

Porter County Council

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Jeremy Rivas, President
District 2

Mike Jessen, Vice President
District 4

Bob Poparad
District 1

Greg Simms
District 3

Dan Whitten
At-Large

Jeff Larson
At-Large

Sylvia Graham
At-Large

The Porter County Council will meet on Tuesday, October 20, 2020 at 5:30 p.m., in the County Administration Center, located at 155 Indiana Avenue - Room 205, Valparaiso, Indiana.

AGENDA

Pledge of Allegiance & Roll Call

Minutes

Approval of Council minutes for Budget 1st reading September 10th, 2020

First Reading

Circuit Court – Judge Mary DeBoer

VASIA Guardianship Grant Fund
9167-000-0232

Additional
Reason

\$50,000 to 39500 Contractual Services
Guardianship Services via MOU w/Indiana Guardianship
Services Inc.

Facilities – Ray Cloyd

LIT (Previously CEDIT) Fund
1112-000-0068

Transfer

\$9,342.68 from 23500 Building Maintenance Supplies to
45400 Other Equipment

Reason

Transfer needed to purchase washer & dryer for jail.

ITS – Eric Serrano

ITS General Fund
1000-000-0106

Transfer

\$7,000 from 45100 Data Processing Equipment to 31200
Consultants

Reason

Additional funds needed for consulting retainer

Form 144

Director of IT, Information Security

Reason

Title change/job description update (highlighted in yellow)

Job Descriptions for Director of IT, Information Security title change/job
description update (highlighted in yellow)

Assessor – Jon Snyder

Assessor General Fund 1000-000-0008	Transfer Reason	\$7,000 from 11100 Salaries to 11200 Hourly Transfer needed from full-time due to employee that is on Workman’s Compensation to hourly.
Sales Disclosure Fund 1131-000-0008	Additional Reason	\$71,229 to 39500 Contractual Services Paying 2 nd half of Yearly Maintenance of Incama & update website to make it easier to find sales disclosures, forms, appeals and other public information that taxpayers request.

Development & Storm Water Management – Director Robert Thompson

Plan Commission Fund 1180-000-0079	Additional Reason	\$40,000 to 37200 Software Rental Fees To pay for new permitting software.
	Additional Reason	\$200,000 to 39500 Contractual Services To pay for paving in Tower Meadows
Storm Water Fund 1182-000-0079	Additional Reason	\$20,000 to 23600 Aggregates To cover aggregate for storm water projects for the remainder of the year.
	Transfer Reason	\$4,000 from 11200 Hourly to 36100 Maintenance Agreements To cover CivicPlus subsite annual maintenance agreement and office copier annual maintenance agreement.
Highway Engineering Fund 4926-000-0079	Additional Reason	\$40,000 to 24400 Road Signs To purchase radar signs for roads.
	Additional Reason	\$15,000 to 39500 Contractual Services For road paving/road repairs.

Parks and Recreation – Superintendent Walter Lenckos

Parks General Fund 1000-000-0803	Transfer Reason	\$2,592.25 from 34200 Bldg/Liab/Comp to 35200 Water & Sewage Water and Portable toilet costs for balance of the year
	Transfer Reason	\$1,000 from 32200 Telephone to 35100 Power \$4,000 from 11200 Hourly to 35100 Power NIPSCO Utility costs for balance of the year.
	Transfer Reason	\$2,500 from 36300 Equipment Other Than Vehicles R&M to 23500 Bldg. Maintenance Supplies Building supplies for the rest of the year had higher expenses due to COVID)

Expo Center – Director Lori Daly

PC Expo Center Fund 4005-000-9604	Additional Reason	\$6,500 to 33400 Advertising Amount requested for the advertising wedding campaign.
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Coroner – Cyndi Dykes

Coroner General Fund 1000-000-0007	Additional Reason	\$33,000 to 31200 Consultants Account depleted after last payment. Been averaging 6 autopsies per month at \$2,800 asking for 2 months' worth to finish out year.
	Transfer Reason	\$140 from 32100 Travel to 39300 Dues and Subscriptions Unexpected other cost decreased fund amount needed for year-end Association fees
	Transfer Reason	\$150 from 32100 Travel to 32200 Telephone Account short to finish out the year.

