

ORDINANCE NO: 1479

CITY OF ALEXANDRIA, MADISON COUNTY, INDIANA  
TRAVEL POLICY

The City of Alexandria will reimburse all allowable expenses incurred for authorized travel pertaining to and necessary for conducting City business. Expenses incurred must be reasonable and within the guidelines established in this policy. All travel from the employee's residence requiring overnight lodging must have the prior approval of the Mayor and the department head. Also, the travel authorization form which will include an estimated cost, must be completed and approved by the Mayor or his designee prior to the date of travel. All expenses for reimbursement must be in accordance with the requesting department's approved budget for travel. Submissions of travel expenses must be accompanied by detailed receipts. Each receipt must contain the vendor's name, address, and date of purchase. Cash advances to employees are not permitted.

Travel expenses will be reimbursable for City employees only. If a spouse travels with the employee, it is the responsibility of the employee to pay all of their spouse's expenses.

Any exceptions to the guidelines established here must have the written authorization of the Mayor and the department head (or other appropriate elected official). While on City business, such items as meals, lodging, transportation, and approved miscellaneous expenses as defined below shall be construed as travel expenses.

DEFINITIONS: The following definitions are provided to assist all departments in complying with the Travel Policy.

REIMBURSABLE TRAVEL EXPENSES INCLUDE: Meals, lodging, and transportation expenses incurred by an employee while on City business requiring them to leave geographical boundaries of Alexandria.

MISCELLANEOUS TRAVEL EXPENSES INCLUDE: Other expenses incurred while on City business, including but not limited to, stenographic and typing services, storage of baggage, rental of room for official business, and telephone calls for official business. Detailed receipts must support miscellaneous expenses. Reimbursement of all such expenses are subject to express approval of the Mayor and the department head (or other appropriate elected official).

TRAVEL EXPENSES NOT COVERED INCLUDE:

1. Personal entertainment

2. Business entertainment (expenses for non-City employees)
3. Fines for parking, speeding, etc.
4. Alcoholic beverages
5. Valet and/or other personal services

## TRANSPORTATION

### A. Automobile

1. Whenever an automobile is the approved method of transportation and a City vehicle is available, the employee should use the City vehicle. All appropriate mileage logs and expense receipts should be maintained.
2. If the approved travel is to be in a privately owned vehicle, mileage logs shall be maintained and the current approved City mileage rate shall be reimbursable. Mileage must be calculated from where the employee regularly reports to begin work each day to the travel location. Map Quest or some other approved internet map site may be used to calculate the mileage.
3. Miscellaneous expenses including parking fees, road tolls, bridge tolls, and similarly related expenses are allowable.
4. A rental car may be allowable for travel outside the State of Indiana depending on the nature of the travel. The class of rental car must be standard, midsize, compact or economy depending upon the size of the traveling party. A larger vehicle is to be based only on the number of City employees traveling. A mini van may be allowed if a department is transporting large equipment for a departmental purpose. The rental of a vehicle is only allowable for the period of time while on City business.

For the fuel option, the standard option must be chosen which means to start out with a full tank and return to the rental company with a full tank. Keep the receipt for your fuel purchase and submit for reimbursement. Return the vehicle on time. Any extra hour charges for a late return are not reimbursable unless extenuating circumstances can be proven.

Liability and collision coverage is required.

### B. Air Travel

1. Air travel, unless specifically authorized by the Mayor and the department head, is allowable only for travel outside the State of Indiana.

2. Air tickets must be coach class to be eligible for reimbursement.

C. Rail and Bus Travel

1. Rail and bus expenses are allowable for reimbursement. Travel within Indiana by such conveyances must be specifically pre-authorized by the Mayor and department head or other elected official.

D. Incidental Travel Expenses

1. Land transportation (i.e. bus, taxicabs) to/from airport and business site is allowable.
2. Baggage transfers and similar travel expenses are allowable.

LODGING: Expenses for hotel/motel accommodations are reimbursable if they meet the following criteria:

1. If the travel distance (one-way) is sixty-five (65) miles or more for a one (1) day conference.
2. If a two (2) or more days conference is being attended then the travel distance for hotel/motel accommodations is fifty (50) miles (one-way).
3. The expenses meet the guidelines herein.

The City will pay only a single room rate, unless the rates are the same. Whenever possible, accommodations should be reserved using a government rate. The government rate must normally be arranged in advance of arrival. Some type of City identification card will be required at check-in.

If the employee is attending a conference the City will pay the published room rate for the conference. Documentation should be provided showing the room rate.

When traveling with a spouse, it is the responsibility of the employee to submit documentation showing the single and double room rates. The employee is responsible for paying the difference between the two rates.

MEAL PER DIEM: Meals will be paid at the rate of thirty dollars (\$30.00) per day, unless prior approval has been given for a different amount by the Mayor and department head. Daily meal charges will not be averaged. On any day that meal charges exceed thirty dollars (\$30.00) the employee will be responsible for the excess amount. Employees attending a one-day conference or seminar, up to ten dollars (\$10.00) will be

paid for lunch when lunch is not included in the conference fee. A receipt for lunch must be provided.

A meal is intended to mean one serving of a meal to an employee. Groceries are not intended to be a "meal" within this definition. However, under certain circumstances the purchase of groceries may be allowable, for example, if a group of employees is going on a training session where it is impracticable to go to a restaurant. The purchase of groceries in place of meals must have the prior written authorization of the Mayor and department head.

RECEIPTS: All receipts must be itemized and in sufficient detail to determine what was purchased. Food receipts must be specifically detailed as to what food and beverages were purchased. If more than one employee is traveling together it must be indicated which employee ate or drank the items listed on the receipt. The receipts must also include the nature of the government business being conducted, as well as, the names of the employees dining together.


DEVIATION OF POLICY: The employee must explain any deviation from this policy on the Travel Authorization Request. Approval for the request will be in writing from the Mayor.

