacements or to increase the size of the fleet where such increase can be accommodated by existing facilities or by new facilities which themselves are within a categorical exclusion.
[]	Rehabilitation or reconstruction of existing rail and bus buildings and ancillary facilities where no additional land is required and there is no substantial increase in the number of users.
[]	Purchase and installation of operating or maintenance equipment to be located within the transit facility and with no significant physical impacts off the site where the facility is located.
[]	Installation of signs, small passenger and bus shelters, and traffic signs where no substantial land acquisi- tion or traffic disruption will occur.
[]	Construction of new bus storage and maintenance facilities in areas used predominantly for industrial or transportation purposes where such construction is not inconsistent with existing zoning and located on or near a street with adequate capacity to handle anticipated bus and support vehicle traffic.
[]	Acquisition of land in which the property will not be modified, the land use will not be changed, and displace- ments will not occur. For projects other than FTA advance land loans, this categorical exclusion is limited to the acquisition of minor amounts of land. This is undertaken for the purpose of maintaining the current land use and preserving alternatives to be considered in the environmental process. Advance land acquisition shall not limit the evaluation of alternatives, including shifts in alignment for a construction project, which may be required in the National Environmental Policy Act process.

[] Emergency repairs under 23 U.S.C. 125 which do not substantially change the design and are commenced during or immediately after the occurrence of a natural disaster or catastrophic failure.

ATTACHMENT 10

Applicant's Certification of Use of Project Equipment, **Facilities and Property**

I hereby certify that Project equipment, facilities and property continue to be used in accordance with the terms and conditions of all applicable capital and operating grant agreements, and that no part of the local contribution has been refunded or reduced.

ERIC WATTHEN

Name of Authorized Official

F

Signature of Authorized Official

Picsidul 1 Smm sun Title of Authorized Official

Hendrick Co. Commission Name of Applicant

1 8 Date

ATTACHMENT 11

PASS-THROUGH AGREEMENT

THIS AGREEMENT made this <u>9</u> day of <u>August</u>, 2011, among <u>Hendricks County</u> Indiana, acting through the <u>Hendricks County Commissioners</u> (hereinafter referred to as the "Applicant") and <u>Sycamore Services, Hendricks County</u>, a private nonprofit corporation, (hereinafter referred to as the "Service Provider"), by its duly authorized representative(s), whose mailing address <u>is1001 Sycamore</u> <u>Lane, Danville, IN 46122.</u>

WITNESSETH

F

WHEREAS, the Applicant has made application for the Operating Assistance Program under section 5311 of the Federal Transit Act with the Application incorporated and made a part of this Agreement by reference (see attached "Exhibit A");

WHEREAS, the goals of the Operating Assistance Program are to enhance access to people in nonurbanized areas for purposes such as health care, shopping, education, recreation, public services, and employment;

WHEREAS, the Service Provider has the expertise and desire to provide said transportation; and

WHEREAS, the Applicant has agreed by resolution, or such similar instrument, to subcontract with the Service Provider.

NOW THEREFORE, in consideration of the mutual promises and covenants herein set forth, the Applicant and Service Provider agree as follows:

SECTION I: Purpose

The purpose of this Agreement is to provide for the undertaking of transportation services to the general public in and around <u>Hendricks County</u>, Indiana,

hereinafter referred to as the "Project," by the Service Provider as outlined in Section I, Paragraph A, Subparagraph 1 of the Application and to state the terms, conditions and mutual understandings of the parties as to the manner in which the Project will be undertaken and completed.

SECTION II: Project Implementation

The Service Provider agrees, based on the Grant Assistance provided, to undertake and complete the Project as described in the Application, filed with the approval of the Indiana Department of Transportation ("INDOT") and the Federal Transportation Administration ("FTA") in accordance with the terms and conditions of this Agreement.

SECTION III: Project Duration

The Service Provider shall commence activities associated with the Project described in the Application from January 1, 2012 until December 31, 2012, as authorized by FTA and INDOT.

SECTION IV: Level of Funding

Reimbursement to the Service Provider shall be through a cost reimbursement contract. These expenditure levels are contingent upon the necessary State and Federal funds to operate the Project. If

State or Federal funding sources are not available and alternative funding cannot be obtained, the Project will be adjusted so as not to incur un-reimbursable expenses.

SECTION V: Eligible Project Expenditures

Project expenditures eligible for reimbursement under the Cost Reimbursement Contract are only for those expenditures which are eligible for Section 5311 reimbursement and are further identified in the budget form accompanying the Applicant's Application.

Federal Office of Budget and Management Circular A-87 (OMB-A87) shall be used as guidance in establishing cost principals applicable to the grant.

SECTION VI: Reimbursement

1

.

Eligible Project costs will be reimbursed on a quarterly basis by the Applicant upon presentation of claim voucher, State Form 3211, by the Service Provider.

SECTION VII: Financial Statement

The Service Provider shall submit to the Applicant, at such times as it may require, such financial statements, records, and fiscal documents as may be deemed necessary by FTA and INDOT. Furthermore, the Service Provider shall submit to the Applicant an annual certified audit performed by an independent Certified Public Accountant ("CPA"). The Service Provider shall develop and maintain financial reports which are necessary for the effective control and management of operations and shall maintain financial records required by funding sources in accordance with generally accepted accounting procedures.

SECTION VIII: Audit and Inspection

The Service Provider shall permit the Applicant, INDOT, FTA, or their authorized representative, to inspect all vehicles, facilities and equipment purchased by the Applicant, including those obtained through the Section 5311 Project, all transportation services rendered by the Service Provider by the use of such vehicles, facilities and equipment and all relevant Project data and records. The Service Provider shall also permit the above-named persons to audit the books, records and accounts of the Service Provider pertaining to the Project. Any overpayment to the Service Provider as determined by an audit must be immediately refunded to the Applicant.

SECTION IX: Use of Applicant's Equipment

Any vehicles, equipment or facilities purchased under the Section 5311 Assistance Program and titled in the name of the Applicant, hereinafter referred to as "Capital Assets," are hereby leased to the Service Provider for an annual fee. The vehicles, equipment or facilities covered by this lease shall only be used by the Service Provider for the purpose of transportation services. Any fares, fees or other proceeds, including leases or sub-lease obtained by the Service Provider, shall be used in the performance of the transportation services and shall be reported quarterly to the Applicant. Any such proceeds shall be deducted from the monthly operating costs as allowed.

The Service Provider will maintain proper liability, collision, and property damage insurance for the service provided in the Project.

Upon the release of Capital Assets by FTA and INDOT, or in the event the Project is terminated, the Applicant will transfer ownership of any Capital Assets for which the Service Provider has provided the required local matching funds to the Service Provider.

SECTION X: Consultant Contracts

Contracts for consultant services in excess of \$10,000 must be submitted by the Service Provider for review and prior approval by the Applicant, INDOT and FTA. The Applicant and/or Service Provider will abide by the requirements of FTA Circular 4220.1E (Third Party Contracting Requirements) in procuring services.

SECTION XI: Project Monitoring and Evaluation Data

The Service Provider will provide quarterly and monthly financial and ridership reports to the Applicant. The quarterly and monthly reports shall include revenue and expense statements including a detailed report of expenses by budget category as identified in the Budget Form accompanying the Applicant's Application.

The Service Provider shall provide all data for the monitoring and evaluation of the Project as requested by INDOT and/or FTA. The Service Provider shall provide necessary information such as ridership, vehicle, hours of service, operations costs and revenues when such information is requested by INDOT and/or FTA.

SECTION XII: Changes in Project Scope or Budget

The Service Provider shall immediately notify the State, FTA and the Applicant of any change in conditions, or of any event, which will affect its ability to perform the Project in accordance with the provisions of this Agreement.

SECTION XIII: Labor Protection

Provisions of the Department of Labor Special Section 5333(b) Warranty signed by the Service Provider and the Applicant are hereby incorporated into this Agreement by reference (see attached "Appendix C").

SECTION IXV: Equal Employment Opportunity

In connection with the execution of this Agreement, the Service Provider shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. The Service Provider shall take affirmative action to insure the applicants are employed and treated fairly during their employment. Such action shall include, but not be limited to the following; employment, upgrade, demotion, or transfer, recruitment, or advertising, layoffs, or termination, rate of pay, or other forms of compensation; and selection for training including apprenticeship.

SECTION XV: Non-Discrimination

The Service Provider agrees that as a condition to the Agreement that no otherwise qualified disabled person shall, solely by reason of his/her disability, be excluded from participation in, be denied, the benefits of, or otherwise be subjected to discrimination under this program or activity that receives or benefits from Federal financial assistance administered by the Applicant through funding by the United States Department of Transportation.

SECTION XVI: Civil Rights Act of 1964

The Service Provider shall comply with all requirements imposed under Title VI of the Civil Rights Act of 1964 (78 Stat. 252), as amended, and any and all regulations issued pursuant thereto (CFR Title 49, Subtitle A, Part 21).

SECTION XVII: Section 5311 Program Compliance

The Service Provider shall comply with all other assurances and regulation included in the Section 5311 Program as cited in the Operating Assistance Application.

SECTION XVIII: Termination

The Applicant may, by written notice to the Service Provider, terminate the Project and cancel this Agreement

SECTION IXX: Agreement Changes

Any proposed change in this Agreement must have the approval of both the Applicant and the Service Provider prior to becoming effective.

SECTION XX: Dispute

Any dispute concerning a question of fact in connection with purposes contained within this Agreement shall be referred to the Commissioner of INDOT, whose decision shall be final.

SECTION XXI: Responsibility for Claims and Liability

The Service Provider shall be responsible for and save harmless the Applicant for all damage to life and property due to activities of the Service Provider, its subcontractors, agents or employees, in connection with the execution of the Project.

(Remainder of this page intentionally blank)

IN WITNESS WHEREOF, Sycamore Services and Hendricks County Commissioners have caused this Agreement to be executed in their respective names.

EXECUTED THIS 7 DAY OF 1	<u>, 20</u> //
Date: 8/9/11	
ву:	Authorized Representative of Applicant
Date: 8/9/11	
Authorized Service Provider Re	presentative

CERTIFICATION OF APPLICANT'S ATTORNEY

I affirm that to the best of my knowledge the Applicant and Service Provider are in total compliance with all items and conditions of the grant agreement executed between the Indiana Department of Transportation and the Applicant, hereby incorporated by reference, and as attached as Exhibit A to this Agreement.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or threatened that might adversely affect the validity of these certifications and assurances or of the performances of the Project. Furthermore, if I become aware of circumstances that change the accuracy of the foregoing statements, I will notify the Applicant, Service Provider and INDOT.

Date:	8-9-11
By:	Maythum
	<u> </u>

Daily Vehicle Inspection Checklist

eeds maintenance, or if damage is found, place an "X" in the box next to the item e space provided to the right.
Note any problems below
 Windshield washer fluid engine/belts/hoses Power steering fluid
gauges/instruments
 seats/belts rearOview mirror (adjust)
blower fan/air conditioning/hcater
□ interior lights
Emergency exits (rear, roof, windows) ck switch)
, D back-up alarm
 rear door buzzer flashlight (fresh batteries)
\Box extra fuses

Averalismin Fail months in the second second

- fully-operable wheelchair lift or ramp (run through cycle)
 proper number of wheelchair securement belts and straps
- □ belts and straps in good condition
- wheelchair manual/emergency backup (hand pump)
- □ wheelchair lift fluids



打滚 Exterior □ tail/brakelights □ tires, including spare (check tread/inflation)

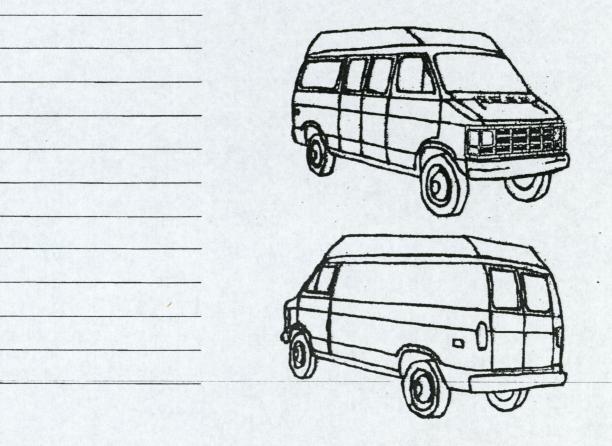
- □ turn signals
- □ headlights
- □ clearance lights
- □ mirrors (adjust)
- □ cleanliness
 - □ emergency flashers

□ windshield wipers \Box fresh body damage Carefully inspect the entire vehicle exterior and undercarriage (check for fluid leaks)

On the illustrations below, locate any damage or problems using the following code:

X dent \sim scratch

Indicate any other damage by circling the area and then describe the damage.



Driver's Signature:



WHAT IS LINK Hendricks County

Transportation service for persons of any age residing in Hendricks County to destinations within Hendricks County.

- Monday Friday
- 6 a.m. to 6 p.m.
- Children under 16 must be accompanied by an adult.
- If your child falls under the Indiana Child Seat Law you <u>MUST</u> provide state approved car seat.
- Not available on holidays or when inclement weather prohibits safe boarding and/or travel.

RESERVATIONS SCHEDULING AND CANCELLATIONS

LINK service is scheduled on a first come first served basis, so riders are encouraged to call as soon as possible, up to three (3) months in advance.

When calling have available:

- 1. Date and time of appointment
- 2. Name and address of destination
- 3. Own address with directions
- 4. Emergency name and number
- 5. Please inform dispatcher of any special medical concern or equipment utilized (wheelchair, walker, oxygen, service animal, etc.)

NO UNSCHEDULED STOPS! Riders will be charged for no shows! Three no-shows in a three month period will result in suspension of transportation services.

Passenger Conduct

Passengers are expected to exercise common courtesy and consideration of others, including other passengers, drivers and dispatcher.

