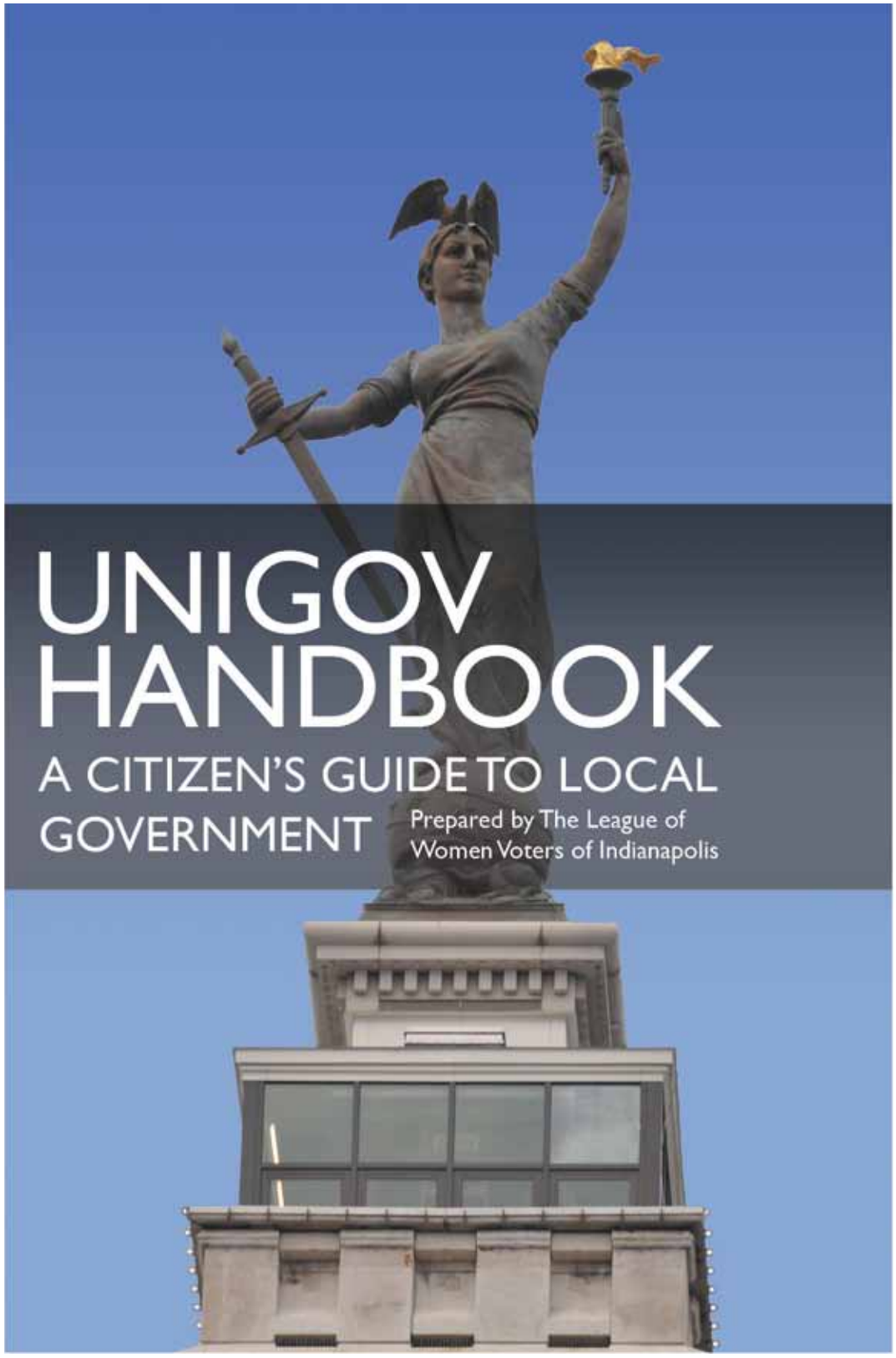


UNIGOV HANDBOOK

A CITIZEN'S GUIDE TO LOCAL GOVERNMENT

Prepared by The League of Women Voters of Indianapolis

Unigov Handbook

A Book of Factual Information About Indianapolis, Indiana

This Handbook Has Been Compiled by the
League of Women Voters of Indianapolis
Published by the League of Women Voters Education Fund
Indianapolis, Indiana
© 2011

The League of Women Voters is a non-partisan organization dedicated to the promotion of informed and active participation of citizens in government. It influences public policy through education and advocacy. Membership is open to all citizens, men and women, over 18.

The League directs its attention solely to matters of government and the individual's responsibility in that government. The League is active in voter education and provides impartial voting information.

The telephone number of the Indianapolis League is (317) 767-4187. The Web address is www.lwvindy.org.

First Edition 1980
Second Printing 1982
Second Edition 1985
Third Edition 1994
Fourth Edition 2001
Fifth Edition 2011

Preface

What is Unigov? How does it work? How can I participate knowledgeably in local government?

This Unigov Handbook was designed to inform you about the government in Indianapolis, Indiana. It was compiled, researched, and edited by League of Women Voters members and is intended to provide the community with accurate, non-partisan information.

We hope the Handbook will contribute to the understanding and involvement of citizens and be a useful resource to students. As such, the LWV will make every effort to update its Web site (www.lwvindy.org) between re-printings of the Handbook when changes within Unigov occur.

Citizens are also encouraged to visit the City's Web site at www.indy.gov to locate current information on who is serving in an elected office or on an appointed board or committee. The city's calendar can also be accessed through its Web site and provides information on public meetings and hearings.

Acknowledgment

The League of Women Voters of Indianapolis is grateful to the local government officials, employees, and others in the community who helped to make this publication as accurate, current, and useful as possible. The LWV especially thanks Mayor Greg Ballard's Chief of Staff Chris Cotterill, "City Legal," and former Deputy Mayor under Bart Peterson, Steve Campbell.

Images courtesy of Felipe Martinez
unless otherwise cited.

League of Women Voters ® of Indianapolis

JOIN NOW!
Membership is open to all citizens of voting age.

The League of Women Voters is where hands-on work to safeguard democracy leads to civic improvement. LWV leaders are actively engaged in effecting change at the local, state, and national levels.

Learn more at www.lwvindy.org or call (317) 767-4187.

Yes! I'd like to join the League of Women Voters of Indianapolis for the annual fee of $50.

Name: _____

Address:_____

Phone:_____

Email:_____

You may remove this page and return it with a check to:

LWV of Indianapolis
3808 N. Meridian Street
Indianapolis, IN 46208

Table of Contents

Preface
Acknowledgment

Part I: Be an Informed Citizen **1**
Historical Overview and Recent Changes **3**

State Control and Local Government Overview **7**
Executive Branch 8
Legislative Branch 9
Judicial Branch 9
Excluded Cities 9
Included Towns 9
Townships 9
Schools 9
Municipal Corporations 12
County Offices 12
Marion County Office of Family and Children 12

The Executive Branch **13**
The City: Office of the Mayor 13
City Departments 14
Code Enforcement 14
Metropolitan Development 16
Parks and Recreation 18
Public Safety 19
Public Works 22
Offices
Audit and Performance 24
Corporation Counsel 24
Finance and Management 25
Minority and Women Business Enterprises 25
The County
Assessor 25
Auditor 26
Clerk of the Circuit Court 26
Coroner 27
Prosecutor and Divisions 27
Public Defender 28
Recorder 29
Sheriff 29
Surveyor 29
Treasurer 29
County Boards, Offices, and Agencies 30
Board of County Commissioners 30
Board of Voter Registration 30
County Election Board 30
Family and Children 30
Indianapolis-Marion County Forensic Services Agency 31
Information Services Agency 31

Municipal Corporations **34**
Capital Improvement Board 34
Health and Hospital Corporation 34
Indianapolis Airport Authority 35
Indianapolis-Marion County Building Authority 35
Indianapolis-Marion County Public Library 38
Indianapolis Public Transportation Corporation 38

The Legislative Branch **39**
City-County Council 39
Committees 39
Permanent Committees 39
Standing Committees 40
Special Service District Councils 40
Special Committees 40
Investigative Committees 40
Legislative Powers 40

Budget Process **45**

Financing City-County Government **46**

The Judicial Branch **48**
Circuit and Superior Courts 48
Small Claims Court 49
Jury Commissioners 50
Grand Jury 50
Petit Jury 50
Public Defender Board 50

Other Units of Government and Public-Private Partnerships **53**
Boards and Commissions 53
Citizens' Police Complaint Board 53

Ethics Commission 53
Indianapolis Housing Agency 53
Indianapolis Local Public Improvement Bond Bank 53
Marion County Alcoholic Beverage Board 54
Marion County Cooperative Extension Service 54
Public-Private Partnerships 54
Citizens Energy Group 54
DevelopIndy 55
Indianapolis Convention and Visitors Association 55
Indianapolis Downtown, Inc. 55
Indy Partnership 55
Townships 56

Part II: Be an Active Citizen
The Citizen 58
Registration to Vote and Elections 58
Communicating your Opinions 59
Observing Meetings 59
Other Skills as a Citizen 60
Becoming a Candidate for Electoral Office 61
Opportunities to Work within Political Parties 62

Index

PART 1
Be An Informed Citizen

Historical Overview and Recent Changes

Former Mayor Richard Lugar proposed a series of changes to state law in the late 1960s that restructured Indianapolis' city government. Lugar and others argued that such changes would prevent an erosion of the city's tax base which was being threatened by growth beyond the city limits. Under Unigov, as these changes were called, the city limits expanded to the county limits and many functions of city and county government were consolidated. Though Indianapolis is the only city in the state with the Unigov framework, Unigov is itself a set of state laws that automatically applies to any city that reaches the total population of 600,000. (The original population threshold was 250,000, but the General Assembly has increased the number in recent years to prevent other cities from converting to the Unigov structure.)

On January 1, 1970, Unigov went into effect and transformed city and county government in Marion County in two fundamental ways. First, the City of Indianapolis' city limits were expanded to include all of Marion County, with the only exceptions being the Excluded Cities of Beech Grove, Lawrence, Southport, and Speedway. Second, many different functions of city and county government were consolidated into a new municipal entity called the Consolidated City of Indianapolis. This consolidation was called unified government, hence the name "Unigov."

Unlike the 91 other counties in Indiana, where city mayors and city councils and county boards of commissioners and county councils all have differing executive, legislative, and fiscal powers, Unigov established a single executive, who is both mayor of the city and county executive, and a City-County Council, which is the legislative body to the city and county. As a result, the structure of Unigov appears similar to the structure of our state and federal government, with a separation of powers between three equal branches of government: executive, legislative, and judicial. The executive branch consists of the Mayor's office, city departments, and county agencies. The City-County Council makes up the legislative branch, while the judicial branch consists of the court system.

At its time, Unigov was a radical departure from the typical structure of local government in Indiana. Though much was consolidated, various entities within Marion County retained their autonomy. Therefore, despite the name "Unigov," not all functions of local government in Marion County were absorbed by Unigov.

- The county elected offices of Assessor, Auditor, Clerk of the Circuit Court (also called County Clerk), Coroner, Prosecutor, Sheriff, Surveyor, Recorder, and Treasurer remained separate elected offices and part of Marion County government.

- Fire service and school districts were maintained at their pre-Unigov borders, with the Indianapolis Fire Department providing service within the old city limits, the Excluded Cities (with the exception of Southport) providing their own fire service, and the townships providing fire service.

- City and county law enforcement, provided by the Indianapolis Police Department (IPD) and the Sheriff's Department respectively, remained separate, with IPD providing service within the old city limits and the Sheriff providing service outside of the old city limits and Excluded Cities.

- The Excluded Cities of Beech Grove, Lawrence, Southport, and Speedway each maintained their autonomy, with their own police forces, school systems, and mayors (except Speedway where there is a town manager who is employed by the town council).

- Township government remained wholly separate.

Since the creation of Unigov forty years ago, efforts to streamline have continued.

- City and county information technology services have been consolidated into a new county agency known as the Information Services Agency and city and county human resources have been consolidated. Later, the licensing, permitting, and abatement functions from the Office of Finance and Management, and departments of Metropolitan Development, Public Works, and Public Safety were all consolidated into a new Department of Code Enforcement.

- Other agencies and departments have been folded into other departments. In 2001, the Department of Capital Asset Management was merged into the Department of Public Works. In 2008, the Marion County Justice Agency was consolidated into the Department of Public Safety. In 2009, the Department of Administration was eliminated, with human resources transferring to the Office of Finance & Management, equal opportunity transferring to the Office of Corporation Counsel, and minority and women business enterprises becoming a new office.

- The financial operations of the city and county have also been reformed. In 2005, the Auditor's duties relating to the county budget were transferred to the Controller and the Controller's duties relating to city payroll and warrants were transferred to the Auditor. And, in 2008, state law provided for a referendum for voters to decide whether or not to consolidate the duties of the Township Assessor into the County Assessor. The referendum was held in all townships except Decatur, where the township assessor position had already been eliminated because the township had fewer than 15,000 parcels. Nearly two-thirds of voters in the eight other townships voted for consolidation, thereby eliminating the position of Township Assessor in Marion County.

- City and county public safety functions have seen similarly consolidated. In 2007, IPD law enforcement officers and the Sheriff's law enforcement deputies were consolidated into a new Indianapolis Metropolitan Police Department (IMPD), under the control of the Sheriff. (In 2008, control was shifted to the Mayor.) Also in 2007, state law changed to allow for the voluntary consolidation of township fire departments into the Indianapolis Fire Department (IFD). (All but three townships—Decatur, Pike, and Wayne—have since consolidated into IFD.) In 2009, parks rangers and, in 2011, the

Metropolitan Emergency Communications Agency (MECA), transferred to the Department of Public Safety.

- In 2001, charter school legislation was enacted that gave the Mayor authority to charter a school anywhere within the consolidated city. Charters are overseen by a board and its members are appointed by the Mayor. Charter schools are secular, tuition-free public schools that are freed from many of the regulations for traditional schools. They control their own curriculum, staffing, organization, and budget.

State Control and Local Government Overview

Throughout the United States, state control over local government is the norm rather than the exception. Local governments in Indiana are creatures of the state; their powers are granted through laws enacted by the General Assembly.

State law in Indiana gives cities, towns, and counties the power to perform certain services and to impose regulations on their citizens. Indiana cities are incorporated into three classes according to size. "First class" cities have a population over 600,000. Indianapolis is the only such city in the state.

State law establishes one form of government for all classes of Indiana cities, the Mayor-Council form, except that third class cities may employ a non-partisan city manager. The administrative organization of cities, the manner of appointment, the term of office, and the powers and duties of various boards and agencies are all established by state law. In addition, cities have the power to levy taxes only when authorized to do so by state legislation.

Until 1971, it was assumed that cities, counties, and towns could not exercise a specific power unless that power was granted by the state. In 1971, a "home rule" bill was enacted allowing cities to exercise any power necessary for the public good if it was not specifically prohibited by the state or federal law. Similar legislation was enacted for counties in 1975 and for towns in 1977. These changes to state law also denied certain powers to the local governments. Interpretation of "home rule" by the courts and State Attorney General had been mixed. As a result, cities and towns believed it was more prudent to continue to seek changes to state law by continuing to work through the Legislature in order to make local changes.

In 1980 the General Assembly passed a new "home rule" law. This one law consolidated previously separate provisions and was made uniformly applicable to counties and municipalities. It was intended to give a more liberal scope to the home rule concept in Indiana and specifically declares the policy of the state is to grant units all the powers they need for the effective operation of government as to local affairs. Any doubt as to the existence of a power is to be resolved in favor of its existence.