GENERAL RULES:

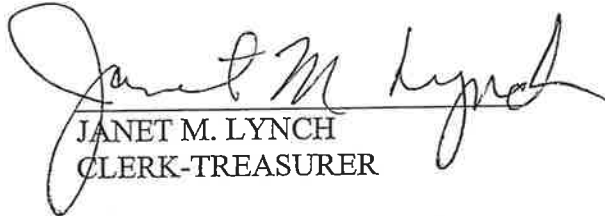
1. In order to receive reimbursement for travel expenses, the employee must file an itemized report using the City of Alexandria Travel and Expense Report and sign the appropriate claim form.
2. Attached with the Travel Report should be receipts for each expense.
3. Travel expenses related to any seminar, convention, or training must include a brochure describing the program, dates and registration costs.
4. Only those expenses detailed within this Travel Policy will be reimbursable.
5. A copy of the Travel Request Form must be attached to the claim form.
6. Any prior authorization for deviation of this policy must be attached to the claim form.

PASSED AND ADOPTED by the Common Council of the City of Alexandria,

this 20<sup>th</sup> day of December, 2004.

  
DAVID C. STEELEY, PRESIDENT  
CITY OF ALEXANDRIA COMMON  
COUNCIL

ATTEST:

  
JANET M. LYNCH  
CLERK-TREASURER

Presented by me, the undersigned Clerk-Treasurer of the City of Alexandria, to the Mayor of the City of Alexandria for his approval on the 20<sup>th</sup> day of December, 2004 at 7:40 o'clock P.M.

  
JANET M. LYNCH  
CLERK-TREASURER

Having examined the foregoing Ordinance, I do now, as the Mayor of the City of Alexandria, approve said Ordinance and return the same to the Clerk-Treasurer of the City of Alexandria this 20<sup>th</sup> day of December, 2004.

  
STEVEN SKAGGS, MAYOR



**ORDINANCE NO. 1500**  
**AN ORDINANCE AMENDING THE TRAFFIC CODE**  
**OF THE CITY OF ALEXANDRIA**

WHEREAS, the Common Council may designate, maintain, and control the flow of traffic within its corporate limits; and,

WHEREAS, the Common Council deems it necessary to amend various Sections and Schedules of the Traffic Code.

**NOW THEREFORE**, the Common Council hereby **ORDAINS** the following:

A. The title and first phrase of Chapter 75 Schedule III shall now read as follows:

**“SCHEDULE III: RESERVED SPACES FOR PHYSICALLY HANDICAPPED.**

The following described spaces are designated as spaces reserved for the physically handicapped. Violation of this Schedule is subject to the penalties imposed by §70.99.”

B. §72.81 is hereby amended to read as follows:

**“§72.81 FAILURE TO COMPLY WITH TRAFFIC CITATION ATTACHED TO VEHICLE.**

If the owner of the vehicle does not appear within a period of five days after the date of the Citation before the Ordinance Violation’s Bureau as provided under §70.99, the owner of the vehicle shall be deemed to have waived the fines provided for under §70.99, and the officer shall file the Citation in a Court of competent jurisdiction.”

C. §70.99 (B) (3) and §70.99 (C) are hereby amended to now read as follows:

“(3) The municipal ordinances for which said Ordinance Violations Bureau is hereby established and the corresponding fines to be imposed and collected hereunder are as follows:





Ordinance Violation	Code or Ordinance Numbers	Fines
Disregarding stop light and traffic signal violation	§§71.09 & 71.10 and Ord. 1144 as amended	First Offense \$50
Disregarding stop sign violation	§§71.09 & 71.10 and Ord. 1144 as amended	First Offense \$50
General parking restrictions	§§72.01 et. seq., Chapter 75 Schedules I & II	First Offense \$10
Handicapped parking restrictions	§§72.01 et. seq., Chapter 75 Schedules III	First Offense \$50
Exceeding posted speed limit within incorporated area violations	§71.25	First Offense \$30 + \$1 per mile in excess of posted speed limit

(C) For each second or subsequent offense within a six month period, the above fines shall be doubled."

PASSED AND ADOPTED this 7<sup>th</sup> day of August, 2006, by the

Common Council of the City of Alexandria, Madison County, Indiana.

Michelle Burnett

President, COMMON COUNCIL OF THE CITY OF ALEXANDRIA

ATTEST:

Janet M Lynch  
JANET M. LYNCH, Clerk-Treasurer

Presented by me, the undersigned Clerk-Treasurer of the City of Alexandria, to the Mayor of the City for his approval on the 7<sup>th</sup> day of August, 2006, at 6:40 o'clock P.M.

Janet M Lynch  
JANET M. LYNCH, Clerk-Treasurer

Having examined the foregoing Ordinance, I do now, as the Mayor of the City of Alexandria, approve said Ordinance and return the same to the Clerk-Treasurer of the City of Alexandria this 7<sup>th</sup> day of August, 2006.

Steven Skaggs  
STEVEN SKAGGS, Mayor



## PROC OF PUBLICATION

State of Indiana,

Madison County, ss:

Personally appeared before me,

Robert L. Nash of

The Elwood Publishing Co., Publishers  
of the Alexandria Times-Tribune, a  
weekly newspaper of general  
circulation, published in Alexandria,  
Madison County, Indiana, who, being  
duly sworn upon his oath, says that the  
notice of which the attached is a true  
copy, was duly published in said  
newspaper

for one successive  
weeks.

The first August 23 20 06

The last August 23 20 06

Robert L. Nash

Subscribed and sworn to before me

this 23 day of August, 20 06

Sharon K. Beyer  
Notary Public

My Commission expires 3/25/2008

## LEGAL NOTICE

ORDINANCE NO. 1500  
AN ORDINANCE AMENDING THE TRAFFIC CODE  
OF THE CITY OF ALEXANDRIA

WHEREAS the Common Council may designate and control the flow of traffic within the corporate limits and

WHEREAS the Common Council deems it necessary to amend various sections and schedules of the Traffic Code

NOW THEREFORE the Common Council hereby ORDAINS the following

SECTION 1. The title and first phrase of Chapter 75 Schedule III shall now read as follows: "SCHEDULE III. RESERVED SPACES FOR PHYSICALLY HANDICAPPED"

SECTION 2. The following described spaces are designated as spaces reserved for the physically handicapped: Violations of this Schedule shall be subject to the penalties imposed by § 70.00

SECTION 3. The following ordinance is hereby amended to now read as follows: "The vehicle ordinances for which said Ordinance Violations Bureau is hereby established and the corresponding fines to be imposed and collected hereunder are as follows:

ORDINANCE VIOLATION CODE OR ORDINANCE NUMBERS AND FINES

Disregarding sign and traffic signal violation § 70.09(a)(1) and Ord. 1144 as amended First Offense \$50