Service may be suspended or denied for:

- · Eating or drinking
- Use of tobacco products
- Foul language
- Bothering other
 passengers
- Not cooperating with driver
- Fighting
- Carrying weapons
- · Possessing illegal drugs
- Having open containers of alcohol
- Repeated cancellations or no-shows
- Inappropriate or violent behavior

FEES

Within town limits:

\$3.00 One Way

Outside town limits:

\$4.00 One Way

If covered under Medicaid:

\$1.00 roundtrip

\$2.00 roundtrip for wheelchair transport



To schedule a ride or for more information, call LINK at 718-4474. Link is a cooperative effort of Sycamore Services and Hendricks County Senior Services. LINK is funded in part by the Indiana Department of Transportation, CICOA Aging & In-Home Solutions, United Way of Central Indiana, and Hendricks County. Services are provided without regard to sex, race, color, religion, national origin, ancestry or handicap.

Information is available in alternative format.







Telephone: 317-718-4474 The following information comes directly from the Transportation Needs Assessment and Feasibility Study and is included in this application to help demonstrate the need for this program in Hendricks County.

Needs Identification

This study has identified a strong need for public transit in Hendricks County. By utilizing census data and direct research, this study has identified various transit needs for employers, social service agency clients, and the general citizenry.

A general user survey was incorporated to directly measure the any need for public transit within Hendricks County. In addition to the survey, area businesses were interviewed regarding transit issues for both employees and business clients or customers.

Pransit Users Survey

A summary of potential transit users is given below. The surveys indicate a strong need for public transit. Two hundred forty nine (249) surveys were collected, and respondents indicated they would ride 971 trips per week.

Many of the respondents indicated a need for a lift-equipped vehicle, and a large percentage indicated interest in yearlong bus pass. Further information on times of use and trip generators are given in the summary below. For more detailed survey results, please see the "User Survey Results".

Gender: Female <u>159 (63.9%)</u> Male <u>90 (36.1%)</u>

Age: (circle your age group)

- Do you have any of the following transportation problems? (Mark all that apply) <u>134 (54%)</u> No Car <u>144 (58%)</u> No adequate public transportation <u>151 (61%)</u> Unable to drive <u>5 (2%)</u> Other: (please explain briefly)
- 2. In the following table, mark the time periods during each day that you would use a convenient public transportation system. If you would use it more than once during a period, indicate the number of trips.

	Monday	Tuesday	Wednesd ay	Thursday	Friday	Saturday	Sunday
5am – 9am	59 (24%)	50 (20%)	54 (22%)	50 (20%)	50 (20%)	8 (3%)	18 (7%)
9am – 3pm	91 (37%)	94 (38%)	88 (35%)	85 (34%)	89 (36%)	62 (25%)	49 (20%)
3pm – 7pm	61 (25%)	51 (20%)	53 (21%)	51 (20%)	57 (23%)	41 (16%)	23 (9%)
7pm – 10pm	14 (6%)	12 (5%)	15 (5%)	13 (5%)	20 (8%)	18 (7%)	10 (4%)
10pm – 5am	3 (1%)	3 (1%)	3 (1%)	3 (1%)	4 (2%)	4 (2%)	3 (1%)
Totals		228 21	0 213	3	202	220	133

3. If this public transportation were made available at a reasonable cost, how many times per week would you use it for each of the two categories?

Within the County

To and from **Outside** the County

103

801 times per week

170 times per week

- 4. What City or town do you live in or nearest to? (See attached breakdown for details)
- 5. Do you require a lift-equipped vehicle in order to use public transportation?

<u>25</u> Yes <u>212</u> No <u>6</u> Other assistance:

- How much would you be willing to pay each ride for convenient public transportation?
 <u>107</u> \$2 <u>90</u> \$3 <u>32</u> \$4 <u>8</u> \$5 1 \$6 +
- If a yearlong Bus Pass were made available for unlimited use, would you purchase one?
 <u>86</u> Yes <u>70</u> No <u>83</u> Maybe
- 8. Do you live in (a/an): (circle one)

- a. Apartment <u>35</u> b. public housing <u>10</u> c. rented home <u>24</u> d. private home <u>143</u> e. group home <u>36</u>
- 9. Income per year: (circle one)

a. Under \$7,500 100 b. \$7,501 - \$15,000 57 c. \$15,001 - \$22,500 31

d. \$22,501 - \$30,000 <u>31</u> e. \$30,001 + <u>21</u>

10. For which places would you use public transportation to get to? (circle all that apply)

a. medical visits <u>114</u>	d. personal businsess <u>82</u>	g. library <u>47</u>
b. employment <u>84</u>	e. education <u>27</u>	h. church <u>62</u>
c. shopping 130	f. recreation <u>63</u>	i. Others <u>5</u>

Transit Providers Survey

A summary of social service transit providers is given below. The surveys indicate transit is being offered to both agency clients and the general public, and that there is strong cooperation between agency providers. All providers currently operate demand/response systems, but not all of them charge a fee for riding.

Transit providers have indicated a growing demand for public transit within Hendricks County, but they realize that as individual agencies they are limited in the services they can provide.

All six transportation providers in Hendricks County completed this survey.

Link Hendricks County Sycamore Services, Inc. Faith in Action, Inc.

American Red Cross of Hendricks County Hendricks County Senior Services Cummins Mental Health Centers, Inc.

1. Do you provide transportation to:

	Yes	No
Your own clients?	5	1
Other agencies' clients?	3	3
The general public?	4	2

2. Is your service:

	Yes	No
A fixed route system?	1	5
A demand/response system?	6	0
Other?		6

-

3. Do you charge a fare? (check the appropriate box)

Yes	2
No	4
Donations accepted	3

If yes, what is your fare per one-way trip? (Attach a schedule if possible.) \$3 within a town, \$4 outside town limits

\$10 individual \$5 groups

4. What are your hours of operation?

	Monday – Friday	Saturday	Sunday	Holidays
Start – Finish (Example 9 – 5)	7am - 6pm			

*All six respondents operate somewhere between 6am to 6pm. One starts at 6am, one at 7am, 2 at 8am and 2 and 9am. One stops at 6pm, two at 5pm, two at 4pm, and one at 2:30pm. Only one respondent makes services available on the weekends.

5. What is the area usually served:

Cities

Towns_

Counties All respondents serve all of Hendricks County, some provide service outside to the county.

6. How many people are involved in your operation?

Туре	Number	Positions (drivers/maintenance/dispatchers/superv isors)
Full-time Employees	High $= 3$	Positions included a supervisor, drivers,
	Low = 0	dispatchers and other volunteer help.
	Avg = 1.4	
	Total = 9	
Part-time Employees	High $= 6$	Same as above.
	Low = 0	
	Avg = 1.8	
	Total = 9	
Other	Total = 9	General help by volunteers.

7. Give an overview of your fleet, indicating handicap accessibility. (Attach if more space is needed)

Vehicle Type	# of veh.	Owned / Leased	2-way Radio?	Lift equipped (# if not all)?	# of Passengers
Passenger Van	13	12 owned 1 leased	Cell phones	8	3 @ 28 passengers 2 @ 15 passengers



					8 @ no answer
Automobile	3	2 owned 1 leased	Cell phones	0	3
Total	16	14 owned 2 leased	All use cell phones	8	

*One respondents provides services with volunteer driver's vehicles.

8. Are your vehicles dispatched from a central location? <u>4</u> Yes <u>2</u> No

9. Are your drivers trained in the	following:
------------------------------------	------------

	Yes	No
First Aid	5	1
CPR	5	1
Commercial Drivers License	1	5
Defensive Driving	5	1
Passenger Assistance	5	1
Preventative Maintenance	1	5
Pre-trip Inspection	5	1

*One of the service providers is staffed solely by volunteers and does require the above training although some of the drivers may already have some of the above training.

10. How do you maintain your vehicles? (check the appropriate box)

Self Maintained	
(internal)	3
Contracted out	4
Other (explain below)	1

*Most routine maintenance is performed in-house while repairs are contracted out or performed by other affiliated organizations outside of Hendricks County.

11. How many one-way trips does your agency provide in a one-year period?

High = 17,500 (67 per day) Low = 1,440 (6 per day) Avg = 9,507 (37 per day)

Total = 47,538 = (183 per day)

*These figures exclude one provider who did not have data regarding one way trips. Per day data is based on Monday through Friday only (260 days per year).

How many of these one way trips require lift equipped vehicles?

High = 4,000 (15 per day) Low = 0 Avg = 1,038 (4 per day)

Total = 4,150 (16 per day)

*These figures exclude one provider who did not have data regarding one way trips. Per day data is based on Monday through Friday only (260 days per year).

 Indicate any local, state and federal program funding sources that your transportation service receives as well as the amount going to operation, equipment or other costs. (if more, please attach on a separate page)

Source to Operating Costs to Equipment Costs

1 Private Donations	\$60.00/year	\$
2 Title XX	\$70,000	\$
3 Medical	\$18,000	\$
4 Older Americans Act	\$14,000	\$

*Not all respondents provided sources and uses of funds.

13. What was your total budget for the last fiscal year, including personnel, fuel, insurance, maintenance, depreciation and overhead costs?

High = \$166,000 Low = \$36,500 Avg = \$96,000

Total = \$386,000

*Four of the six providers listed total budget information.

Business Survey

A summary of area business interviews is given below. The interviews indicated that a significant number of businesses would consider supplementing the cost of public transportation for their customers and their employees.

Percentages based on number of responses for each question. Not all respondents answered all questions.

1. Would your employees use public transportation?

Yes	No	Maybe
12%	44%	44%

2. Would you be willing to cover the cost?

Yes	No	Maybe
0%	62%	38%

3. Would your customers use public transportation?

Yes	No	Maybe
8%	25%	67%

4. Would you offer a discount or coupon to supplement the cost of public transportation for your customers?

Yes	No	Maybe	
			5

90/	E 00/	220/
1/0	58%	35%



.

5. What would be a reasonable fee for public transportation?

\$2.00	\$3.00
56%	44%

6. What percentage of your employees lives in Hendricks County?

70% of employees	80% of employees	90% of employees	All of employees
6%	33%	50%	11%

7. What would be the most convenient times to operate public transportation?

	Monday	Tuesday	Wednesday		Friday	Weekend
5am - 9am	78%	78%	78%	78%	78%	44%
9am - 3pm	78%	78%	78%	78%	78%	44%
3pm - 7pm	56%	56%	56%	56%	56%	22%
7pm - 10pm	44%	44%	44%	44%	44%	0%
10pm - 5am	6%	6%	6%	6%	6%	0%



Hendricks County appears to mimic other counties in the types of trip generators indicated in

the survey responses. Below is a listing of the trip generator locations:

Major Employers

American Fasteners	Aircraft and Electronics Specialties
Phoenix Corporation	Galyan's
Pep Boys	CCX Trucking
Owen Trucking	State of Indiana Correction Facilities
CTI	United Airlines
Federal Express	American Trans Air

Primary Medical Facilities

Hendricks County Hospital (locations countywide) Doctors Offices (locations countywide)

Commercial Development Concentrations

Target	Kohl's
Wal-mart Supercenters	Meijers
Kroger	CVS
Walgreens	Marsh

Social Service Agencies

American Cancer Society	American Red Cross
Community Action Program	Faith in Action
FSSA	Cummins Mental Health Centers
Hendricks County Senior Services	United Way
Sycamore Services	Hoosier House
Office of Family and Children	Sheltering Wings
Step Ahead	Head Start

Retirement, Nursing Home, and Apartment Communities

Assisted Living Concepts	Emerald Gardens
Westside Retirement Village	Avon Healthcare of Hendricks County

()

..

-

Heartland Health Care Center Primrose Manor Nursing Home HI-40 Westwood Harrison Lake of the Lanterns Brownsburg Crossing Hillcrest Woodberry

Daycare Centers

A Child's World La Petite Academy Shining Star

Churches

All churches countywide

Township Trustees

In every township in the county

NHC Healthcare Taylor Nursing Home Maple Grove Avon Village I-70 Avon Carr Enterprise Stafford Danville Regional Rehabilitation Center

Community Child Care Center Playworld Kindercare

Demand Analysis

The information below reflects estimated transit demand based upon survey results, census

figures, and population forecasts.

Total Trips Per Year

The following table is based upon survey responses indicating 971 total trips per week either within the county or from Hendricks County to another county.

Survey Factors	2000	2005	2010
Population	104,093	115,142	128,820
Survey Extrapolation (Trips per week)	405,920.90	449,007.56	502,346.27
Survey Interest Reduction	101,480.23	112,251.89	125,586.57
Elderly Response Reduction	40,592.09	44,900.76	50,234.63
Disable Response Reduction	20,296.05	22,450.38	25,117.31
Total trips per year	1,055,394	1,167,420	1,306,100

The above matrix illustrates the process for estimating total demand for service for one year. Two hundred forty nine (249) surveys were collected and those surveys indicated 971 trips per week. In order to represent the current population of Hendricks County, 971 is multiplied by 418.04 (104,093 / 249 = 418.04) indicating 405,920.90 trips per week if the survey were a linear representation of the total county population. Based upon prior survey experience, respondents may be four times as likely to use public transit as those who did not respond, so trips per week was divided by 4. The percentage of elderly who responded to the survey comprised two and a half (2.5) times the population percentage of the total county population, so the trips per week was divided by 2.5. A similar situation existed with the disable population response, therefore trips per week was divided by 2.

As outlined above, the total number of trips per year in 2000 is estimated to be 1,055,394. This estimate approximates the estimate determined in the Indiana Statewide Public Transportation

Needs Assessment Study in which the average number of one-way trips needed to meet demand is 1,125,000.

For further information on the statewide study, please see Statewide Public Transit Needs Assessment in the Appendix.

Peak and Off-Peak Passenger Trips

17.00

When asked what time periods during each day that you would use a convenient public transportation between 40%-50% of the respondents indicated between the hours of 9:00 a.m. to 3:00 p.m. This appears to the peak time period for passenger trips both during the week and on the weekends. Great rider interest was also shown between the hours of 3:00 p.m. and 7:00 p.m. and 5:00 a.m. and 9:00 a.m. respectively. The off-peak hours are in the hours of 7:00 p.m. to 5:00 a.m.

The peak hours seem to be determined by the hours of operation of the various trip generators. The "users" survey indicated that respondents would most like use public transit for shopping, medical visits, employment and personal business. Most social service agencies also operate within normal business hours, another indicator of peak travel between 9:00 a.m. and 3:00 p.m.