While this policy is certainly still subject to interpretation in particular instances, this statute does provide better guidelines in the event of judicial review. As with the previous home rule laws, there are still general and specific limits placed on the scope of home rule authority. Also, the "new home rule," like the old, being statutory rather than constitutional, does not allow the "sovereign" operation of local governments without the consent of the Legislature, but is rather a grant of authority to them by the Legislature through implied consent.

Local Government Overview

The Executive Branch. The executive branch carries out the day-to-day operations of the city. City government is managed by the Mayor's Office. There are five departments under the executive: Code Enforcement, Metropolitan Development, Public Works, Public Safety (which includes the police and fire departments), and Parks and Recreation. Each of the five departments has a director appointed by the Mayor and approved by the City-County Council, and each department has an appointed board to oversee the operations of the department. These appointed board members are not paid and the board meetings are open to the public. In addition to the five departments, the offices of Audit & Performance, Corporation Counsel (commonly known as "city legal"), Finance & Management (overseen by the Controller), and Minority & Women Business Enterprises oversee the functions within their purview. Each director of these offices is appointed by the Mayor.

The Legislative Branch. The legislative branch is the City-County Council, which is made up of twenty-nine members. Twenty-five members are elected to represent specific districts in the county, and the remaining four "at-large" members represent the entire county. The Council has exclusive power to adopt budgets, levy taxes, and make appropriations. The Council can enact, repeal, or amend local laws called "ordinances," which in most cases are subject to the approval of the Mayor. The Council also has the power to appoint people to boards and commissions and to confirm some of the Mayor's appointments to boards and commissions.

The Judicial Branch. The judicial branch consists of a Circuit Court, a Superior Court with four divisions and 32 judges, and a Small Claims Court with eight courtrooms.

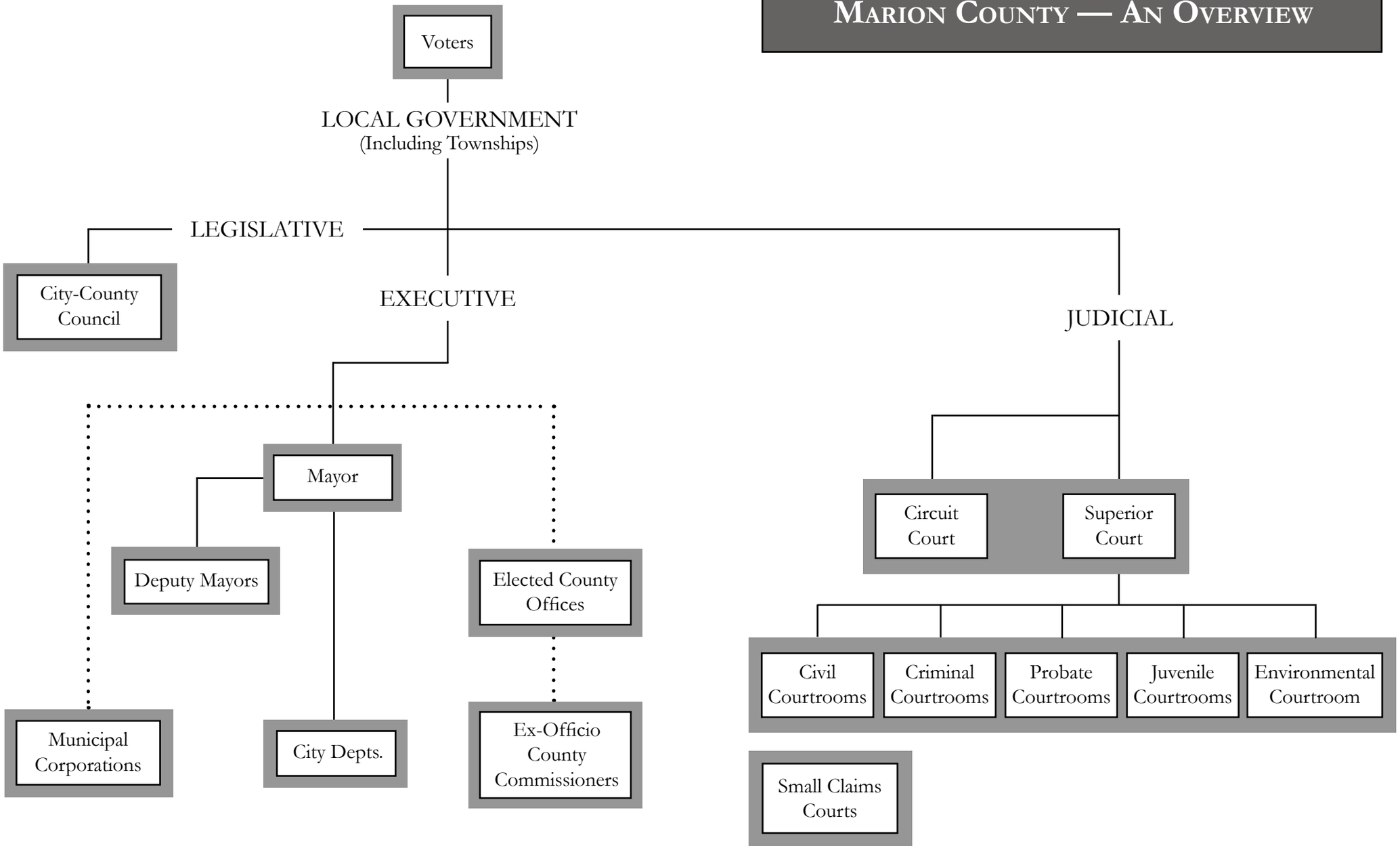
Excluded City. The cities of Beech Grove, Lawrence, and Southport and the town of Speedway were not annexed into the Consolidated City of Indianapolis and are called "Excluded Cities." In addition to voting for the mayors and councils of their own respective cities and towns, residents of Excluded Cities are also able to vote for the Mayor of Indianapolis, a council member representing their district, and each of the four at-large council members. This arrangement was passed because residents are obligated to pay many county-wide taxes and because a variety of the powers of the Mayor of Indianapolis and the city departments extend to the entire county.

Included Towns. There are ten "Included Towns" in Marion County, characterized by a population of less than 5,000 residents, that elected to retain town status. Those are: Clermont, Crows Nest, Homecroft, Meridian Hills, North Crows Nest, Rocky Ripple, Spring Hill, Warren Park, Williams Creek, and Wynnedale. Unlike Excluded Cities, Included Towns are within the city limits of the Consolidated City of Indianapolis and are not able to establish laws that conflict with those established by the City-County Council.

Townships. Marion County has nine townships: Center, Decatur, Franklin, Lawrence, Perry, Pike, Warren, Washington, and Wayne. In each of the townships, there is an elected Township Trustee, Township Constable, and a seven-member board that oversees the township budget.

Schools. Marion County has eleven school districts which are separate from the "civil city" (i.e., the consolidated city of Unigov). Each school district is a separate municipality with its own elected board. The school boards

Government in Indianapolis and Marion County — An Overview



determine school budgets and policies within state law. With the exception of charter schools, neither the Mayor nor the City-County Council has any authority over a school corporation. (In 2001 the state granted the mayor's office the authority to authorize charter schools.) The Indianapolis Public Schools (IPS) is the largest school district in the state.

Municipal Corporations. There are six independent Municipal Corporations: Capital Improvement Board (CIB), Health and Hospital Corporation (HHC), Indianapolis Airport Authority, Indianapolis-Marion County Public Library (IMCPL), Indianapolis Public Transportation Corporation (IndyGo), and Indianapolis-Marion County Building Authority.

County Offices of Assessor, Auditor, Coroner, Prosecutor, Sheriff, Surveyor, Recorder, Treasurer, and Clerk of the Circuit Court (also called County Clerk). All of these offices, except the Assessor, are established by the state constitution and cannot be eliminated unless the constitution is amended—a difficult and time-consuming process. (Though the offices cannot be eliminated, the powers and duties of the county officials are set by state law, which is why the county auditor and sheriff have more limited powers in Marion County than in other counties.) Thus, Marion County government continues to exist as a separate entity, though the Mayor is the county executive, the Council is the legislative body, and other common functions between city and county government, such as information technology and human resources, are shared to reduce costs.

Marion County Office of Family and Children. The Office of Family and Children (formerly Public Welfare) administers services to families and children under the supervision of the Indiana Division of Family and Children (DFC), Family and Social Services Administration (FSSA).

Executive Branch
— The City —

Office of the Mayor

The current Mayor's Office consists of the Mayor and the Mayor's executive staff: a Chief of Staff, a Deputy Mayor for Economic Development, a Deputy Mayor for Neighborhoods, Directors of Charter Schools, Constituent Services, International & Cultural Affairs, and Latino Affairs. The Mayor's Office directs and coordinates the administrative functions and programs of city government. It also coordinates programs with state and federal offices and is responsible for presenting an annual city government budget to the City-County Council for approval.

The Mayor's cabinet, made up of the Deputy Mayors, Mayor's Office directors, and city department directors, meets regularly to discuss policy-making activity.

Mayor's Action Center. The Mayor's Action Center provides the public with one central agency to contact for service requests, information, or complaints. Some of the reasons to call include weeds, potholes, trash, abandoned vehicles, malfunctioning traffic signals, and street maintenance.

City Departments

Department of Code Enforcement (DCE)

The mission of the Department of Code Enforcement is to improve the quality of life in the City of Indianapolis through: strategic application of civil code regulation; effective licensing, permitting, inspection, enforcement, and abatement practices; and local government oversight of property use, safety, and maintenance of the business, event, professional, and construction industries.

Division of Administration, Logistics, Licenses, and Permits. The Division of Administration, Logistics, Licenses, and Permits provides strategic application of civil code regulation through oversight of business and construction industries, urban forest practices, fiscal and administrative services for the Department of Code Enforcement, and other city departments and agencies. In conjunction with other city departments and agencies, and via intradepartmental efforts, DCE works to improve public safety and the quality of life in the City of Indianapolis.

Bureau of Administration and Financial Services. The mission of the Bureau of Administration and Financial Services is to manage the department's financial and administration matters to promote transparency and the overall financial health of the department.

Bureau of License and Permit Services. The Bureau of License and Permit Services provides licensure or registration to construction contractors and regulated businesses. Through a comprehensive application, the Bureau conducts project and plan reviews for public and construction safety via enforcement of the applicable building code and ordinances in the City of Indianapolis.

Bureau of Logistical Services. The mission of the Bureau of Logistical Services is to provide the citizens of Indianapolis, Department of Code Enforcement, and other city departments and agencies with the address, fleet, technology, document, office, and facility management required for safe, efficient, and effective operations related to the department's core function and mission.

Division of Inspections. The Division of Inspections provides strategic application of civil code regulation through inspection, enforcement, and abatement services related to property use/safety and maintenance, the building construction industry, and environmental concerns.

Bureau of Construction Services. The mission of the Bureau of Construction Services is to provide government oversight and regulation of the building construction industry, including both residential and commercial construction, as well as all activities conducted in the public rights-of-way for safe and quality construction.

Bureau of Property Safety and Maintenance. The Bureau of Property Safety and Maintenance provides responsible government oversight and regulation of property maintenance, zoning, land use and development standards, regulated business licensed entities, and weighing and measuring devices.

Bureau of Environmental Services. The mission of the Bureau of Environmental Services is to assure environmental protection for Indianapolis residents and to provide government oversight and regulation of air quality, soil control, illegal dumping, and forestry in the public rights-of-way.

Board of Code Enforcement. The Director of the Department of Code Enforcement chairs this five member board. Two members are appointed by the Mayor and two by the City-County Council for one-year terms. The board is the governing body of the department. It reviews the department budget and approves all contracts. Meetings are held once a month at 1200 Madison Avenue, Suite 100.

License Review Board of Indianapolis and Marion County. In all instances where the Code provides that a decision of the license administrator or other official may be appealed to the Board of Code Enforcement, the board acts by and through a committee. At its first meeting each calendar year, the Board of Code Enforcement elects three of its members, not including the chair of the board, as a committee for the purpose of hearing such appeals, and elects one of the committee members to serve as the chairperson. The actions of the committee, with respect to an appeal of a decision of the license administrator or other official, is final for the entire Board of Code Enforcement without any further action, review, or approval by the board. The person or entity appealing may submit evidence, cross-examine witnesses, and be represented by counsel.

Contractor and Skilled Trade Boards. These are boards that write policies and regulations concerning contractor conduct and requirements for securing building permits. Those Boards are: The Contractors Board, Board of Electrical Examiners, Board of Heating and Cooling Examiners, and the Board of Wrecking Examiners. These boards hold regular meetings once

each month in city offices, if there is some official business to come before a respective board. Special meetings may be called by the chair or any three members of the boards.

Department of Metropolitan Development (DMD)

Division of Administrative Services. Administrative Services provides internal management of all departmental activities. This division is responsible for media, public information, and the department budget and audits. The division also works closely with others to acquire, maintain, and dispose of property in accordance with area plans. In addition, Administrative Services promotes economic development in Indianapolis by leveraging public and private resources to aid in the creation of affordable housing, job creation and retention, and the implementation of commercial, industrial, and retail developments.

Division of Community Economic Development. Community Economic Development works to create community partnerships and provides funding and incentives to support initiatives focused on affordable housing, neighborhood revitalization, economic development, workforce development, brownfield redevelopment, homeless assistance, youth activities, supportive services, and the elimination of blight. The division administers community development grant programs awarded each year by the U.S. Department of Housing and Urban Development (HUD). It is also responsible for the Abandoned Housing initiative.

Division of Neighborhood Services. The Division of Neighborhood Services links Indianapolis residents, neighborhood groups, and businesses to city services through its Mayor's Neighborhood Liaisons, who are assigned to a geographical territory. Mayor's Neighborhood Liaisons provide information on how government works; assist in understanding the process of acquiring zoning and various approvals and permits; facilitate land use negotiations between developers, businesses, and neighborhood groups; and educate on code requirements.

Division of Planning. The Division of Planning prepares long-range plans, programs, and policies concerning development in the Indianapolis area. Planning functions include Information Resources and Policy Analysis; the Comprehensive Plan, which serves as the basis for zoning decisions within the county; Transportation Planning, which reviews traffic impacts of zoning proposals and reviews and updates the Indianapolis Thoroughfare Plan; and Sub-Area Planning, which prepares small area plans for older neighborhoods and corridors, as well as the Regional Center. An additional function is

Current Planning, which processes and provides professional planning recommendations for all land development petitions filed. Current Planning also updates and maintains all zoning ordinances.

Division of the Metropolitan Planning Organization. The Indianapolis Metropolitan Planning Organization (MPO) is a regional body housed within the City of Indianapolis. The MPO is responsible for regional transportation planning, according to federal regulations. The transportation planning function is governed by the Indianapolis Regional Transportation Council (IRTC) Policy Committee, which is comprised of the highest elected and appointed officials in central Indiana. Key functions of the MPO include the development of the Long Range Transportation Plan and the development and maintenance of the Indianapolis Regional Transportation Improvement Program, which documents how all federal transportation planning funds will be expended in central Indiana over a four year period.

The Indianapolis Historic Preservation Commission. The nine-member Historic Preservation Commission encourages the restoration and reuse of historic buildings and sites. The commission provides protection for historic resources and works to halt decline of historic neighborhoods through the development of historic area preservation plans. These plans are adopted by the Historic Preservation Commission and then presented for adoption by the Metropolitan Development Commission as part of the Comprehensive Plan of Marion County. The Commission and its staff provide technical assistance to private citizens and government agencies on a wide range of preservation issues including rehabilitation techniques for historic structures, new infill construction design, nominations of historic registers, and historic preservation environmental reviews.

