

**ALLEN COUNTY COUNCIL MEETING MINUTES**  
**OCTOBER 15, 2015**  
**8:30 AM**

The Allen County Council met on Thursday, July 16, 2015 at 8:30 am in the Discussion Room at Citizens Square. The purpose of the meeting was for additional appropriations, transfer of funds in excess of the current budget, grants, Budget Approvals and any other business to come before Council.

Attending: Robert A. Armstrong, Joel M. Benz, Larry L. Brown, William E. Brown, Roy A. Buskirk, Tom A. Harris and Sharon L. Tucker.

Also Attending: Tera Klutz, Auditor; Nick Jordan, Chief Deputy Auditor; Jackie Scheuman, Finance and Budget Director and Becky Butler, Administrative Assistant.

The meeting was called to order by President Tom Harris with the Pledge of Allegiance and a moment of silent prayer.

**Tom Harris:** Good morning everyone. As we start the meeting this morning, we will have the opportunity to go over the monthly meeting and also have the opportunity to pass the 2016 Budget. First is the financial report from Auditor Tera Klutz.

**Tera Klutz:** Good morning, Council. In your packet are the September 30<sup>th</sup> financial statements for the General Fund as well as all of the Major Funds. We are 75% through the year and Miscellaneous Revenue, which is all other revenue besides property tax, is tracking about 76% of estimates. We feel very positive about the year and collecting what we estimated.

**Tom Harris:** It appears to be a little bit ahead of that 75% then.

**Tera Klutz:** Yes, about two percent ahead.

**Tom Harris:** Okay, great. Council, are there any questions, concerns or comments for the Auditor?

**Roy Buskirk:** I do have a question. The \$6.5 million in the Rainy Day Fund, when is that typically paid back?

**Tera Klutz:** That is almost always paid back in December. We will get a property tax advance November 30<sup>th</sup> and then we will get a property tax settlement in December. We time it with receiving the funds from the property tax to be able to pay the Rainy Day Fund back.

**Roy Buskirk:** For some reason, when I was looking at that I thought it was paid back after the May tax collection. Thank you.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tom Harris:** Are there any other questions or comments?

**Roy Buskirk:** Move for approval of the financial report.

**Bob Armstrong:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0. Next is Deputy Auditor Nick Jordan on the unemployment rate.

**Nick Jordan:** Good morning, Council. On your agenda, you see the July and August, non-seasonally adjusted rates. Allen County went from 4.5% to 4.2%. Indiana went from 4.8% to 4.4%. The National went from 5.6% to 5.2%. I also wanted to mention that if you looked back at August 2014, the labor force for Allen County has increased about 2,000. The employed increased about 4,500 and the unemployed has decreased about 2,500.

**Tom Harris:** Very good. At that 4.2%, there are some Counties around us that are hitting threes. It is likely, as things continue, we may see threes which is the first time I can remember. Are there any questions, Council? Thank you, Nick. Next up is Economic Development.

**Zach Klutz:** Good morning, Council. Zach Klutz and I'm with the Barrett & McNagny Law Firm, here in Fort Wayne. We are serving as Bond Counsel for a proposed Town of Grabill, Indiana Economic Development Revenue Bond Series 2015. This is in an amount not to exceed \$2.2 million. This is simply refinancing of some 2008 bonds that were issued by the Town of Grabill for the expansion of a 52-unit retirement community by the Cedar Creek Retirement Home. This is just outside of Grabill. There is no new money here and is simply a refinancing with a change in the interest rate on the 2008 bond. The 2008 bond interest rate was 5.25% and is a bank-held bond by IAB Financial. They have agreed to refinance to 4%. That is the only change in the bond. There is no new money. The reason we are here is to get the consent of Council to move forward with the bond issuance. The Cedar Creek Retirement Home is located just outside of the incorporated boundaries of the Town of Grabill. It is on Grabill Road just west of the incorporated limits. They used the Town of Grabill Economic Development Commission to issue this bond in the past and they feel part of that community. When an economic development facility is located outside of the municipality that is seeking to issue the bonds, they have to get consent of the fiscal body where that economic development facility is located which is the Allen County Council. This is simply a resolution consenting and if you consent as you did in 2008, we would then move forward with the Town of Grabill through the issuance of the bond.

**Tom Harris:** Thank you, Zach. Did this have to get approved through the Town Council already?

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Zach Klutz:** We haven't done anything. We wanted to do this consent procedure first. Assuming we get the assent, we are on the agenda for October 21<sup>st</sup> for the Town of Grabill, both the Economic Development Commission and the Town Council.

**Roy Buskirk:** Will the life of the bond be the same?

**Zach Klutz:** Yes. The only change is the interest rate. We can't do an amendment change because the interest rate is considered a material change in the bond and constitutes a re-issuance. If you were to just change the interest rate, they would become taxable bonds. You would lose the tax exempt status. We have to go through this procedure as a re-issuance even though in the bond purchase and loan agreement, the only change will be the interest rate.

**Roy Buskirk:** This will drop the payment, obviously.

**Zach Klutz:** Pretty significantly. This is a concession that IAB Financial is making. This was issued in 2008 and there was a five-year prepayment penalty and they are now outside. The Cedars could have said that if you don't want to refinance or change the interest rate, we will go to another bank to see if they are interested in holding this bond. IAB said they would work with it and agreed to a four percent.

**Bill Brown:** I would like to make a motion to approve Resolution number 2015-10-15-05, application for the Cedar Creek Retirement Home to refinance the 2008 bonds.

**Sharon Tucker:** I second that.

**Tom Harris:** **We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.** Thank you. Next up is the Sheriff's Department. I was contacted by them asking for the permission to apply for the Justice Assistance Grant through ICJI for the Allen County Drug Task Force. This is something that they have done in the past and I told them they would not have to appear. We would need a motion to move forward on that.

**Bill Brown:** I will make a motion to approve an appropriation in the Sex/Violent Offender Registry Notification Fund 840 in the amount of \$10,000 for Miscellaneous Services.

**Bob Armstrong:** Second.

**Tom Harris:** **We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.** Next up is the Coroner's Office.

**Larry Brown:** No, the grant application.

**Tom Harris:** Oh, what we passed was the first item. We would need another motion for the grant application.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Bill Brown:** I will make a motion for Department 05, Sheriff, for permission to apply for the Justice Assistance Grant through ICJI for the Allen County Drug Task Force.

**Larry Brown:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.

**Roy Buskirk:** I have a question and it goes back to the bond issue and why this \$2.2 million has been changed.

**Tera Klutz:** At the beginning of the meeting, Mr. Klutz came and said that he noticed there was a typo on the front page. When the \$2.2 million got changed in the last paragraph, it was tied to the top number in the computer system as well as the number on the back. The original number \$3.25 million was the bond in the resolution. The \$2.2 million was the typo and the \$3.25 million was the correction. I had Tom and I initial it before it was adopted.

**Tom Harris:** That is literally a typo. The substance of what we just passed is accurate, correct of the data that was typed in there.

**Tera Klutz:** To answer your question, there is no new money. Everything that got answered is a factual statement.

**Roy Buskirk:** All of our discussion was in the fact of \$2.2 million.

**Tera Klutz:** Okay, I believe it is still \$2.2 million in two places on that paper.

**Tom Harris:** It was \$2.2 million but the initial amount was \$3.25 million. I don't know if that clears it up.

**Roy Buskirk:** As soon as I saw that I looked for him but he had left but I have faith in our County Auditor.

**Tera Klutz:** The \$2.2 million is the balance remaining.

**Roy Buskirk:** So it has been reduced.

**Tera Klutz:** From the principle, yes.

**Tom Harris:** Next the Coroner has an appropriation in County General.

**Mike Burris:** Mike Burris, Chief Investigator in the Allen County Coroner's Office. I am asking for \$50,000 to carry us through the rest of the year. Our caseload is up about 73 cases from where we were last year at this time. Twenty-eight autopsies is the increase. I

## ALLEN COUNTY COUNCIL MEETING MINUTES

have an information sheet that I would like to pass out. This has some of our statistics and numbers.