Business interviews also showed the peak hours to be 5:00 a.m. to 3:00 p.m., an indicator of the need for transit for area employees. Social service transit providers also indicated the daytime hours as their peak transit, and many currently provide services within the hours of 7:00 a.m. and 6:00 p.m.

User Survey Results

	Males	% of Age Group	Females	% of Age Group	Total	% of Total
All Ages	90	36.1%	159	63.9%	249	100.0%
18-24	6	50.0%	6	50.0%	12	4.8%
25-34	25	55.6%	20	44.4%	45	18.1%
35-44	19	46.3%	22	53.7%	41	16.5%
45-54	13	37.1%	22	62.9%	35	14.1%
55-64	8	20.5%	31 -	79.5%	39	15.7%
65+	14	20.3%	55	79.7%	69	27.7%
No Reply	5	62.5%	3	37.5%	8	3.2%

-16

Do you have any of the following transportation problems? (Mark all that apply)

			% of Males		% of Females	Total	% of Total
	No Car	65	72%	69	43%	134	54%
1	Unable to Drive	76	84%	75	47%	151	61%
	No Adequate Public Transportation	66	73%	78	49%	144	58%
	Other	2	2%	3	2%	5	2%

In the following table, mark the time periods during each day that you would use a convenient public transportation system.

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	5am-9am	59	50	54	50	50	.8	18
	9am-3pm	91	94	88	85	89	62	49
2	3pm-7pm 7pm-	61	51	53	51	57	41	23
	10pm 10pm-	14	12	15	13	20	18	10
	5am	3	3	3	3	4	4	3
		228	210	213	202	220	133	103

If this public transportation were made available at a reasonable cost, how many times per week would you use it for each of the two categories?

	City/Town	Trips	Within	Trip s	Outside
		#	Average/Pers on	#	Average/Pers on
Avon		79	2.47	16	0.50
Brow	nsburg	129	2.58	14	0.29
Clayt	on	41	8.20	0	0.00
Coat	esville	6	6.00	5	5.00
Danv	ille	153	3.40	25	0.56
India	napolis	14	1.40	19	1.90
Liztor	n	2	1.00	2	1.00
3 Marti	nsville	0	0.00	5	5.00
Moor	esville	1	0.33	2	0.67
No R	eply	128	4.57	23	0.82
North	Salem	8	2.00	1	0.25
Pittsb	oro	1	0.50	1	0.50
Plaint	field	239	3.85	55	0.87
Stiles	ville	0	0.00	2	2.00
Zions	ville	0	0.00	0	0.00
		801	2.42 Total	170	1.29 Total
200 100		Total	Average/Pers on	Tota · I	Average/Pers on

What City or Town do you live in or nearest to?

		Numbe
TI	City	r
The second second	Avon	32
	Brownsburg	50
	Clayton	5
	Coatesville	1
	Danville	45
	Indianapolis	10
4	Lizton	2
and the second	Martinsville	1
318 Car 19	Mooresville	3
	North Salem	4
	Pittsboro	2
	Plainfield	64
	Stilesville	1
	Zionsville	1
1927	No Reply	28

For which places would you use public transportation to get to?

A MARCH AND	Place	Number	•
	Medical Visits	114	Categories of Other
	Employment	84	Laundry
	Shopping	130	Out to Eat.
	Personal Business	82	Senior Center
5	Education	27	Visit Family
	Recreation	63	
	Library	47	
	Church	62	
	Other	5	

Do you require a lift-equipped vehicle in order to use public transportation?

	Lift Equipped	Number	Categories of Other
	Yes	25	Help getting on / off
	No	212	Help getting on / off
6	Other	6	Help getting on / off
			I use a Walker
			Other Assistance
			Walker

How much would you be willing to pay each ride for convenient public transportation?

	Willingness To Pay Amounts	Number
	\$2	107
9332	\$3	90
7	\$4	32
	\$5	8
	\$6 +	1
	No Reply	11

If a yearlong Bus Pass were made available for unlimited use, would you purchase one?

-

-

	Bus Pass	Number
	Yes	86
8	No	70
	Maybe	83
	No Reply	10

Do you live in (a/an):

	Housing Type	Number
	Apartment	35
Group Home		36
9	Private Home	143
52.	Public Housing Building	10
100	Rented Home	24
	No Reply	1

Income per year:

	Income	Number
Under \$7,500		100
	\$7,501 - \$15,000	57
10	\$15,001 - \$22,500	31
	\$22,501 - \$30,000	31
	\$30,000	21
Sec. A	No Reply	9

Hendricks County Transportation Providers Survey Summary

All six transportation providers in Hendricks County completed this survey.

Link Hendricks County American Red Cross of Hendricks County Sycamore Services, Inc. Hendricks County Senior Services Faith in Action, Inc. Cummins Mental Health Centers, Inc.

4. Do you provide transportation to:

	Yes	No
Your own clients?	5	1
Other agencies' clients?	3	3
The general public?	4	2

5. Is your service:

	Yes	No
A fixed route system?	1	5
A demand/response system?	6	0
Other?	A LAND	6

6. Do you charge a fare? (check the appropriate box)

Yes	2
No	4
Donations accepted	3

If yes, what is your fare per one-way trip? (Attach a schedule if possible.) <u>\$3 within a town, \$4 outside town limits</u> <u>\$10 individual \$5 groups</u>

4. What are your hours of operation?

	Monday – Friday		Sunday	Holidays
		Saturday		
Start – Finish (Example 9 – 5)	7am - 6pm			

*All six respondents operate somewhere between 6am to 6pm. One starts at 6am, one at 7am, 2 at 8am and 2 and 9am. One stops at 6pm, two at 5pm, two at 4pm, and one at 2:30pm. Only one respondent makes services available on the weekends.

5. What is the area usually served:

Cities_

Towns

Counties <u>All respondents serve all of Hendricks County, some provide service outside to the</u> <u>county.</u>

Positions (drivers/maintenance/dispatchers/supervisors) Гуре Numbe r Full-time High = 3Positions included a supervisor, drivers, dispatchers and Employees Low = 0other volunteer help. Avg = 1.4 Total = 9 Part-time High = 6Same as above. Employees Low = 0Avg = 1.8 Total = 9Other Total = 9General help by volunteers.

6. How many people are involved in your operation?

7. Give an overview of your fleet, indicating handicap accessibility. (Attach if more space is needed)

/ehicle Type	# of veh.	Owned / Leased	2-way Radio?	Lift equipped (# if not all)?	# of Passengers
Passenger Van	13	12 owned 1 leased	Cell phones	. 8	3 @ 28 passengers 2 @ 15 passenger 8 @ no answer
Automobile	3	2 owned 1 leased	Cell phones	0	3
Total ware	16	14 owned 2 leased	All use cell phones	8	

*One respondents provides services with volunteer driver's vehicles.

8. Are your vehicles dispatched from a central location? <u>4</u> Yes <u>2</u> No

9. Are your drivers trained in the following:

	Yes	No
First Aid	5	1
CPR	5	1
Commercial Drivers License	1	5
Defensive Driving	5	1
Passenger Assistance	5	1
Preventative Maintenance	1	5
Pre-trip Inspection	5	1

*One of the service providers is staffed solely by volunteers and does require the above training although some of the drivers may already have some of the above training.

10. How do you maintain your vehicles? (check the appropriate box)

Self Maintained	
(internal)	3
Contracted out	4
Other (explain	4
below)	

Most routine maintenance is performed in-house while repairs are contracted out or performed by other affiliated organizations outside of Hendricks County.

11. How many one-way trips does your agency provide in a one-year period?

High = 17,500 (67 per day) Low = 1,440 (6 per day) Avg = 9,507 (37 per day)

Total = 47,538 = (183 per day)

*These figures exclude one provider who did not have data regarding one way trips. Per day data is based on Monday through Friday only (260 days per year).

How many of these one way trips require lift equipped vehicles?

High = 4,000 (15 per day)Low = 0Avg = 1,038 (4 per day)

Total = 4,150 (16 per day)

*These figures exclude one provider who did not have data regarding one way trips. Per day data is based on Monday through Friday only (260 days per year).

12. Indicate any local, state and federal program funding sources that your transportation services receives as well as the amount going to operation, equipment or other costs. (if more, please attach on a separate page)

Sou	rce	to Operating Costs	to	Equipment Costs	
1	_Private Donations		\$	_\$60.00/year _	\$
2	_Title XX		\$	\$70,000	\$
3	_Medical		\$	_\$18,000	\$
4	Older Americans Act		\$	\$14,000	\$

*Not all respondents provided sources and uses of funds.

13. What was your total budget for the last fiscal year, including personnel, fuel, insurance, maintenance, depreciation and overhead costs?

High = \$166,000 Low = \$36,500 Avg = \$96,000

Total = \$386,000 *Four of the six providers listed total budget information.

14. What are the greatest problems facing your transportation service?

Lack of funding Lack of volunteers Lack of vehicles

15. Is your agency interested in coordinating transportation service delivery in order to stretch Hendricks County's collective community resources?

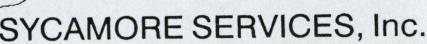
<u>6</u> Yes _____No (please explain)

16. Would your agency like to be represented on an interagency task force to address coordination and help guide the planning process?

<u>6</u> Yes _____No



NOTIFICATION LETTER



Business Employment Rehabilitation Children's Services

MINKHIVICIVI

2-A

Corporate Office 1001 Sycamore Lane P.O. Box 369 Danville, IN 46122 (317) 745-4715 (866) 573-0817

Children's Services 1600 E. Main Street P.O. Box 369 Danville, IN 46122 (317) 745-7503

Indianapolis Office North 1717 West 86th Street Suite 300 Indianapolis, IN 46260 (317) 415-0334

Indianapolis Office South 3901 S. East Street Suite E Indianapolis, IN 46227 (317) 664-7078

> Martinsville Office 465 S. Main Street Suite 108 Martinsville, IN 46151 (765) 342-2476

Plainfield Office 8313 East C.R. 300 South P.O. Box 1083 Plainfield, IN 46168 (317) 838-7705

Evansville Office 1510 N. Weinbach Ave. Evansville, IN 47711 (812) 421-0847

Sycamore Printing Center 16 West Main Street Danville, IN 46122 (317) 745-5456 To: All Public and Private Transit and Para-transit Providers operating in Hendricks County

From: Sycamore Services, Inc.

Date: February 18, 2011

The Indiana Department of Transportation has made available federal funds, through the Section 5310 Specialized Transportation Capital Assistance Program, for the acquisition of equipment to provide specialized transportation to elderly persons and persons with disabilities.

Sycamore Services is submitting an application.

Number and type of equipment requested: We intend to request assistance to purchase one (1) Low Floor Mini Van and two (2) medium transport vehicles.

Need/justification for request: Sycamore Services needs the requested equipment to provide transportation to the elderly and individuals with disabilities to and from work and other community activities. One vehicle will replace an existing one that has exceeded its useful life. The other two will be used to expand services to persons currently without transportation.

Description of clients, type of service, route structure, number of trips, hours of day, and days of week: Clients of this transportation service include elderly persons and people with disabilities. The service route structure is curb-to-curb providing 28 one way trips per day. The service operates from 6am to 6pm Monday through Friday.

For additional information, you may contact Jett Wells of Sycamore Services at 317-745-4715. A draft of the application package is available for review at Sycamore Services, Inc., 1001 Sycamore Lane, Danville, Indiana.

If you wish to comment or want additional information on this application, our agency must receive your written request no later than February 25, 2011.

Sincerely Tatuck C. Cockum

Patrick Cockrum, CEO Sycamore Services



LINK Hendricks County Transportation Advisory Committee February 8, 2010 - Minutes

Present:

Marcia Lynch, Jett Wells, Dan Martin, Andrew Hebel, Michelle Thralls, Beth Ann Leach, Martha Bidle, Susie Friend

111-

WIRLI MILU # +

Feb, 2010

- 1. Introductions were made, with Michelle Thralls and Martha Bidle introduced as our valuable consumers.
- 2. Minutes of November, 2009 meeting were approved as presented.
- 3. Dan Martin reviewed financials showing 2009 expenses under budget by \$23,594, less than 5%. Boardings for the year were 68,609, compared to 61,240 last year.
- 4. Report on Service Andrew reported on ridership showing increases for the last quarter of 2009. He discussed goals for the year:
 - a. 20% increase in ridership
 - b. Zero denials for in-county trips
 - c. 100% fare collection
 - d. Less than 5 hours overtime per week average
 - e. Quarterly driver meetings

Andrew and Dan also discussed the memorandum of agreement for fares pertaining to the shared vehicles.

Susan was not present to discuss Morgan County.

- 5. Old Business:
 - a. Stimulus Grant Vehicles will not arrive before summer. The tier II project of the garage is likely to be delayed another year.
 - b. The collaborative effort between SS and SS continues to improve service.
 - c. Brochures/Magnets Magnets have been received. Andrew will make final changes for a new brochure.
- 6. New Business
 - a. 2010 5310 application With the alternating year system, it is Senior Services' year to apply for 5310 vehicles. Senior Services will make application to replace 2 vehicles, an 06 Ford Taurus and an 06 Ford van. They will also apply for one expansion vehicle, so that the goals for expansion can be met. The committee approved the request.
- 7. Ways to Improve Service
 - a. Martha reported that her transportation is working well. LINK takes her to the county line where she meets public transit from Putman County. She reported that Putman now has 2 routes they call "sweeps." Their route includes the college campus.
 - b. Beth Ann reported that it is necessary to find additional match for LINK. Senior Services has maxed out its capacity to provide the match on its own. Susie believes that additional funding can be found. Andrew will chair a committee to explore new avenues and will call on Marcia and Susie for a meeting. Since the express bus route has stalled, perhaps towns would have money for local public transit. Township trustees could also be approached.

The meeting was adjourned at 10:45. The next meeting will be Monday, May 10 at 9:00 at Senior Services.



3.

Meeting Notes from April 7, 2010 Jett Wells, Marcia Lynch and Andrew Hebel

Items discussed

Issue:

Schedules of Sycamore drivers- Andrew said he needed our vehicles but not our staff. That he had excess staff for the number of vehicles they have. Andrew stated that he really didn't need our drivers anymore. He hired 5 new drivers in November. He said with the new vans he was good now but later in the year would be concerned if there was growth.