Metropolitan Development Commission. The Metropolitan Development Commission is the policy-making body of the Department of Metropolitan Development. It has ten appointed members who serve one-year terms. Five are appointed by the Mayor, three by the City-County Council, and two by the County Commissioners. The commission adopts the Comprehensive Plan of Marion County. This plan is used by the commission and other units of government as a guide for orderly growth. The commission also has the power to declare redevelopment areas and to acquire and sell property in such areas in order to carry out a redevelopment plan.

Metropolitan Board of Zoning Appeals. The Board of Zoning Appeals hears requests for variances in the zoning laws. It is made up of three divisions of five members each, appointed for a one-year term. Two are appointed by the Mayor, two by the City-County Council, and one by the

Department of Metropolitan Development. All three boards have county-wide jurisdiction, not including the excluded municipalities of Beech Grove, Lawrence and Speedway, which have their own zoning appeals boards of five members each. The Board is authorized to allow or deny a variance pertaining to development standards and use restrictions under various specific conditions. It also hears and decides on special exceptions to a zoning ordinance. These are administrative decisions and do not involve a change in the zoning law.

Metropolitan Plat Committee. The Metropolitan Plat Committee has five members appointed by the Metropolitan Development Commission for one-year terms. One must be a member of the Metropolitan Development Commission to be appointed to the committee. The Plat Committee approves all subdivision plats in Marion County and controls all vacations of streets, alleys, easements, and plats.

Department of Parks and Recreation

The Department of Parks and Recreation provides recreational programming and facilities throughout Marion County and enforces all provisions of city ordinances and state statutes regarding public park lands and facilities use.

Administration Division. The division provides management and support to the department, including human resources, staff development, grant coordination, information systems, marketing and communications, community relations, finance, partnership development, and volunteer services.

Community Recreation. The division manages and operates programs and services at city parks and recreation facilities. Division staff organizes a wide range of offerings in sports, arts, play, social, environmental, and self-improvement activities.

Greenways Division. The Greenways Section manages the greenway system within Marion County. The greenway system provides recreation and fitness opportunities, as well as open space conservation and linking of neighborhoods, parks, and other community assets.

Resource Development Division. The Resource Development Division guides the direction of the department through strategic planning of parks, greenways, and golf development. The division also administers the Capital Improvement Program and assesses park assets, infrastructure needs, and project development and oversees construction activities.

Environmental and Interpretive Services Division. The staff of the Environment and Interpretive Services Division manages, operates, plans, and develops nature programs, services, and facilities. In addition, the division is charged with providing neighborhoods with the opportunity to reclaim land and stewardship of their public spaces.

Sports and Special Revenue Facilities Division. The division manages, operates, plans, and develops programs and services at sports, aquatics, and special facilities with the goal of generating sufficient fee revenue to help offset the cost of programs and facilities.

Board of Parks and Recreation. The Director of the Department of Parks and Recreation chairs this five member board. Two members are appointed by the Mayor and two by the City-County Council for one-year terms. The board is the governing body of the department. It reviews the department budget and approves all contracts. Meetings are held once a month at the City County Building, 200 E. Washington Street, in Room 260. (On occasion, by the decision of the director, these meetings are held at one of the Indy Parks facilities.)

Department of Public Safety (DPS)

The Department of Public Safety is charged with keeping order and protecting the citizens and their property. The Director of the Department of Public Safety has the responsibility for major policy decisions, budgeting, planning, and the day-to-day coordination of the department divisions. The director not only appoints the police and fire chiefs, but also supervises the hiring, promotion, affirmative action, and discipline of all department divisions with advice and assistance of three statutory boards (Board of Public Safety, Civilian Police Merit Board, and Civilian Fire Merit Board). The department includes the director and six divisions.

Animal Care and Control Division. The Animal Control Division is responsible for protecting the public from injuries, property damage, and disease caused by stray animals. The municipal dog pound is part of this division. It also inspects businesses dealing with animals prior to those businesses being approved for a license by the Department of Code Enforcement.

Division of Homeland Security. The Division of Homeland Security is responsible for implementing an emergency operations plan, a hazardous material emergency plan, and a National Disaster Medical System local plan. This division maintains a mobile command center and staffing it at major emergencies and special events, coordinates exercises, prepares

incident case studies, and operates a public warning siren system. This division also manages and deploys tactical units (e.g., SWAT, bomb squad, hazardous materials, air patrol) and manages public safety resources across various disciplines. Homeland Security is responsible for hostage negotiations, bomb threats, WMD threats, criminal intelligence, traffic management, special events management, extrication, hazardous materials response, decontamination response, underwater rescue, top water rescue, confined space rescue, high-rise rope rescue, victims assistance, and arson investigations.

Division of Public Safety Communications. This division is responsible for operating the emergency communication systems and computer facilities for all participating public safety agencies in Marion County. This division receives and reviews with comment and recommendation all reports, requests and documents on public safety communications operations in Marion County and coordinates with participating governments and agencies all activities necessary to ensure compatibility of the public safety communications systems and computer facilities.

Indianapolis Emergency Medical Services Division. This division is responsible for providing transport emergency medical services throughout the fire special service district, and in those areas in which the Indianapolis fire department has contracted to provide transport emergency medical services. IEMS is administered by a chief who is nominated by the Indiana University School of Medicine, approved by the Health and Hospital Corporation of Marion County, and formally appointed by the Director of Public Safety. The IEMS chief is a physician, board-certified in emergency medicine and fellowship-trained in emergency medical services, and an employee and faculty member of Indiana University School of Medicine.

Board of Public Safety. The Board of Public Safety is made up of the Director of the Department of Public Safety and four other members appointed by the Mayor (2) and City-County Council (2) to one-year terms. The board reviews the annual departmental budget and contracts. It holds meetings once a month.

Police Department. The Indianapolis Metropolitan Police Department (IMPD) is a division of DPS and is primarily responsible for maintaining order and protecting individuals' lives and property. It is charged with crime prevention and detection and the capture of offenders. The department includes the Office of the Chief, Operations, Investigations, Professional Standards, Training, Community Affairs and six districts.

- Office of the Chief. Included in the Chief's Office are administrative staff.
- Professional Standards. Professional Standards if responsible for investigating criminal and administrative complaints of misconduct lodged against DPS employees, including IMPD officers. Professional Standards is also responsible for performance management of IMPD officers, drafting and reviewing policies and procedures, and data integrity for IMPD's management and crime statistic data systems.
- Operations. Operations coordinates the patrol units within the districts to reduce crime within Indianapolis.
- Investigations. Investigations has six branches, Crime Information, Strategic Investigations, Homicide and Robbery, Sex Offense/Family Advocacy, and Juvenile.
- Training. Training develops curriculum for new recruits and in-service training for existing officers, increasing their understanding of the diverse Indianapolis culture and how law enforcement should proactive engage a multitude of resources to improve public safety.
- Community Affairs. Community Affairs is responsible for establishing and maintaining community partnerships to address crime and quality of life issues within Indianapolis neighborhoods. The Community Affairs Branch will focus on youth and other community issues that are not fully addressed through routine police patrol and criminal investigations. This includes Police Athletic League, chaplains, Crime Stoppers, and school liaisons.
- Districts. There are six police districts within the City of Indianapolis—North, Northwest, Northeast, Southwest, Southeast, and Downtown. Each district is made up of an administrative staff, uniformed officers, and detectives.

Police Merit Board. The Police Merit Board has five members appointed by the Director of Public Safety for four-year terms. No member may hold another elective or appointive government office or be a member of the Indianapolis Police Department. When possible, the members include a professional educator, a business or police administrator or criminologist, a personnel administrator, a physician or psychiatrist, and an attorney. The Chief of Police serves as an ex-officio member with no vote. Members may be removed by the Director of Public Safety. The board administers the merit

system of the Indianapolis Police Department and supervises all appointments to the force.

Fire Department. The Indianapolis Fire Department (IFD) is a division of DPS and serves the entire city, except those areas where townships have not yet consolidated their fire departments into IFD.

IFD offers more than fire protection. IFD provides first-response Emergency Medical Service (both basic and advanced).

IFD also provides fire safety education programs as well as fire prevention programs. An example of such a program is the "in home" inspection. On request, fire fighters will inspect homes in their battalion and advise occupants of hazards found.

The fire district is divided into six battalions (districts) geographically. The department has 44 fire stations. The Office of the Chief includes Community Affairs, and Safety Officers. The Operations Division includes Field Commanders, Battalion Chiefs, and Research. The Education Division includes the Suppression Program Manager and EMS Program Manager. Technical Services includes Code Enforcement and Prevention Education. The Support Services Division includes Apparatus Maintenance and Facilities. The Communications Division includes Dispatchers.

Fire Merit Board. The Fire Merit Board is composed of five members appointed for four-year terms by the Director of Public Safety. Members are residents of the Fire Special Service District and cannot be members of the Indianapolis Fire Department or hold another elective or appointive government office. The Fire Merit Board administers the merit system and supervises appointment to the Fire Department.

Department of Public Works (DPW)

The Division of Policy and Planning provides all the administrative functions of the Department of Public Works. These include Strategic Planning, Budgeting and Accounting, Legislative Liaison, Americans with Disabilities Act compliance, Public Information, and Administration. As an outgrowth of the Strategic Planning Section, the Office of Sustainability was established in 2008. This new office and the new SustainIndy initiative, which has strong ties to the City's environmental agenda, is housed and budgeted in DPW. The charge of SustainIndy includes public-private coordination of environmentally responsible actions that impact community awareness, economic development, and quality of life in Indianapolis for today and in the future. More information regarding this initiative can be found at www.sustainindy.org.

The Fleet Services Division is responsible for procuring, managing, maintaining, fueling, administering, and selling vehicles owned, leased, and operated by various departments and agencies of the city.

The Division of Engineering includes the office of Systems Planning, Project Development, and Construction Services. This division assesses infrastructure needs within the city, develops projects, and carries out the construction. This division is at the core of the City's response to a federal consent decree to correct combine sewer overflows (CSO). DPW continues to coordinate with the US Environmental Protection Agency (EPA) on solutions to the CSO issues. In addition, and in response to another federal consent decree, the Engineering Division has an ongoing effort to correct sidewalk ramps that do not comply with federal regulations.

The Division of Operations maintains the infrastructure, including solid waste collection, snow removal, pothole patching, operation and maintenance of traffic signals, and other services.

Within this division, the **Solid Waste Management Section** collects and disposes of trash in five solid waste districts. The waste is taken to the mass burn facility for incineration and generation of steam. The steam is sold to heat and cool buildings in the downtown area of the city. This section also collects heavy trash, dead animals from streets, investigates illegal dumping, and provides fall leaf collection services. The Solid Waste Section also manages the Tox-Drop program, providing locations for residents to drop off materials not accepted as solid waste, such as paint thinners, fertilizer, and aerosol cans.

The division's **Maintenance Operations Section** provides crews responsible for day-to-day maintenance, snow removal, pothole patching, operation and maintenance of traffic signals, and maintenance of levees, alleys, and bridges. Other services include graffiti removal, planning for special events, demolition, and grass and weed control. A "rapid response" team deals with problems on streets, with traffic, or in other areas.

The Stormwater Management Section administers the contract and oversees maintenance and operation of the city's stormwater system, which includes neighborhood drainage, levees, and dams.

The Park Maintenance Section, now incorporated in the Department of Public Works, is responsible for providing stewardship of

natural resources areas, managing and executing maintenance plans for parks assets, coordinating park beautification and land improvement services, and installing and maintaining athletic fields. This section also includes Forestry.

Board of Public Works. The Board of Public Works consists of seven members appointed by the Mayor (3) and the City-County Council (3); the Director of the Department of Public Works serves as the board chairperson. The board meets twice monthly and reviews the department budget, approves contracts and bids, and holds any hearings required by law.

Offices

Office of Audit & Performance

This office, which is a successor to the City-County Internal Audit Agency, is responsible for auditing the internal operations of city and county government and measuring and improving the performance of city and county government.

Office of Corporation Counsel

The Office of Corporation Counsel (OCC or "city legal") provides attorneys and support staff for legal services to the Mayor, the city departments, the county agencies, the city and county boards and commissions, the City-County Council, and the courts. The OCC is comprised of four sections:

Counseling. The Counseling division provides legal advice to city and county officials, agencies, departments, boards, and commissions. It assists with public record requests, contract negotiation, and more.

City Prosecutor. This division is responsible for the effective prosecution of violations of the civil code. (The County Prosecutor prosecutes violations of the criminal code.) Such violations include animal care and control violations and zoning violations.

Equal Opportunity. The Equal Opportunity Division monitors employment practices and contract compliance and receives, investigates, and adjudicates community complaints. It assures city/county compliance with federal Equal Employment/Affirmative Action regulations. The division increases access to economic opportunity for MBE/WBEs and oversees the African-American Male Commission, a community convener whose goal is to achieve a better way of life for African-American males and their families. This commission focuses on employment, family, education, criminal justice, and health.

Office of Finance & Management

The Office of Finance & Management provides internal services to the operating agencies of city and county government and carries out the general administrative functions of the city.

Human Resources. The Human Resource Division is responsible for the recruiting, employee training and development, benefits, and workers compensation for the city and county. It also develops safety policies and procedures, conducts Occupational Safety and Health compliance inspections, monitors tort claims, and investigates claims of discrimination and harassment.

Purchasing Division. The Purchasing Division is a separate division of the Office of Finance and Management. It is responsible for procurement of goods, services, public works construction, and the disposal of fixed assets.

Office of Minority & Women Business Enterprises

This office, which was formerly part of the Department of Administration, is responsible for the certification of minority, women, and veteran businesses and for helping to develop business opportunities for those businesses.

The County

The state constitution establishes eight elected county officers: Auditor, Clerk of the Circuit Court, Coroner, Prosecutor, Sheriff, Surveyor, Recorder, and Treasurer. In addition to these, state law provides for an elected County Assessor. Each county official is elected to a four year term and may not serve more than two consecutive terms.

Assessor. The County Assessor's duties include the assessment, under the jurisdiction of the State Board of Tax Commissioners, of real and personal property for taxation. Assessments fall under three categories: real estate, business personal property, and personal property. Personal property includes vehicles not subject to excise tax, as well as trailers, campers, snowmobiles, and boats not subject to excise tax. The Assessor certifies the various assessed property values for the preparation of tax bills. The Assessor answers questions regarding ownership, description and value of property, deeds, transfer of ownership, and collects county dog taxes. The Assessor also serves as Secretary to the Property Tax Assessment Board of Appeals

(PTABOA). The PTABOA decides real estate and personal property tax appeals. The Assessor calculates inheritance taxes that are due and processes applications for property tax exemptions. In addition, the Assessor is one of three County Commissioners, along with the Auditor and the Treasurer.

Auditor. In Marion County, the Auditor is responsible for (i) accounting; (ii) payroll, accounts payable, and accounts receivable; (iii) revenue and tax distributions; and (iv) maintenance of property records for both the city and county. The powers and duties related to the fixing and reviewing of budgets, tax rates, and tax levies for the county are performed by the City Controller, who is the chief financial officer of both the city and county.

The Auditor is responsible for keeping all ledgers and records affecting city and county funds, as well as ensuring that such funds are received and disbursed according to the law. Upon receipt of taxes collected by the Treasurer, the Auditor distributes funds to the local units of government for which the funds were collected. By August first of each year, the Auditor provides estimates of the assessed valuation of each unit of government in order to prepare the taxing budget for the new year, as well as the county operating budget.