**Roy Buskirk:** Of the 28, how many are from outside Allen County?

**Mike Burris:** Of those 28, I am not sure.

**Roy Buskirk:** Of the ones that we have done.

**Mike Burris:** Twenty-five are transfers so far this year.

**Roy Buskirk:** Twenty-five of the 78?

**Mike Burris:** Twenty-five of the 190 that we have done.

**Tom Harris:** Feel free to talk through that a little bit.

**Mike Burris:** Our numbers are up. So far this year, as of October 8<sup>th</sup>, accepted 461 cases through the Coroner's Office. That is the increase of 73. We have conducted 196 autopsies which is an increase of 28 so far this year. With that we have had an increase in cases that we accepted and have just done toxicology or blood work on. Pretty consistently, our autopsy numbers have been around 220 a year and the budget has pretty much stayed the same. This year appears to be an anomaly and we will be a little higher.

**Tom Harris:** The question that comes to mind is why \$50,000?

**Mike Burris:** Approximately \$20,000 per month for autopsy fees. That should take care of bills for October, bills for November and the December bills will be paid in January. How do you make a determination in June of one year as to how many autopsies you are going to perform in the following year? I am hedging.

**Bill Brown:** That is a good point.

**Tom Harris:** Just a quick question on that is that these are autopsies for the County and for autopsies for Counties surrounding us?

**Mike Burris:** On this sheet, so far there have been 25 autopsies performed that we have billed and been paid for by outlying Counties. Per State law, if there is an incident that occurs in Whitley County and the patient is transferred to Lutheran Hospital and dies, it is an Allen County case. By State law, if we determine to do an autopsy, we can bill Whitley County. We get reimbursed for that and it goes into the General Fund.

**Tom Harris:** How is that billing procedure? Is there a set amount for the autopsy?

**Mike Burris:** We bill for what our costs are, the pathologist, x-rays and laboratory work.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tom Harris:** Okay. Council, do you have any other questions?

**Roy Buskirk:** I really appreciate this sheet however I wished we would have had it with our packet. This answers most of the questions I already asked you.

**Bill Brown:** I will make a motion for Department 07, Coroner, for an appropriation in County General for Autopsy Fees in the amount of \$50,000.

**Joel Benz:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0. Next up is the Prosecutor's Office.

**Karen Richards:** Good morning, I am Karen Richards and I am the Allen County Prosecutor. I came a couple of months ago and asked for permission to apply for a grant. I received that grant and so what is before you this morning would be the salary ordinance that would allow me to receive the grant and have it paid. This has no impact on County General.

**Tom Harris:** Have you received the grant, at this point?

**Karen Richards:** Yes. It was to start October 1 but we only found out we got the grant a few days before October 1<sup>st</sup> and so right now I am interviewing for the position. I haven't actually hired yet because we haven't gotten your approval and I don't have any way to pay them until we get the salary ordinance. Before you ask the question, if I don't get the grant, the position goes away. This is going to be totally grant funded. I don't have the money to pay for this out of my budget.

**Roy Buskirk:** Prosecutor, I was not going to ask that question.

**Karen Richards:** I thought you were.

**Roy Buskirk:** My curious mind, on the applicants that you are receiving, have you received a number of applicants?

**Karen Richards:** Yes. I have a second interview with someone this afternoon.

**Roy Buskirk:** Okay, good.

**Karen Richards:** I have gotten some decent applications.

**Tom Harris:** Council, are there any other questions?

**Bill Brown:** Thank you for filling this position with no County General Funds.

**Karen Richards:** I don't have any County General funds to use.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tom Harris:** We are glad it worked out that way.

**Bill Brown:** Having said that I will make a motion for a salary ordinance consideration of a salary ordinance for a new position, Victims Services Specialist, PAT 4/2, \$42,383 non-exempt.

**Bob Armstrong:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.

**Karen Richards:** Thank you very much. It will be a lot easier to do that second interview this afternoon.

**Tom Harris:** Next up is the Wayne Township Assessor.

**Bev Zuber:** Bev Zuber, Wayne Township Assessor.

**Sam Walker:** Sam Walker, current Chief Deputy Assessor.

**Bev Zuber:** As you probably already know, I am losing Sam. There is an opportunity in Little Rock, Arkansas that he simply could not turn down. I am here to ask because I have lost Sam, I am replacing from within and I am going to shift the spotlight to Eric Baca who will be replacing Sam. When Eric who was promoted from within, is moving to Sam's position, we had to fill Eric's position. At this point in time, I still have Sam and Eric and we are training the new person. I am okay with money in my budget. I simply need to shift from Schools and Seminars into payroll. Sharon and I talked about this. I have a new candidate and still a little bitter about Sam leaving. I can't touch their offer.

**Tera Klutz:** Because she has three people currently in two line items, she didn't realize she needed a temporary salary ordinance to hold the person that they just hired. The salary ordinance was listed first and covers a period from 10/05/15 through 10/16/15.

**Bev Zuber:** Which is Sam's last day. By the way, we are having an open house tomorrow at 2:00. You are all invited.

**Tom Harris:** I am sure you have been asked a hundred times but Arkansas? Are you sure?

**Bev Zuber:** Wait a minute, wait a minute, Eric is originally from Arkansas.

**Sam Walker:** And not to sound bitter towards Indiana or Allen County but Arkansas pays their County government employees much better.

ALLEN COUNTY COUNCIL MEETING MINUTES

**Tom Harris:** Well that is good, thank you. We wish you well. Council, are there any questions or comments?

**Bill Brown:** I will make a motion for a temporary salary ordinance for training purposes, Real Estate Appraisal Deputy, OSS 5/2, \$35,132. This is retroactive to 10/5-16/15 non-exempt.

**Bob Armstrong:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0. We have a transfer added to that as well.

**Bill Brown:** I will make a motion to transfer in County General Fund from Schools and Seminars \$1,300 to Real Estate Appraisal Deputy, \$1,300.

**Sharon Tucker:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.

**Bill Brown:** Thanks for all of your service, Sam.

**Tom Harris:** Next up is Superior Court.

**John McGauley:** John McGauley, Court Executive for Allen Superior Court. We are simply here this morning to ask for the transfer of some excess funds we have in a couple of salary lines into Consulting Services. That being psychological evaluations and interpreters. If you will notice, that number is pretty close to what we asked you for in additional money for 2016. That gives us a lot of confidence that we brought you an honest budget for interpreting services and consulting. We are pretty thrifty in our department in terms of filling positions when we have to and not when we want to. That is where those extra funds are coming from.

**Tom Harris:** This would be one item that we would not see next October.

**John McGauley:** Knocked on wood. We think that the number we brought you is a very honest budget.

**Tom Harris:** Thank you. Councilman Buskirk.

**Roy Buskirk:** What is the total cost for interpreters for the year? Do you know off-hand?

**John McGauley:** We wrap that all together and I think we spent, last year, around \$180,000.

**Roy Buskirk:** Okay.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**John McGauley:** That also included some transfers. I don't think our 2014 budget had that much for interpreting services.

**Roy Buskirk:** Thank you. I was asked that about two weeks ago and I was close. It is just amazing how much it costs the Allen County taxpayers for interpreters in our courts.

**John McGauley:** Yes and it is only going to get more expensive as the Courts have ruled that we need to provide sign language interpreting for other parties other than just defendants and plaintiffs. We also have to start making the Courtrooms more accessible to non-party participants, Mom, Dad, Brother and Sister who may be there to listen to somebody's case. That number only gets bigger.

**Tom Harris:** Council, are there any other questions?

**Bill Brown:** I will make a motion for Department 62, Superior Court, for a Transfer in County General from Judicial Assistant, \$14,000 and Court Reporter/Judicial Secretary, \$6,000 to Consulting Services in the amount of \$20,000.

**Joel Benz:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.

**John McGauley:** Thank you, I might also deliver some good news about a number that you will not see us coming to you for. You all may know that electronic filing of court documents has already arrived in some test Counties and is going to be mandatory State-wide in 2017. That would require the Courts and the Clerk a substantial investment in technology in terms of scanners. If you have ever been in my former office, the Recorder's Office, they are on every desk. Such would need to be the case of electronic filing. We made an approach to the State Supreme Court for some funds to help us out with that because we want to participate in e-filing and they want us to participate. We got word about 4:28 yesterday afternoon that they are going to buy us almost \$46,000 in scanning hardware.

**Tom Harris:** Great.

**John McGauley:** I thought you might enjoy hearing that.

**Roy Buskirk:** Appreciate it, thank you.

**Tom Harris:** John, thank you and you are going to be around for a few more minutes?

**John McGauley:** Yes.

**Tom Harris:** The next item on the agenda today is with the Highway Department.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Kim Yagodinski:** Kim Yagodinski, Finance and Personnel Manager for the Highway Department.