Disregarding stop sign violation § 70.09(a)(2) and Ord. 1144 as amended First Offense \$50

General parking restriction § 70.01(a) and Chapter 75 Schedule III First Offense \$10

Handicapped parking restrictions § 70.01(a) and Chapter 75 Schedule III First Offense \$50

Exceeding posted speed limit within incorporated area violations § 70.23 First Offense \$20

Exceeding posted speed limit § 70.23 First Offense \$20

Exceeding posted speed limit § 70.23 First Offense \$20

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Exceeding posted speed limit § 70.23 First Offense \$20



**ORDINANCE NO. 1506**

**AN ORDINANCE AMENDING THE TRAFFIC CODE  
OF THE CITY OF ALEXANDRIA**

WHEREAS, the Common Council may designate, maintain, and control the flow of traffic within its corporate limits; and,

WHEREAS, the Common Council has investigated the propriety of formally establishing certain 20 m.p.h. speed limit zones in Timberlake Addition; and,

WHEREAS, pursuant to said investigation, the Council deems it necessary to modify the City's traffic code accordingly.

NOW, THEREFORE, BE IT ORDAINED, that the following areas are designated 20-m.p.h. speed zones with the time of enforcement being 24 hours a day, 7 days a week:

- A. Timberlake Drive from its point of origin to its terminus;
- B. Quail Run from its point of origin to its terminus;
- C. Blue Heron Road from its point of origin to its terminus;
- D. Cardinal Lane from its point of origin to its terminus; and,
- E. Hummingbird Lane from its point of origin to its terminus.

BE IT FURTHER ORDAINED, the Code of Alexandria, Indiana, shall be amended as follows:



# CHAPTER 74: TRAFFIC SCHEDULES

## SCHEDULE I: SPEED LIMITS

Street	Location	Times	Ordinance #	Date Passed
Timberlake Drive	From its point of origin to its terminus	All Times		
Quail Run	From its point of origin to its terminus	All Times		
Blue Heron Road	From its point of origin to its terminus	All Times		
Cardinal Lane	From its point of origin to its terminus	All Times		
Hummingbird Lane	From its point of origin to its terminus	All Times		

BE IT FINALLY ORDAINED that the penalty for violation of this Ordinance shall be as setforth in Section 70.99(A) of the Code of Alexandria.

PASSED AND ADOPTED this 6<sup>th</sup> day of November, 2006, by the  
Common Council of the City of Alexandria, Madison County, Indiana.

Michelle Burnett  
President, COMMON COUNCIL OF THE  
CITY OF ALEXANDRIA

ATTEST:

Janet M. Lynch  
JANET M. LYNCH, Clerk-Treasurer

Presented by me, the undersigned Clerk-Treasurer of the City of Alexandria, to the Mayor of the City for his approval on the 6<sup>th</sup> day of November, 2006, at 6:45 o'clock P.M.

Janet M. Lynch  
JANET M. LYNCH, Clerk-Treasurer

Having examined the foregoing Ordinance, I do now, as the Mayor of the City of Alexandria, approve said Ordinance and return the same to the Clerk-Treasurer of the City of Alexandria this 6<sup>th</sup> day of November, 2006.

Steven Skaggs  
STEVEN SKAGGS, Mayor





ORDINANCE NO. 1507

AN ORDINANCE ESTABLISHING FEES FOR  
LIMITED CRIMINAL HISTORY REPORTS

WHEREAS, the Alexandria Police Department provides a Limited Criminal History reports to the proper individuals or entities upon request; and

WHEREAS, the statutes authorize the establishment of a fee for said reports under the terms and conditions setforth therein.

WHEREFORE, BE IT ORDAINED by the Common Council of the City of Alexandria, Indiana, that the Alexandria Police Department is hereby authorized to charge a fee of \$5.00 for the processing of information contained and the preparation of a Limited Criminal History.

BE IT FURTHER ORDAINED that all of said fees collected shall be deposited into the previously established Alexandria Police Department Equipment Fund for uses provided for in its establishing Ordinance.

Michelle Burnett  
President, COMMON COUNCIL OF THE CITY  
OF ALEXANDRIA

ATTEST:

Janet M. Lynch  
JANET M. LYNCH, Clerk-Treasurer

Presented by me, the undersigned Clerk-Treasurer of the City of Alexandria, to the Mayor of the City for his approval on the 6<sup>th</sup> day of November, 2006, at 6:40 o'clock P.M.

Janet M. Lynch  
JANET M. LYNCH, Clerk-Treasurer

Having examined the foregoing Ordinance, I do now, as the Mayor of the City of Alexandria, approve said Ordinance and return the same to the Clerk-Treasurer of the City of Alexandria this 6<sup>th</sup> day of November, 2006.

Steven Skaggs  
STEVEN SKAGGS, Mayor



**ORDINANCE NO. 1509**

**AN ORDINANCE AMENDING THE TRAFFIC CODE  
OF THE CITY OF ALEXANDRIA**

WHEREAS, the Common Council may designate, maintain, and control the flow of traffic within its corporate limits; and

WHEREAS, the Common Council has investigated the propriety of formally establishing a one way street and a no parking area, on East Church Street; and

WHEREAS, pursuant to said investigation, the Council deems it necessary to modify the City's traffic code accordingly.

NOW, THEREFORE, BE IT ORDAINED, that East Church Street from Lincoln Avenue to Walnut Street shall be established as a one-way street going West.

BE IT FURTHER ORDAINED, that there shall be no parking on the South side of Church Street, from Walnut Street to Lincoln Avenue.

BE IT FURTHER ORDAINED, the Code of Alexandria, Indiana, shall be amended as follows:

**CHAPTER 74: TRAFFIC SCHEDULES**

**SCHEDULE II: ONE-WAY STREETS AND ALLEYS.**

Street	Location	Direction of Travel	Ordinance#	Date Passed
East Church Street	Between Lincoln Avenue and Walnut Street	West	1509	2/20/07




CHAPTER 75: PARKING SCHEDULES

SCHEDULE II: PARKING PROHIBITED DURING CERTAIN HOURS ON CERTAIN STREETS

Street	Location	Times	Ordinance#	Date Passed
Church Street	South side of Church Street, from Lincoln Ave. to Walnut St.	All Times	1509	2/20/07

BE IT FINALLY ORDAINED that the penalty for violation of this Ordinance shall be as setforth in Section 70.99(A) of the Code of Alexandria.