The Auditor serves as a County Commissioner and as ex-officio secretary of several county boards. In addition, the Auditor approves and issues warrants for monies expended by all city and county entities, including the Office of Family and Children. All property transfers are entered for taxation in the Auditor's office before they are recorded. The Auditor coordinates with the Treasurer in conducting the annual tax sale of real estate with delinquent taxes. The Auditor also handles homestead, mortgage, disability, and veteran exemptions, exemptions for property owners over sixty-five years of age, and sales disclosure forms, as well as the real estate property tax abatement program.

Clerk of the Circuit Court (County Clerk). The County Clerk keeps all records for the Circuit and Superior Courts and must process all matters required by law to be filed or put into the record, such as court orders, warrants, transcripts, and pleadings. The Clerk is secretary of the County Election Board and County Commission on Public Records.

The Clerk of the Circuit Court prepares warrants, commitments, and posts bond for incarcerated subjects. The Clerk also issues jury venires and summonses, receives and dispenses funds, such as court costs, fines, and support payments, and provides enhanced access to computerized court records for those who have business with the courts. All Marion County

marriage records, name changes, and adoptions are kept in the Clerk's office.

Coroner. The Coroner investigates all accidental or suspicious deaths. Assisted by the police and various laboratories, the Coroner attempts to determine the cause of death. After investigation, the Coroner delivers a verdict to the Clerk of the Circuit Court. The Coroner deals directly with families, giving information and taking care of the personal effects of the deceased. If the Sheriff is absent or disqualified from serving, the Coroner performs the Sheriff's duties.

Prosecutor. The Prosecutor is an office mandated by the Indiana Constitution. The Prosecutor is the highest law enforcement officer in the county and is elected for a four (4) year term. Representing the 19th Judicial Circuit, the Marion County Prosecutor prosecutes those who violate state criminal and traffic laws within county boundaries. The Marion County Prosecutor's Office has ten (10) divisions.

Child Support Division: Responsible for the enforcement and collection of court orders for child support issued by Marion County Superior and Circuit Courts. Responsible for collection of child support orders issued by other states' courts issued to Marion County residents.

Domestic Violence Division: Prosecutes all cases involving harmful physical contact, property damage, threats and violation of court orders that occur between current or former spouses, family members or those who have or previously had a significant personal relationship.

Major Case Division: Handles major felony cases, including homicides, in the seven (7) major felony courts of Marion County. Felonies are the most serious criminal violations and carry the most severe terms of incarceration. Victim Advocates are assigned to each of these courts, who have the responsibility of notifying victims of actions taken by the court, court appearances, plea agreements and trials. The Major Case Division has units dedicated to the prosecution of sexually based offenses, arson, vice and human trafficking.

Grand Jury Division: For most cases the Prosecutor depends upon the various police agencies to investigate criminal activity. However, for cases involving white collar crime, public corruption, tax evasion and other longer term investigations, the Prosecutor has a staff of investigators and lawyers dedicated to the collection of evidence. If criminal activity is suspected, the evidence is presented to a Grand Jury composed of six (6) citizens of Marion County that listen to the evidence and determine if criminal charges are filed.

Juvenile Division: Files and prosecutes charges against children 17 years of age and younger. There are exceptions for more serious crimes that are handled by the adult courts. This division processes all cases from truancy to armed robbery.

D-Felony Division: Handles the prosecution of all misdemeanor and Class D felony criminal cases. Typical cases include driving while intoxicated, theft, shoplifting, battery, prostitution, vandalism, moving traffic violations and trespassing. This division handles more criminal cases than all other divisions combined.

Strike Team: This division is called the strike team because it is responsible for three (3) areas of crime – drugs, guns and gangs. Most criminal activity is rooted in one of these core areas of crime and vigorous prosecution of these crimes is essential to the safety of the community. The Strike Team partners with various police teams to assist in investigations, arrests, charging decisions and the ultimate presentation of the case to the court.

Charging Division: Police agencies present cases to this division for review. Deputy prosecutors determine what charges are to be brought and what additional investigation is necessary. The Prosecutor has complete discretion to file charges, not file charges and which charges are to be filed.

Community Division: Community prosecutors are assigned to the various police districts and special areas like the Indianapolis Housing Partnership. These prosecutors work closely with district commanders and detectives to develop strategies to protect and defend the communities served by the individual police districts. Community prosecutors engage in community outreach programs to bring the criminal justice system to as many Marion County residents as possible.

Special Assignments Division: This division has various areas of interest to the Prosecutor. Currently there is a forfeiture unit that seizes property used in criminal enterprises, a prosecutor training unit that offers in service training to deputy prosecutors, a high tech unit that investigates the use of technology to advance the prosecution mission, a post-conviction unit that responds to requests for sentence modifications after a person is convicted of a crime and a check deception unit that prosecutes cases of insufficient funds checks.

Marion County Public Defender Agency. The U.S. and Indiana Constitutions mandate that indigent persons charged with criminal offenses shall be provided effective representation of trial and appellate counsel at public expense. The agency staffs all major felony courts, D felony courts, misdemeanor courts, Title IV D court, juvenile courts, termination of parental rights/children in need of services cases, and all criminal appeals.

Recorder. The chief function of the County Recorder is to preserve public records such as deeds, mortgages, liens, articles of incorporation, military service discharges, and assumed business names. All records pertinent to ownership of real estate must be recorded in order to establish and guarantee title.

Sheriff. In Marion County, the Sheriff is responsible for (i) county jail operations and facilities; (ii) emergency communications; (iii) security for city and county buildings and property; (iv) service of civil process and collection of taxes under tax warrants; and (v) sex and violent offender registration.

The Sheriff's law enforcement deputies were consolidated into IMPD, which is the consolidated police force of both the city and county.

A sheriff's deputy is authorized to issue tickets or effect an arrest anywhere in the county. Duties of sheriff's deputies include keeping the peace, apprehending law violators, keeping order in the courts, enforcing election laws, and maintaining the county jail and its prisoners. The Sheriff also serves all orders as directed by the courts, serves all legal processes of the County Election Board, and collects delinquent taxes. An arrested person is taken to the Arrestee Processing Center for identification and determination of bond. The family of an arrested person may obtain information about court appearances and bail from the Sheriff's Department.

Surveyor. The Surveyor has responsibility for surveying county land and for keeping the county survey records. The Surveyor determines all section corners and verifies and maintains corner markers. This work is the basis of all land descriptions and locations in the county. The Surveyor is the most authoritative expert witness in survey related matters. The Surveyor's Office is able to supply plans, public domain locations, and right-of-way and other technical information for the benefit of anyone who has need of it, including individuals and developers.

Treasurer. The Treasurer's duties are to collect, account for, and dispense all collected money, principally property taxes, and to manage and invest the county's funds. The Treasurer is ex-officio Treasurer of the City of Indianapolis and is a member of the Board of County Commissioners. This official works with the Auditor to solve any tax-bill problems brought forward by citizens.

County Boards, Offices, and Agencies

Board of County Commissioners. The Board of County Commissioners is composed of the Assessor, Auditor, and Treasurer. It makes appointments to certain municipal corporation boards. The board meets once a month.

Board of Voter Registration. Consisting of two members, one from each major political party, this board supervises the registration of voters for all elections in the county. It keeps a permanent record of registered voters, which is public information. Voters may be registered at the Board of Voter Registration Office during registration periods or by a precinct committeeperson or vice¬-committeeperson of one of the two major political parties. Mail-in applications are available at such public offices as the Bureau of Motor Vehicle branches, public library branches, county offices of Family and Children, and other designated locations.

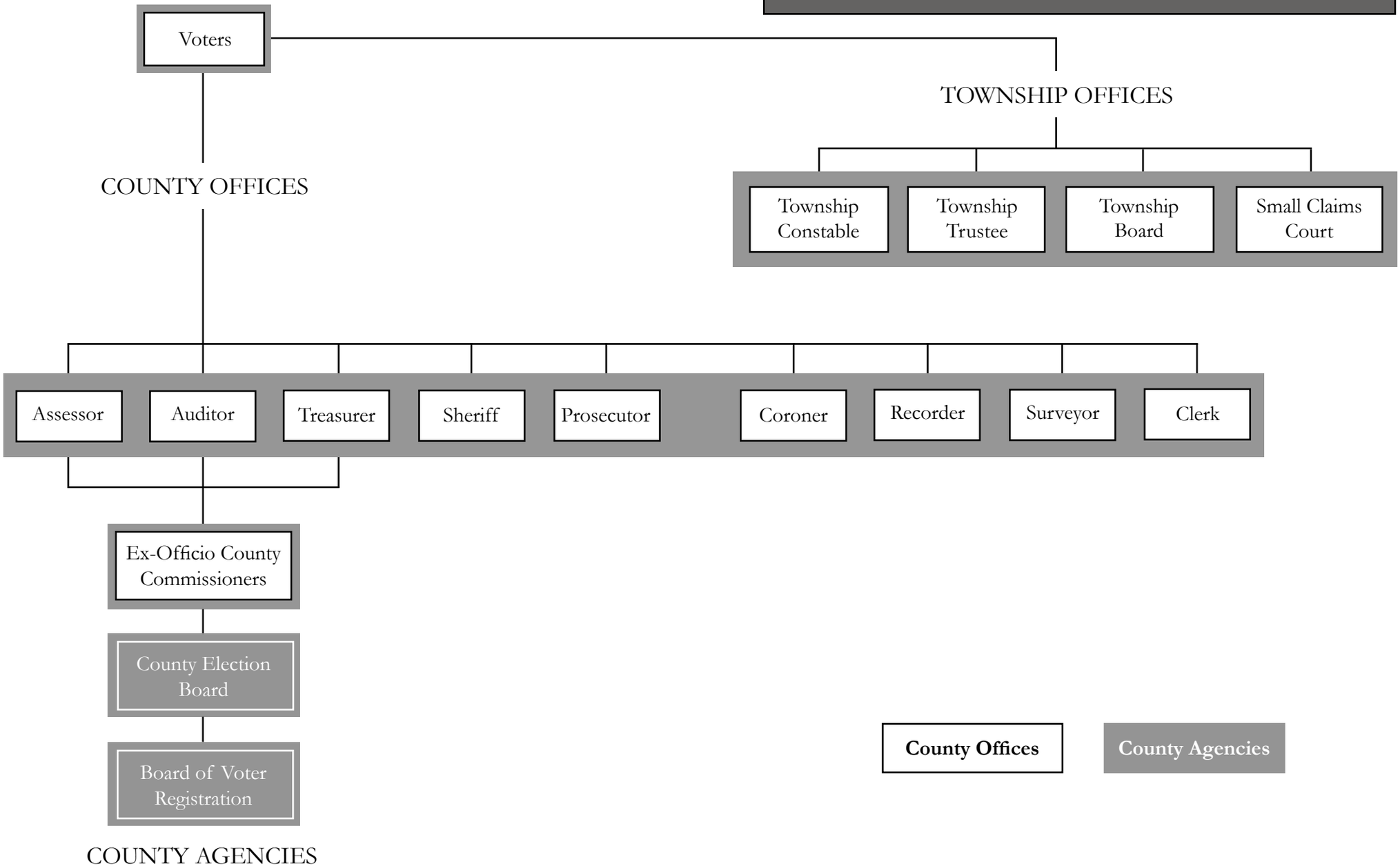
County Election Board. The Election Board has three members - the Clerk and two members appointed by the Clerk, one from each major political party. Charged with the responsibility for conducting all elections and administering election laws in the county, the board takes care of the voting machines, prints and distributes the ballots, and appoints and trains the precinct election officials. The board receives and maintains files of candidates' campaign financial reports. It also interprets and clarifies election laws for the Board of Voter Registration and handles any question of a candidate's legal qualifications for a county or township office. If you need to vote by absentee ballot, contact this board at the City-County Building or your precinct committeeperson.

County Office of Family and Children. The County Office of Family and Children (formerly Department of Public Welfare) is the local office of the Indiana Division of Family and Children, Family and Social Services Administration. The major income support programs offered are Medicaid, Food Stamps, and Temporary Assistance for Needy Families (TANF). The agency also has responsibility for child protection services.

Indianapolis-Marion County Forensic Services Agency. The Forensic Services Agency provides criminal forensic services from its scientific laboratory for agencies, departments, and divisions of local government. The agency is governed by a five-member board, which includes the Coroner, the Sheriff, the Chief of the Indianapolis Police Department, one person appointed by the Mayor (must have professional experience in forensics or related disciplines), and one by the City-County Council. In addition, the County Auditor serves as an ex-officio member of the board. The board sets policy, fixes rates, and recommends a director for the agency to the Mayor. The director oversees the daily operation of the agency and supervises personnel. Meetings of the board are open to the public.

Information Services Agency. The Information Services Agency provides computer and technology services to city and county government. It is headed by the Chief Information Officer. A private company provides services on contract with the agency. A board sets policies for the agency.

Marion County Agencies and Offices



Municipal Corporations

Capital Improvement Board (CIB). This board is empowered to finance and manage any public capital improvement within the county. However, its responsibility so far has been the operation of the Indiana Convention Center and Lucas Oil Stadium, as well as the ownership of Victory Field, Conseco Fieldhouse, and complimentary downtown properties. Funding comes from hotel/motel taxes collected by the state, state cigarette taxes allocated to the county, a one percent food and beverage tax, and rentals and other receipts paid for the use of the facilities. The nine-member board, appointed by the Governor (1), Mayor (6), City-County Council (1), and County Commissioners (1) meets once a month. A financing authority called the Marion County Convention and Recreation Facilities Authority was formed to refinance the 1982 RCA Dome bonds and has subsequently facilitated the Conseco Fieldhouse financing. The Authority has its own three-member board.

Health and Hospital Corporation (HHC). This municipal corporation operates the Marion County Public Health Department and Wishard Memorial Hospital and its health services. Its executive division provides fiscal and legal administrative support for the corporation.

The Health Department deals with both traditional health problems (infectious diseases, reducing infant mortality, and improving immunizations) and environmental health regulations (illegal dumping, hazardous materials response and reporting, and rodent control). It issues birth and death certificates, which may be obtained at 3838 N. Rural Street.

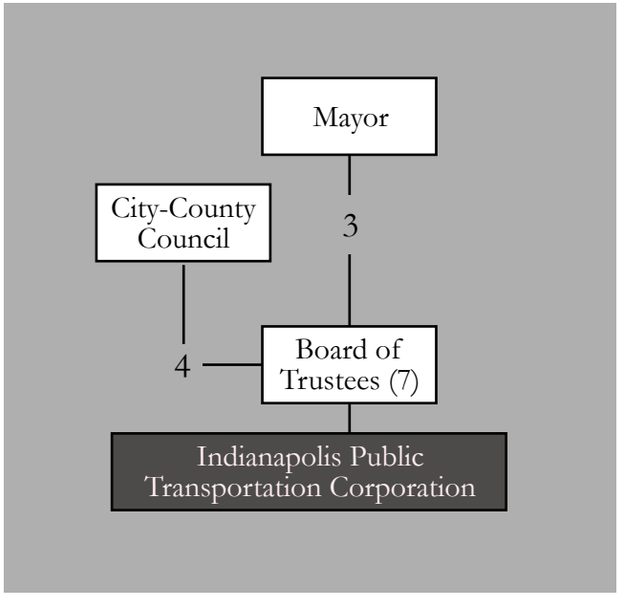
Wishard Memorial Hospital and Wishard Health Services provide the public hospital service for the county through the hospital, its network of health centers, mental health services, and long term care facilities. The corporation has entered into a contract with the Indiana University Medical Center to provide the physicians and top administration of the hospital. (In 2013, when the new hospital building opens, Wishard will be renamed the Sidney and Lois Eskenazi Hospital.)