Porter County Sheriff, Garage & Jail – Sheriff David Reynolds

Sheriff

Sheriff Donations Fund 4108-000-0005	Additional Reason	\$2,222 to 22200 Uniform & Clothing To cover the cost of 2 vests, very generous donation received from Ms. Gustafson.
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Jail

Public Safety Data Tech 4907-000-0380	Additional Reason	\$20,607.77 to 45400 Other Equipment To cover the costs of a pole camera at the intersection of Route 6 and Meridian Road.
		\$26,711 to 45400 Other Equipment To cover the remaining cost of the Remotec Andros Robot. Homeland Security Grant is covering \$214,375

Health Department – Director Letty Zepeda

Health Department Fund 1159-000-0610	Form 144 Reason	Up to \$35 per hour Nasal Swab Administrators Up to \$22 per hour Nasal Swab Admin Table Assistants Up to \$19 per hour Intake/Registration Up to \$21 per hour Event Monitors To create a form 144 to pay salaries of the Nasal Swab Administrator(s), Nasal Swab Admin Table Assistant(s), Intake/Registration(s) and Event Monitor(s)
		Job Descriptions for Part-time Nasal Swab Administrator Staff (Valparaiso & Portage Sites October 12, 2020 – June 30, 2021)
		Job Descriptions for Part-time Nasal Swab Admin Table Assistants (Valparaiso & Portage Sites October 12, 2020 – June 30, 2021)
		Job Description for Part-time Intake/Registration (Valparaiso & Portage Sites October 12, 2020 – June 30, 2021)
		Job Descriptions for Part-time COVID Event Monitor

Health Department Donation Fund
4113-000-0610

Additional \$20,500 to 21100 Office Supplies
\$1,000 to 24100 Medical and Dental Supplies
\$600 to 24200 Shop Supplies
\$1,700 to 37500 Other Rentals
\$1,200 to 44100 Office Equipment over \$100
Reason Supplies for COVID test sites

COVID 21.019 ISDH Grant Fund
8904-000-0610

Additional \$185,250 to 11200 Hourly
\$14,171.65 to 12100 FICA
Reason Hourly and FICA for 4 Nasal Swab Administrator, 1 Intake /Registration & 1 Site Security
Form 144 Up to \$35 per hour Nasal Swab Administrators
Up to \$22 per hour Nasal Swab Admin Table Assistant
Up to \$19 per hour Intake/Registration
Reason To create a form 144 to pay salaries of the Nasal Swab Administrator(s), Nasal Swab Admin Table Assistant(s), and Intake/Registration(s) out of this grant fund.

Job Descriptions for Part-time Nasal Swab Administrator Staff (Valparaiso & Portage Sites October 12, 2020 – June 30, 2021)

Job Descriptions for Part-time Nasal Swab Admin Table Assistants (Valparaiso & Portage Sites October 12, 2020 – June 30, 2021)

Job Description for Part-time Intake/Registration (Valparaiso & Portage Sites October 12, 2020 – June 30, 2021)

COVID ISDH IT Grant Fund
8905-000-0610

Additional \$14,250 to 24200 Shop Supplies
Reason To cover cost of Digital Camera, Radios for emergency communication & Drone for aerial view of septic fields
Additional \$1,500 to 32200 Telephone
Reason Cost for mobile hotspots
Additional \$11,500 to 44100 Office Equipment over \$100
Reason Upgrade printers & ergonomic desk upgrades
Additional \$273,000 to 45100 Data Processing Equipment
Reason Laptops, monitors, servers, server licensing, firewalls, signal boosters, network upgrades, software, licenses for VPN connectivity, EMP implementation.

Animal Shelter – Director Toni Bianchi

Animal Shelter General Fund
1000-000-0626

Transfer \$426 from 11200 Hourly to 11100 Salaries
Reason Transfer needed to cover ACO Salary through end of the year due to vacation payout.

Animal Control Fees
4009-000-0626

Transfer \$426 from 22200 Uniform & Clothing to 11100 Salaries
Reason Transfer needed to cover ACO Salary through end of the year due to vacation payout.

Council

Foundation Budget Fund
4922-000-0000

Transfer
Reason

\$20,000 from 11200 Hourly to 39500 Contractual Services
Transfer needed to pay Capital Cities and Katz, Sapper &
Miller invoices and to finish out the year.

Second Reading

Attorney's Report

Any other matter that may come properly before the Council

Meeting Adjourned