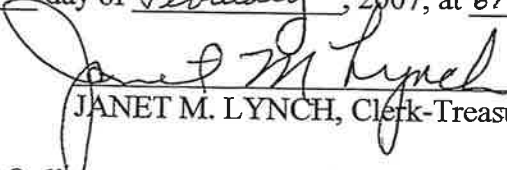
PASSED AND ADOPTED this 20<sup>th</sup> day of February, 2007, by the  
Common Council of the City of Alexandria, Madison County, Indiana.

  
\_\_\_\_\_  
President, Common Council of the City of  
Alexandria

ATTEST:

  
\_\_\_\_\_  
JANET M. LYNCH, Clerk-Treasurer

Presented by me, the undersigned Clerk-Treasurer of the City of Alexandria, to the Mayor of the City for his approval on the 20<sup>th</sup> day of February, 2007, at 6:40 o'clock P.M.

  
\_\_\_\_\_  
JANET M. LYNCH, Clerk-Treasurer

Having examined the foregoing Ordinance, I do now, as the Mayor of the City of Alexandria, approve said Ordinance and return the same to the Clerk-Treasurer of the City of Alexandria this 20<sup>th</sup> day of February, 2007.

  
\_\_\_\_\_  
STEVEN SKAGGS, Mayor

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**ORDINANCE NO. 1513**

**AN ORDINANCE AMENDING THE TRAFFIC CODE  
OF THE CITY OF ALEXANDRIA**

WHEREAS, the Common Council may designate, maintain, and control the flow of traffic within its corporate limits; and,

WHEREAS, the Common Council has investigated the propriety of formally establishing certain 20 m.p.h. speed limit zones on Minnesota Street between Tyler Street and Madison Street; and,

WHEREAS, pursuant to said investigation, the Council deems it necessary to modify the City's traffic code accordingly.

NOW, THEREFORE, BE IT ORDAINED, that the following area is designated 20-m.p.h. speed zone with the time of enforcement being 24 hours a day, 7 days a week:

On Minnesota Street between Tyler Street and Madison Street.

BE IT FURTHER ORDAINED, the Code of Alexandria, Indiana, shall be amended as follows:

**CHAPTER 74: TRAFFIC SCHEDULES**

**SCHEDULE I: SPEED LIMITS**

Street	Location	Times	Ordinance #	Date Passed
Minnesota Street	Between Tyler Street and Madison Street	All Times	1513	6/04/07

BE IT FINALLY ORDAINED that the penalty for violation of this Ordinance shall be as





setforth in Section 70.99(A) of the Code of Alexandria.

PASSED AND ADOPTED this 4<sup>th</sup> day of June, 2007, by the  
Common Council of the City of Alexandria, Madison County, Indiana.

  
\_\_\_\_\_  
President, COMMON COUNCIL OF THE  
CITY OF ALEXANDRIA

ATTEST:

  
\_\_\_\_\_  
JANET M. LYNCH, Clerk-Treasurer

Presented by me, the undersigned Clerk-Treasurer of the City of Alexandria, to the Mayor  
of the City for his approval on the 4<sup>th</sup> day of June, 2007, at 6:50 o'clock P.M.

\_\_\_\_\_  
JANET M. LYNCH, Clerk-Treasurer

Having examined the foregoing Ordinance, I do now, as the Mayor of the City of  
Alexandria, approve said Ordinance and return the same to the Clerk-Treasurer of the City of  
Alexandria this 4<sup>th</sup> day of June, 2007.

  
\_\_\_\_\_  
STEVEN SKAGGS, Mayor



# PROOF OF PUBLICATION

State of Indiana,

Madison County, ss:

Personally appeared before me,

Robert L Nas

The Elwood Publish  
of the Alexandria  
weekly newspap  
circulation, publish  
Madison County, In  
duly sworn upon his  
notice of which the  
copy, was duly p  
newspaper

for one  
weeks.

The first June 13

The last June 13,

Robert L Nas

Subscribed and s

this 13th day of June

Delene L

My Commission expires

LEGAL NOTICE				
ORDINANCE NO. 1513				
AN ORDINANCE AMENDING THE TRAFFIC CODE OF THE CITY OF ALEXANDRIA				
WHEREAS, the Common Council may designate, maintain, and control the flow of traffic within its corporate limits; and				
WHEREAS, the Common Council has investigated the propriety of formally establishing certain 20 m.p.h. speed limit zones on Minnesota Street between Tyler Street and Madison Street; and				
WHEREAS, pursuant to said investigation, the Council deems it necessary to modify the City's traffic code accordingly;				
NOW, THEREFORE, BE IT ORDAINED, that the following area is designated 20 m.p.h. speed zone with the limit to be enforced being 24 hours a day, 7 days a week:				
From Minnesota Street between Tyler Street and Madison Street.				
BE IT FURTHER ORDAINED, the Code of Alexandria, Indiana, shall be amended as follows:				
CHAPTER 74. TRAFFIC SCHEDULES				
SCHEDULE 1. SPEED LIMITS				
STREET	SECTION	Times	Ordinance	Date Passed
Minnesota Street	Between Tyler Street and Madison Street	All times	1513	06/04/07
BE IT FINALLY ORDAINED that the penalty for violation of this Ordinance shall be as set forth in Section 70-50 (A) of the Code of Alexandria.				
PASSED AND ADOPTED this 4th day of June, 2007, by the Common Council of the City of Alexandria, Madison County, Indiana.				
David Steele President, COMMON COUNCIL OF THE CITY OF ALEXANDRIA				
ATTEST:				
JANET M. LYNCH, Clerk-Treasurer				
Presented by me, the undersigned Clerk-Treasurer of the City of Alexandria, to the Mayor of the City for his approval on the 4th day of June, 2007, at 6:50 o'clock P.M.				
Janet M. Lynch, CLERK-TREASURER				
Having examined the foregoing Ordinance, I do now, as the Mayor of the City of Alexandria, approve said Ordinance and return the same to the Clerk-Treasurer of the City of Alexandria this 4th day of June, 2007.				
Steven Skaggs, MAYOR				
Publish: June 13, 2007				
A-28				



PASSED

ORDINANCE NO. 1531

**AN ORDINANCE ESTABLISHING DRUG AND  
ALCOHOL POLICY FOR ALL CITY EMPLOYEES**

WHEREAS, the Common Council of the City of Alexandria, Indiana, deems it prudent and necessary to establish a Drug and Alcohol Policy for all employees of the City of Alexandria, Indiana.