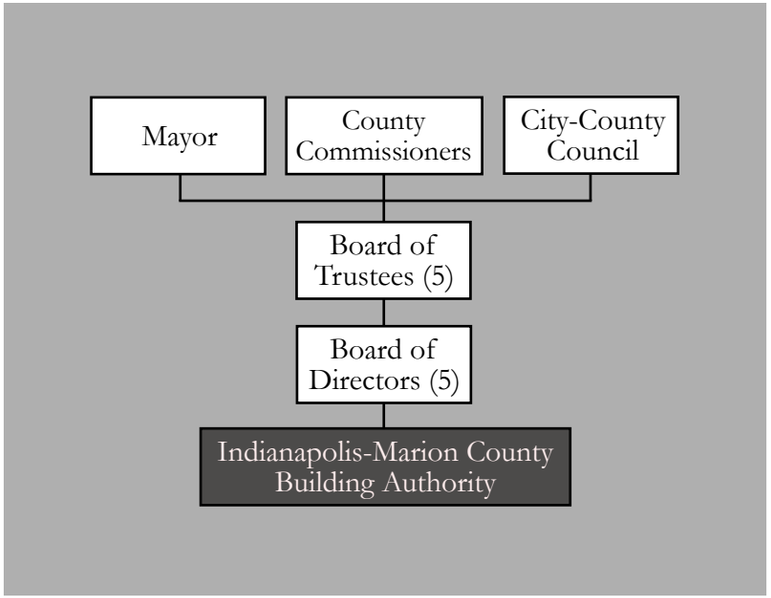
A seven-member Board of Trustees, each member appointed to a four-year term by the Mayor (3), City-County Council (2), and the County Commissioners (2) has power to enact legislation and enforce the provisions of the legislation it enacts, in addition to its executive agency powers. Legislation enacted is in the general areas of environmental regulation, communicable disease regulation, and corporate and administrative matters.

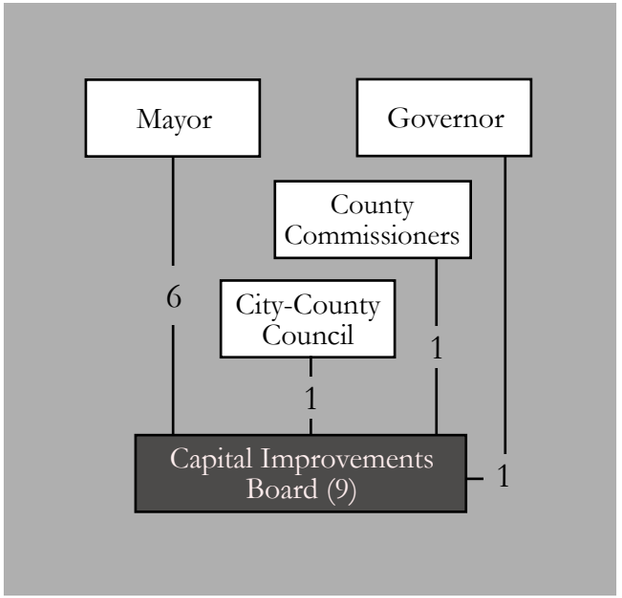
Indianapolis Airport Authority. The Indianapolis Airport Authority was formed to administer and develop an air transportation system for Marion County and central Indiana. The Authority, together with the Department of Metropolitan Development and the state, has developed an Airport System Plan covering our eight-county area. The Airport Authority Board, consisting of seven members, each appointed to a four-year term by the Mayor (5), the Marion County Commissioners (1), and the Hendricks County Commissioners (1), makes policy. The board hired BAA Indianapolis LLC, a private corporation, to manage and operate on its behalf the Indianapolis International Airport, Eagle Creek Airpark, the downtown Heliport, and the Metropolitan, Mount Comfort, and Speedway Airports. The major source of capital funds is the sale of bonds and federal airport aid grants. Operating funds come from fees and rentals of the airport facilities, services and rentals, or a percent of the income from businesses located on airport property. Although the Authority has taxing power, it has not been used, since the airport's income covers its operating expenses. The board holds meetings twice a month.

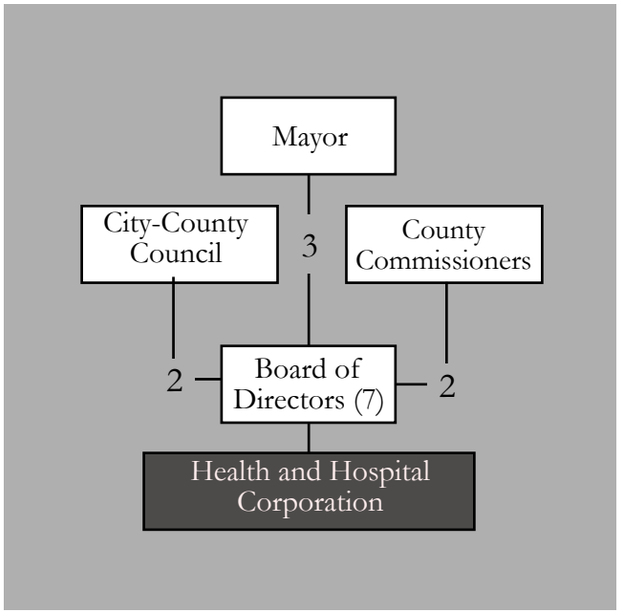
Indianapolis-Marion County Building Authority. This municipal corporation acts as a "landlord" for the City-County Building and 20 other city and county governmental properties, collecting rents and making necessary changes and improvements. Its budget is reviewed by the Administration

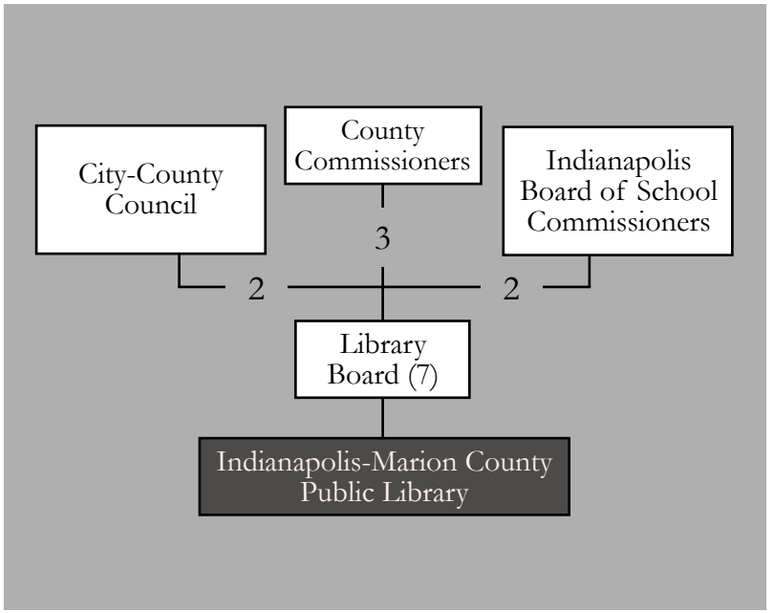
Municipal Corporations

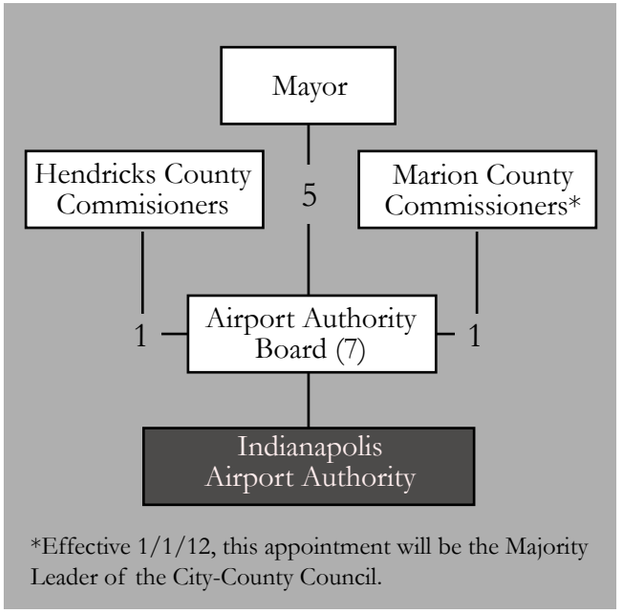












*Effective 1/1/12, this appointment will be the Majority Leader of the City-County Council.

Numbers within boxes indicate number of members on respective governing boards. Numbers along appointment lines indicate the number of members appointed by that official or organization.

Committee of the City-County Council. Its debt service is paid from rent collected from the City of Indianapolis and Marion County. The Building Authority has a five-member Board of Trustees appointed by the Mayor, County Commissioners, and the City-County Council. The Trustees, in turn, appoint a five-member Board of Directors that is responsible for all Building Authority properties, including the City-County Building and grounds. This Board of Directors holds meetings once a month.

Indianapolis-Marion County Public Library (IMCPL). Central Library, 22 branches, and a mobile outreach team provide services throughout Marion County. The libraries offer reference and information services and loan books, magazines, and audiovisual materials from a collection of 1.73 million items. A library card is free of charge to all residents of Marion County and students of Marion County schools. (Library cards owned by residents of Beech Grove are also honored at the Indianapolis-Marion County Public Library.) Author appearances, lectures, computer classes, discussion programs, and workshops are among programs offered for adults. The Library offers activities for families and children including the Summer Reading Program, film showings, digital media opportunities, workshops, and story times are offered to encourage children to develop a love of reading.

The seven-member Library Board is the governing body of the agency. Members are appointed by the City-County Council (2), County Commissioners (3), and the Indianapolis Board of School Commissioners (2) to terms of four years each. This board may issue bonds and levy taxes. Its source of operating funds is the property tax, excise tax, and financial institutions tax. The Library Board meets monthly.

Indianapolis Public Transportation Corporation (IndyGo). This municipal corporation is responsible for the public transportation system for the Indianapolis metropolitan area. Services include Fixed, Paratransit ("Open Door" – services for persons with disabilities), and Express routes. The corporation is governed by a seven-member board of directors, appointed by the Mayor (3) and City-County Council (4). Board members serve four-year terms. The board has the authority to issue bonds and levy taxes. The corporation's operating budget is funded from the fare box, federal, state, and local tax dollars, and advertising revenues. IndyGo operates a downtown customer service center called the IndyGo Customer Service Center which provides schedule information, sells bus passes, issues half-fare ID cards, and provides information in many different languages. Additional customer information and forms may be obtained by visiting www.IndyGo.net or by calling (317) 635-3344.

Legislative Branch
— The Council —

City-County Council. The City-County Council is the legislative branch of Unigov. The Council has twenty-nine members, each elected for a four-year term. Twenty-five of the members are elected by the voters of their districts and four at-large members are elected by the voters of the entire county. The county is divided into twenty-five council districts. These districts must be as equal as practicable in population, compact in size and shape, and follow natural boundary lines, such as roads or creeks.

Committees. The City-County Council is organized through a committee system of three permanent committees and nine standing committees. It also has three Special Service District Councils and may establish investigative committees.

Permanent Committees. The Committee on Committees includes the President of the Council, the Majority Leader, and the Minority Leader. Its function is to name the members of the standing committees. The Committee on Rules and Public Policy has eight members, including the President, the Majority Leader, and the Minority Leader, who consider and recommend proposed changes in the rules of the City-County Council and function as a standing committee on any matter referred to them by the President or the

council. The Committee of the Whole Council includes every member of the council. By declaration of the President or by a motion, the council may form itself as a Committee of the Whole Council. This is done whenever the public is entitled to a public hearing.

Standing Committees. The Council has standing committees for each of the city departments. These committees have power to review and investigate policies and expenditures of those departments. There are also standing committees on Finance, Economic Development, independent Municipal Corporations, and Community Affairs. The number of members on the committees is determined by the Committee on Committees. Each committee has not less than three members and at least one minority member. The standing committees consider all proposals referred to them by the council and must hear a proposal within forty-five days. All committee meetings are open to the general public, except for those meetings or part of meetings that are permitted to be closed by the Open Door law. Each committee establishes at least one regular meeting per month.

Special Service District Councils. The Fire Special Service District Council, Police Special Service District Council, and Solid Waste Special Service District Council act on matters pertaining to their districts. All councilors serve on the three Special Service District Councils.

Budget ordinances pertaining to the Special Service Districts originate in these Special Service District Councils. Police and fire ordinances are considered by the Public Safety Committee of the City-County Council and solid waste ordinances by the Public Works Committee.

Special Committees. Special committees may be formed by the Council President or a majority vote of council members for any specific and proper purpose. They are to have an odd number of members with at least one from a minority party.

Investigative Committees. The City-County Council members may resolve to establish investigative committees for any lawful purpose. The resolution is to specify the membership of the committee, the nature of its investigation, and the power to subpoena witnesses, if that power is granted.

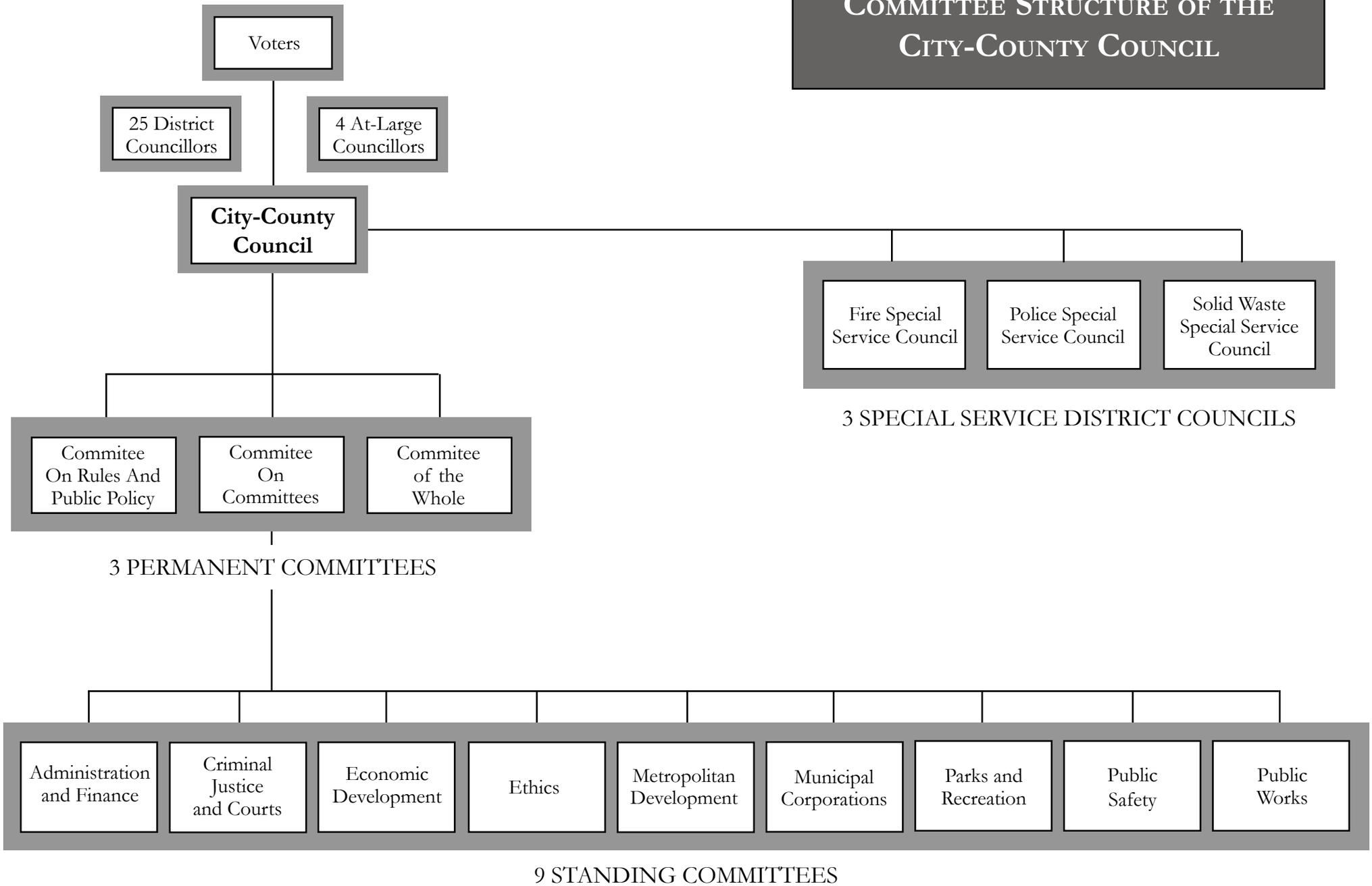
Legislative Powers. The City-County Council is the primary legislative body of the Consolidated City and County. It has the exclusive power to adopt budgets, levy taxes, and make appropriations for the operation of the city. It enacts, repeals, or amends local laws called ordinances. It appoints some boards and commissions and confirms the Mayor's high ranking