**Bill Hartman:** Bill Hartman, Director of Allen County Highway Department.

**Kim Yagodinski:** We are here to ask for an appropriation in CEDIT. These are monies that have come back from reimbursements. We are asking those to be appropriated to new projects. One of the projects on the horizon is a resurfacing project on Parkview Plaza Drive. The other is our Hathaway and Corbin curve realignment.

**Tom Harris:** With that Council, are there any questions?

**Bill Brown:** I will make a motion for Department 72, Highway, the appropriation in CEDIT Fund 329 for Other Capital-HMA Resurface at \$85,000 and Other Capital-Hathaway and Corbin for \$403,866 for a total of \$488,866.

**Bob Armstrong:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.

**Sharon Tucker:** Before you leave the table, can you tell me about the discussion on the Edsel Bridge? Last night I took a lot of heat from the Neighborhood Association.

**Bill Hartman:** I'm sorry. I talked to Tom Bracey with Norfolk Southern in Atlanta and they found an agreement that was put in place in 1960 and was the Wabash Railroad at that time. We are going to work with them and negotiate reconstruction of the bridge but that is going to take a little while. I have to pass that information onto the Commissioners yet and how we want to approach that reconstruction. It has been there quite a while and sometimes railroads change their clearances and Mr. Bracey is going to check into that to make sure we meet the current clearance standards. I would like to put the bridge in exactly where it is because it is so steep on the approaches on either side and if I can't it will block off a street to the north and some driveways to the south. We are working out elevation issues and then contractual issues.

**Sharon Tucker:** I shared that with the Neighborhood Association last night and that you have been in contact with the appropriate people. The strongest input they had was "Can we hurry?" One lady wanted to know if it could be done by next week. I promised I would pass it along.

**Bill Hartman:** We are doing our best.

**Roy Buskirk:** They will be lucky to have it done by Christmas. You can always hope for Christmas, right Bill?

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Bill Hartman:** Maybe of 2016.

**Tom Harris:** In a possibly bad segue, I will ask about Auburn Road. How are we doing on Auburn Road?

**Bill Hartman:** It should be open by the end of the month. There will be a ribbon cutting at 9:00 a.m. Monday morning for Flutter Road.

**Tom Harris:** Okay.

**Bill Hartman:** The trucks, all ten trucks are in and if you go on Goshen Road by the International Harvester dealer, they are all parked right out in front. They are servicing each truck and then they will be transferred to another location in New Haven to start installing the hydraulics and the under-mount blades and then the beds. The beds aren't due in until December. It will take a while to get all of the work done.

**Tom Harris:** It is still early but we may take some credit that it is supposed to be a very light winter. Possibly, by the purchase of these trucks, we won't need them.

**Roy Buskirk:** You mentioned about the beds, do we ever transfer beds or do we always get new beds?

**Bill Hartman:** We are converting over to all stainless steel beds. The beds on the old trucks are conventional mild steel which in the life of the trucks, we have had to replace a couple of times due to corrosion. As we buy new trucks, we buy stainless steel beds.

**Kim Yagodinski:** Those should be transferrable in the future.

**Bill Hartman:** We are hoping that those beds will outlast two trucks.

**Bob Armstrong:** Same way with salters.

**Bill Hartman:** Yes. The sanders or salters are going to stainless steel too.

**Roy Buskirk:** Okay, thank you.

**Tom Harris:** Are there any other questions? Thank you very much. Next on the agenda is Community Corrections.

**Nick Jordan:** While Community Corrections is coming up, on your agenda the first item says 21 employees and it should be 22. The salary ordinance is correct.

**Kim Churchward:** Good morning, Council. I am Kim Churchward, Director of Community Corrections.

**Jeff Stevens:** Jeff Stevens, Senior Finance Manager.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Kim Churchward:** We are here for what we think is a fairly simple item of business for your consideration. We are here to seek an amendment to our current Salary Ordinance and a related appropriation of funds. This is needed as we continue our efforts to creatively face the challenges of the new Criminal Reform in Indiana. It has occurred to us that for the cost of approximately one employee, we can identify those that would be the most impacted by the changes in the code and utilize them to the greatest benefit by amending to a 40-hour work week. That allows us to schedule more creatively in our department and utilize our existing staff before consideration of adding additional staff. We felt that was a very good use of these funds and request that you support us in that.

**Tom Harris:** Kim, I wanted to find out in terms of other Community Corrections State-wide, are they also doing this specific kind of a change? Also, why did you think this change versus hiring additional staff?

**Kim Churchward:** I am not aware of anyone else doing anything like this. That doesn't mean that they are not. We are doing this because I think Jeff Stevens is a genius and he thinks of things like this. As we continue to count our pennies and work as efficiently and as smart as we possibly can.

**Tera Klutz:** And there are no extra benefits, insurance and cost.

**Kim Churchward:** Exactly.

**Tom Harris:** In other words, with the hiring of new staff, you would have additional benefits.

**Kim Churchward:** And training and all of those things.

**Tom Harris:** Councilman Buskirk.

**Roy Buskirk:** There are a lot of different benefits and some of them are very small and some amount to quite a bit. Just stop and think that you would have to have a workstation, a phone and all of the different things that are supplied to each individual. By doing this, you are not adding the additional personnel. There are a lot of savings by going from the 37.5 to 40 hours per week.

**Kim Churchward:** You are absolutely right. It doesn't mean that as we move into this that we won't have to look at additional staff. Certainly in our grant requests to the State, we have anticipated some of those things but again, as we move into this we are trying to be as smart and creative as we can. I thought this one was a really great idea.

**Roy Buskirk:** I want to commend you on your step in this direction. With this I am sure we are going to see crime go down.

**Kim Churchward:** Yes, sir.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tom Harris:** One of the other questions I had was have we heard anything back, I think there was a grant request or two major grants?

**Kim Churchward:** We have not heard anything official. We had staff that attended the big grant that I believe you are referring to. That is the 1006 Amendment that Allen County submitted in September. We have been told that we may hear of grant awards by the 23<sup>rd</sup> which is next week. There is a meeting in Indianapolis next Tuesday where they will be discussed and I plan to be there just as a fly on the wall, listening. We do know that there were 60 Counties that applied and we understand there is a recommendation on the table that 41 of those 60 receive some funding. We don't yet know if we are one of those 41 but we hope to learn that next Tuesday. If not, we hope to get an official notification by the end of the week. We will be sure to let you know.

**Tom Harris:** Council, are there any questions in regard to this?

**Bill Brown:** I will make a motion for Department 90, Community Corrections, for consideration of a salary ordinance amending the pay of 22 employees changing from 37.5 hours per week to 40 hours per week.

**Sharon Tucker:** I second that.

**Tera Klutz:** Those are two separate votes.

**Tom Harris:** We have a motion and a second on the first item. All in favor say aye, all opposed same. The motion passes 7-0. And next is the second item.

**Roy Buskirk:** Does that number change any?

**Kim Churchward:** It does not.

**Bill Brown:** Also the Appropriation in Detention Fund 236 for Salary Adjustment in the amount of \$79,179.

**Sharon Tucker:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0. Council, before we move to the budget discussion, another item that is before us is ACJC with an interest in moving their software, excuse me their computer system onto the Atos system. We need to discuss that this morning to allow the IT Director to move forward in some of the processes. I think we have a few folks with us this morning that may be able to come up and shed some light on this discussion.

**Chandra Reichert:** Good morning, Chandra Reichert, the Interim Budget Analyst.

**John McGauley:** John McGauley, Court Executive for Superior Court.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Ed Steenman:** Ed Steenman, IT Director.