NOW THEREFORE BE IT ORDAINED AS FOLLOWS:

**A. INTRODUCTION**

1. It is the policy of the **CITY OF ALEXANDRIA** to provide a safe working environment for all **CITY** employees (inclusive of the fire and police departments), and employees who drive **CITY** vehicles or drive their own vehicle for **CITY** business. It is also this **CITY'S** policy to assist employees who have a problem with drug and alcohol abuse. Our goal is to eliminate the *abuse*, not the *abuser*; to *help*, not to apprehend.
2. Whenever used in this Ordinance, the term "employee" will also include a volunteer to or for the **CITY**.

**B. PURPOSES OF THE POLICY**

1. To establish and maintain a safe and healthful working environment for all employees.
2. To ensure the reputation of the **CITY** and its employees within the community.
3. To reduce the number of accidental injuries to person or property.
4. To reduce absenteeism, tardiness and improve productivity.
5. To provide rehabilitation information assistance for any employee who seeks such help.
6. To comply with the United States Drug-Free Work Place Act.

The **CITY** regrets any inconvenience or problems that the policy may cause, but believes that the overall benefit to the **CITY** and the employee make it both necessary and helpful.

**C. GENERAL POLICY**

The following is the **CITY'S** policy concerning substance abuse which will be enforced uniformly with respect to all employees, as indicated:



1. All employees are prohibited from being under the influence of or consuming alcohol or illegal drugs during work hours.
2. The use, sale, possession, transfer or purchase of illegal drugs or controlled substances in or on **CITY** property, or while on duty, or performing **CITY** business is prohibited and will subject the employee to discipline including termination.
3. Any employee who commits an unlawful act involving illegal drugs, alcohol or controlled substances on or off **CITY** premises, or whose conduct discredits the **CITY** in any way will be subject to discipline, including termination.
4. No alcoholic beverages will be bought or consumed on the job site. Employees may be tested post accident, randomly, or upon reasonable suspicion at the discretion of the **CITY**. Anyone with a BAC of .02 will be considered under the influence of alcohol.
5. No prescription drug will be brought onto **CITY** premises by anyone other than the one for whom it is prescribed. Such drugs will be used only in the manner or combination and quantity prescribed.
6. As a continuing condition of employment, each employee agrees to abide by the terms of this policy. Employees shall notify the **CITY** no later than five (5) days after any conviction in a court of competent jurisdiction involving alcohol, illegal drugs, or controlled substances. The **CITY** will subject the employee to the same disciplinary procedures as those employees who test positive under drug screening procedures.

#### **D. PRE-EMPLOYMENT SCREEN POLICY**

As a final step in the employment process, all applicants who are conditionally considered for employment and those former employees who are to be reinstated for employment after a layoff or a leave of absence, will be required to submit to a drug screen test. If the applicant or former employee tests positive, employment will be denied. Any employee who is transferred or promoted to a department where drug testing is required *must* have testing performed. If such employee has a positive drug test result, that promotion or transfer will be withdrawn. Rehabilitation will be offered. Refusal to submit to the test will result in denial of employment.

#### **E. INSPECTIONS**

The City will conduct inspections to the extent considered necessary to insure compliance with the Alcohol and Drug Abuse Policies. Entry onto City property, including parking areas, and work site areas, is deemed consent to an inspection of person, vehicle and personal affects at any time while entering, on, or leaving the property, as well as off City premises while engaged in City business. It is not the intent to make inspections indiscriminately, but when there is a reasonable suspicion that there may be a violation of this Drug and Alcohol Policy.





1. Must Have Reasonable Suspicion Before Acting. In order to take action against an employee, the employer must have a "reasonable suspicion" that the individual is under the impairment of alcohol/drugs, or other controlled substance. In order to establish "reasonable suspicion", the specific behavior of the individual must be observed and documented, by members of management or their designated representatives, one of whom has been trained in the detection of impairment.
2. Employee Inspection Procedure. Inspection of clothing and personal effects shall be conducted under the direct supervision of management accompanied by a witness. Inspections will include but are not limited to, lockers, desks, vehicles, personal effect from pockets or handbags, etc. Body type searches, e.g., frisking, strip searches, etc., will not be conducted by the City.

Employees who refuse to cooperate shall not be forcibly inspected, but they will be told that submission to inspection is a condition of employment and failure to cooperate will result in suspensions without pay for whatever time is necessary for the City to investigate the matter and determine if any disciplinary action, up to including discharge, will be taken.

3. Disposition of Seized Property. Any alcohol/drugs, or controlled substance (or suspected drugs or controlled substances), will be impounded and sealed in a container.

The sealed container shall bear the date, names of the persons present and a general description of the item, etc. A receipt shall be given for such seized property. Seized items shall be retained in a locked cabinet under the exclusive control of the Alexandria Police Department. If possession is transferred, a chain of receipts shall be established. Seized property may turn out, after investigation, to be property that was properly and legally in an employee's possession. In such cases the property will be returned and a receipt obtained.

If not already involved, local or state law enforcement personnel should be notified in order to communicate, as appropriate, with local authorities concerning identification of the material and possible prosecution if federal, state, or local laws have been broken.

#### **F. TESTING**

1. All employees will be required to submit to a drug screen test as a condition of employment.
2. Each employee will be tested for drugs and alcohol: (a) after a work-related accident: (b) if the employee has been observed using substances that are suspected to be prohibited substances on the job; (c) if the



employee exhibits a significant and prolonged reduction in productivity; or (d) if the **CITY** has reasonable suspicion for testing the employee. The **CITY** may perform baseline testing on all employees at any given time, or by departments.

3. Each employee will be tested for drugs and alcohol when such employee is involved in a vehicular accident that results in damage to **CITY** property (**CITY** vehicles or other **CITY** property) or in personal injury. The testing shall occur regardless of whether the accident occurred during working hours or otherwise. The test should be done as soon as possible following the accident. Further, any employee involved in an accident, but who has not sustained any injury may be tested at the discretion of the **CITY**.
4. The **CITY** may conduct random drug and alcohol testing of employees at any time with or without cause or suspicion in order to ensure compliance with its drug-free work place policy.
5. An employee returning from a leave of absence may be subject to a retest.
6. An employee who alters a specimen, fails, or refuses to submit to testing when requested to do so, shall be subject to disciplinary action including termination.