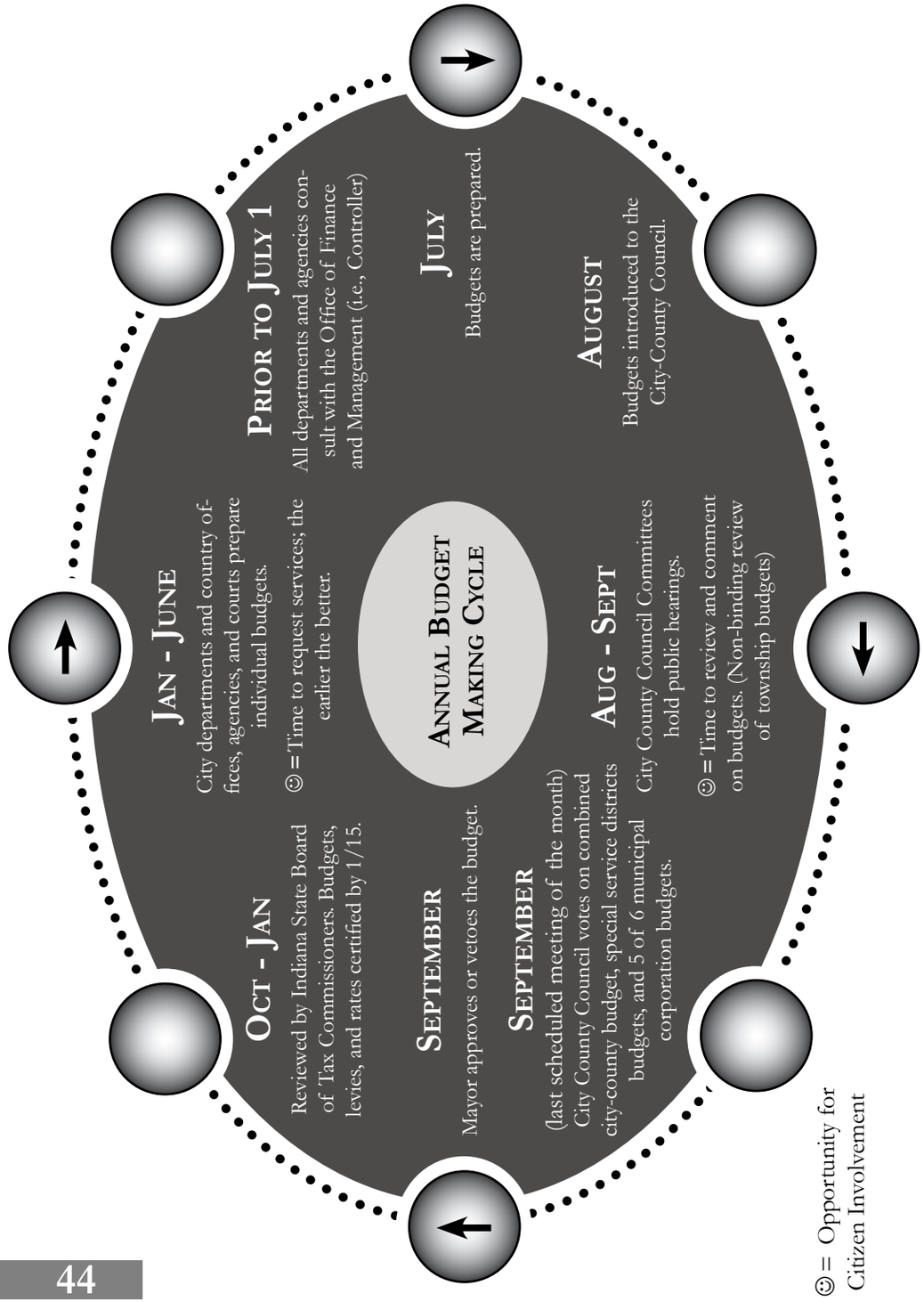
appointments. The officers of the council are the President, Vice-President, the Majority Leader, and the Minority Leader. Staff includes a Clerk, Assistant Clerk, Research Director, Chief Financial Officer, and General Counsel in addition to an Assistant Attorney to advise the minority party members.

All ordinances and resolutions must be introduced by council members. Citizens may participate in this process by approaching a council member with an idea or proposal for an ordinance or resolution. These proposals are introduced into the council and are assigned to the appropriate committee for consideration. The committee holds a public hearing to receive citizen input, then decides to table the ordinance or bring it before the entire council, or to the Special Service District Council, if appropriate, with a recommendation to pass or not to pass. When an ordinance is passed by the council, it is then sent to the Mayor for signature or veto. A citizen may write or call to influence the Mayor's decision. The council may override a veto with a two-thirds majority vote.

The City-County Council may also hear an appeal of a favorable zoning decision made by the Metropolitan Development Commission. The councilor for the district in which the land in question is located must agree to request a hearing and the council must agree to hold a hearing. A vote of eighteen members of the council is required to change a decision of the Metropolitan Development Commission.

Committee Structure of the City-County Council





Budget Process

In January, the various budgets begin their journey through the budget process. City departments, county offices and agencies, and the courts prepare their individual budget which will emerge as a unified City-County budget at the end of the journey the following January, at the earliest. Prior to July 1, all city and county officials, departments, and agencies work with the Office of Finance and Management. Any citizen who wants to have a new service put into the budget should contact these departments or agencies early in the year.

At an early August council meeting, the budget ordinances are introduced to the City-County Council. During August and September, each council committee holds public hearings on the budget of the department or agency for which it is responsible. This is another step in the process where citizens can be involved. A copy of the proposed budget, broken down into categories, can be seen at the City-County Council office or online at www.indy.gov.

The city and county budgets are combined into one ordinance which is approved by the council at its last meeting in September. It is advertised in the newspaper twice before this date. It is difficult to effect any change at this point, and the council may not pass a budget above the level advertised. In addition, there are separate budget ordinances for the three Special Service Districts and five of the six independent municipal corporations: Health and Hospital, Airport Authority, Indianapolis Public Transportation Corporation, Capital Improvement Board, and the Library Board. The Building Authority is included in the City-County budget. The city departments and the council may reduce budgets and rates, but any reduction may be appealed to the State Board of Tax Commissioners.

The Mayor may veto single items in the City-County and Special Service District budgets with the exception of funds for a judicial office or officers, a constitutional office, or the independent municipal corporations. The council may override a veto by a two-thirds vote. The council has no control over the budgets of the remaining units of government, which go directly to the State Board of Tax Commissioners.

The final step for the budget is review by the Indiana State Board of Tax Commissioners. This board is the court of last resort. It may revise, reduce, or restore on appeal funds and tax rates. Except for debt service funds, it may not increase a budget or tax rate above the level originally advertised. If the budgets seek to exceed the spending and tax limits of the state control laws, the seven-member Local Government Tax Control Board (a state body) must review the budgets also. The board may recommend granting a loan or approval to exceed the limit in certain specified circumstances. The State Board of Tax Commissioners is expected to certify the budgets, levies, and rates by January 15.

Financing City-County Government

When the Indiana General Assembly created a unified system of government in 1970, geographic boundaries and many administrative functions and services were consolidated and expanded county-wide. The tax base for some services was also expanded county-wide. However, many taxing units with unique geographic boundaries existed and were retained when Unigov was adopted, and more have been created since then. This contributes to a complicated tax structure.

There are 46 different governmental units in Marion County that provide services and impose taxes. They are as follows:

- Marion County
- nine townships
- ten Included Towns
- eleven school districts
- five independent municipal corporations
- Consolidated City
- four Excluded Cities
- three separate library boards
- one conservancy district

In addition, there are eleven more taxing units within the Consolidated City. All of these 57 units levy taxes and provide services to one or more geographic areas. The location of an individual's property governs what set of governmental services it receives and what total tax rate it pays. There are 63 taxing districts in the county, each one receiving a unique combination of services and, therefore, paying a different total tax rate.

Some of the units of government listed evolved naturally during the city's development over the years. Other units have been created to solve a problem created by a two percent debt limit on local government imposed by the state constitution. One source of funds for local government is the sale of bonds. Each individual unit of government may borrow (sell bonds) up to two percent of its assessed valuation. There are a few exceptions. For example, the Indianapolis Public Transportation Corporation (IndyGo) has a debt limit of one percent and the Sanitary District has a twelve percent limit to allow for construction of large scale facilities. Thus, by creating new units of government, more borrowing power through bonding is allowed. Bond financing is used for major capital projects that have a long, useful life. Other local sources of revenue for local government are the property tax, county option income tax, vehicle excise tax, county wheel tax and excise surtax, financial institutions tax, and fees and charges.

State sources of revenue coming to the local government are up to a twenty percent (varies depending on tax district) property tax refund, plus a portion of the revenue the state receives from gasoline, alcohol, intangible, and inheritance taxes. The state dictates how most of these funds are to be spent.

Federal funds come to the local government through a variety of programs. Most federal funds are for specific purposes and their use must comply with stringent guidelines. For example, federal revenue is received for Office of Family and Children and airport expenditures.

The Judicial Branch

The Indiana Constitution provides for a Supreme Court, a Court of Appeals (both of these courts have state-wide jurisdiction), Circuit Courts, and "such other courts" as the General Assembly may establish as they become necessary.

Marion County, the nineteenth judicial circuit for the state of Indiana, has a Circuit Court, a Superior Court, and a Small Claims Court. The judge of the Circuit Court is elected for six years. In addition to having judicial powers, the Circuit Court judge makes appointments to some Marion County boards. The Superior Court has four divisions (Civil, Criminal, Probate, and Juvenile) and thirty-two judges who are also elected to six-year terms. No more than sixteen may be affiliated with the same political party. These judges elect a presiding judge and two associate presiding judges every two years and assign each judge to one of the courtrooms.

Circuit and Superior Courts. The Circuit Court and Superior Court, Civil Division (11 rooms), have the same jurisdiction in all civil actions and actions for dissolutions of marriage. The Superior Court, Probate Division, has jurisdiction in probating wills, appointing guardians and executors, administering estates, and other similar matters. The Superior Court, Juvenile Division, has original and exclusive jurisdiction in all cases of persons under eighteen years of age. However, it may relinquish jurisdiction to the Criminal Division of Superior Court if deemed appropriate. The Juvenile Court judge has responsibility for the release and control of records and may destroy records, which is not ordinarily the case in other courts. The Superior Court, Criminal Division (19 rooms), has original jurisdiction in all misdemeanor and felony cases.

Vacancies in judgeships in the superior courts are filled by appointment of the Governor. Not only does a judge hear cases, he or she hires and supervises a staff of court reporters, bailiffs, clerks, and assistants. Judges also assist central administrative staff in compiling a single budget. The budget is sent to the Office of Finance & Management and becomes part of the budget process of the City-County Council.

Other functions of the court include a jury pool, which summons the hundreds of jurors the courts need each week and a Domestic Relations Counseling Bureau, which meets with families going through divorce or separation and recommends to the court options that are in the best interests of the children involved.

Specialized dockets with the Superior Court include the following:

- An Environmental Court hears cases ranging from poor property upkeep to large-scale contamination of public land, air, or water.
- A Community Court brings residents and business owners of specific neighborhoods together to seek input on how law enforcement and the judicial system can make the neighborhood better. Those convicted of misdemeanors by the court are immediately assigned to community service work in that neighborhood.
- A Traffic Court hears all traffic-related cases from speeding to driving while suspended. That court handles more than 140,000 tickets per year, 18,000 of which are contested in court.

Three domestic violence courtrooms are dedicated to hearing cases involving violence among family members. The court also handles a huge number of protective orders.

Small Claims Court. There are nine Small Claims courtrooms, one in each township. Judges are elected by the voters in each township. This is not a court of record and only corporations are required to be represented by an

attorney. These courts have jurisdiction in all civil cases in which claims are no more than $6,000. There are no jury trials in Small Claims courts. Appeals from these courts are made to Superior Court, Civil Division.

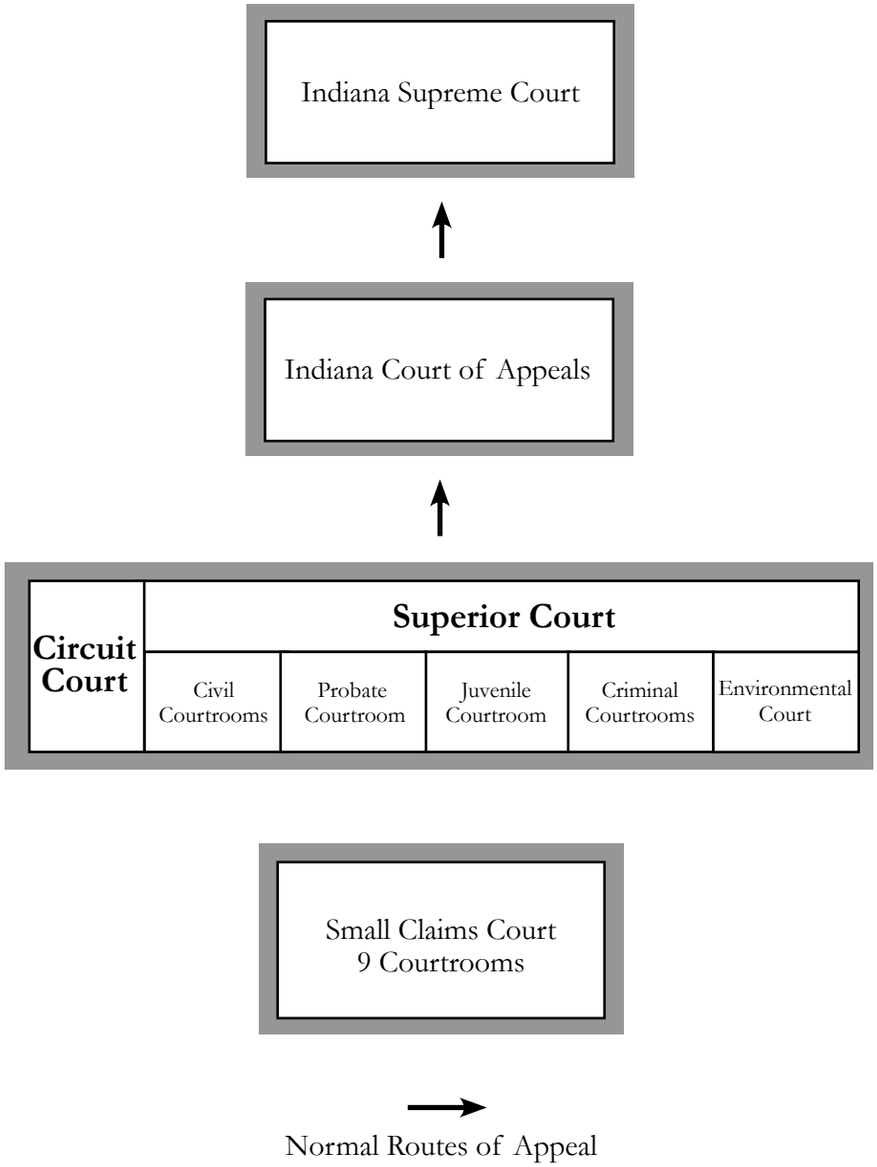
Jury Commissioners. The judge of the Circuit Court appoints two citizen landowners, one from each major political party, as jury commissioners. Each week the commissioners select from the voter registration list a number of qualified voters from which to select Petit jurors. Grand jurors are similarly selected every three months.