Resolution:

Marcia stated that Sycamore will continue to provide vehicles for Sycamore staff to drive. Other use of Sycamore vans will only be in the case there is an emergency. Ramona can be available from the hours of 9-2, M-Th after completing Sycamore route. Ellen will be available from 9:30-2 daily and possibly longer after school is out. Andrew agreed that he could utilize these hours. If there is a time that all excess capacity is filled and the reservation time stretches out again, more discussions will be held to see if Sycamore needs to and is willing to hire additional staff.

Issue:

Excess Capacity-Downtime for drivers- Discussion on using Ramona to pick up Senior Services vans. Marcia and Jett's concerns were voiced of using Sycamore paid drivers to complete non-revenue generating tasks. Andrew said that when any drivers had downtime he has them do tasks such as washing and fueling vans. He said that the downtime was caused by cancellations and openings in schedules.

Resolution:

Jett stated that anytime Ramona or Ellen has downtime they are to report to him at Sycamore for assignments at Sycamore. Marcia suggested that a process be established to have a wait list each day to see if downtime created by cancellations could be filled. Andrew didn't want to do that because he was afraid that it would train their riders to wait until the last minute to call. Marcia commented that a wait list could be emphasized as only available if openings were available at the last minute and by filling those gaps in the schedules, the system would be more efficient, create more revenue and most importantly meet the greater needs of the public.

Issue:

Jett suggested that if we wanted to increase ridership with all the new vans, if there wasn't enough trips to keep the drivers busy that it was time to advertise the availability. He also suggested that Saturday service be considered as the work release center has commented that they could utilize a driver all day on Saturdays. Andrew stated that he isn't ready to advertise even though there may be capacity at this time. He also didn't want to consider looking into Saturday service because of the administrative issues that comes with it.

Resolution:

Andrew said he would do some marketing.



24

I'L YILLT MILL TI

JUNE 2010

Notes from INDOT 5311 Meeting June 2, 2010

Fitness For Duty-

..

- Trained Proficiency Requirement
- A new policy must be implemented to address fitness for duty issues. It will be mandated 60 days from the date that Vicki Warner sends out materials.
- Drivers must be able to perform all duties including loading and unloading assistance for riders.
- Should have a designated "Company" doctor to send someone if there is a doubt.
- If driver has a doctor's note saying that they are released but it appears there is still some ability to perform duties send to "Company" doctor for another opinion.

Prescription/OTC Medications

- All OTC medications must be listed on physical as to what they can and cannot take. Examples, Tylenol, Ibuprofen, Imodium, Nyquil, Robutussin etc.
- Drug/OTC Tool kit will be revised

DOT Accident reports (Doesn't replace current reports, in addition)

Medication Release to Work form

Problems with TESCO vans

• If you have problems, must go through Josh Wise at TESCO for repairs to assure warranty payment. Have business card for Josh.

Handicap Permits

• If a driver with a CDL or PPC license applies for a handicap parking permit, their license will be suspended without notification.

LINK Hendricks County November 8, 2010

Present: Andrew Hebel, Jett Wells, Marcia Lynch, Michelle Thralls, and Christine Campboll with CIRTA (Central Indiana Regional Transit Authority)

- 1. The minutes of the August meeting were approved.
- 2. Marcia provided the financial and service reports for the third quarter, 2010. (Attached) On behalf of Cindy, Marcia again requested that all reports in the future be submitted to her by the 10th day of the month following the end of the quarter. Andrew asked that Cindy contact Terry to discuss the difficulty of getting the monthly data to Cindy in the timeframe that it has been requested.
- 3. Andrew reported on service in Hendricks County, with spreadsheets. Denials are currently at a minimum; service going well. Wait time is approximately 48 hours to schedule a ride due to how their schedules are compiled. They are always full on Wednesday and cut off requests for any day at 150 trips for the day.
- 4. Marcia reported that 5311 grant application was signed by the Commissioner's and that the final budget was approved by the state. Andrew asked that Cindy provide a timeline of when she wants to establish the 2011 budget for the different divisions.
- 5. Marcia reported that a final report from RLS's Charles Glover compliance review has been received, it is clear that there is a need for uniform policies and procedures across all four entities. Cindy will take the lead on the matter and get with the appropriate parties to make necessary changes.
- 6. Andrew reported that they had negotiated a contract with a company to sell advertising on their vans. The ads are expected to begin in January, 2011.
- 7. Andrew provided a copy of a draft from CIRTA on the Rural /On-Demand Transit Coordination Objectives that he has been on the committee to create.
- 8. Christina Campoll explained CIRTA's objective in central Indiana to create more opportunity to coordinate inter-county transportation. She described the top two objectives of the document that Andrew provided as collecting and analyzing the current data in all of the surrounding areas. And secondly, to try and standardize the fee schedules of each system to allow less confusion for riders.

9. A reminder that the TAC for LINK meets quarterly, on Mondays of the second week of the second month of each quarter, at 9:00, at Hendricks County Senior Services.

NEXT MEETING: MONDAY, FEBRUARY 14 AT 9:00 a.m. at SENIOR SERVICES OFFICES



This agreement, between Sycamore Rehabilitation Services/Hendricks County ARC (hereinafter referred to as Sycamore Services) and Hendricks County Senior Services is for the purpose of fulfilling the 2010 Section 5311 and PMTF Operating Assistance Grant and is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

- A. The purpose of this agreement is to establish a procedure for reimbursement of expenses related to LINK Hendricks County for Hendricks County Senior Services. The total dollar amount of this agreement shall not exceed the dollar amount or conditions defined below.
- B. Hendricks County Senior Services shall provide services to eligible recipients in accordance with the LINK Hendricks County Grant.
- C. Hendricks County Senior Services shall submit all claims for reimbursement on a claim form approved by Sycamore Services. Claims shall be submitted no later than 20 calendar days after the end of the month in which the expense occurred.
- D. Hendricks County Senior Services shall maintain funds from Sycamore Services pursuant to this agreement in identifiable bookkeeping accounts.
- E. Hendricks County Senior Services agrees to follow generally accepted accounting procedures and practices which sufficiently and properly reflect all costs incurred pursuant to this agreement. Any audit findings, pursuant to Federal Section 5311 Rural Transit Assistance Grant Agreement 18024430, due to the action or inaction of Senior Services shall be the sole responsibility of Senior Services to make whole any expenses incurred by Sycamore Services in relationship to any audit findings and/or any additional associated costs. Senior Services is also responsible for establishing and maintaining adequate internal controls over all their functions that relate to project administration and execution. These control systems must adhere to Indiana code 5-11-12, applicable Federal requirements, outlined in the Common Rule, OMB Circular A-87, and program specific guidance contained in FTA Circular 9040.1
- F. Hendricks County Senior Services may incur no costs against this agreement after the fulfillment of obligations pursuant to the Link Hendricks County Grant.
- G. Notwithstanding any other agreements, Hendricks County Senior Selvices agrees to defend hold harmless, and indemnify Sycamore Services against any legal liability in respect to bodily injury, death, and property damage arising from the negligence of the said unit in the performance of its responsibilities specified by this agreement or the LINK Hendricks County Grant.
- H. Senior Services Federal 5311 funds reimbursement shall not exceed three-hundred and fifty-five thousand nine dollars (\$355,009) for the 2010 grant year.
- I. Senior Services PMTF funds reimbursement shall not exceed ninety-nine thousand four hundred forty-seven dollars (\$99,447) for the 2010 grant year.
- J. Senior Services Hendricks County fund allocation shall not exceed ten-thousand dollars (\$10,000) for the 2010 grant year.
- K. Expense reimbursement allocation shall be completed quarterly to ensure grant compliance and any reallocation needs.

In witness whereof, Hendricks County Senior Services and Sycamore Services have by duly authorized representatives entered into this agreement.

The undersigned attests that he/she is the contracting party, or a representative, agent, member or officer thereof, that he has not, nor has any other member, representative, agent of officer of the firm, indirectly, to the best of his knowledge, entered into or offered to enter into any consideration for the execution of this agreement other than that which appears upon the face of the agreement.

an Martin

<u>4/19/10</u> Date

Dan Martin Controller Sycamore Rehab Services/Hendricks County ARC, Inc.

<u>4.26.10</u> Date

By:

By:

both then leach Bethann Leach

Hendricks County Senior Services



8.

This agreement, between Sycamore Rehabilitation Services - Morgan County (hereinafter referred to as Sycamore Services) and Coordinated Aging Services of Morgan County (hereinafter referred to as CASMC) is for the purpose of fulfilling the 2010 Section 5311 and PMTF Operating Assistance Grant and is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

- The purpose of this agreement is to establish a procedure for reimbursement of expenses related A. to CONNECT Morgan County for CASMC. The total dollar amount of this agreement shall not exceed the dollar amount or conditions defined below.
- B. CASMC shall provide services to eligible recipients in accordance with the CONNECT Morgan County/LINK Hendricks County Grant.
- C. CASMC shall submit all claims for reimbursement on a claim form approved by Sycamore Services. Claims shall be submitted no later than 15 calendar days after the end of the quarter in which the expense occurred.
- D. CASMC shall maintain funds from Sycamore Services pursuant to this agreement in identifiable bookkeeping accounts.
- E. CASMC agrees to follow generally accepted accounting procedures and practices which sufficiently and properly reflect all costs incurred pursuant to this agreement. Any audit findings, pursuant to Federal Section 5311 Rural Transit Assistance Grant Agreement 18024430, due to the action or inaction of CASMC shall be the sole responsibility of CASMC to make whole any expenses incurred by Sycamore Services in relationship to any audit findings and/or any additional associated costs. CASMC is also responsible for establishing and maintaining adequate internal controls over all their functions that relate to project administration and execution. These control systems must adhere to Indiana code 5-11-1-2, applicable Federal requirements, outlined in the Common Rule, OMB Circular A-87, and program specific guidance contained in FTA Circular 9040.1
- F. CASMC may incur no costs against this agreement after the fulfillment of obligations pursuant to the Connect Morgan County/Link Hendricks County Grant.
- Notwithstanding any other agreements, CASMC, agrees to defend hold harmless, and indemnify G. Sycamore Services against any legal liability in respect to bodily injury, death, and property damage arising from the negligence of the said unit in the performance of its responsibilities specified by this agreement or the CONNECT Morgan County/LINK Hendricks County Grant.
- H. CASMC agrees to attend the quarterly Link Hendricks County meetings.
- 1. CASMC Federal 5311 funds reimbursement shall not exceed one hundred thousand, six hundred fifty-one dollars (\$100,651) for the 2010 grant year.
- CASMC County fund allocation shall not exceed fifteen thousand dollars (\$15,000.00) for the 2010 grant year. J.
- Κ. Expense reimbursement allocation shall be completed quarterly to ensure grant compliance and any reallocation needs.

In witness whereof, CASMC and Sycamore Services have by duly authorized representatives entered into this agreement.

The undersigned attests that he/she is the contracting party, or a representative, agent, member or officer thereof, that he has not, nor has any other member, representative, agent of officer of the firm, indirectly, to the best of his knowledge, entered into or offered to enter into any consideration for the execution of this agreement other than that which appears upon the face of the agreement.

By:

Director

4/19/10 Date

Dan Martin Controller Sycamore Rehab Services/Hendricks County ARC, Inc.

By:

2 Crame Susan Cramer

Coordinated Aging Services of Morgan County

latin

4/20/10



United Way of Central Indiana



Serving Boone, Hamilton, Hancock, Hendricks, Marion and Morgan counties

community@uwci.org

March 1, 2011

United Way of Central Indiana in Hendricks County recognizes the great programs and services that Sycamore Services provides to our community. A recognized leader in offering individualized training and services to help persons with disabilities move toward independence in all areas of life. Sycamore Services provides the much needed transportation services for our county called LINK Hendricks County. Transportation services are a huge priority need in our county. People who need to get to doctor appointments, dialysis appointments, employment, and grocery shopping use LINK because they have no other way to get there.

We are the second growing county in the state of Indiana, and with that comes more needs for people in crisis. Sycamore Services is fulfilling one of the most identified needs in our county. LINK provides a tool for people in need to stay independent in their homes.

United Way of Central Indiana regional needs assessment in 2008 recognized the need for more transportation services in Central Indiana. United Way of Central Indiana is proud to have Sycamore Services as one of their family of agencies. Being a United Way agency, Sycamore Services is able to receive many informational pieces that can help them to acquire the resources that are so important to their programs. Pieces such as mapping human service issues and keeping them informed of crucial community needs.

United Way of Central Indiana in Hendricks County appreciates the great work that Sycamore Services and LINK Hendricks County does for the county residents. They are doing what really matters in the county!

Sincerely,

Susie Friend, Area Director United Way of Central Indiana

Addressing today's needs. Reducing tomorrow's.

HENDRICKS COUNTY TELEPHONE POLICY AND ACKNOWLEDGEMENT OF PERSONAL RESPONSIBILITY

This policy outlines the use of land-line and cell phones at work, including special issues related to personal cell phones, county-paid cell phones and county paid land-line phones. In general, personal phone calls, regardless of the type of device used, should be brief and infrequent during work hours.

1. Personal Cellular Phones

1

A. While at work, Hendricks County employees are expected to exercise the same discretion using personal cellular phones as is expected for the use of County land-line and County-paid cell phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls during work time to only those that are necessary to handle an emergency or similar situation. Employees are therefore asked to make any other personal calls on non-work time and ensure that friends and family members are aware of the County's policy.

B. Employees should take reasonable precautions to prevent damage to or loss of cell phones. An employee who is issued a County cell phone may be required to pay for any lost phone depending on the replacement policy of the cellular provider. Hendricks County shall not be liable for the damage, theft or loss of personal cellular phones brought into the workplace.

2. County-Provided Cellular Phones

A. Hendricks County employees may be issued a County-paid cell phone with the express written consent of their respective department head for legitimate and necessary work purposes. Employees using a County-paid cell phone will be those employees who do a majority of their work away from an office where access to a land-line is not practical. Department Heads are exempt from this requirement.