#### **G. EMPLOYEE TESTING POSITIVE**

1. Any employee who tests positive is subject to immediate disciplinary action including termination, but may be allowed to continue employment on a conditional basis on the following terms:
  - a. The employee agrees to participate in counseling in a certified rehabilitation program and to successfully complete the program. The employee may participate up to three (3) separate times in a rehabilitation program in order to successfully complete the same; however, if the employee fails to complete the rehabilitation program in three (3) attempts, the employee shall be subject to immediate disciplinary action, including termination.
  - b. The employee agrees to and does remain drug and alcohol free during a conditional employment period as determined by the Board of Works.
  - c. The employee agrees to routine periodic and unscheduled drug screen and alcohol tests to ensure that the employee remains drug and alcohol free.
  - d. The cost of a rehabilitation program and subsequent drug tests will be payable by the employee.
2. A second positive test will be grounds for immediate termination. All positive test results will remain in the employee's personnel file as long as the **CITY** employs that individual.



## **H. PRESCRIPTION DRUGS:**

An Employee taking prescription drugs must adhere to the following procedures:

1. If he is taking any prescription medication, including a prescription controlled substance, that may affect his/her ability to perform his/her duties or work responsibilities, the employee must notify the immediate supervisor prior to the commencement of the work shift. Warning labels normally appear on the prescription bottle and state exactly what, if any, side effects there may be. As an example and not meant as a limitation, "may cause drowsiness," "may cause dizziness," "may cause periodic nausea," "use caution while operating machinery," use caution when driving," or any other warning, caution, or description of side effects that will affect the employee's ability to perform his/her work duties must be disclosed before the employee begins his/her work shift so that work responsibilities may be assigned or reassigned to take into account the employee's medical condition. **THE EMPLOYEE IS NOT REQUIRED TO STATE THE NAME OF THE MEDICATION, THE DOCTOR WHO PRESCRIBED IT, OR THE REASON IT HAS BEEN PRESCRIBED,** in accordance with the Patient Privacy Laws under HIPAA (Health Insurance Portability and Accountability Act), and all applicable Indiana Privacy Laws. The only time that you may be asked to identify what medication(s) the employee is taking is during reasonable assessment of a serious reaction to the medication, during medical treatment for an accident or injury, or for purposes of determining what medication was prescribed to the employee after a drug or alcohol test was performed and a positive result has required reprimand or disciplinary action. At that time, the employee will be asked privately by the testing agent or agency what, if any, prescription medication the employee is currently taking, and the employee will be required to show proof that the prescription medication was prescribed to him/her.
2. The medication must be in the original prescription container with no more than the necessary dosage required for the work shift. The employee's pharmacist will provide him/her with an extra empty bottle upon request so that you will not be susceptible to criminal charges for transporting medication in a non-prescribed container.
3. Failure to abide by the provisions of this section on prescription drugs shall subject the employee to disciplinary action including termination.

## **I. TEMPORARY EXEMPTIONS:**

Any law enforcement officer, firefighter, or other city employee exposed to drugs in the line of duty should immediately notify their superior officer. If such employee is chosen for random testing within 30 days from such exposure and notification, he/she



shall be not be required to participate. Any officer who is undercover and whose identity may be compromised by presenting for testing, or who may be involved in a drug-related investigation will be exempt from this policy, but only during the period of such time the officer is performing undercover duties.

However, if the undercover officer is not involved in a narcotics-related investigation and identity will not be compromised, mere status as "undercover" does not preclude officers from being tested if probable cause exists that the officer is misusing, manufacturing, selling, trafficking, purchasing, using, or abusing drugs or alcohol.

**J. FURTHER POLICY PROVISIONS:**

1. All employees who test positive for drug and/or alcohol in violation of this policy (which includes preemployment, reasonable suspicion, random, and post-accident testing), shall be responsible for the cost including any confirmation testing.
2. All employees who request split specimens to be forwarded to another lab of the employee's choice will be responsible for the cost of the split and for the second test.
3. Any employee who tests positive and is sent for Substance Abuse Professional Evaluation shall be required to pay for the return-to-duty test. The cost of follow-up testing required by the **CITY** will be incurred by the employee.
4. The **CITY** will pay for all negative drug and alcohol tests.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2008, by the Common Council of the City of Alexandria, Madison County, Indiana.

\_\_\_\_\_  
\_\_\_\_\_  
President, COMMON COUNCIL OF THE CITY  
OF ALEXANDRIA

ATTEST:

\_\_\_\_\_  
JANET M. LYNCH, Clerk-Treasurer

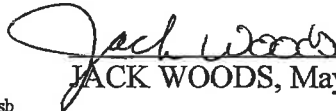
Presented by me, the undersigned Clerk-Treasurer of the City of Alexandria, to the Mayor of the City for his approval on the \_\_\_\_\_ day of \_\_\_\_\_, 2008, at \_\_\_\_\_ o'clock P.M.

\_\_\_\_\_  
JANET M. LYNCH, Clerk-Treasurer





Having examined the foregoing Ordinance, I do now, as the Mayor of the City of Alexandria, approve said Ordinance and return the same to the Clerk-Treasurer of the City of Alexandria this 16 day of June, 2008.

  
JACK WOODS, Mayor

Alexandria City\ordinances\drug and alcohol policy 6-4-2008#1531\sb



**ORDINANCE NO. 1535**

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**AN ORDINANCE AMENDING THE TRAFFIC CODE  
OF THE CITY OF ALEXANDRIA**

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WHEREAS, the Common Council may designate, maintain, and control the flow of traffic within its corporate limits;

WHEREAS, pursuant to said investigation, the Council deems it necessary to modify the City's traffic code accordingly;

WHEREAS, the Common Council has investigated the propriety of formally establishing certain 20 m.p.h. speed limit zones on 11<sup>th</sup> Street from Harrison Street to State Road 9;

WHEREAS, the Common Council has investigated the propriety of formally establishing certain 20 m.p.h. speed limit zones on Chipaway Drive for its entire length;

WHEREAS, the Common Council has again investigated the propriety of placing stop signs in various areas of the City of Alexandria; and,

WHEREAS, the Council has deemed said stop signs to be a priority for the safety of the citizens of Alexandria.