**Tom Harris:** Ed, maybe you can start out and tell us a little bit about what is at hand here.

**Ed Steenman:** Okay. A few months ago, Judge Heath approached me about improving their IT support at ACJC. In the past or up to now, the IT support has been provided by a single person on staff at ACJC. The size of the facility and the number of users is at a point where it is difficult for that single resource to take care of everything in a timely fashion. I had a few discussions with Judge Heath and some of his staff about making use of Atos' services to cover that facility. Judge Heath has expressed an interest in doing that. We have investigated with Atos and what it would take to make that transition or migration. Atos has put together a plan to migrate that facility to become part of the rest of the network. What really brings me here today is that to make this transition, well let me give you another piece of information. ACJC, five years ago entered into a lease for the network equipment and the servers that run most of that facility. That lease expires at the end of this year. In conjunction with the lease expiring and moving the services to Atos, the prevailing sentiment is the best thing to do is replace the network equipment that is currently there and five years old. The servers will be consumed and brought into our Data Center and become virtualized so the equipment that is on that lease becomes no use to us. It can be returned to the lease company without any additional lease cost. In doing that there is a need to replace that network equipment and that is about \$100,000 worth of equipment to purchase. What I am trying to come up with is how can I buy a \$100,000 worth of equipment and get it installed before the middle of December. Then we are in a position to send the old equipment back at the end of December.

**Tom Harris:** John and Chandra, you might mention the benefits from your perspective, on this change.

**Chandra Reichert:** The primary benefit is going to be the service. As Ed mentioned, we have one individual that is responsible for anything that goes wrong in the center whether it be a printer issue, a basic workstation issue, for loading or removing software from a workstation in addition to the actual entire networking or hardware itself. It can't be done by one individual. The equipment is now five years old and we are running into some problems or some failures. A great benefit to us is going to be easier access if we are going to go directly to the servers here with the County. It will be much greater access for us. We won't lose phone services which have happened three different times. That is crucial for us. We can't be without communication and so that is a huge area of concern for us. In addition, access to necessary software such as HTE for us to process payroll and things like that.

**John McGauley:** The only thing I might add is to strengthen the point that Chandra made and in my mind this is an infrastructure issue. The infrastructure between ACJC and the rest of the world is a little weak. This is going to take care of that and is part of a strategic move that Judge Heath has been making over the past year. We started last

## ALLEN COUNTY COUNCIL MEETING MINUTES

November by pulling Superior Court's email service off those servers and bringing those back to the County. The distance only needs to be geographical and doesn't need to be any more than that. I will just emphasize that this is a strategic move that the Judge has been making to close some of the holes in infrastructure that are present there.

**Tom Harris:** Ed, we had a chance to speak just a little bit and the amount is \$100,000 but there is also a \$12,000 additional amount for contract fees as well, right?

**Ed Steenman:** Right. The \$100,000 is a capital expense. There is about a \$4,800 per month increase in fees for the Atos contract recognizing that ACJC is currently paying about \$3,800 a month in a lease cost. The balance due is about \$1,000 a month.

**Tom Harris:** That would be about \$12,000 a year. I have had a chance to speak with Judge Heath and he indicated that he is able to come up with those additional funds this next year out of his 2016 budget. That leaves us with a \$100,000 request for the purchase of additional materials. As I understand it, the Commissioners are willing to pay 75% or 50% of that amount.

**Ed Steenman:** You are talking to the wrong person.

**Tom Harris:** I think it is 50%.

**Roy Buskirk:** You do have a representative of the Commissioners' Office sitting in the audience.

**Tom Harris:** As a matter of fact, we do.

**Roy Buskirk:** Do you know, Chris?

**Tom Harris:** The number is \$50,000. I am sorry to put you on that hot spot. The Commissioners have said that they would cover \$50,000 through the CUM CAP fund. It would then require County Council to look at the additional \$50,000 to purchase the materials and help this infrastructure improve overall for Superior Court. With that where might the \$50,000 come from?

**Tera Klutz:** You currently have enough money in your capital line item which is currently budgeted and appropriated to pay \$50,000 with a consensus vote from Council. It wouldn't have to be advertised next month because we advertised it when we adopted the budget.

**Roy Buskirk:** The account that it would come out of...

**Tera Klutz:** Your other Capital account.

**Tom Harris:** The balance of that, at this point?

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tera Klutz:** I thought it was a little over \$100,000.

**Roy Buskirk:** This whole thing goes back to Judge Heath and me looking for possible savings for the County and the same thing as the food service in ACJC. Judge Heath has been working on this and one of his concerns was the single individual that you currently have doing the service of it. This additional cost and his other concerns, I just found this out in the last couple of days and if you would please convey this to the Judge, is the fact that you are 24/7. Atos doesn't have a staff here for any kind of emergencies or anything 24/7. Correct me, Ed, but according to the Sheriff that the Jail is 24/7, Atos does have people available on emergency type purposes. They can come in on weekends or whatever.

**Ed Steenman:** The Help Desk is open 24/7. You can place a call anytime. As far as onsite technical staff, it is a best effort. If something really does go bump in the night, if the person that would address that issue is available, they will make the best effort to get in here. If they are sound asleep or don't hear the phone, they don't make any guarantees. On numerous occasions, they have come in for network issues, server issues, you name it.

**Roy Buskirk:** Officer Rose with the Jail said they have had no problems with that at all. They have had to call them in a couple of different times on the weekends and they were very good on facilitating and fixing the problem.

**Ed Steenman:** They accommodate us pretty well. I would like to make one comment. This is really a one-year issue because the current outsourcing contract expires at the end of next year and as we prepare an RFP to get a new contract, ACJC will be part of that and just kind of baked into the whole environment.

**Roy Buskirk:** Atos' contract, which I thought was kind of interesting, is in part based upon equipment. The computers and everything are tallied up and put the magic number to it times whatever and that is how their fee is established. That is the reason that the fee goes up \$4,800 additional because of the headcount, you might say.

**Tom Harris:** One point that Judge Heath had mentioned and the question came up about the additional staff, the one IT person is still remaining in place for ACJC. Judge Heath mentioned could that be taken into consideration through the contract negotiation that there is additional staff provided. Possibly when the negotiations are taking place, either a discussion needs to take place about the need of retaining that person or the opportunity to discuss that during the negotiations of a new contract that staffing is available and possibly they can reduce some of the cost. Councilman Benz.

**Joel Benz:** You just answered my question.

**Roy Buskirk:** The individual that is working on the computers also has another job description, correct?

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Chandra Reichert:** I believe his current title is Systems and Technology Coordinator. He also assists us in our Quest Management system and it is my understanding that the Quest server is going to remain onsite at ACJC. It is used by several other agencies and any agency that utilizes Quest we will still maintain that server. Our individual will still be responsible for that piece of equipment.

**Tom Harris:** Councilman Brown and a follow-up with that Roy.

**Roy Buskirk:** I just wanted to bring out that this is not the employee's only responsibility. With this shift, he will still have a job.

**Chandra Reichert:** Absolutely.

**Larry Brown:** The renegotiation that Ed referred to and is a year off and ACJC would be consumed or included in that overall renegotiation should result in a savings or reduction, not savings, somewhere in the ACJC budget for 2017.

**Tom Harris:** We are getting an affirmative down there.

**Ed Steenman:** From a holistic standpoint, however that contract is being paid for as it is with other departments, it is all from one bucket.

**Tom Harris:** That \$4,800 or \$3,800...

**Ed Steenman:** \$4,800 is what the additional cost will be until the end of 2016. Conceivably it is all coming out of one place.

**Larry Brown:** Either ACJC contributes to that contract that is going to be negotiated or they reduce their budget and it is taken out of IT's budget.

**Ed Steenman:** It currently comes out of my budget.

**Roy Buskirk:** There would be a shift and not actually a savings.

**Larry Brown:** That is why I used the word reduction in ACJC's budget or a different title for that expenditure to be transferred to IT.

**Tom Harris:** Council, are there any other questions? At this point, Tera, what we need is a consensus, discussion, not a resolution but a motion and consensus that we would be willing to pay \$50,000 out of our capital line towards this purchase.

**Ed Steenman:** A point of clarification. If the \$50,000 is appropriated, should I just do my purchase order with \$50,000 from that line and \$50,000 from another line?

**Tera Klutz:** Yes.

ALLEN COUNTY COUNCIL MEETING MINUTES

**Ed Steenman:** Okay.

**Tera Klutz:** It is in capital which seems appropriate for the equipment.

**Tom Harris:** **At this point, I will ask for a consensus vote. If everyone is in favor of moving forward on this \$50,000 to help with the infrastructure, please say aye.**

**Roy Buskirk:** I thought you said we could make the appropriation.

**Tera Klutz:** It is already appropriated. You are just voting on whether or not to use Council's Other Capital line for this purpose.

**Tom Harris:** We are basically doing a consensus in favor of it. We need some process to be able to move this forward.

**Tera Klutz:** The reason is that Council has never said the President is going to make all of the decisions for the budget. They have just always done it together. When you guys spend anything major out of your budget, you discuss it at the table. That is all this is.