B. Personal calls, emails, text messages and internet usage made or received on a County paid cell phone should be of a minimal nature and only for necessary reasons.

C. Hendricks County employees in possession of company equipment such as cell phones are expected to protect the equipment from loss, damage or theft. Employees who are issued a County-paid cell phone shall pay for its replacement (and any related peripheral equipment) regardless of the nature of the loss (lost, stolen, damaged, etc.), unless the phone and/or equipment can be replaced under warranty. A replacement phone and/or peripheral equipment shall not be ordered until the employee has paid for such phone and/or equipment.

D. Hendricks County shall only provide the phone and standard peripheral equipment. Items such as Bluetooth headsets and other non-standard equipment shall be purchased with employee's personal funds, and Hendricks County shall not reimburse an employee for such purchases.

E. Upon resignation or termination of employment, an employee who has been issued a County paid cell phone shall immediately return such phone and all related peripheral equipment to his or her department head.

F. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

G. Employees must notify Hendricks County Computer Department immediately of any lost, damaged or stolen County provided Blackberry or other smart phone.

3. Safety Issues for Cellular Phone Use

....

V

A. Hendricks County employees using mobile/cellular telephone equipment for business purposes in any vehicle should use a headset or hands-free device at all times. This policy applies to all County employees regardless of cellular telephone ownership or vehicle ownership.

B Regardless of the circumstances, including slow or stopped traffic, employees are encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep calls short, use hands-free equipment, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

C. At no time shall any Hendricks County employee use a cellular phone, (regardless of ownership) for reading and/or sending text messages, instant messages, email or social media communication (Twitter, Face book, etc.) while driving for business purposes, including commuting to and from work.

D. The restrictions on employees who are drivers using cell phones while in a vehicle do not apply to employees who are passengers.

4. Special Responsibilities for Managerial Staff

As with any policy, management employees are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

5. Acknowledgement of Employee Issued a County-Paid Cell Phone

, acknowledge that I have been issued a County-paid cell phone, and that I have I, read, understand and will abide by the above policy.

Signed: _____ Date _____ _____, Department Head of ______, authorize the individual above to have a company-paid cell phone.

Signed:

Approved this _____ day of _____, 2011

Hendricks County Board of Commissioners

Eric L. Wathen, President

Phyllis A. Palmer, Vice President

Bob Gentry, Member

ATTEST: <u>Cinda Kattau</u> Cinda Kattau, Auditor pelicy adopted 8/9/11

RESOLUTION 11-05

A RESOLUTION ESTABLISHING THE INTENT TO CONDUCT A COMMISSIONERS' SALE TO SELL TAX SALE CERTIFICATES FOR PROPERTIES THAT ARE SEVERELY DELINQUENT IN PAYMENT OF PROPERTY TAXES.

WHEREAS, there are several properties in HENDRICKS County that are severely delinquent in the payment of property taxes, having been offered for tax sales and which received no bids equal to or in excess of minimum sale price. The parcel numbers of those properties being attached to this resolution as "<u>Exhibit A</u>", and

WHEREAS, there is an assessed value associated with these properties for taxation purposes, but no taxes are being collected, therefore causing a lower than expected tax distribution to those taxing units and taxing districts within which the properties are located, and

WHEREAS, the HENDRICKS County Commissioners desire to have these properties back on the tax rolls with taxes being collected, and

WHEREAS, IC 6-1.1-24-6, *et seq.* allows for the County Commissioners to acquire a lien on those delinquent properties and receive issuance of the tax sale certificates for those properties, without taking title to the properties, therefore limiting the liability and cost normally associated with taking title,

NOW, THEREFORE, BE IT RESOLVED by the HENDRICKS County Board of Commissioners that the County Executive shall acquire liens and receive tax sale certificates of the properties listed on <u>Exhibit A</u> that are severely delinquent and sell said certificates at a properly advertised Commissioner Tax Certificate sale.

Adopted this <u>8R</u> day of NovEmber 2011.

Its: Pres_ Commission

By: Phyles 4. M. Its: 7/100 President.

Its: Dist 1

nda Kattau ATTEST:

HENDRICKS County Auditor

,

PRINTED	11/03/11 02:53 PM			F?F			
Status	Property ID	Sale ID	Owner Name	Legal Description	Amount Due During Sale	New Status	Status Date
COUNTY	001-226711-300012	3211006	Hinesley David E & Rose S	Pt Sw 1/4 26-17-1E 0.06ac From 300-004	\$ 363.82		_
COUNTY	002-208512-490005	3211025	Laux David C & Cheryl A	Pt Lot 2 Morning Side Acres .13ac From 490-002 ASSESS 99-00	\$ 176.45		
COUNTY	002-209512-400020	3211027	BOLES JAMES M	Pt Sw Se 9-15-1W 0.50a 2.29-25-1	\$ 7,321.15		
COUNTY	003-129522-300013	3211035	SAGE DUSTIN	Pt Sw 29-15-2w 1.725AC 3.19-13-1	\$ 18,188.73		
COUNTY	006-320421-366007	3211057	RAN-DEL INC	Pt Sw 1/4 20-14-2E 0.72ac Private Road Assess 01-02 From 36-13	\$ 268.85		
COUNTY	007-131511-218007	3211067	Goldsberry Samuel J Sr	Lot 86 James H Olivers Subdivision 7.55-86	\$ 497.62		
COUNTY	008-105621-347003	3211076	C P Morgan Communities Lp	CA "C" Meadows At Eagle Crossing Sec 6 0.77ac A.K.A. Tallgrass	\$ 640.94		
COUNTY	008-105621-351002	3211077	C P Morgan Communities Lp	Eagle Lakes Condominiums Block 2 .23ac From 300-004	\$ 338.18		
COUNTY	008-105621-351003	3211078	C P Morgan Communities Lp	Eagle Lakes Condominiums Block 3 .19ac From 300-004	\$ 326.67		
COUNTY	008-105621-352001	3211079	C P Morgan Communities Lp	Eagle Lakes Condominiums Block 4 .05ac From 300-004 09/10 SPLIT PT TO 08-1-05-62E 372-039	\$ 316.57		
COUNTY	008-105621-353001	3211080	C P Morgan Communities	Eagle Lakes Condos Blk 5 .14ac From 300-004	\$ 328.10		
COUNTY	008-105621-354001	3211081	C P Morgan Communities Lp	Eagle Lakes Condominiums Block 6 .10ac From 300-004	\$ 316.57	<u> </u>	
COUNTY	008-105621-369027 :	3211082		CA "A" Meadows At Eagle Crossing Sec 6 0.33ac A.K.A. Tallgrass	\$ 646.69		
COUNTY	008-106621-479019 3	3211084		CA "F" The Meadows At Eagle Crossing Sec 4 0.07ac Aka Tallgrass	\$ 649.56		

PRINTED Status	11/03/11 02:53 PM Property ID	Sale ID	Owner Name	Legal Description	Amount Due <u>During Sale</u>	New Status	Status Date
COUNTY	008-106621-479026	3211085	C P Morgan Communities Lp	CA "E" The Meadows At Eagle Crossing Sec 4 0.07ac Aka Tallgrass	\$ 649.56	_	-
COUNTY	008-106621-483001	3211087	C P Morgan Communities Lp	CA "B" Meadows At Eagle Crossing Sec 6 14.13ac A.K.A. Tallgrass	\$ 715.00		
COUNTY	008-106621-486001	3211088	C P Morgan Communities Lp	CA "F" Meadows At Eagle Crossing Sec 6 0.04ac A.K.A. Tallgrass	\$ 649.56		_
COUNTY	008-108621-109029	3211089	C P Morgan Communities Lp	CA "N" The Highlands At Eagle Crossing Sec 2 .18ac A.k.a. Silverleaf From 100-009	\$ 648.13		
COUNTY	010-317611-400009	3211108	AMERICAN GIFT FOUNDATION INC	Pt Se Se 17-16-1e 0.23 Ac 10.21- 19-1	\$ 377.21		
COUNTY	010-320611-200003	3 3211109	Miller Sallymae	Ne Ne 20-16-1e 0.16 Ac 10.24-4-1	\$ 210.11		
COUNTY	011-204612-200014	3211111	MCDONALD R EDWARD JR & HAGGARD JEANETTE S	PT NE 4-16-1W 1.01 AC CAME FROM 11-2-04-61W 200-012	\$ 331.44		
COUNTY	012-135611-100005	5 3211116	VENABLES RICHARD A	Pt Nw1/4 & Pt Kne1/4 35-16- 1e .16ac Pt To 134-018 CONSERVANCY 08/09 AC CORRECT	\$ 119.72	2	
COUNTY	012-136611-245021	1 3211118	Decker John G & Debra K	Pt Ne 1/4 36-16-1e .14ac Came From 200-003 CONSERVANCY Assess 98/99	\$ 379.72	2	
COUNTY	012-201511-235008	3 3211122	Royal Haven Builders Inc	Common Area "A" Carolina Commons Sec 1 1.17ac From 200- 003 Conservancy Assess 99-00	\$ 1,360.46	5	
COUNTY	012-201511-238021	1 3211123	Royal Haven Builders Inc	Common Area "B" Carolina Commons Sec 1 .90ac From 200- 003 Conservancy Ditch 000016 Assess 99-00	\$ 1,306.59	9	<u> </u>
COUNTY	012-205521-107003	1 3211128	SANDERS DEVELOPMENT GROUP INC	Crystal Farms Sec 5 Block B Common Area .45ac From 100- 012,-011,-008,12-2-06-52e Assess 99-00	\$ 461.03	3	
COUNTY	012-232621-35100!	5 3211136	C P Morgan Communities Lp & Etal	Common Area "D" Waverly Commons Sec 1 .10 Ac From 300- 009 Assess 02-03	\$ 555.73	3	_
COUNTY	012-420521-155022	2 3211148	Preston Guy	Lot 1 Medallion Meadows .08 ac 06/07 acreage correction 12.53-1	\$ 1,182.8	8	

Status	Property ID	Sale ID	Owner Name	Legal Description	Amount Due During Sale	New Status	Status Date
COUNTY	012-422511-215011	3211149	WEBB RUSSELL M III	LOT 72 Avon Estates Sec 4 .30 Ac Conservancy From 200-016	\$ 3,039.48		_
COUNTY	012-422511-215013	3211150	WEBB RUSSELL M III	LOT 74 Avon Estates Sec 4 .36 Ac Conservancy From 200-016	\$ 3,661.31		
COUNTY	012-422511-250023	3211151	Heritage Development Of In Llc	CA Auburn Meadows Sec 3 Blk K .06ac	\$ 555.00		
COUNTY	012-423511-180015	3211156	Wayne William M & Pamela K	Pt Lot 146 Hidden Valley Est Sec 5	\$ 716.18		
COUNTY	013-134522-481005	3211160	Bartley Betty	Lot 3 Blk 6 Scherer's 2nd Addition 13.58- Conservancy Amo/Coatesville	\$ 585.88		
COUNTY	014-111611-130004	3211166	Cave Carolyn	Pt Lot 22 Hedge & Kibbey Addition 14.78-22	\$ 1,934.53		
COUNTY	014-111611-230005	3211173	Patton Edward & Delores	Pt Lt 29 Brown Leaf .17345a Sold In 2000 Tax Sale 14.144-29	\$ 741.40		
COUNTY	014-111611-232004	3211174	Eldred Robert R	Pt Lot 21 Brown Leaf Subdivision (.005ac) Sold At 1997 Tax Sale Sold In 2000 Tax Sale 14.144-21	\$ 603.82		
COUNTY	014-212611-400009	3211186	Starkey Garry & Mark	Pt Se1/4 12-16-1E 6.82 Ac Pt To Road Row	\$ 2,178.84		_
COUNTY	014-214611-168010	3211190	Bob Dunn Corp Dunn Robert K & Mary	Pt Chadwick Square Sec 2 .15ac 14.142-a 1999 Commissioners Sale \$150 Taxsal No Bid 2000 Tax Sale Sold In 2002 Tax Sale	\$ 10,302.65		
COUNTY	014-214611-300016	3211191	C P MORGAN CO INC	Pt Sw 1/4 14-16-1e .09ac	\$ 197.98		
COUNTY	016-105422-155030	3211204	Hardin Jeffrey E & Deborah L	Pt Sw1/4 Nw1/4 5-14-2w .007ac Conservancy - Amo/Coatesville	\$ 511.50		
COUNTY	016-106422-200004	3211205	Branagin Oil Co Inc	Pt Nw Ne 6-14-2w .70a 16.51-4-1 Conservancy - Amo/Coatesville	\$ 14,292.45		
COUNTY	016-106422-215006 3	3211206	Bourne Sarilda	Pt Lot 20 Blairs Addition 4 X 135 Conservancy-Amo/Coatesville	\$ 528.21		