NOW, THEREFORE, BE IT ORDAINED, that the following area is designated 20-m.p.h. speed zone with the time of enforcement being 24 hours a day, 7 days a week and that there shall be stop signs placed as follows:

- A. On Harrison Street from 11<sup>th</sup> Street to State Road 9; and,
- B. On Chipaway Drive for its entire length.

BE IT FURTHER ORDAINED, that the following intersections shall be designated as stop streets as indicated:



A. West Wedgewood Street and Harrison Street shall be a three (3) way stop; and,

B. 5<sup>th</sup> Street and Wayne Street shall be a four (4) way stop.

BE IT FURTHER ORDAINED, that the Code of Alexandria, Indiana, shall be amended

bas follows:

#### Chapter 74: Traffic Schedules

##### SCHEDULE I: SPEED LIMITS

Street	Location	Times	Ordinance #	Date Passed
Harrison Street	Between 11 <sup>th</sup> Street and State Road 9	All Times	# 1535	9/15/2008
Chipaway Drive	For its entire length	All Times	# 1535	9/15/2008

##### SCHEDULE IV: STOP STREETS

(A) The driver of any vehicle traveling on the street named in the "Stop Street" column in this schedule shall stop before entering the corresponding intersecting street:

Stop Street	Intersecting Street	Ordinance No.	Date Passed
West Wedgewood	Harrison Street	# 1535	9/15/2008
Harrison Street	West Wedgewood	# 1535	9/15/2008
5 <sup>th</sup> Street	Wayne Street	# 1535	9/15/2008
Wayne Street	5 <sup>th</sup> Street	# 1535	9/15/2008

BE IT FURTHER ORDAINED, that the other identified speed limits, stop streets and intersecting streets setforth in Chapter 74, Traffic Schedules, shall not be modified by the addition of the above setforth Streets.

BE IT FINALLY ORDAINED, that the penalty for violation of this Ordinance shall be as setforth in Section 70.99(A) of the Code of Alexandria.




PASSED AND ADOPTED this 15<sup>th</sup> day of September, 2008, by the

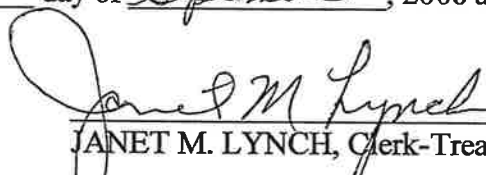
Common Council of the City of Alexandria, Madison County, Indiana.

  
\_\_\_\_\_  
President, COMMON COUNCIL OF THE CITY  
OF ALEXANDRIA

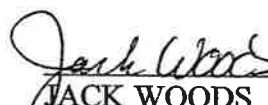
ATTEST:

  
\_\_\_\_\_  
JANET M. LYNCH, Clerk-Treasurer

Presented by me, the undersigned Clerk-Treasurer of the City of Alexandria, to the Mayor of the City for his approval on the 15<sup>th</sup> day of September, 2008 at 6:50 o'clock P.M.

  
\_\_\_\_\_  
JANET M. LYNCH, Clerk-Treasurer

Having examined the foregoing Ordinance, I do now, as the Mayor of the City of Alexandria, approve said Ordinance and return the same to the Clerk-Treasurer of the City of Alexandria this 15<sup>th</sup> day of September, 2008.

  
\_\_\_\_\_  
JACK WOODS, Mayor





**ORDINANCE NO. 1542**

**AN ORDINANCE AMENDING CHAPTER 75: PARKING SCHEDULES,  
SCHEDULE III**

WHEREAS, the Common Council may designate, and has designated parking schedules indicated parking restrictions in the City of Alexandria, Indiana; and,

WHEREAS, the Common Council deems it necessary to amend Chapter 75: Parking Schedules, Schedule III: Reserved Spaces for Physically Handicapped.

NOW, THEREFORE, the Common Council hereby ordains that there be identified as a handicap parking space 21 feet in length immediately West of the alley running North from Broadway Street between Harrison Street and Canal Street.

BE IT FURTHER ORDAINED, that Schedule III: Reserved Spaces for Physically Handicapped

be and the same is hereby amended to include the above reserved space for physically handicapped, as follows:

**CHAPTER 75: PARKING SCHEDULES**

**SCHEDULE III: RESERVED PARKING SPACES FOR PHYSICALLY HANDICAPPED**

Street	Side(s)	Location	Times	Ord. No.	Date Passed
Broadway Street	North	A space 21 feet in length beginning at the intersection of the alley running North from Broadway Street between Harrison Street and Canal Street, and running West therefrom	All	1542	04/06/09



BE IT FINALLY ORDAINED that the penalty for violation of this Ordinance shall be as set forth in Section 70.99(B) 3 of the Code of Alexandria.

PASSED AND ADOPTED this 6<sup>th</sup> day of April, 2009 by the  
Common Council of the City of Alexandria, Madison County, Indiana.

  
President, COMMON COUNCIL OF THE CITY  
OF ALEXANDRIA

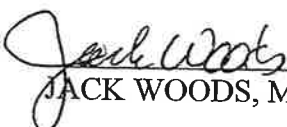
ATTEST:

  
JANET M. LYNCH, Clerk-Treasurer

Presented by me, the undersigned Clerk-Treasurer of the City of Alexandria, to the Mayor of the City for his approval on the 6<sup>th</sup> day of April, 2009, at 6:45 o'clock P.M.

  
JANET M. LYNCH, Clerk-Treasurer

Having examined the foregoing Ordinance, I do now, as the Mayor of the City of Alexandria, approve said Ordinance and return the same to the Clerk-Treasurer of the City of Alexandria this 6<sup>th</sup> day of April, 2009.

  
JACK WOODS, Mayor



**ORDINANCE NO. 1545**

**AN ORDINANCE LIMITING AND EVENTUALLY ABATING OFF  
PREMISES OUTDOOR ADVERTISING SIGNS IN THE  
CITY OF ALEXANDRIA, INDIANA**

WHEREAS, the welfare of the City is inextricably tied to its unique scenic and architectural characteristics. In order to protect these characteristics and to ensure the safety of pedestrian and vehicular traffic, it is necessary to establish the public regulation of off premises outdoor advertising signs in the City.