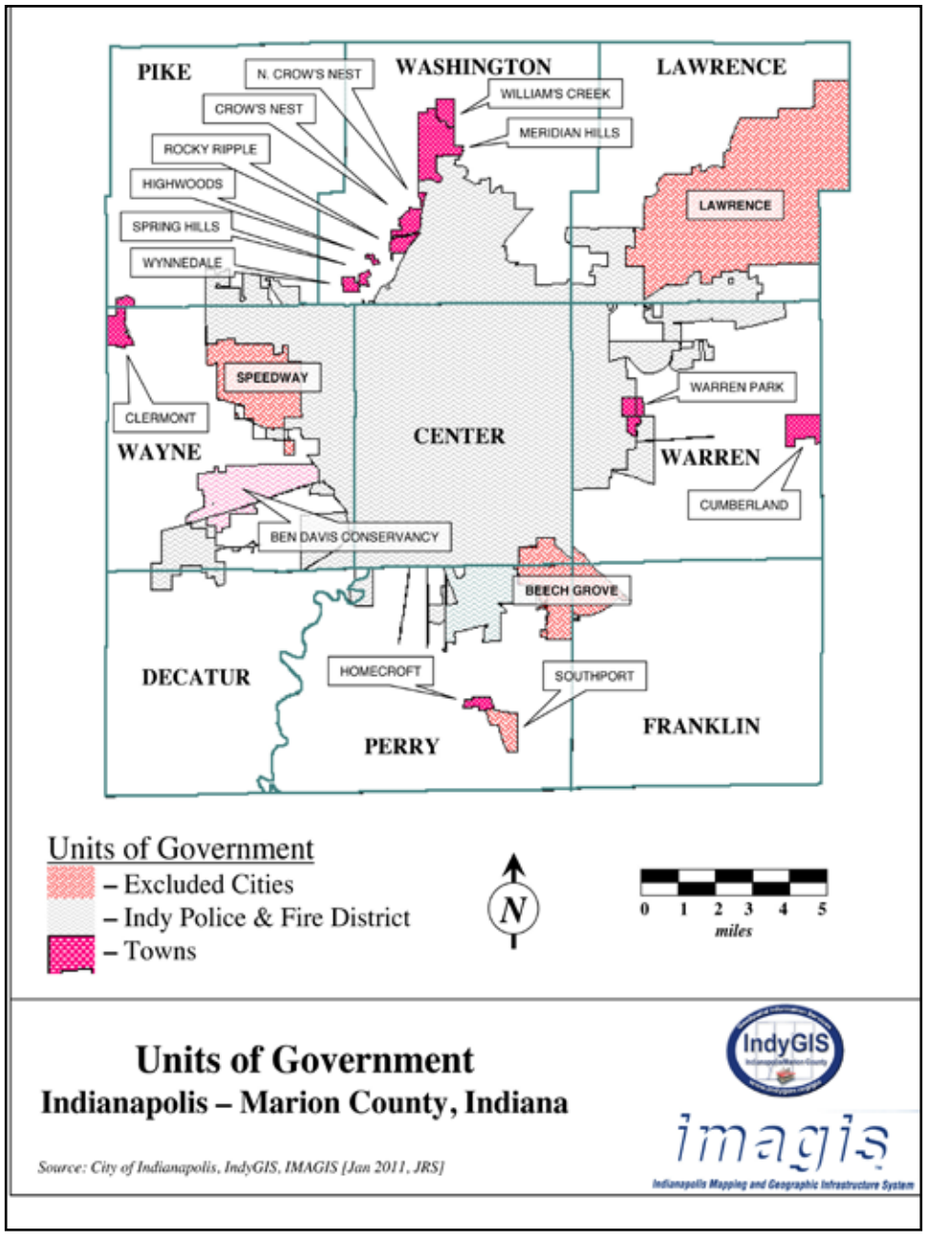
Grand Jury. A judge of the Criminal Court requests the Clerk of the Circuit Court draw six names from the voter registration list to make up a Grand Jury. The Grand Jury inquires into all cases of persons imprisoned and not indicted, persons out on bail but not indicted, all cases of misconduct by public officials, conditions and management of jails, and violation of criminal laws of the state.

Petit Jury. In order to form a Petit Jury, the judge requests the Clerk of the Circuit Court send summonses to a certain number of citizens whose names have been drawn from the voter registration list. A Petit Jury hears cases brought to trial. A prospective juror may be excused for a valid reason and those over sixty-five are excused if they choose not to serve.

Public Defender Board. This bipartisan board is responsible for policy decisions for the Public Defender Agency and for selecting the director of the agency. The board was created by ordinance and includes nine members, four appointed by the City-County Council, four by the Marion Superior Court, and one by the Mayor. The agency provides public defenders for criminal, juvenile, probation violation, direct appeals, extradition, child support, civil commitment, termination of parental rights, children in need of services, and any other legal proceeding where the right to counsel has been established by law.

The Court System in Marion County





Other Units of Government and Public-Private Partnerships

Boards and Commissions

Citizens' Police Complaint Board. The Citizens' Police Complaint Office and Board, in its current form, was established in 1999. The Board is authorized to accept complaints from the public, review Indianapolis Metropolitan Police Department (IMPD) internal investigations, and adjudicate allegations of misconduct by IMPD officers. The board is composed of nine civilian members and two IMPD ex-officio members. The Mayor appoints four citizen members and one IMPD member and the Council appoints five citizen members and one IMPD member. The civilians serve three-year terms and the IMPD officers serve two-year terms. All are limited to two consecutive terms.

Ethics Commission. The Ethics Commission, consisting of five members appointed by the Mayor for three-year terms, administers a code of ethics which governs city and county officials, appointees, and employees. The mayor and county officials, employees in specified positions, and members of boards and commissions of the city and county must file a statement of economic interest by May 1st of each year. The board meets when necessary and the meetings are open to the public, as are the statements of economic interest.

Indianapolis Housing Agency (IHA). The Indianapolis Housing Agency is responsible for the design, construction, maintenance, and management of housing for low-income, elderly, and disabled persons. It is financed by revenues received from tenant rents and an annual subsidy from the Housing Assistance Administration of the U.S. Department of Housing and Urban Development (HUD). A Board of Commissioners that assists in establishing public housing policy is made up of members appointed by the Mayor, City-County Council, and of members elected by the residents. IHA is online at www.indyhousing.org.

Indianapolis Local Public Improvement Bond Bank (Bond Bank). The Bond Bank is separate from the city and is governed by a five-member Board of Directors appointed by the Mayor for three-year terms. The directors appoint an Executive Director who serves as Secretary-Treasurer of the board. Meetings are held monthly and are open to the public. The Bond Bank was created for the purpose of buying and selling securities of certain

qualified entities, including the city, county, all special taxing districts of the city, all entities whose tax levies are subject to review and modification by the City-County Council, and certain authorities or entities that lease land or facilities to other qualified entities. A bond of the Bond Bank is not a liability of a qualified entity, but is a limited obligation of the Bond Bank payable solely out of the revenues and funds of the Bond Bank. These revenues and funds are received in the form of debt payment from qualified entities. The source of funds for the debt payments may be from taxes, revenues, assessments, or other funds available to the qualified entity. The accounts of the Bond Bank are audited annually and are available for public inspection.

Marion County Alcoholic Beverage Board. The four members of the Marion County Alcoholic Beverage Board are appointed by the Mayor (1), the City-County Council (1), the County Commissioners (1), and the Indiana Alcoholic Beverage Commission (1). The Marion County Alcoholic Beverage Board holds hearings and makes recommendations to approve or deny applications for alcoholic beverage permits for all of Marion County except Lawrence, Beech Grove, and Speedway. The mayor of each of those municipalities appoints one person who sits with the other three to make recommendations for those municipalities. Recommendations of a local board are subject to approval of the state Alcoholic Beverage Commission. Remonstrances may be sent to the board in care of the Marion County Clerk.

Marion County Cooperative Extension Service. The Extension Service provides information, programs and activities for Marion County residents. It reaches the community through extension agents in the program areas of Youth, Home Economics, Agriculture, and Community Development. The Extension agents work with young people, 4-H, women's groups, and various clubs and organizations in the central city, as well as suburban areas of Marion County.

Public-Private Partnerships

Citizens Energy Group. Citizens Energy Group, a non-profit charitable trust, manages the City's chilled water, gas, and steam. In addition, in 2011, the transfer of the City's water and wastewater systems to Citizens was approved by the Indiana Utility Regulatory Commission (IURC). Citizens Energy Group's Board of Trustees appoints its own members and appoints a Board of Directors. Its Board of Trustees appoints its own members and appoints a Board of Directors, which oversees the operations of Citizens. By state law, Citizens operates as the city's Department of Public Utilities. The non-profit charitable trust was established in the late 1800s to ensure that the city's gas system kept rates consistent and low. Citizens operated a coke utility in the 1900s, which has since ceased operations. In the 1900s, Citizens began operating the chilled water and steam systems. Citizens is online at www.citizensenergygroup.com.

Develop Indy. Develop Indy serves as the economic development organization for Indianapolis/Marion County. It exists to help companies retain and create jobs. Whether a business is considering relocating to or expanding within the city, Develop Indy can provide site selection services, access to government incentive programs, market data and research, networking opportunities, and assistance with permitting, zoning and infrastructure issues. More information about Develop Indy can be found at www.developindy.com.

Indianapolis Convention and Visitors Association (ICVA). The Indianapolis Convention and Visitors Association markets the area as a destination for conventions, meetings, trade shows, special events, group tours, and pleasure travel. It is a private, nonprofit corporation funded by the hotel/motel tax and membership of companies and firms. ICVA is governed by a board of directors. Its employees work in convention sales, convention services, tourism, membership and development, publications, and finance and administration. It works with the Capital Improvement Board of Marion County, member businesses, and other organizations to market and promote the city. The ICVA is online at www.visitindy.com.

Indianapolis Downtown, Inc. (IDI). Indianapolis Downtown, Inc., established in 1993, is a nonprofit organization formed to develop, manage and market downtown Indianapolis. The organization works to make the downtown clean, safe, and convenient. It takes on broader management and economic development responsibilities than its predecessor, the Commission for Downtown. A 27-member board and 63-member advisory board direct IDI. The staff is led by a president. IDI is online at www.indydt.com.

Indy Partnership. The Indy Partnership, which is housed with Develop Indy, serves as the economic development agency for Central Indiana. Its mission is to attract new companies to the region for increased capital investment and job growth. There are nine member counties that form the Indy Partnership and collaborate on marketing opportunities, including Boone, Marion, Johnson, Hamilton, Hancock, Hendricks, Madison, Morgan, and Shelby. More information about The Indy Partnership can be found at www.indypartnership.com.

The Township

Township Trustee. The Office of the Township Trustee provides direct general assistance to those in need. While the Office of Family and Children administers on-going programs, the Township Trustee gives immediate, emergency aid. The Township Trustee is legally obligated to provide food, clothing, heating fuel, medical help, utilities, and transportation for employment. The Township Trustee's office must help families in need to acquire basic furniture and utensils and try to find employment. The Township Trustee and seven-member board, elected for four-year terms, hold four yearly meetings, two on budget and two on year-end reports, and may call special meetings for which public notice must be given. Each Township Trustee has an office in the township.

Township Constable. Elected for a four-year term, the Constable serves summonses, warrants, and subpoenas enforcing orders of the Small Claims Courts.

Township Board. This seven-member board is elected by the township voters for a four-year term. It is required by law to hold an annual meeting in January in the office of the Trustee. There is also an annual meeting for the adoption of the annual budget. Special meetings may be called as necessary.

PART 2
Be An Active Citizen

The Citizen

Registration To Vote And Elections

A citizen must be registered in order to vote. You may register to vote in both the primary and the general elections if you are a citizen of the United States, eighteen years of age by the general or municipal election, a resident of your precinct for thirty days before the next election, and not currently in prison after being convicted of a crime. You do not need to declare a party affiliation when you register. You must be eighteen years old on the day of election in order to vote in any non-partisan election, such as the school board election, held at the same time as the primary.

Forms for registering are available at public libraries, license branches, and county clerks' offices, among other places. Online voter registration took effect in Indiana on July 1, 2010. Online voter registration can be done through the Indiana Statewide Voter Registration System at www.indianavoters.com. You must have an Indiana Driver's License or State ID number to register online.

Registration closes twenty-nine days before Election Day. If you have moved too late to transfer to your new address, you may still vote under some circumstances; contact the County Election Board (317-327-5100) with your specific situation.

You vote at your precinct polling place, which is open from six a.m. to six p.m. Locations are announced in the newspaper or you may call the County Election Board at or political party headquarters. Polling site information can also be obtained via the Voter Information Portal at http://maps.indy.gov/VIP/.

In some circumstances, you may vote absentee; contact the County Election Board for information or visit the Indiana Secretary of State Web site at www.in.gov/sos/.

Indiana does not have initiative, referendum, or recall unless the state legislature passes a law to permit a referendum on the ballot. For example, in 2008 the Indiana General Assembly changed the way capital projects funded by tax dollars are financed. Capital projects, such as school expansions, must be approved by the voters. In addition, restrictions apply on the ability of governmental entities to campaign on behalf of their referendum.

Ballots in the general election may include amendments to the state constitution. To be adopted, each amendment must pass in two consecutive sessions of the General Assembly. It must also receive a majority of the popular vote cast on the amendment at the next election.

Be an informed voter. Study the candidates, the issues, and your own priorities. Obtain factual information on the candidates. Attend candidate meetings and watch televised forums and debates. Many organizations provide incumbents' voting records, at least on selected issues of interest.

Try to see through emotional appeals, distortion tactics, such as guilt by association, twisted arguments, and labeling the opponent. Try to spot phony issues and evasion of the real issues. Pick candidates whose positions are most like yours on the issues you think are important. No candidate will agree with you on all issues.

Communicating Your Opinions

As a voter, your opinions help determine how your elected officials may vote on a given issue or what kind of policy decision may be made. Let your representative in government know your views by card, letter, telephone, fax, or e-mail. Be brief and discuss only one issue at a time. Use your own words and identify specific legislation, if possible. Sign your name and address legibly. Begin early, before a bill has been introduced, if you want to see your ideas incorporated into legislation.

The United States Senators and Representatives maintain local offices and are listed in the telephone book and online. Local and state names, phone numbers, and addresses are available from the City-County Building, the State Capitol, or on their Web sites.