Status	Property ID	Sale ID	Owner Name	Legal Description	Amount Due During Sale	New Status	Status Date
COUNTY	016-131522-400004	3211208	Fuson Lucylle M	Pt S Se 31-15-2w 1.70ac Sold In 2002 Tax Sale 16.49-3-1 Conservancy - Amo/Coatesville	\$ 473.44		
COUNTY	016-131522-470005	3211209	Whitt Isaac H Sr	Pt Se1/4 31-15-2w .30ac From 470- 005-c1 Assess 98-99 Conservancy- Amo/Coatesville	\$ 385.78		
COUNTY	016-131522-490006	3211210	Alkire Paula R	Pt Se Se 31-15-2w .4 Ac 16.49-8 Conservancy-Amo/Coatesville	\$ 10,524.04		
COUNTY	017-103512-362011	3211213	Adams William B & Helen	Pt Lot 5 Original Town Blk 6 (65') 17.6-5	\$ 2,884.22		
COUNTY	017-209512-186006	3211219	KENWORTHY LYLE	PT LOT 18 Western Heights 17.89- 18	\$ 1,024.14		
COUNTY	017-209512-186007	3211220	KENWORTHY LYLE	PT LOT 19 Western Heights 17.89- 19	\$ 1,288.16		
COUNTY	017-210512-119011	3211232	Adams Williams B & Helen E	Nave's Addition Lot 6 Block 2 Nave's Addition Lot 5 Block 2 (exce (67-5- 1) 17.67-6	\$ 26,660.93		
COUNTY	017-210512-135007	3211233	Rader Elizabeth L	Pt E Nw 10-15-1W .1ac 17.84-5	\$ 10,094.07		
COUNTY	019-104622-140026 :	3211238	Thompson David Freeman Charles	Pt E Nw Fr 4-16-2W .12a 19.65-27	\$ 176.47		_
COUNTY	020-105611-176001 3	3211241	Crossmann Communities Partners	Blk "B" Brixton Lake Sec 1 .40ac From 100-012 Assess 98-99	\$ 219.50		_
COUNTY	020-105611-176004 3	3211242	Crossmann Communities Ptnshp	Blk "A" Brixton Lakes Sec II 3.35ac From 100-010,-013 Assess 99-00	\$ 197.70		_
COUNTY	020-105611-177002 3	3211243	Crossmann Communities Partners	Blk "A" Brixton Lake Sec 1 .24ac From 100-012 Assess 98-99	\$ 207.50		
COUNTY	020-105611-177017 3	211244	Crossmann Communities Ptnshp	Blk "B" Brixton Lakes Sec II 2.97ac From 100-010,-013 Assess 99-00	\$ 188.10		
COUNTY	020-105611-178001 3	211245	Crossmann Communities Partners	Blk "C" Brixton Lake Sec 1 2.30ac From 100-012 Assess 98-99	\$ 289.10		

Status	Property ID	Sale ID	Owner Name	Legal Description	Amount Due During Sale	New Status	Status Date
COUNTY	020-106611-220034	3211248	TERRAFORM PROPERTY GROUP LLC	PT LOT 2 Eastwood Heights 20.61-2	\$ 532.44		
COUNTY	020-106611-220036	3211249	TERRAFORM PROPERTY GROUP LLC	LOT 4 Eastwood Heights 20.61-4	\$ 1,535.51		
COUNTY	021-125511-200004	3211260	Horne Properties In George Davidson	c Pt E1/2 25-15-1e & Pt Ne1/4 25-15- 1e .28ac 6.1-12-1	\$ 34,274.16		
COUNTY	021-125511-290002	3211264	PREMIER VENTURE BK LOT, LLC	PT LOT 1 MINOR PLAT 192 .13 AC CAME FROM 21-1-25-51E 290-001	\$ 943.86		
COUNTY	021-125511-300005	3211265	Royal Haven Builders Inc	Pt Ne1/4 Sw1/4 25-15-1e .03ac Pt To 300-053,-054 21.134-10-2	\$ 1,416.34		
COUNTY	021-126511-305007	3211267	Mud Creek Sewer Inc	Pt W Sw 26-15-1e .22a 21.54-2-1- 2-	\$ 400.20		
COUNTY	021-130521-101003	3211272	Metropolis LLC	Plainfield Marketplace Ph 1Blk "A" 1.55ac from	\$ 74,924.07	4 	
COUNTY	021-130521-107006 3	3211273	Metropolis LLC	Lot 4 Plainfield Marketplace Ph 1 0.38ac from 110-007L1	\$ 8,831.56		
COUNTY	021-130521-200008 3	3211274	PARCELS D & E LLC	Pt Ne 30-15-2e 6.59ac Ac Corr 01/02	\$ 53,844.71		
COUNTY	021-130521-300013 3	211278	REFFCO LP	PT SE 25-15-1E & PT SW 30-15-2E 15.21 ac CAME FROM 21-1-25-51E 400-026 06/07 PT TO 21-1-25-51E 400-027	\$ 345.27		
COUNTY	021-134511-290002 3	211282	LLC	Pt Ne 34-15-1E .004 AC 21.55-49 05/06 0.26ac went to 21-1-34-51E 290-011 07/08 TO 21-1-34-51E 227-001 & 227-002	\$ 215.00		
COUNTY	021-201411-460001 3	211284	Plainfield Place LLC	CA BLK D Plainfield Park Sec 1 2.10ac Pt To 460-003,-004 Assess 98-99	\$ 794.74	<u>.</u>	
COUNTY	021-201411-465003 33	211285	Plainfield Place LLC	CA Blk A Plainfield Park Sec 1 .90ac Assess 98-99 From 400-006	\$ 884.14		
COUNTY	021-201411-465004 32	211286	Plainfield Place LLC	CA Blk B Plainfield Park Sec 1 1.65ac Assess 98-99 From 400-006	\$ 884.14 _		

. .

Status	Property ID	Sale ID	Owner Name	Legal Description	Amount Due <u>During Sale</u>	New Status	Status Date
COUNTY	021-201411-475001	L 3211287	Plainfield Place Ll	C CA BLK F Plainfield Park Sec 1 .09ac From 400-006 Assess 98-99	\$ 439.07		
COUNTY	021-201411-480005	3211288	Plainfield Place LL	CA BLK E Plainfield Park Sec 1 .15ac From 480-005 Assess 98-99	\$ 439.07		
COUNTY	021-202411-400003	3211289	Morgan G Richard	Pt S Se 2-14-1E .33 A 21.165-5	\$ 499.04		
COUNTY	021-203411-486018	3211292	Glen Haven Inc	CA "A" Glen Haven Sec 3 1.62ac Assess 01-02 From 400-001,-006	\$ 361.24		
COUNTY	021-203411-486031	3211293	Glen Haven Inc	CA "C" Glen Haven Sec 3 .31ac Assess 01-02 From 400-001,-006	\$ 316.70		
COUNTY	021-203411-493017	3211295	Glen Haven Inc	CA "A" Glen Haven Village Sec 1 3.26ac Assess 01-02 From 400-001	\$ 657.70		
COUNTY	021-203411-495005	3211296	Glen Haven Inc	CA "C" Glen Haven Village Sec 1 .25ac From 400-001 Assess 01-02	\$ 499.12		
COUNTY	021-203411-495022 3	3211297	Glen Haven Inc	CA "D" Glen Haven Village Sec 2 4.55ac From 400-001 Assess 02-03	\$ 757.70		
COUNTY	021-203411-496013 3	3211298	Glen Haven Inc	CA "B" Glen Haven Village Sec 1 .68ac From 400-001 Assess 01-02	\$ 533.82		
COUNTY	021-203411-496038 3	211299	Glen Haven Inc	CA "E" Glen Haven Village Sec 2 1.28ac Assess 02-03 From 400-001	\$ 549 . 86 _		_
COUNTY	021-207421-400002 3	211300	Lumpkin David	Pt Se 1/4 7-14-2e .10ac Annex 06 12-18-98 Assess 99-00	\$ 161.63 _		
COUNTY	021-236511-100024 32	211304	Dorris Vernon	Pt Nw1/4 36-15-1E .82ac	\$ 2,160.98 _		
COUNTY	021-236511-100025 32	211305	Dorris Vernon	Pt Nw 1/4 36-15-1E .22ac	\$ 597.36 _		
COUNTY	021-236511-165023 32	11306	Hart Vonspreckelson & Huckabay	Pt Sw Nw 1/4 36-15-1E.10ac 21.154-21-a1 Sold In 2002 Tax Sale	\$ 910.29 _		

PRINTED 11/03/11 02:53 PM

Status	Property ID	Sale ID	Owner Name	Legal Description	Amount Due During Sale	New Status	Status Date
COUNTY	021-236511-180006	3211307	Hart Vonsprecklesc & Huckaby	n Pt Nw1/4 36-15-1E .2ac 21.104-1- a1	\$ 1,161.52		
COUNTY	023-102511-132022	3211317	RHI LLC	LOT 60 Harvest Ridge Sec 2 Conservancy Sold In 2002 Tax Sale	\$ 10,649.44		
COUNTY	023-102511-134007	3211318	RHI LLC	LOT 44 Harvest Ridge Sec 1 Conservancy Sold In 2002 Tax Sale	\$ 11,001.49		
COUNTY	023-102511-136010	3211319	RHI LLC	LOT 106 Harvest Ridge Sec 4 .23ac From 100-006 Conservancy ASSESS 98-99	\$ 10,829.46		
COUNTY	023-102511-140008	3211320	RHI LLC	LOT 139 Harvest Ridge Sec 4 .24ac From 100-006 Conservancy ASSESS 98-99	\$ 11,071.76		
COUNTY	023-102511-142009 :	3211321	RHI LLC	LOT 129 Harvest Ridge Sec 4 .25ac From 100-006 Conservancy Sold In 2002 Tax Sale ASSESS 98-99	\$ 9,286.61		·
COUNTY	023-102511-142010 3	3211322	RHI LLC	LOT 130 Harvest Ridge Sec 4 .24ac From 100-006 Conservancy ASSESS 98-99	\$ 10,622.55		
COUNTY	023-102511-144010 3	3211323	RHI LLC	LOT 194 Harvest Ridge Sec 3 .23ac Conservancy Sold In 2002 Tax Sale	\$ 8,865.97		
COUNTY	023-102511-144011 3	3211324	RHI LLC	LOT 195 Harvest Ridge Sec 3 .23ac Conservancy Sold In 2002 Tax Sale	\$ 8,865.97		
COUNTY	023-102511-152004 3	211325	RHI LLC	LOT 110 Harvest Ridge Sec 4 .24ac From 100-006 Conservancy ASSESS 98-99	\$ 10,800.20		
COUNTY	023-102511-376001 3	211329	STABLE ASSET FUND LLC	Common Area #1 Park Place Sec 1 .24ac \$75 Tax Sale F Sold In 2001 Tax Sale Conservancy	\$ 357.50		
OUNTY	023-102511-378009 3	211330	Park Place Assoc Inc	Park Place Sec 1 Common Area #3 .05ac	\$ 1,595.09		
OUNTY (023-102511-378017 32	211331	Park Place Assoc Inc	Park Place Sec 1 Common Area #4 .10ac	\$ 1,604.93	<u></u>	
) утиџс	023-102511-378022 32	211332	Park Place Assoc Inc	Park Place Sec 1 Lake Area 2.14ac	\$ 3,657.20		

http://sri-taxsalesystem.com/reports/taxsale_dur_show.cfm?ccode=32&scode1=C&scode2... 11/3/2011

PRINTED	11/03/11 02:53 PM			Troporty Status Report			
Status	Property ID	Sale ID	Owner Name	Legal Description	Amount Due During Sale	New Status	Status Date
COUNTY	023-102511-378023	3211333	Park Place Assoc In	Park Place Sec 1 Park Area .38 AC c \$75 Tax Sale Fe Sold In 2001 Tax Sale Conservancy	\$ 2,470.93		
COUNTY	023-102511-378042	3211334	Park Place Section Two Homeowners Association Inc	Blk A Park Place Sec 2 .10ac ASSESS 97-98	\$ 1,521.03		
COUNTY	023-102511-378043	3211335	Park Place Section Two Homeowners Association Inc	Blk B Park Place Sec 2 .10ac ASSESS 97-98	\$ 1,521.03		
COUNTY	023-135611-300003	3211344	DKT Properties Inc	Pt Sw 1/4 35-16-1e .13ac Sold In 2000 Tax Sale Annexed Wash Ord 98-38 Conservancy ASSESS 99-00	\$ 25,198.61		
COUNTY	023-213511-125003	3211346	RICHARDS JASON	Lot 3 Hollow Brook West Conservancy Sold In 2002 Tax Sale	\$ 4,529.71		
COUNTY	023-213511-377037	3211347	Davis Homes LLC	Common Area "B" Oriole Point Sec 1 amendment of Hollowbrook Sec 3 1.16ac came from 23-2-13-51E 300-008	\$ 715.00		
COUNTY	023-213511-383012	3211348	Davis Homes LLC	Common Area "A" Oriole Point Sec 1 amendment of Hollowbrook Sec 3 0.15ac came from 23-2-13-51E 300-008	\$ 715.00		
COUNTY	024-102611-200001	3211351	Bank One Plainfield Na	Pt Ne1/4 2-16-1e .53ac Sold In 2001 Tax Sale 14.176-1	\$ 357.63		
COUNTY	024-102611-200015	3211352	Bank One Plainfield Na	Pt Ne1/e 2-16-1e .25ac Sold In 2001 Tax Sale	\$ 9,630.71	<u></u> -	
COUNTY	024-104611-180019	3211358	RHI LLC	Lot 70 Hollaway Corner Sec 2 .28ac Sold In 2002 Tax Sale	\$ 9,227.35		
COUNTY	024-104611-180024	3211359	STAFFORD DONALD	Lot 75 Hollaway Corner Sec 2 .28ac	\$ 11,846.38	<u></u> *	
COUNTY	024-104611-186004	3211360	RHI LLC	Lot 34 Hollaway Corner Sec 1 .19ac	\$ 10,266.81		<u> </u>
COUNTY	024-104611-188014 3	3211361	RHI LLC	Lot 48 Hollaway Corner Sec 2 .19ac	\$ 10,064.14		
Total N	lo. of Properties	: 111		Total Amount Due : \$ 5	10,933.16		

RESOLUTION NO. 11 - 06

LIFELONG LIVING COMMUNITY

Whereas, due to the demographic trends, the population of the United States is aging; and

Whereas, Hendricks County, itself is experiencing above average growth in the population of other adults; and

Whereas older adults add stability to Hendricks County by voting more frequently than the general population, by providing valuable experience and skills, by expending income, and volunteering; and

Whereas, Hendricks County has the vision and the responsibility to enhance quality of life for all citizens so they can age-in-place in the homes and neighborhoods of their choice; and

Whereas, to promote continued independence, dignity, and quality of life for older adults, Hendricks County will work to become a Lifelong Living Community by planning for the needs of older residents in capital improvements and infrastructure; and

Whereas, in order to engage older adults in planning, capital improvements,

and infrastructure programs, Hendricks County will evaluate, address and strengthen connections between the community and older adults to include inviting older residents to participate.

Now, therefore, the Hendricks County Board of Commissioners proclaims that Hendricks County recognizes the value of Lifelong Living Communities and directs all County Departments to address, wherever possible, the particular needs and engagement of senior citizens in their program planning and implementation.

