

Ordinance 2001-OR-04

AN ORDINANCE REQUIRING ADOPTION OF AN EMPLOYEE HANDBOOK FOR EMPLOYEES OF THE CITY OF CHARLESTOWN

WHEREAS, the City of Charlestown, Indiana is a third class city that has by necessity, full time and part time employees; and

WHEREAS, it would be beneficial to all city employees that an employee handbook be developed explaining the rights, responsibilities and benefits of city employees; and

WHEREAS, the City Council has the desire that all full time regular city employees in all departments be treated equally, to the extent possible, with regard to employee rights and benefits; and

WHEREAS, the management of employees and administration of employee benefits are executive functions and are a responsibility and duty that belong to the Mayor; and

WHEREAS, I.C. 36-4-4-3 provides that "all powers and duties of a city that are executive or administrative in nature shall be exercised or performed by the city executive, another city officer or a city department"; and

WHEREAS, pursuant to I.C. 36-8-3-2 (b), the Board of Public Works and Safety (the "Safety Board") has exclusive control over all matters and property relating to the city of Charlestown Police Department and has the authority pursuant to I.C. 36-8-3-2(d)(2) to adopt general and specific regulations pertaining to the police department, specifically pertaining to, among other things, scheduling and other matters. Therefore,


BE IT HEREBY ORDAINED BY THE COMMON COUNCIL OF THE CITY OF CHARLESTOWN that the Charlestown Board of Public Works and Safety shall have exclusive responsibility for and adopt an employee handbook setting forth the general rights, responsibilities and benefits provided to all city employee.

BE IT FURTHER ORDAINED that the City Council shall retain exclusive authority for the fixing of compensation for city employees by way of a Salary Ordinance per I.C. 36-4-7-3.

BE IT FURTHER ORDAINED that any ordinance previously adopted which is inconsistent with this ordinance or the responsibilities herein delegated shall be rescinded in whole or part to the extent that said ordinance is in contradiction hereto.

BE IT FURTHER ORDAINED that the Common Council shall be notified prior to the adoption of an employee policy handbook by the Safety Board and shall further be immediately notified upon the adoption of any amendments thereto.


ALL OF WHICH IS ORDAINED ON THE 5th day of March, 2001.



Michael Anthony Jackson, President
Charlestown Common Council

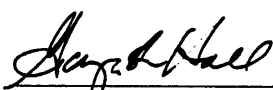
ATTEST:

March 5, 2001
Date



Donna Coomer,
City Clerk-Treasurer


Presented to and approved on this 5th day of March, 2001 by:



George R. Hall, Mayor

ATTEST:

March 5, 2001
Date



Donna Coomer,
City Clerk-Treasurer

STB

CERTIFIED COPY OF ADDITIONAL APPROPRIATION

COUNTY NAME: CLARK COUNTY

UNIT NAME: CHARLESTOWN

Date of Publication MARCH 23, 2001 Newspaper EVENING NEWS

Date of Publication _____ Newspaper _____

Date of Public Hearing APRIL 2, 2001

Date of Resolution/Ordinance APRIL 2, 2001

Complete for each fund from which the additional appropriations are made. Use a separate column for each fund. Lines referred to below are on the 16 - Line computer statement from STB budget hearing.

Fund Number	706			
Fund Name	LOCAL RD & ST			
Appropriation Request	188,000.00			
Amount by Reduction	0.00			
Amount by Surplus	188,000.00			
1. Property Tax Levy (Line 16)	0.00			
2. Levy Excess (Line 15)	0.00			
3. PTRC from CAGIT (Line 13)	0.00			
4. Misc. Revenue (Line 8b) (If higher than 8b amount, a revised Budget Form 2 must be attached)	109,511.00			
5. January 1 Cash Balance, including any investments	403,222.00			
6. Total Funds (1 + 2 + 3 + 4 + 5)	512,733.00			
7. STB Approved Budget	246,255.00			
8. Encumbered Appropriations	0.00			
9. Beginning Appropriations (7 + 8)	0.00			
10. Surplus Funds (6 - 9)	512,733.00			
11. Amount additionally appropriated since January 1 st less any reductions in appropriations.	0.00			
12. Surplus Funds Remaining (10 - 11)	512,733.00			

I, DONNA COOMER, fiscal officer of CHARLESTOWN do hereby certify that the above information is true and correct.