Observing Meetings

Observing public meetings keeps you informed of the conduct of public business and the personalities of those involved. The Indiana Open Door Law states that, with some exceptions, all meetings of the governing bodies of public agencies must be open at all times for the purpose of permitting members of the public to observe and record them. The law dictates that: a secret ballot may not be taken; the agenda is to be posted at the entrance; records must be kept and available later; public notice, in most cases, must be given. Executive sessions (closed to the public) may be held only for the purpose of discussion of collective bargaining, litigation, purchase or lease of property, job performance of individuals, and interviews with prospective employees or with industrial or commercial prospects. All final

actions and voting must be taken at an open meeting. Political party caucuses are not included in the Open Door Law and are not open to the public. For more information on Indiana's Open Door Laws, contact the Public Access Counselor at (317) 234-0906 or visit their Web site at www.in.gov/pac.

When testifying at a public hearing, it is a good idea to write your statement out and to give a copy to each member of the body you are addressing. Keep your statement brief. Tell why you support or oppose the legislation or action and give facts to support your position. Your statement might tell how the measure affects the public interest, who will benefit, how similar laws in other communities have worked, what other groups favor your position, and how much it will cost.

Be prepared to answer questions regarding your position. If you can, have other supporters attend the hearing even though they will not testify. Listen carefully to the statements of your opposition. If facts are misstated and you are given an opportunity to reply, do so in a calm manner.

Other Skills of A Citizen

A "Letter to the Editor" can be an effective way to publicly discuss an issue and influence decisions of a legislative body. Your letter is more likely to be printed if you state your points directly and clearly. It is not necessary to type the letter as long as it is written legibly. However, many newspapers also provide online submission forms you can complete on their Web sites. You must include your name and contact information, but you may request that they not be printed.

Be a member of a group or a coalition to increase your clout. Groups may form around single issues or may be broad-based coalitions. If you find a group that is consistent in its policies and practices with your beliefs, you often may be more successful working with it, rather than alone.

In order to lobby to pass an ordinance or law, get to know your councilor or legislator and party leaders in person. Go to them early; supply them with succinct, easy-to-read information and news clips; listen to their views.

One way to seek change is to work for administrative policy adjustment, rather than a change in law. Formal or informal complaints may call attention to a problem. If working through the administrative agency does not bring implementation of existing law and policies, it may be necessary to go to court in the public interest to get results. However, litigation is not necessarily a last

resort. It may be the preferred technique from the beginning.

It may be necessary to plan a campaign to build public opinion in order to improve the climate for supporting (or opposing) some action.

This might include developing a theme, distributing information, getting spokespersons on TV, radio, and in the press, operating a speaker's bureau, developing a Web site, staging demonstrations, developing a newsletter and lining up endorsements.

Becoming a Candidate for Elective Office

To run for the position of precinct committeeperson or delegate to state convention is a simple process. One must file a declaration of candidacy on the proper form obtained from the County Clerk's office or County Election Board. The form must be filled out, notarized, and filed with the County Clerk at least 74 days, but not more than 104 days before the May primary. The form may be filed in person or by mail, and there is no fee involved.

A citizen who wants to be a candidate for Mayor, City-County Councilor, or a county or township office must file a declaration of candidacy with the County Clerk. The candidate must be a registered voter in the geographic area he or she would represent.

A candidate for a state legislative office must file a declaration of candidacy with the Secretary of State's office. In addition, candidates usually work with the county party organization, pay a filing fee set by the party, and appear before a screening committee which slates candidates.

Candidates for statewide offices nominated at the party conventions must file a declaration of candidacy with the state political organization and pay substantial fees, set by the party. At the convention, a candidate must receive a majority vote to become the convention's nominee for office.

The procedure to file to become a candidate for Governor, United States Senator or United States Representative is the same for each office. The prospective candidate must file a declaration of candidacy with the Secretary of State within 77 days of the primary. In addition, seventy days before the primary, a nominating petition signed by 5,000 certified voters, 500 from each congressional district, must be presented to the Secretary of State by candidates for Governor and United States Senator.

For most offices, filing a declaration of candidacy is the simple legal

step that must be taken to run for office. In addition, a candidate needs an organization, funding, advertising, and volunteers. Candidates for certain offices are required to submit periodic financial reports.

Opportunities for Work within the Political Parties

The League of Women Voters urges you to work actively in the political party of your choice. Indiana is considered a strong political party state, and citizens need to understand the political party structure and how they can effectively use it.

The **Precinct** is the basic political unit. Voters elect a precinct committeeperson every four years at primary elections. His or her first official duty is to appoint a vice-committeeperson of the opposite sex. If no precinct committeeperson is elected, the county party chairperson may appoint one. The position carries no salary, yet forms the very important and powerful county committee of each party. Other ways for a voter to participate at the precinct level are working at the polls on election day, being a block captain, helping to poll the neighborhood, and distributing literature.

The next level, the **County Committee**, is composed of all elected and appointed precinct committeepersons. This committee elects from its membership the county chairperson, vice-chairperson, secretary, and treasurer for four-year terms. All the county chairpersons and vice-chairpersons within a congressional district form the next level of political organization in the party, the District Committee.

Each of the congressional **District Committees** elects a chairperson and vice-chairperson who form the State Central Committee. A district committee selects the candidate for United States Representative to run in the November election if, for any reason, the party has no candidate after the May primary.

The **State Central Committee** is the party authority. The Governor or gubernatorial candidate customarily indicates his or her choice for state chairperson of the party. The parties maintain permanent, year-round headquarters with full-time staff as well as other people hired during election periods. The state committee is responsible for the state party conventions held in late spring or summer.

State Conventions provide the high point of a political party's activity in Indiana, as do the national party conventions for the nation. The conventions adopt platforms and nominate candidates for Lieutenant Governor, Secretary of State, State Auditor, State Treasurer, Attorney General, Clerk of the Courts, and State Superintendent of Public Instruction. In addition to electing delegates to the national party conventions, the state convention delegates also elect presidential electors for the Indiana representation to the Electoral College.

A vote for the presidential nominee in the presidential primary expresses a preference for the nominee, not an actual vote for him or her. The party nominee is chosen at the national party convention by delegates chosen at the state party convention. In the May primary, the voters elect delegates to the state party convention who, in turn, elect the delegates to the national convention. These delegates to the national convention are obligated to vote for the voters' preference on the first ballot only. It is difficult for the individual voter to make an informed choice of state convention delegates because of a lack of available information about them.

The State Central Committee of the party appoints national committee members, usually people who are able to pay their own way, since serving on a national committee is expensive. A national committee conducts the presidential and vice-presidential campaign and manages the party's affairs between national conventions.

We're Unique
We're Dedicated
We're Making a Difference

Join the Junior League of Indianapolis and make an impact on your community and yourself.

We are looking for inspiring women to join us. Learn more at www.jliindy.org

JUNIOR LEAGUE OF INDIANAPOLIS
Women building better communities®

BANK HOME AGAIN®

THE NATIONAL
BANK of INDIANAPOLIS
261-9000

©2011 The National Bank of Indianapolis www.nbofi.com Member FDIC

Index

A
absentee ballot 30, 58
Administration, Department of 5, 25
Administration Div. (Parks & Recreation) 18
Administration, Logistics, Licenses, and Permits, Div, (Code Enforcement) 14
Administrative Services Div. (Metro. Dev.) 16
Airports 35
Alcoholic Beverage Board, Marion Co. 54
Animal Care & Control Div. (Public Safety) 19
Appeals, Court of (Indiana) 48, 51
Assessor, County 4, 5, 12, 25, 30, 32
Audit & Performance, Of. (Mayor) 24
Auditor, County 4, 5, 12, 25, 26
Auditor, State 63

B
Beech Grove 3, 4, 9, 18, 38, 54
Budget Process 44, 45

C
candidate for elective office 61
Capital Improvement Board (Municipal Corporation) 12, 34, 45, 55
Charging Div. (Prosecutor, County) 28
Charter schools 6, 12
Charter Schools, Dir. (Mayor) 13
Chief of Staff (Mayor) 13
Child Support Division (Prosecutor, County) 27
Circuit Court 9, 11, 27, 48, 50, 51
Citizens Energy Group 54
Citizens' Police Complaint Board 53
City-County Building 30, 35, 38, 59
City-County Council 4, 8-10, 12, 13, 15, 17, 19, 20, 24, 31, 34-46, 49, 50, 53, 54, 61
City Prosecutor 24
Civil Division (Superior Court) 48, 50
Clerk of the Circuit Court (also called County Clerk) 4, 12, 25-27, 50, 54, 58, 61
Code Enforcement, Board 15
Code Enforcement, Department of 5, 8, 14, 19
Community Court (Superior Court) 49
Community Div. (Prosecutor, County) 28
Community Economic Development, Div. (Metro. Dev.) 16
Conseco Fieldhouse 34
Consolidated City of Indianapolis 3, 6, 9, 40
Constitution, state 12, 25, 47
Constituent Services, Dir. (Mayor) 13
Contractor and Skilled Trade Boards 15
Controller, City 5, 8, 26, 44
Convention and Recreation Facilities Authority, Marion County 34
Convention Center and Lucas Oil Stadium 34
Cooperative Extension Service, Marion County 54
Coroner, County 4, 12, 25, 27, 30, 33
Corporation Counsel, Of. ("city legal", Mayor) 5, 8, 24
Counseling, Div. (Corporation Counsel) 24
County Commissioners, Board of (Marion) 17, 26, 30, 34-38
County Committee 62
County Election Board 26, 30, 32
Criminal Division (Superior Court) 49

D
death certificates 35
Deputy Mayor for Economic Development 13
Deputy Mayor for Neighborhoods 13
DevelopIndy 55
D-Felony Div. (Prosecutor, County) 28
District Committee 62
Dog pound, municipal 19
Domestic Relations Counseling Bureau 49
Domestic violence courtrooms (Superior Court) 49
Domestic Violence Div. (Prosecutor, County) 27

E
Eagle Creek Airpark 35
Election Board, County 26, 30, 32
Engineering, Div. (Public Works) 23
Environmental and Interpretive Services Div. (Parks & Recreation) 19
Environmental Court (Superior Court) 11, 49, 51
Equal Opportunity Div (Corporation Counsel) 24
Eskenazi Hospital, Sidney and Lois 35
Ethics Commission 53
Excluded Cities and Towns 9, 46
Executive branch 4, 8, 13

F
Family & Children, Marion County Of. of 12, 30, 56
Family & Social Services Administration 12, 30
Finance & Management, Of. (Mayor) 5, 25, 44, 45
Financing City-County Government 46
Fire Department, Indianapolis (Public Safety) 4, 5, 8, 20, 22
Fire Merit Board 19
Fire Special Service District 20, 22, 40
Fleet Services Div. (Public Works) 23
Food Stamps 30

G
Grand Jury 50
Grand Jury Div. (Prosecutor, County) 27
Greenways Div. (Parks & Recreation) 18

H
Health & Hospital Corporation (Municipal Corporation) 20, 34, 36, 45
Health Department (Health & Hospital Corporation) 34, 35
Heliport 35
Home rule 8
Historic structures 11
Homeland Security, Div (Public Safety) 19, 20

I
Included Towns 9, 46
Independent Municipal Corporations 12, 45
Indiana University Medical Center 35
Indianapolis Airport Authority (Municipal Corporations) 12, 35, 37
Indianapolis Convention & Visitors Association (ICVA) 55
Indianapolis Downtown, Inc. (IDI) 55
Indianapolis Historic Preservation Commission 17
Indianapolis Housing Agency 53
Indianapolis International Airport 35
Indianapolis Local Public Improvement Bond Bank (Bond Bank) 53, 54
Indianapolis Metropolitan Police Department 5, 20, 53
Indianapolis Public Transportation Corporation [IndyGo] (Municipal Corporation) 12, 38
Indy Partnership 55
Indianapolis-Marion County Building Authority (Municipal Corporation) 12, 35
Indianapolis-Marion County Forensic Services Agency 30
Indianapolis-Marion County Public Library (Municipal Corporation) 12, 36, 38
Information Services Agency 5, 31
Inspections, Div. (Code Enforcement) 14
International & Cultural Affairs, Dir. (Mayor) 13

J
Judicial branch 4, 9, 48
Jury Commissioners 50
Juvenile Div. (Prosecutor, County) 28
Juvenile Div. (Superior Court) 48

L
Latino Affairs, Dir. (Mayor) 13
Lawrence 3, 4, 9, 18, 54
Legislative branch 4, 9, 39
Letter to the editor 60
License Review Board of Indianapolis & Marion County 15
Local Government Tax Control Board (state) 45

M
Maintenance Operations Section (Operations, Public Works) 23
Major Case Div. (Prosecutor, County) 27
Marriage records 27
Mayor 8-13
Mayor's Action Center 13
Mayor's executive staff 13
Medicaid 30
Metropolitan Board of Zoning Appeals 17
Metropolitan Development Commission 17, 18, 41
Metropolitan Development, Dept 16-18
Metropolitan Emergency Communications Agency 6
Metropolitan Planning Organization, Div. (Metro. Dev.) 17
Metropolitan Plat Committee 18
Military service discharges 29
Minority & Women Business Enterprises, Of. (Mayor) 5, 25
Mount Comfort Airport 35
Municipal Corporations 10, 12, 34, 36, 37, 40, 43, 45, 46

N
Neighborhood Services, Div. (Metro. Dev.) 16

O
Open Door Law, Indiana 40, 59, 60
Operations, Div. of (Public Works) 23

P
Park Maintenance Section (Parks & Recreation) 23
Parks and Recreation, Board 19
Parks & Recreation, Department of 8, 18
Precinct 62
Petit Jury 50
Planning, Div. (Metro. Dev.) 16
Police Merit Board 19, 21
Police Special Service District Council 40
Policy & Planning, Div. of (Public Works) 22
Political parties 30, 62
Prosecutor, County 12, 24, 27
Prosecutor, Office of City 24
Public Defender Board 50
Public Safety, Board 5, 13
Public Safety, Department of 19
Public Works, Board 24
Public Works, Department of 5, 22, 23

R
Recorder, County 4, 12, 25, 29, 33
Resource Development Div. (Parks & Recreation) 18

S
School district 4, 9, 12, 46
Sheriff, County 4, 5, 12, 25, 27, 29, 32
Small Claims Court 9, 11, 33, 48-51, 56
Solid Waste Management Sec. (Public Works) 23
Solid Waste Special Service District Council 40, 43
Southport 3, 4, 9
Special Assignments Div (Prosecutor, County) 28
Speedway 3, 4, 9, 18, 54
Speedway Airport 35
Sports & Special Revenue Facilities Div. (Parks & Recreation) 19
State Board of Tax Commissioners 25, 44, 45
State Central Committee 62, 63
State Convention 61-63
Stormwater Management Sec. (Public Works) 23
Strike Team (Prosecutor, County) 28
Superior Court 9, 11, 26, 48-51
Supreme Court of Indiana 48, 51
Surveyor, County 4, 12, 25, 29, 33

T
Temporary Assistance for Needy Families 30
Township 4, 5, 9, 33, 44, 46, 56
Township Assessor 5
Township Board 33, 56
Township Constable 9, 33, 56
Township Trustee 9, 33, 56
Traffic Court (Superior Court) 49
Treasurer, County 4, 12, 25, 26, 29, 32

U
Unigov (unified Government) 3-5, 9, 39

V
Victory Field 34
voter registration 58
Voter Registration, Board of 30, 32

W
Wishard Health Services 35
Wishard Memorial Hospital 34, 35

Z
Zoning 15-18, 24, 41, 55
Zoning Appeals, Metropolitan Board of 17, 18