**Roy Buskirk:** So consensus is...

**Tera Klutz:** ...that you are going to be okay with that.

**Tom Harris:** **So we have had the ayes, is anyone opposed? That does move forward. Thank you.** Council, thank you, that is something that has come up recently and it is good to move that forward. Next on the agenda is the Allen County 2016 Budget Adoption. I am going to turn this over to Tera and Nick for further enlightenment and to tell us where we are in the overall budget process.

**Nick Jordan:** Good morning, Council. It is a separate notebook and does everybody have it? If not, let us know and we will help you get it. There are quite a few pages in there and we are going to start with page 2.

**Tom Harris:** Let's take a ten minute break.

Break.

**Tom Harris:** We will reconvene and Nick, lead us into the discussion.

**Nick Jordan:** We are going to be using the Budget Adoption notebook. There is also the Budget Adoption Print Final which is the line-by-line detail but we are going to focus on the Budget Adoption notebook. The first page is just the agenda and as you see, we are not only doing the Allen County budget and salary ordinances but also the binding units of Southwest Fire, Airport and the Solid Waste District. We are going to go in order of the budget notebook and page two, please stop me if you have any questions, is a summary of where we are at budget adoption. The top line is the 2016 General and COIT

## ALLEN COUNTY COUNCIL MEETING MINUTES

Funds, County Option Income Tax, budget total of \$93,607,824. That includes the Mental Health and ARC Levy of almost \$3 million. Then we look at the revenue and it is broken down there. There is the Property Tax which includes the ARC and Mental Health Levy of \$55,355,854; the General Miscellaneous Revenue Estimate which is the Miscellaneous Revenue is \$19,966,935. Then you have the COIT, Income Tax Distributive Shares and Public Safety at \$17,623,942. The last piece is we are budgeting approximately \$1 million of rollover from 2015 into 2016 to get to our total budget of \$93,946,731. You can see that it is approximately \$300,000 more than the budgeted expenses and so we are starting off with a very slight surplus of budgeted revenues over estimates. The next line is the Other Fund Budgets of \$89,018,297. That is your special funds, Highway, CEDIT, Local Road and Street, Health and there are tons of those. The detail is in there and we will get to that in a couple of pages. The total Allen County budget is \$182,626,121. The next page breaks down the \$93,607,824 of the General and COIT Fund budgets by department. The only change on that whole page is not a change to the overall total but the Sheriff's line, \$24,084,602, is actually going to be reduced to \$24,011,306. That is the Finance Director position that was in there is not going to be immediately filled. Therefore, we are moving those dollars into the Council's budget which is approximately \$73,296. There is no change to the overall total, just the Sheriff's budget is going down by that amount and Council's budget is going up by that amount.

**Tom Harris:** Council, as an update, Bill and I have had discussions with the Sheriff's Department about moving forward with that Finance position and through numerous discussions, we decided to pull that money out of their budget and retain it for County Council but we do have some other ideas in mind that we will be able to share down the road.

**Nick Jordan:** I know one thing that President Harris has asked in the past and that is how this budget being adopted compares to the prior year's budget? If you looked at just the General and COIT Funds, it is approximately 3.2% increase over last year which was approximately \$2.9 million. Some of the bigger pieces of that is the 2.2% raise which is about \$1.2 million. There is also \$1 million built into Council's budget which is the rollover portion. It is titled Countywide Compensation but they are currently looking at the grids that employees are paid on to try to bring those up to speed or see if they need to be moved up or down or just bring them in line with external and internal equity. That is being done by a consultant. That \$1 million may not be spent. It is just that the two biggest pieces, of the \$2.9 million increase from last year would be the raise and the \$1 million of Countywide Compensation which is in the Council's budget. If you look at the overall budget including the Special Funds there is approximately an eight percent increase but the Special Funds fluctuate from year to year. You have Highway and they have different projects. CEDIT has different projects also. The Special Funds may fluctuate greatly from one year to the next. The fourth page in the notebook is the breakdown of the four categories of how the budget is anticipated to be spent. The biggest piece is Law Enforcement and Judicial. Obviously we know the Sheriff and the Jail, Work Release and CCP make up approximately \$24 million. The Juvenile Center is the next big piece. When you go into the other pieces of the pie, Operations is 14.92%. General Government Services is at 8.5% and Financial is almost at 6%. You can see the

## ALLEN COUNTY COUNCIL MEETING MINUTES

individual departments broken down in the categories below. Page five shows a pie graph of the revenue and the percentage breakout there. As you can see, the biggest piece is the Property Tax Levy at almost 59%. The next biggest piece is Cash and Other Miscellaneous Revenue which is 16.76%. Those are departmental fees, the Sheriff's fees and the Clerk fees. Then you have the income tax.

**Tom Harris:** Let me interrupt on that. The Cash and Miscellaneous Revenue, can you tell me how that compares to last year? I presume that number is higher, as a percentage, than last year.

**Nick Jordan:** Give me one second here.

**Tom Harris:** And some of those are fees that the Council discusses with the departments but also revenues maybe from an improved economy.

**Nick Jordan:** Just looking at the COIT aspect of it, last year there was approximately...

**Tom Harris:** This number is a ratio representative to the rest of the budget. I guess there could be some fluctuation that it may not be an increase.

**Tera Klutz:** It isn't and I was going to ask you what factors were playing into that which would make you think that may. Last year's Cash and Miscellaneous Revenue made up 17.21%.

**Tom Harris:** Okay, thank you.

**Tera Klutz:** They are very similar.

**Tom Harris:** Dollar-wise, it may increase but a percent of the overall budget, it may drop. Nick, sorry to throw you off.

**Nick Jordan:** It is very, very similar. If you looked at last year, it was right around \$19.6 million compared to \$19.9 million this year.

**Tom Harris:** Okay, thank you.

**Nick Jordan:** the COIT Income Tax is the next biggest piece at 15.6% and you can see the other breakdowns there. I wanted to bring up, at this point, one thing back to how the budget is increasing 3.2%. The property tax growth quotient is 2.6% and so there is some close correlation between the amounts that we can increase our biggest piece of revenue of 2.6% with the 3.2% that the budget is growing. The Miscellaneous Revenue is very slight. Income Tax is going up approximately \$400,000 from the prior year. We try to reflect or match those in order to balance the budget. This year worked a little bit in our favor with a beginning surplus of \$300,000 to \$400,000 because some of the appeals were not granted.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Roy Buskirk:** Excuse me, Nick, but what you were saying earlier to me that is where you can look at the economic growth in the County, the Local Option Income Tax. Obviously wages are higher.

**Nick Jordan:** You have to remember that is lagging because income tax returns are processed and by the time we get it there is about 18 months.

**Roy Buskirk:** Wow, 18 months.

**Nick Jordan:** If you think, you file the 2014 returns in the beginning of 2015. The State has certified our distribution and given us estimates for 2016. They only have some of 2014 tax returns to use and the remaining from 2013. There is a little bit of lag there.

**Roy Buskirk:** Yeah and in the meantime, the State is using the funds.

**Nick Jordan:** I don't think they are using them. They do a nice breakdown and give a nice layout of the tax rates, the amount of returns that were processed and things of that regard.

**Tom Harris:** However, there are variables throughout this process. The idea that the economy is improving, unemployment rate is dropping, the possibility of the County Option Income Tax revenue increasing is a possibility or probability.

**Nick Jordan:** We definitely hope that and it increased more than our original budget this year. We originally put one percent in there and it is approximately three percent. It did exceed our original expectations. As you noted, the economy is improving and if you look at our net assessed values, which is another indicator because it can reflect sale prices, from 2014 to 2015 the net assessed value increased almost three percent. From 2015 to 2016, it is right around 2.6%. We are seeing some good increases in net assessed value. Obviously those can change with appeals and corrections but it has been quite a while of nine to ten years that we have seen those kinds of increases in assessed values.

**Tom Harris:** As long as we keep a lid on spending, we should find our foundation strong for a County fiscal stance, I guess.

**Nick Jordan:** The sixth page in your packet is breakdown of 2016 All Funds Total Budget. That is where you can see the top three funds are the General and COIT funds and then everything underneath that are the Special Funds. The top three make up the \$93,607,824 and all of the funds underneath that make up the \$89 million of Special Funds.