Dated this 26 day of MARCH, 20 01

Donna A. Coomer
(Signature)

CLERK TREASURER
(Title)

304 MAIN CROSS
(Unit Address)

(812) 256-7126
(Telephone Number)

CHARLESTOWN, IN 47111
(City / Towns / Zip Code)

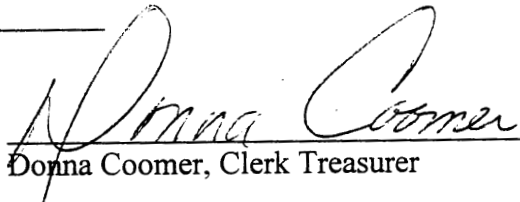
PROOFS OF POSTING OF NOTICE OF ADDITIONAL APPROPRIATIONS

I, Donna Coomer, Clerk Treasurer, of the City of Charlestown, Clark County, Indiana hereby certify that on MARCH 23, 2001, I did post in three (3) public places located in the municipal corporation a copy of the Notice To Taxpayers of Additional Appropriations. The notice was in the form attached and made part of this certification.

I further certify that the notice was posted in each of the following places:

- 1) EVENING NEWS
- 2) BANK ONE
- 3) U.S. POST OFFICE

Date: MARCH 26, 2001



Donna Coomer, Clerk Treasurer

Amount Appropriated	Amount by Reduction	STB Approved	STB Denied
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Fund: LOCAL ROADS AND STREETS

Department: LOCAL ROADS AND STREETS

100000 Personal Services			
200000 Supplies			
300000 Other Svc & Charges			
400000 Capital Outlays	188,000.00		
9999 Total			

Fund: _____

Department: _____

100000 Personal Services			
200000 Supplies			
300000 Other Svc & Charges			
400000 Capital Outlays			
9999 Total			


Fund: _____

Department: _____

100000 Personal Services			
200000 Supplies			
300000 Other Svc & Charges			
400000 Capital Outlays			
9999 Total			

Fund Total \$ _____
(If Departmentalized)

I, DONNA COOMER fiscal officer of CHARLESTOWN,
(Name) (Taxing Unit)
do hereby certify that amounts appropriated on APRIL 2, 2001 are to be appropriated to
(Date)
the above stated major classes.



(Signature/Title) DONNA COOMER/CLERK TREASURER

Attach additional copies as needed

STATE OF INDIANA
STATE BOARD OF TAX COMMISSIONERS
Room N-1058, IGCN - 100 North Senate
Indianapolis, Indiana 46204

ORDER 1005284

In the matter of Additional Appropriations for CHARLESTOWN CIVIL CITY taxing unit County of Clark as adopted on April 02, 2001:

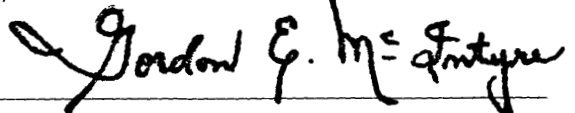
A certified copy of additional appropriation action taken by the above named taxing unit was filed with the State Board of Tax Commissioners on April 09, 2001. It was examined for availability and sufficiency of unencumbered revenues. The Board makes the following determination based upon financial information as submitted by the fiscal officer:

Sufficient revenues are available to support the following requested appropriations:

<u>FUND</u>	<u>FUND NAME</u>	<u>REQUESTED REDUCTION</u>	<u>REQUESTED INCREASE</u>	<u>TOTAL REQUESTED</u>	<u>TOTAL APPROVED</u>	<u>TOTAL DENIED</u>
0706	LOCAL ROAD & STREET	\$0.00	\$188,000.00	\$188,000.00	\$188,000.00	\$0.00

Note: The above approval is limited to revenues available or to be made available during 2001 as certified by the fiscal officer of CHARLESTOWN CIVIL CITY.

Having examined the Certified Copy as submitted by the above named taxing unit, the determinations as set forth are now adopted this April 09, 2001.


Commissioner