Approved and signed this 22nd day of November, 2011 by the Hendricks County Board of Commissioners.

Eric L. Wathen, President

Phyllis A. Palmer, Vice President

Bob Gentry, Member

ATTEST: Cinda Kattau, Auditor

Hendricks County Vehicle Policy

This policy establishes the rules for the use of both Hendricks County vehicles and personally-owned vehicles used to conduct County business. The resolution amends the sections, of the Hendricks County Employee Manual adopted by the Hendricks County Board of Commissioners on August 19, 2008, that are relevant to the use of vehicles by Hendricks County employees.

A. General Vehicle Policies

Hendricks County may assign employees a County vehicle, or in the alternative, pay for operation of employees' personal vehicle to conduct County services. Hendricks County vehicles are divided into three categories: Sheriff vehicles, Highway Department vehicles and Civilian vehicles. For purposes of maintenance the Sheriff and Highway Departments will have separate maintenance policies. The Civilian vehicles will follow the maintenance policies contained in this policy. Employees who drive County vehicles and/or whose position involves driving a County vehicle, at any time, shall be subject to this policy. It is recognized that the Sheriff and Highway Departments will have additional vehicle policies based upon their individual department needs.

Anyone who is in violation of traffic laws resulting in a suspended driver's license shall not drive a County vehicle and shall be subject to administrative review of any status change in their driver's license and coverage by the County's insurance company.

A Human Resources Representative shall be notified when a County employee, whose job may involve driving a County vehicle, receives a ticket or is charged with a crime resulting from the operation of a personal or County vehicle. It is not necessary to notify a Human Resources Representative of personal parking tickets or other non-moving violations unless the violation results in suspension of an employee's driver's license.

It shall be an employee's responsibility to inform the Administrator, at the beginning of the next work day, of any change in driver's license status. Failure to inform shall result in disciplinary action up to and including termination.

General Vehicle Safety Rules

- 1. Authorized personnel driving County vehicles are responsible for the safe use of the vehicle. Supervisors and Administrators are responsible for enforcing the general safety rules.
- 2. All occupants of County-owned vehicles, or any vehicle used on County service, must wear seat belts, when provided. This includes business travel during nonworking hours.
- 3. Wearing seat belts means properly using the complete safety belt system available in the vehicle.
- 4. County vehicles with defective safety belt systems may not be used until repaired. Employees must report defective vehicles to supervisors.
- 5. If a driver feels fatigued or incapable of safely operating a vehicle, he/she must request relief from a supervisor.

If a non-County employee passenger is injured while riding with a County employee in a personal vehicle during the course of County business, and some "fault" is placed upon the County employee. The passenger would have a proper tort claim and would have to file a claim under the Tort Claim Act to be reimbursed for injury or damage. If the County employee were sued for the incident by a passenger or a third party driver, the County would provide a defense. However, damage to the County employee's vehicle would not be covered by the Tort Claim Act but through their own insurance carrier.

I. Vehicle Accident

In case of a vehicle accident while on County business:

- 1. Call 911 and then your Administrator.
- 2. All Hendricks County vehicle accidents, which occur in Hendricks County, are to be investigated by the Hendricks County Sheriff's Department.
- 3. All Hendricks County vehicle accidents which occur outside of Hendricks County are to be investigated by the agency of jurisdiction at that time.
- 4. Make no comments as to fault or liability. If a claim results, respond to law enforcement authorities or someone hired by the County to investigate the accident.
- 5. Obtain the name, address, phone number, driver's license number, vehicle license plate, insurance company and policy number of all involved drivers.
- 6. Obtain the name, address and phone number of witnesses and passengers.
- 7. Complete and submit a County Vehicle Accident Report as soon as possible. Reports are available through the Human Resource Department.
- 8. Obtain or take photographs of the accident.
- 9. If a County vehicle needs to be towed, every effort should be made to have the vehicle towed to the nearest County facility, in lieu of a private storage facility.
- 10. An employee will be required to submit to alcohol and/or controlled substance testing if the employee is:
 - a. Involved in an accident resulting in loss of human life; or,
 - b. Receives a citation concerning an accident which requires either medical treatment away from the scene or a vehicle is towed from the scene.

An alcohol test should take place within two hours, but no more than eight hours following the accident. A controlled substance test must take place within thirty-two hours after the accident.

An employee shall follow the instructions from his/her Administrator or designee supervisor or law enforcement officer to complete required testing. The testing procedures and testing sites are available at the Human Resources Department or from the fleet manager. Any

J. Vehicle Theft Procedures

In case of vehicle theft:

- 1. Notify the appropriate law enforcement agency. Record the attending officer's name and badge number.
- 2. Obtain the name, address and phone number of any witnesses.
- 3. Notify your Administrator.

K. IRS Requirements for Employer Provided Vehicles

The Internal Revenue Service requires payroll tax withholding and compensation reporting (W-2) for employees using County-owned vehicles for non-business or commuting

Hendricks County Vehicle Policy

This policy establishes the rules for the use of both Hendricks County vehicles and personally-owned vehicles used to conduct County business. The resolution amends the sections, of the Hendricks County Employee Manual adopted by the Hendricks County Board of Commissioners on August 19, 2008, that are relevant to the use of vehicles by Hendricks County employees.

A. General Vehicle Policies

Hendricks County may assign employees a County vehicle, or in the alternative, pay for operation of employees' personal vehicle to conduct County services. Hendricks County vehicles are divided into three categories: Sheriff vehicles, Highway Department vehicles and Civilian vehicles. For purposes of maintenance the Sheriff and Highway Departments will have separate maintenance policies. The Civilian vehicles will follow the maintenance policies contained in this policy. Employees who drive County vehicles and/or whose position involves driving a County vehicle, at any time, shall be subject to this policy. It is recognized that the Sheriff and Highway Departments will have additional vehicle policies based upon their individual department needs.

Anyone who is in violation of traffic laws resulting in a suspended driver's license shall not drive a County vehicle and shall be subject to administrative review of any status change in their driver's license and coverage by the County's insurance company.

A Human Resources Representative shall be notified when a County employee, whose job may involve driving a County vehicle, receives a ticket or is charged with a crime resulting from the operation of a personal or County vehicle. It is not necessary to notify a Human Resources Representative of personal parking tickets or other non-moving violations unless the violation results in suspension of an employee's driver's license.

It shall be an employee's responsibility to inform the Administrator, at the beginning of the next work day, of any change in driver's license status. Failure to inform shall result in disciplinary action up to and including termination.

General Vehicle Safety Rules

- 1. Authorized personnel driving County vehicles are responsible for the safe use of the vehicle. Supervisors and Administrators are responsible for enforcing the general safety rules.
- 2. All occupants of County-owned vehicles, or any vehicle used on County service, must wear seat belts, when provided. This includes business travel during nonworking hours.
- 3. Wearing seat belts means properly using the complete safety belt system available in the vehicle.
- 4. County vehicles with defective safety belt systems may not be used until repaired. Employees must report defective vehicles to supervisors.
- 5. If a driver feels fatigued or incapable of safely operating a vehicle, he/she must request relief from a supervisor.

- 6. All ignition systems must be turned off while refueling. Smoking is also prohibited while refueling.
- 7. Do not carry loose tools and equipment or allow debris to accumulate on the floor of any vehicle. Under no circumstances may tools or equipment be carried on the seat or window ledge of any vehicle.
- 8. No animals are allowed in a County vehicle without the permission of the department head. This rule does not pertain to public safety and/or service animals.
- 9. Smoking in County vehicles is prohibited.
- 10. Avoid cell phone use while vehicle is in motion whenever possible. Texting and laptop use is prohibited while vehicle is in motion.
- 11. Stopping on the highway should be avoided. When it is absolutely necessary to stop on the highway, caution shall be used. Warning lights and signals shall be used.
- 12. All employees or authorized operators are prohibited from driving County vehicles unless they possess a valid driver's license.
- 13. Any authorized driver, or passenger in a County vehicle, possessing substances or narcotics that are illegal or controlled under federal or state laws or alcoholic beverages in a County vehicle; or being under the influence of those substances while in a County vehicle will be subject to disciplinary action, up to and including termination. This policy applies to any personally-owned vehicle when it is being used for County business.

A. Vehicle Acquisition

There is the inherent need for the County to secure vehicles and equipment for the performance of assigned duties. At the same time, the Administrators are tasked with providing transportation at the lowest cost to the County. An Administrator is required to provide written justification to accompany a request for a new vehicle. Vehicle purchase approval decisions by the Board of Commissioners will be made based upon the department's response to the following justification questions:

- 1. What is the intended use of the vehicle and the daily functions it must perform?
- 2. What is the anticipated average monthly mileage of official use?
- 3. What is the vehicle type requested and what is needed (specifications) to perform the job which it is intended?
- 4. What funds are budgeted for the vehicle purchase?
- 5. Will this vehicle purchase replace an existing vehicle or add to the County fleet? If replacing an existing vehicle, specify the vehicle to be replaced. If the purchase expands the fleet, you must provide compelling justification for addition to the fleet along with the written request.
- 6. What considerations have been given to consolidating vehicle use? Can one vehicle be used to accommodate two or more needs?
- 7. Are you replacing a vehicle with less than 100,000 miles? The Commissioners require a vehicle to have 100,000 miles before replacement, unless mechanical problems require the vehicle to be replaced earlier. If replacing a vehicle with less than 100,000 miles, document the history of mechanical problems that justify the vehicle being replaced.

Civilian fleet vehicles will be purchased by the individual the Commissioners appoint as the fleet manger. Sheriff vehicles will be purchased by the Sheriff's fleet manager and the Highway vehicles will be purchased by the Highway Superintendent. Generally new vehicles will be purchased using the Indiana Department of Administration, Procurement Division vehicle Quantity Purchase Agreements (QPA's). If a fleet manger is able to obtain a quote below the QPA for a vehicle that meets the same specifications the fleet manger may purchase the vehicle from another source. Larger trucks and other road equipment will need to be purchased through a bid process as prescribed by the Indiana bid regulations. Leasing vehicles is not preferred but if an Administrator can demonstrate significant savings and provide written justification of savings a lease will be considered.

B. Vehicle Assignment (Take Home)

.

The County Commissioners have the discretion to decide whether a take home vehicle should be assigned to an employee. Generally, it is the policy of Hendricks County to prohibit take home vehicles. For employees to be assigned a take home vehicle, the Administrator must show that the duties of the employee meet one of the following criteria:

- 1. In the case of an elected County official, it shall be shown that the duties of the office require driving about the County in the performance of official duty.
- 2. In the case of a department head, a take home vehicle may be a part of their compensation packet and if a department head currently receives this benefit he or she will continue to do so. Any person hired to fill the position of a department head does not have a guaranteed use of a take home vehicle. The County Commissioners will decide if a new department head is to receive the use of a take home vehicle as a part of their compensation packet.
- 3. In the case of employees, it must be shown that the major portion of the duties assigned to the employee must require travel on County business in excess of five hundred (500) miles each month or that the vehicle is identified by the department as an integral part of the job assignment. In addition, at least one of the following criteria must be met for the vehicle to be taken home:
 - a. The job requires an employee to be on call on a recurring basis beyond normal duty hours, and when called out, requires immediate travel from a residence to a location where specific skills, services, tools, equipment or supplies are necessary to perform the job.
 - b. The job involves leaving directly from home to variable work sites, in which travel to a central location to obtain a County-owned vehicle would result in significant amounts of unnecessary travel time and loss of productive hours.
 - c. The employee is a law enforcement officer or a public safety emergency responder.
- 4. In the case of a take home vehicle the Hendricks County vehicle insurance policy does not cover medical costs for family members injured in an accident. If an employee allows family members to ride in a County vehicle the risk of paying for medical expenses transfers to the family for all members except for the employee. Lack of medical coverage applies to any family member who rides in a County vehicle including a law enforcement officer.

C. Vehicle Operation

1. Authorized Operators

County employees or authorized operators may operate a County-owned, leased or rented vehicle. All County employees or authorized operators who operate a County vehicle must:

- a. Possess a valid Indiana driver's license appropriate to the type of vehicle to be driven. The driver's license must not be suspended or set to expire before the County employee is expected to complete their travel.
- b. Be conducting official business on behalf of the County. Law Enforcement personnel are exempt from this restriction.
- c. Volunteers and interns are authorized operators of County-owned, leased or rented vehicles provided they are approved to drive the vehicle by the Administrator.
- 2. Authorized Passengers
 - The following individuals may ride as passengers in a County vehicle:
 - a. A County employee(s) conducting business on behalf of the County.
 - b. A passenger transported by a law enforcement officer.
 - c. A non-County employee who is an independent contractor, an intern or a volunteer conducting business on behalf of the County.
 - d. A non-County employee includes state, federal, town or city employees who are working with a County employee or other authorized operator of a County vehicle.
 - e. A resident of Cypress Manor (Hendricks County Home).
 - f. A citizen, a vendor or any person who has official business with the County.
 - g. A family member of an employee assigned a take home vehicle, however, in the case of an accident the medical cost for a family member is not covered by the Hendricks County vehicle insurance policy.

D. Authorized Use

County vehicles may only be used for tasks outlined below. Law enforcement vehicles are exempt from these restrictions.

- 1. Travel between the place where the County vehicle is dispatched and the place where the official County business is performed.
- 2. When on official travel status, travel between the place of County business and a place of temporary lodging or for obtaining food.
- 3. Travel between the places of performance of County business to your personal residence when authorized by an employee's Administrator. A County employee may park a County vehicle overnight at the employee's residence if:
 - a. The vehicle is assigned as a take home vehicle.
 - b. For pool vehicles, when the employee's home located significant distance from the vehicle pool location and such retention would result in a savings in time and distance traveled:
 - c. Travel to the place of performance of County business must begin too early in the morning to allow for the employee to secure a County vehicle before departing that day.
 - d. The employee returns from the place of performance of County business too late in the day to return the County vehicle that day.
- 4. For take home vehicles, for purposes of commuting between residence and place of work, and for routine de minimis (minor) personal use between work and home.
- 5. County vehicles may be driven outside of Hendricks County to conduct business. A vehicle cannot be driven outside the State of Indiana without the express approval of the Administrator.