**Tom Harris:** That is a great sheet, by the way.

**Tera Klutz:** We will give you a minute to look through it.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Nick Jordan:** That is where your line item detail will correlate. You are just getting a total here but if you went to the other book, you can correlate the line-by-line item budget for all of these special funds and the General and COIT funds.

**Bob Armstrong:** The COIT Public Safety line there, almost \$3 million, what can that money be used for?

**Nick Jordan:** It is for Public Safety services. In our regard, we are paying \$922,000 for CCP, \$1.6 million for the Sheriff pension and \$426,000 for inmate medical.

**Bob Armstrong:** So it is pretty well eaten up.

**Nick Jordan:** We try to fill that up to match the revenue. That way it alleviates if there were potentially revenues available in the General Fund it would just flow to the bottom line.

**Tom Harris:** I was going to point out that on the right side of that column, CUM CAP for the Commissioners is at \$5 million and CEDIT for the Commissioners is at \$10 million. Those are numbers to keep an eye on as well. Just from the standpoint that as those continue to grow if we need certain kinds of finances and such, we can turn or look to the Commissioners as well.

**Bob Armstrong:** Is that spent money? Like the \$10 million.

**Tom Harris:** It is budgeted money. It is budgeted but not necessarily spent.

**Nick Jordan:** Each month you can get an update in the monthly Council packet. You have the fund balance, expenses and things of that regard are up to date. If you look at CEDIT, there is quite a balance in there because the budget doesn't always correlate with expenses. They have some Highway projects in there and depending on the timing of those they may carry from one year to the next.

**Tera Klutz:** It is included in the tab Other Major Funds.

**Nick Jordan:** The next page actually starts the ordinance for Allen County's budget. We can go to that point unless you have other questions or topics that you want to talk about. Otherwise Bill gets to read.

**Tom Harris:** Let the reading begin. Council, are there any questions or comments at this time?

**Tera Klutz:** I am going to bring up some things when we get to the salary ordinances but they don't affect the overall budget.

**Tom Harris:** Okay, thank you.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Bill Brown:** I will make a motion for the ordinance or resolution for appropriations and tax rates, Ordinance Number 2015-10-15-01. Be it ordained/resolved by the Allen County Government that for the expenses of Allen County for the year ending December 31, 2016 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of Allen County, the property tax levies and property tax rates herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance. This ordinance/resolution shall be in full force and effect from and after its passage and approval by the Allen County Government.

**Tom Harris:** So at this time we have had a motion. Is there a second?

**Larry Brown:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.

**Nick Jordan:** You do have the Form 4-B in your notebook. There is a bookmark for you as there are quite a few of them. If you want to look at those or go through them, we can. It is just after the Salary Ordinance portion.

**Tom Harris:** At this point, we are moving to the Salary Ordinances, is that correct?

**Nick Jordan:** Yes.

**Tom Harris:** First up is the Elected Officials, I think. Is that correct?

**Tera Klutz:** Yes and that is the one we were going to talk about. July first, the DLGF sent a memo out to County Councils and Township Assessors about the qualifications for Assessors and the pay. It was a fairly long memo and I am not sure any of you took the time to read it. I brought a copy and basically it outlined that they were changing the way that Assessors were going to be paid. At first the Legislature talked about penalizing somebody who didn't have the Level Three certification. They decided instead, based on some recommendations even from the AIC Committee, that maybe they should incentivize Assessors to get more education. With that came a law that said there are three levels and you need to pay a Level Two Assessor \$1,000 more than you would pay a Level One. You need to pay a Level Three Elected Assessor \$1,500 more than a Level Two. It stops there. Basically they want to make sure that there is a different pay for the different levels of certification. Currently, the salary ordinance before you has the Assessor making the salary that was listed in your ordinance last year plus the 2.2%. I am going to pass out an example. The top shows a \$2,500 increase in the salary ordinance from last year. The bottom of the page is showing the County Assessor making \$84,483

## ALLEN COUNTY COUNCIL MEETING MINUTES

which is 2.2% of last year's salary and then stepping down the \$1,500 and \$1,000. Do you need another one?

**Roy Buskirk:** This is a single sheet.

**Tera Klutz:** Oh. Here is one with two and maybe that was the bottom one of that one.

**Larry Brown:** I have two of the same.

**Tom Harris:** The first page is 84 and the second one is 81.

**Nick Jordan:** Look at the actual dollar amounts on the right-hand side.

**Tera Klutz:** And so each County fiscal body has to decide what they want to pay their Assessor. The confusing part in this is that last years' salary ordinances had the salary equal to the Auditor. What really wasn't clear was that by State Law, the Assessors each got an additional \$1,000 for being a Level Two. It didn't have to be part of the salary ordinance because it was in statute. It got paid throughout the year and on our W-2 file, it was always \$1,000 more. If we approve it like it is, she is going to get less than \$1,000 raise because she is losing \$1,000 she got last year. It is less than \$1,000 increase.

**Tom Harris:** \$800 and something.

**Nick Jordan:** \$819.

**Tera Klutz:** Council gets to make the decision. I don't know if any of you got to read the memo but if you end up not being a Level Three within your first year of being a County Assessor, you have to pay someone else to come and do your assessing work. You have to contract that out because they are really trying to make sure that whoever is elected at either the Township level or the County level becomes qualified.

**Roy Buskirk:** They have to contract out to have the assessing work done and that would be put in their budget. In essence the taxpayers have to pay because the Assessor never got the continuing ed completed.

**Tom Harris:** Council, let me give this to you in layman's terms. Basically the State of Indiana says Counties can pay their Assessors anything they want to pay them however we want to make sure they are paid for the certification requirement. Whatever you pay them, make sure you pay them with the certification amounts in it. In Allen County, we have set in the past that the Assessor's pay and the Auditor's pay would be the same amount. If we did that today and then added on the certifications, we would then be paying the Assessor more than the Auditor. What we have before you today is we have set both of the salaries at the same amount initially but then we are backing down the Assessor's in order to pay for that certification that needs to be paid and bring them right back up to the level of the Auditor. And now the Assessor and the Auditor are paid the same and we have included those certifications. As a Council, we have to decide is that

## ALLEN COUNTY COUNCIL MEETING MINUTES

okay to keep both of those paid the same and we are meeting the requirements of the State or do we allow for the Assessor to be paid more than the Auditor with additional money that would be provided?

**Larry Brown:** Would you reiterate what you said or what I thought I heard? Who says they have to be paid the same?

**Tom Harris:** We decided that through Allen County's Assessment Process.

**Tera Klutz:** Several years ago.

**Larry Brown:** Back when the Executive positions were re-evaluated?

**Tera Klutz:** Yes, when the Elected Officials were re-evaluated in 2008. It is an annual decision and you are not held to that decision. Every Council will decide that on its own. When they were re-evaluated that was the thinking then.

**Larry Brown:** Does anybody know or recall if Levels One, Two and Three, I guess Level Three didn't exist back then, but were Levels One and Two mentioned or considered.

**Tera Klutz:** I think Level Three may have been a new level right at that time.

**Roy Buskirk:** Immaterial if that was considered at that time. Was that your question?

**Larry Brown:** I am trying to keep us out of hot water. If it is just a practice, I think we can do whatever we want and I think what has been proposed is appropriate. That we back down so these two line items can be visible. We add them back in and we end up at the same spot. If there was some other rule, law or legislation, I am trying to make sure that we are aware of that.

**Tom Harris:** Tera, is there a chance of that and do you have any further...

**Tera Klutz:** You guys can pay Elected Officials anything you want. It doesn't have to be the same and you don't have to tie anything. That is our whole goal down at the Statehouse every year, local control by the fiscal body. You basically need to decide what you feel is appropriate for a Level Three Assessor and a Level Two Assessor and there has to be at least \$1,500 difference. Then you have to think what is fair for a Level One Assessor and there has to be \$1,000 difference between what you pay a Level One and a Level Two. Each County fiscal body will decide because County Assessors make different salaries all across the State of Indiana.

**Tom Harris:** Councilman Tucker.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Sharon Tucker:** I am probably muddying the waters even more, the Levels One, Two and Three, is this an annual update or do they keep going back once they have been awarded the level? Do they have to do continuing education to keep it?

**Tera Klutz:** Yes, I am absolutely sure that they have to go to their conferences every year to get the training...

**Sharon Tucker:**...and certification. In the event that we have an Assessor that doesn't re-certify and we have reduced the salary will we be...