NOW THEREFORE BE IT ORDAINED, as follows:

1. **Definition:** Off-Premises Outdoor Advertising Sign: a sign, including the supporting sign structure, which is visible from a street or highway and advertises goods or services not usually located on the premises and/or property upon which the sign is located; also called a "billboard." The following shall not be considered an off-premise sign for the purposes of this ordinance:

- A. Directional or Official Signs authorized by law,
- B. Real Estate Signs,
- C. On-Premise Signs (those physically located on the owner's property),

2. **General Provisions:** There shall be no off-premises outdoor advertising signs within the City of Alexandria, Indiana, except as provided herein.

3. **Legal Nonconforming Advertising:** An off-premises outdoor advertising sign and supporting structure which are located within the City of Alexandria on the date of the adoption of this ordinance is eligible for characterization as a legal nonconforming advertising structure and is permitted provided it also meets the following requirements:

- A. The off-premise outdoor advertising sign and its supporting structure was in all respects in conformity with all applicable laws prior to the adoption of this Ordinance.
- B. The individual advertising structure has been at its particular location for the duration of its normal life subject to customary maintenance.
- C. A pre-existing advertising structure covered by a grandfather clause, which does not comply with the provisions of this Ordinance has the status of legally nonconforming signs.
- D. Any nonconforming sign which does not fit the definition of a legal nonconforming sign is an unlawful sign. Subject to the subsections below, a legal



nonconforming sign shall retain such status subject to normal maintenance and reduction.

E. A legally nonconforming off-premises outdoor advertising sign shall immediately lose its nonconforming designation if:

1. The advertising structure is relocated;
2. More than sixty (60) percent of the complete advertising structure is destroyed or replaced;
3. The condition under which the advertising structure was placed has expired such as the termination of its lease;
4. The advertising structure is not kept in good repair and/or in safe condition or ceases to display advertising matter and if said conditions continue for six (6) months; and,
5. The advertising structure is altered to the following extent:
  - (a) The sign face is increased.
  - (b) The size of the advertising structure is increased.
  - (c) The use changes.

F. In order to maintain and continue a legally non-conforming advertising structure, the following conditions apply:

1. The advertising sign structure must have been actually in existence at the time this chapter became effective, as distinguished from contemplated, such as a lease or agreement with the property owner, and must continue to be lawfully maintained.
2. If a legally non-conforming advertising structure or portion of a structure becomes physically unsafe or unlawful by reason of physical condition, it shall not thereafter be restored, repaired, or rebuilt.
3. The advertising structure must remain substantially the same as it was on the effective date with the provisions of this chapter as amended. Reasonable repair and maintenance of the advertising sign structure, as provided for in this Section, including a change of advertising message, is not a change which would terminate non-conforming rights.
4. The legally non-conforming advertising structure and/or sign may be sold, leased, or otherwise transferred without affecting its status, but its location may not be changed.





5. A legally non-conforming advertising sign structure removed as a result of a right-of-way taking or for any other lawful government purpose may be relocated as approved by the Board of Zoning Appeals, but cannot be reestablished at a new location as a non-conforming use.
6. On any legally non-conforming advertising structure or portion of a structure containing a non-conforming sign, work may be done in any period of 12 consecutive months on ordinary repairs, or on repair or replacement to an extent not to exceed 10% of the annual replacement cost of the legally non-conforming advertising structure, or legally nonconforming portion of the structure, whichever the case may be, provided that the sign area existing when it became legally non-conforming shall not be increased.
7. Any and all permits issued pursuant to this Ordinance, shall be renewed every 6 months, on or before the anniversary date of the prior permit.

G. There are exceptions to actual existence as follows:

1. The legally non-conforming advertising structure may continue as long as it is not destroyed, abandoned, or discontinued. An exception may be made for nonconforming advertising structure destroyed due to vandalism and other criminal or tortious acts.
  - (a) Any legally non-conforming advertising structure, which for a designated period of time of six months displays obsolete advertising matter or is without advertising matter or is in need of substantial repair, may constitute abandonment or discontinuance. Similarly, a non-conforming advertising structure damaged in excess of sixty (60) percent of its replacement cost shall be considered destroyed.
  - (b) Where an existing legally non-conforming advertising structure ceases to display advertising matter, for a period of six (6) months. Where new content is not put on a structure within thirty (30) days after the passage of the designated period of time of six (6) months, the use of the structure as a non-conforming outdoor advertising sign structure is terminated and shall constitute an abandonment or discontinuance. This established period may be waived for an involuntary discontinuance such as the closing of a local road or state highway for repair in front of the advertising sign structure.



4. **Variances.**

- A. The Board of Zoning Appeals is authorized to grant variances from the exclusion of off-premises signs upon facts and circumstances as they deem appropriate on a per application basis at a non-refundable cost of Five Hundred Dollars (\$500.00). Any variance granted herein shall be valid for only 1 year unless renewed with a non-refundable renewal fee of Five Hundred Dollars (\$500.00). Additionally, it a general statement of policy that off-premises signs should not be closer to each other than 1,500 feet.
- B. Any application for a variance authorized pursuant to this Ordinance shall be accompanied by an INDOT permit if the location is to be on a State highway, together with a copy of the Lease from the landlord granting applicant permission to place a sign at that particular location.

PASSED by the Common Council of the City of Alexandria, Indiana, on the 1st day of June, 2009.

P. E. Schmidt  
Presiding Officer, Common Council of the  
City of Alexandria, Indiana

ATTEST

Janet M. Lynch  
Clerk-Treasurer of the  
City of Alexandria, Indiana

Presented by me the undersigned Clerk-Treasurer of the City of Alexandria, Indiana, to the Mayor of said City this 1st day of June, 2009 at 6:45 o'clock P.m., for his consideration and action thereon.

Janet M. Lynch  
Clerk-Treasurer

Having examined the foregoing Ordinance, I do now, as Mayor of the said City of Alexandria, Indiana, approve said Ordinance and return the same to the Clerk-Treasurer of the City of Alexandria this \_\_\_\_ day of \_\_\_\_\_, 2009, at \_\_\_\_ o'clock \_\_.m.

Jack Woods  
Jack Woods, Mayor of Alexandria, Indiana

JAMES W. WILSON/#1286-48  
BINGHAM, FARRER & WILSON, P.C.  
Attorneys at Law  
P. O. Box 494  
Elwood, IN 46036  
Telephone: (765) 552-9878

Alexandria City\ordinances\off-premises sign ordinance - alex 6-1-09\sb