E. Unauthorized Use

County vehicles may not be used as outlined below, except for de minimis (minor) personal use (such as a stop for lunch while traveling on County business). Law enforcement vehicles are exempt from these restrictions.

- 1. Any use for personal purposes, other than travel to your personal residence which has been authorized by the County Commissioners.
- 2. Travel or tasks that are beyond the vehicle's rated capability or capacity.
- 3. Travel outside of the Indiana, unless authorized by the Administrator.
- 4. Transportation of pets, livestock, domestic or wild animals except in the conduct of official County business.
- 5. Transport of cargo that has no relation to the performance of official County business.
- 6. Transport of acids, alcohol, explosives, weapons, ammunition or highly flammable materials, except in the course of official duties. Transport of these restricted items must be in compliance with all applicable local, County, and federal laws.
- 7. Transport of any item or equipment projecting from the side, front or rear of vehicle in a way that constitutes an obstruction to safe driving or a hazard to pedestrians or other vehicles.
- 8. Engaging in any activity that would impede the safe operation of the vehicle.
- 9. Unreasonably extending the length of time the vehicle is in your possession beyond that which is required to complete the official purpose of the trip.
- 10. Operating a County vehicle without a valid driver's license or while said license is under suspension or revocation.
- 11. Smoking while in a County vehicle.
- 12. Adding any non-County issued devices, appliances, radios, antennas, seats, or other after-market equipment to a County vehicle including but not limited to radar detectors, CB radios, satellite radios, fixed –mount GPS devices or speakers to a County vehicle. Exemptions must be approved in writing by the Administrator.
- 13. Removing or disabling any item from a County vehicle that was either installed on the vehicle by the manufacturer or by the County, including but not limited to cruise control, air bags, seats, seat belts, speakers or On-Star equipment.
- 14. Administrators have the authority and responsibility to restrict County employees from operating County vehicles when the employee has a history of being an unsafe or irresponsible vehicle operator.

F. Employee Responsibility for Vehicle Use

- 1. Employees are expected to use County vehicles in a responsible manner and within the bounds of all traffic and parking laws. The vehicle operator must pay any towing, storage, parking or traffic fines resulting from the operator's violation of existing laws or ordinances while operating a County vehicle. The County will not reimburse the operator for any such fines.
- 2. Damages or other financial assessments related to County vehicles that, after official agency review, are determined to have been the result of the driver's poor judgment, irresponsibility, negligence, or violation of these rules may be charged to the employee. Such charges or assessments may include, but are not limited to, tow charges, damage to the vehicle and all traffic and parking violations.
- 3. Employees shall be responsible for checking the County vehicle before operation to ensure that the vehicle lights, turn signals, brake lights, and other safety equipment are functional on the County vehicle.
- 4. Employees are to lock the doors of County vehicles when the vehicle is not in use.

- 5. Employees are not to drive any County vehicle with damages or defects which make the vehicle unsafe for operation.
- 6. The use of cellular phones while driving is strongly discouraged. If a cell phone must be used while driving, employees should pull over to the side of the road at the safest opportunity or pull into a rest stop or parking lot and stop the vehicle.

G. Vehicle Operation Risk

- 1. Summary of County and County Employee's Risk There are four general vehicle damage scenarios when an employee is using a vehicle for County business. Below is a summary of those scenarios as well as information specific to who is responsible for payment.
 - a. County vehicle damaged, County Employee at fault: Agency pays for the repair. The other driver must file a tort claim, which is reviewed by the County Commissioners. The County Commissioners will review the claim and determine whether to pay for damage or injury from the tort claim fund.
 - b. County Vehicle damaged, non-County employee at fault: The County insurance provider will pay for repairs and seek reimbursement from the third party insurance provider.
 - c. Personal vehicle damaged, County employee at fault: The employee files a claim with their own insurance carrier and must pay their deductible. The other driver must file a tort claim with the County Commissioners. The County Commissioners will review the claim and determine whether to pay for damage or injury from the tort claim fund.
 - d. Personal vehicle damaged, non-County employee at fault: Employee must file a claim with the other driver's insurance carrier to their own insurance carrier and pay their own deductible. The employee's insurance carrier has the ability to subrogate.

H. County and County Employee Risk: Personally-Owned Vehicles

Every person operating a motor vehicle on the public streets and highways of the County is statutorily required to maintain minimum insurance (See IC 9-25-4-5). When an employee drives their personally-owned vehicle (POV) for County business, the employee is eligible for reimbursement from the County. The Hendricks County Council, being responsible for establishing the rate for reimbursement, has chosen to use the current State Mileage Reimbursement Rate, as set by the Indiana Department of Administration. The Hendricks County Council may adopt a different reimbursement rate for individual departments based upon need or may adjust the entire reimbursement rate if the Hendricks County Council determines it is necessary. The County's mileage reimbursement is provided to cover terms such as depreciation (or lease payments), maintenance and repairs, tires, gasoline (including all applicable taxes), oil, insurance, and license and registration fees. Therefore, the County does not take on the liability of the County employee's personal vehicle because the cost is incorporated into the per diem the County pays the employee for driving their POV.

When a County employee drives their POV within the scope of employment and is involved in an accident, the County employee is generally immune from a lawsuit brought by a passenger in their car or any other injured third party (see IC 34-13-3-3). If the County employee is injured the employee can file a workers' compensation claim but may not sue the County; recovery is limited to the workers' compensation settlement. However, the employee may independently pursue a claim against a third party driver. purposes. These employees must report the number of days the vehicle was used for commuting during each payroll period.

The amounts used in this section are current as of the publication of this policy. These amounts are set by the Internal Revenue Service and are subject to change. The IRS policy defines three different classifications of vehicles used by County employees:

- 1. No Personal Use (No take-home vehicle policy)
- 2. Commuting Use (Take-home vehicle policy)
- 3. Allowable Personal Use (Take home vehicle policy plus personal use)

The rules for each policy choice are explained in the following sections. Any penalties incurred by Hendricks County for noncompliance with these provisions are considered to be the employee's responsibility. An Administrator may cause undue expense to his or her employees, from the Internal Revenue Service, if compliance is not enforced.

No Personal Use (No take-home vehicle policy)

Under the No Personal Use policy, employee use of a County-owned vehicle will be considered nontaxable to an employee, provided the following conditions are met:

- a. The vehicle must be owned, or leased by the County and provided to one or more of its employees to be used in connection with County business.
- b. When the vehicle is not being used for County business, it must be kept on County premises, except when it is temporarily elsewhere for repairs or maintenance. There may be situations that the Administrator might waive this requirement. The Administrator must provide a written statement for the wavier.
- c. The employee is prohibited from using the vehicle for personal use except for a de minimus use (such as a stop for lunch between two business deliveries).

The adoption and the adherence to this No Personal Use policy as described above will be sufficient substantiation to the IRS that the use of the County vehicles is exclusively for County business.

Commuting Use (Take-home vehicle policy)

Under this policy, the value of a vehicle to an employee for commuting use by multiplying each one-way commute (that is, from home to work or from work to home) by \$1.50. If more than one employee commutes in the vehicle, this value applies to each employee. This amount must be included in the employee's wages. See sub-section C Vehicle Assignment (Take Home) for those employees who may receive a take home vehicle. An employee with a commuting use vehicle may stop by a store, restaurant or other establishments to conduct personal when they are traveling to and from work. An employee is prohibited from using a commuting use vehicle for other personal business; however, a take-home vehicle may be used for routine de minimus personal use between work and home.

The Internal Revenue Service has established that the commuting use is a taxable benefit to the employee. Employees are required to maintain records and report on the number of one way commutes between the employee's home and place of work for each payroll period. Allowable Personal Use (Take home vehicle policy plus personal use)

As a policy there are no take home vehicles used by County employees that are classified by the IRS as allowable personal use vehicles. All take home vehicles used by County employees are classified as commuting use vehicles with the exception of law enforcement officers.

L. Maintenance of Civilian Fleet

All employees assigned a vehicle in the Civilian Fleet will have their vehicles maintained by the fleet manager as established by the County Commissioners. Currently the fleet manager is the Sheriff's fleet manager. Maintenance and repair of the Civilian Fleet vehicles will be done at the Sheriff's Department garage or at another facility determined by fleet manager. The fleet manager will establish a maintenance schedule for all Civilian Fleet vehicles. Generally, a Civilian Fleet vehicle will be scheduled for maintenance every six months. The fleet manager will send an email reminder to the employee assigned to the vehicle and their Administrator. It is the responsibility of the employee to take the vehicle to the garage for maintenance at the appropriate time and it is the Administrator responsibility to ensure that the employee complies. The failure to properly maintain the vehicle will result in the loss of the use of the vehicle.

All employees assigned to a vehicle are responsible for keeping the vehicle washed and clean inside. Vehicle can be washed at the Sheriff Department Garage. It is the responsibility of an Administrator to manage his or her employee to ensure compliance with the Vehicle Policies.

Adopted this _	13	_day of _	DECEMBER		_, 2011 by the Hendricks County Board
of Commissioners				1	

Éric L. Wathen, President

Phyllis A. Palmer, Vice President

Bob Gentry, Member

inda Kattau ATTEST:

Cinda Kattau, Auditor

RESOLUTION NO. 11 - 08

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HENDRICKS COUNTY, INDIANA

ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA) <u>ADA ACCESSIBILITY GUIDELINES FOR STANDARDS FOR ACCESSIBLE DESIGN</u> <u>AND</u> <u>ADA GUIDELINES FOR PEDESTRIAN FACILITIES IN THE PUBLIC RIGHT OF WAY</u>

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

WHEREAS, Title II of the ADA requires that municipalities Adopt the Americans with Disabilities Standards for Accessible design that provide accessibility, through proposed structural modifications to remove accessibility barriers; and

WHEREAS, Title II of the ADA recommends that municipalities adopt the Americans with Disabilities Guidelines for Pedestrian Facilities in the Public Right-of-Way that provide accessibility, through proposed structural modifications to remove accessibility barriers; and

WHEREAS, The United States Department of Justice recently modified the ADA Standards for Accessible Design and the Guidelines for Pedestrian Facilities in the Public Right-of-Way in 2010 and 2011, respectively; and

WHEREAS, Hendricks County, Indiana remains committed to the ADA and elimination of barriers to public facilities; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Hendricks County, Indiana hereby adopts the 2010 Americans with Disabilities (ADA) Standards for Accessible Design and the 2011 Guidelines for Pedestrian Facilities in the Public Right-of-Way.

Approved and Adopted this 13th day of December, 2011.

HENDRICKS COUNTY BOARD OF COMMISSIONERS

Eric L. Wathen, President

Phylis a. Palmer

Phyllis A. Palmer, Vice President

Bab Gentry, Member

unda Kattan ATTEST: Cinda Kattau, Auditor

RESOLUTION NO. 11 - 09

A RESOLUTION OF THE BOARD OF COMMISSIONERS **OF HENDRICKS COUNTY, INDIANA**

ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA) ADA COORDINATOR AND PROCEDURES

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

WHEREAS, in compliance with Title II of the ADA the Board of Commissioners of Hendricks County, Indiana shall name an ADA Coordinator; and

WHEREAS, in compliance with Title II of the ADA the Board of Commissioners of Hendricks County, Indiana shall adopt a grievance procedure for resolving complaints alleging violation of the Title II of the ADA; and

WHEREAS, in compliance with Title II of the ADA the Board of Commissioners of Hendricks County, Indiana shall publish notice to the public regarding the ADA;

WHEREAS, in compliance with Title II of the ADA the Board of Commissioners of Hendricks County, Indiana shall post the ADA coordinator's name, office address, and telephone number along with the ADA Notice and ADA grievance procedure on its website.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Hendricks County, Indiana the Assistant Engineer is designated as the ADA Coordinator for Hendricks County, Indiana.

The Notice under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the Hendricks County, Indiana Notice under the Americans with Disabilities Act.

The Hendricks County Grievance Procedure under the Americans with Disabilities Act, a copy is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by Hendricks County, Indiana.

In compliance with Federal and State laws as set forth above, the Board of Commissioners of Hendricks County, Indiana resolves to post the required information regarding the ADA coordinator, Notice under the Americans with Disabilities Act, and the Hendricks County, Indiana Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time.

Approved and Adopted this 13th day of December, 2011

HENDRICKS COUNTY BOARD OF COMMISSIONERS

Eric L. Wathen, President

Phyllis a. Palmer Bob Phyllis A. Palmer. Vice President Bob (

Bob Gentry, Member

· O. Kattan ATTEST: Cinda Kattau Auditor

RESOLUTION NO. 11-10

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HENDRICKS COUNTY, INDIANA

ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA)

TRANSITION PLAN FOR PEDESTRIAN FACILITIES IN THE PUBLIC RIGHT OF WAY

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

WHEREAS, Title II of the ADA requires that municipalities develop and adopt a Transition Plan which documents physical barriers to accessibility, proposed structural modifications to remove those barriers and a schedule to complete the modifications; and

WHEREAS, The Board of Commissioners of Hendricks County, Indiana adopted Resolution No. <u>11-68</u> pertaining to the ADA Standards for Accessible Design and the Guidelines for Pedestrian Facilities in the Public Right-of-Way; and

WHEREAS, The United States Department of Justice recently modified the ADA Standards for Accessible Design and the Guidelines for Pedestrian Facilities in the Public Right-of-Way in 2010 and 2011, respectively; and

WHEREAS, Hendricks County, Indiana remains committed to the ADA and elimination of barriers to public facilities; and

WHEREAS, a Transition Plan for the pedestrian network has been prepared that reflects current municipality infrastructure and ADA design standards, referred to as the "ADA Transition Plan: Pedestrian Network;"

NOW, THEREFOR, BE IT RESOLVED that the Board of Commissioners of Hendricks County, Indiana hereby approves the ADA Transition Plan: Pedestrian Network.

Approved and Adopted this 13th day of December, 2011.

HENDRICKS COUNTY BOARD OF COMMISSIONERS

Eric L. Wathen, President

Phyllis a. Palmer

Phyllis A. Palmer, Vice President

Bob Ga

Bob Gentry, Member

nda Kattan ATTEST:

Cinda Kattau, Auditor