**Tera Klutz:** No because of the way the ordinance is written.

**Sharon Tucker:** What if we don't reduce it and add to the top of it?

**Tera Klutz:** If we don't follow the ordinance as written, let's say someone newly elected comes in or somebody loses their certification and we don't follow what this says. It says for each level what each would be paid. That would be a write-up from the State Board of Accounts of not following the salary ordinance. It is the Auditor's job to do that and so it would be a departmental audit finding in my office. That also holds true if we paid a licensed Coroner \$33,131 because we have right above it what we are going to pay a licensed Coroner of \$49,695 and an unlicensed Coroner \$33,131.

**Sharon Tucker:** So I am thinking, and help me walk through this, if we pay the Auditor and the Assessor the same and we reduce the Assessor's salary so we can include the \$1,000 and they don't re-up, then we are not paying them the same according to our own guideline.

**Tera Klutz:** Correct and there is only one person that was on this Council when the decision was made and you guys are almost a new body now. What the thought process was that the skill and responsibility and ability, it was hard to find others out there and so they linked it to the Auditor who currently had a CPA and had certifications to do the job. They linked it to say that it was similar responsibilities. It doesn't mean that it is like that today or that you guys have to feel that way. Anytime it comes before you, it is just a discussion to decide what you think is appropriate.

**Tom Harris:** From a President's standpoint, could I make that decision or ultimately the Council has to make that decision?

**Tera Klutz:** The Council who adopts the salary ordinance.

**Tom Harris:** From my point of view, and we had a chance to discuss a couple of days ago, is two or threefold. One is the State is kind of dictating what they want you to do with people's pay and salary. That felt a bit awkward. Number two, we are trying to make sure that we have some kind of internal equity in our County system so that we don't get whopper-jawed in terms of how payments are working. I thought if it made sense that those two positions were the same that would probably make sense. Number

## ALLEN COUNTY COUNCIL MEETING MINUTES

three, are we taking money away from the incumbent Assessor with this decision? No, they are actually going to increase. They won't increase as much as they could but they are going up \$819.

**Roy Buskirk:** Is that the 2.2%?

**Tom Harris:** No.

**Tera Klutz:** To get the \$1,000, it is off the salary ordinance. I know that sounds so weird but statute tells me that somebody gets a certain amount of money and they would have to come to you for approval. I just get to pay it. They have changed that law with the memo and when they changed how they are being paid, they don't just get a straight \$1,000 extra for being a Level Two. They have taken that out of the law. They rewrote it to say that it has to be \$1,000 more than you would pay a Level One and \$1,500 more for a Level Three than you do for a Level Two. It does feel like a \$1,000 pay cut to both the Township Assessor and the County Assessor, from their point of view.

**Tom Harris:** Finally, from an HR standpoint, I look at the two jobs and don't think the Assessor should be paid more than the Auditor. From the scope of things, it doesn't feel right to me to say that they Assessor, even though Assessor is a broad position with a lot of responsibility and a lot of accountability. The Auditor also has that same scope and probably broader to a certain extent. Keeping those positions at the same amount feels more right than moving one up and throwing the compensation system off.

**Larry Brown:** I don't want to muddy the waters in your thinking or justification but there is a big difference that you are not pointing out. The Allen County Assessor does not have Wayne Township. There is a Wayne Township Assessor. There is quite a bit of difference in responsibility in your explanation between the Auditor and the Allen County Assessor.

**Tom Harris:** So it would further justify that.

**Sharon Tucker:** The roles aren't equal.

**Larry Brown:** If I would have been as knowledgeable then as I am now, back when this whole Executive re-evaluation was done, wait a minute when was the Assessor split?

**Tera Klutz:** At this time and that was when they also increased the salary. She got the biggest bump at the time and she always jokes about that. She got all of the media attention. At that time is when all of the Townships went into the Assessor. That was because of all of the additional duties and employees for the reason the salary was increased.

**Roy Buskirk:** They weren't split, they were added to.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Larry Brown:** Maybe I used the wrong term. When Wayne Township and all of the other Townships reorganization was done and Wayne Township was moved off by itself from all of the other Townships and the Allen County Assessor.

**Bob Armstrong:** They are a stand-alone.

**Tom Harris:** To your point...

**Roy Buskirk:** They always were.

**Sharon Tucker:** They always were.

**Larry Brown:** They always were what?

**Roy Buskirk:** A stand-alone. St. Joe and all of them were stand-alone away from the County Assessor and all of a sudden those Townships became part of the County Assessor.

**Larry Brown:** I understand. I guess my bottom line is that I am in favor of reducing to the \$81,983 and then showing the two incremental increases to back to the \$84,483.

**Tom Harris:** Which puts them both at the same amount, is that correct?

**Tera Klutz:** The current incumbents, to Sharon's point, yes. They both are a Level Three, both the Township Assessor and the County Assessor. They have to be to keep their job. Now it is a statutory requirement. I am pretty sure we are going to have a Level Three in there all of the time.

**Tom Harris:** Councilman Buskirk.

**Roy Buskirk:** To me, the State wants you to recognize they have a Level Two and they have a Level Three and pay them more. It's like we are paying you \$10,000 and if you get Level Three, we are going to reduce your wages because you got the Level Three and then pay you for the recognition for your certificate \$1,500 and that will put you back up to where you were before we reduced your wages.

**Tom Harris:** That would be the case if we move forward with this. The challenge is that ultimately they end up coming at the same amount. The one argument could be that the State is setting standards and to pay people more. They are not asking our opinions but are just saying you have to pay your people more. We can still say that this is the amount we want to pay the person and we are changing the bottom line. Again, from my perspective, they are still having an increase over what they made last year by \$800 and ultimately getting them back to the same amount. I think that is a good first step. It might be something that we look at in the future.

**Roy Buskirk:** Why are they getting \$800?

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Larry Brown:** Where is that coming from?

**Tom Harris:** That was part of the 2.2%.

**Nick Jordan:** This year the Assessor would have been paid \$83,664. To bump them up into 2016 the salary would be \$84,483.

**Tera Klutz:** For the 2.2% raise.

**Nick Jordan:** Since she was being paid \$83,664, it is only an \$819 increase compared to the \$82,664 which would be the full increase.

**Sharon Tucker:** So taking the model that you are saying we are going to give you an increase but we are going to reduce your base to take into consideration the State's requirements.

**Tom Harris:** Correct.

**Sharon Tucker:** That is why I could see that they would view that as a slap in the face.

**Tom Harris:** The Assessor had an opportunity to come before us today and was aware that we would have this discussion. She chose not to.

**Tera Klutz:** She was aware that I would be bringing it up. I do believe that Sharon is accurate.

**Sharon Tucker:** Does this affect the Deputies also?

**Tera Klutz:** That is a great question. The Deputies, by law, will get an additional \$500 for each level two or three that they achieve.

**Tom Harris:** But they do not have to be in ratio to what the Assessor makes, right?

**Tera Klutz:** Not the Elected Assessor. You just have to make sure that you are paying anybody who is an Assessing Deputy that is a Level Two \$500 more than you would a Level One and \$500 more if Level Three over Level Two. When we get to that we have changed the paragraph a little bit. This Council decided to do this last year. You went ahead and gave \$500 extra for any Assessing Deputy that reached their Level Three, voluntarily. You didn't have the State come and mandate that. We actually tacked that on as a bonus. For those Deputies, we are adding to it because of our grid system. If you wanted to treat the Assessors the same as the Assessing Deputies, the amounts are different but you would increase to the \$86,000.

**Roy Buskirk:** The Levels One, Two and Three, we pay a bonus no matter what position they have in that office, correct?

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tera Klutz:** Correct as long as they work for an Elected Assessor we will give them the bonus. My staff can become a Level One, Two or Three Assessor because we have access to the training. We haven't been able to keep up with our own work to cross-expand into the Assessor's job. We are fully capable of using the Sales Disclosure Training money to get our Level Two and Three but we would not be included in those bonuses because we are not Assessing Deputies.

**Roy Buskirk:** We pay bonuses in several different departments for education or certificates that we have.

**Tera Klutz:** There are a few departments but I wouldn't say a lot. We don't get anything extra in my office.

**Roy Buskirk:** The Sheriff's Department is one.

**Tera Klutz:** Yes, for extra training. I think he may have eliminated that a while ago but I am not sure.

**Tom Harris:** Councilman Benz, did you have something?

**Joel Benz:** My only thought is if you do this first thing over and above what the Auditor is making, we would have to at some point re-visit each one of these elected positions. It seems to me, in the long run, it is better to keep them as we have historically at pretty close to the same amount. That is just my thought.

**Tom Harris:** Thank you. Larry, to your point, I think it is a good one in that the Assessor's position actually doesn't include the entire County because Wayne Township is a big chunk and they have their own Assessor. That is even a further argument that there could be a difference between the two. At this point, bringing them back to the same amount increases \$800 above what the individual made last year and helps us meet the requirements of the State and keeps internal equity for the County in place until we have a chance to come back and look at it.

**Sharon Tucker:** This rule, from what I am looking at, doesn't just affect the County Assessor but the Wayne Assessor also. We have to do it for all of the Assessors.

**Tera Klutz:** Right and you can see the arrows. We have been having the conversation and how you treat the County Assessor is also how you will treat the Township Assessor.

**Tom Harris:** That is a great point, thank you. Council, it has to be in the form of a motion that we move forward on that or is it a consensus opinion?

**Tera Klutz:** It is up to you guys. Whatever you decide, consensus or formal vote, you will eventually take a formal vote on the 2016 Salary Ordinance as in your packet or at the higher amount.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tom Harris:** Councilman Brown.

**Bill Brown:** It seems important that it is three areas. One is past pay with the current compensation, a 2.2% increase and then following in compliance with the State. As long as we craft this so that everyone is whole in that dynamic, is where I think we need to be. To come out behind doesn't seem equitable to me.

**Tom Harris:** Councilman Tucker.

**Sharon Tucker:** I think it would be important to note that we wouldn't be able to say that we gave a 2.2% increase because the Assessors would not be getting increase because we would be reducing their base in order to give them the certification.

**Larry Brown:** It is two positions out of 1,800.

**Roy Buskirk:** Very seldom do we give a County-wide. The County Council has had many years where they did not take a pay raise.

**Sharon Tucker:** I respect that but it is still the same truth if it is two positions or 500.

**Bill Brown:** To my point though, can we craft it so those three things are equitable?

**Tom Harris:** One could argue that is what we have done.

**Bill Brown:** It seems like that is what we are doing here.

**Tom Harris:** I think it was justified to have this discussion to make sure that Council is clear on that and being able to set that up so we understood that change that we are making.

**Bill Brown:** So what we are discussing here, the County Assessor and the Wayne Township Assessor will make what they made last year plus 2.2% increase.

**Roy Buskirk:** No.

**Tom Harris:** No because in essence we are moving their numbers down to be able to provide those requirements from the State for the certification. The 2.2% is applied but it comes out less than 2.2%. Is that accurate?

**Tera Klutz:** Yes, it depends on who you ask if they are whole. They will definitely say no. You could just give me a raise.

**Bob Armstrong:** So which of these sheets are we working off of, the 84 or 81?

**Larry Brown:** Either one. That is what we are trying to decide.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tera Klutz:** The 81 goes to the 84. It is the same sheet. It just depends on what level you are. We have to look at the certification of the incumbent and then we will pay according to what they are.

**Bob Armstrong:** Okay.

**Tom Harris:** Councilman Benz.

**Joel Benz:** What is she making this year?

**Tera Klutz:** She is making \$82,000 and some change plus \$1,000 because she is at least a Level Two Assessor.

**Nick Jordan:** \$83,664.

**Tom Harris:** So \$83,664 and she is going to move to what is the new number?

**Larry Brown:** \$84,483. That is what I am suggesting. The discussion is whether it is \$84,483 or \$86,983?

**Tera Klutz:** Or anything. It is whatever you guys decide.

**Tom Harris:** Councilman Armstrong.

**Bob Armstrong:** It is kind of weird to me that we are looking at two jobs that says we have to make them whole or the same. It is the same thing on the Prosecuting Attorney's side and the Sheriff. Are those guidelines that are set by State statute and we have to do or can we set our own?

**Tera Klutz:** You can set your own when it comes to every Elected Official except the Sheriff. You don't pay the Prosecutor. You just give a \$5,000 supplement. The Sheriff has to be paid what the Prosecutor is paid. The Auditor does not have to be tied to the County Assessor. That is Council's decision.

**Bob Armstrong:** Our prerogative.

**Tera Klutz:** Yes.

**Tom Harris:** However, it has been that way for eight years or since 2008?

**Tera Klutz:** Yes but technically she has been getting \$1,000 more every year since 2008. It's not like it was right there anyway.

**Larry Brown:** Here is another piece of math to consider. If you take the \$83,664, the current bottom line salary, add the 2.2% increase and if I did my math right, it comes out

## ALLEN COUNTY COUNCIL MEETING MINUTES

to \$85,504. Then deduct the \$1,000 and the \$1,500 to get back to a base of \$83,005. Adding in the \$1,000 and \$1,500 line item gets you to a bottom line of \$85,505 which is a 2.2% increase.

**Joel Benz:** But then you are back to her making something different than the Auditor.

**Larry Brown:** I understand. We can raise the Auditor to \$85,505.

**Tom Harris:** What is that difference? \$85,505 versus \$84,483, is that correct? In other words this proposal would say \$85,505 versus what would have happened at \$84,483.

**Larry Brown:** Don't misunderstand. I am just offering another piece of math to consider. I am still in favor of the \$81,983 plus \$1,000 and \$1,500.

**Tom Harris:** And is the \$84,483.

**Roy Buskirk:** What would that do if we used the same math approach on the Wayne Township Assessor? The 2.2% and add the \$2,500.

**Joel Benz:** You also have to consider the Deputies are tied to that right?

**Roy Buskirk:** Not necessarily. I had the same idea myself. I thought all Deputies were a percentage of the other Officers but they are not.

**Joel Benz:** Okay.

**Roy Buskirk:** So what is Wayne Township's current wages?

**Tera Klutz:** We can look at the budget print and add the \$1,000 on top of the salary listed in the budget print.

**Nick Jordan:** The current is \$62,980.

**Tera Klutz:** Does that include the \$1,000?

**Larry Brown:** I'm sorry.

**Nick Jordan:** No, it would then be \$63,980.

**Roy Buskirk:** If you do the 2.2%, you don't include the \$1,000.

**Tera Klutz:** He did on the County Assessor.

**Roy Buskirk:** Oh, you did?

**Tera Klutz:** We want to keep them the same.

ALLEN COUNTY COUNCIL MEETING MINUTES

**Larry Brown:** What I am hearing is that they want to be whole which means 2.2% increase of current 2015 salary.

**Bill Brown:** Let's take it one piece...

**Roy Buskirk:** The Level Two and the Level Three, the way you did it is they are getting the 2.2% increase on their Level Two and Level Three money also.

**Tom Harris:** Councilman Brown.

**Bill Brown:** Can we agree that the Assessors would get the 2.2% increase?

**Larry Brown:** I would agree before the \$2,500 add-on.

**Roy Buskirk:** That is a bonus. That is for the education requirements.

**Bill Brown:** Then the \$1,000 and the \$1,500 seem equitable.

**Larry Brown:** Can I interrupt you right there? Where do you think the Auditor should be?

**Bill Brown:** At this point, because of the complicated issue here, we could just carry it forward with consensus and then address that.

**Tom Harris:** This is our point in time.

**Roy Buskirk:** We have to pass salary ordinances.

**Bill Brown:** For this year, we do but it could always be addressed in the future.

**Tom Harris:** Councilman Tucker.

**Sharon Tucker:** Is this subject to be changed again? This requirement or this code that went into effect, is it a part of their salary now because they are required to have the Level Three and this goes along with attaining and having the Level Three.

**Tera Klutz:** It is now part of their salary. It will no longer be considered a bonus as it was this year before the law changed. The 2.2% is listed. We took their salary and applied the 2.2% and that is the \$84,483 which is 2.2% of her base salary. That is not the \$1,000. For Bev, the 2.2% of her base salary is \$64,365.

**Sharon Tucker:** And then by code, we are required to increase their salary by the appropriate level of training.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tera Klutz:** This year, we had to add \$1,000 to the 2015 salary ordinance and it was just one line item. It wasn't listed like now which has exactly what they are going to get paid for each level they achieve. That is what we have to do. We have to pay them differently because of what level they are.

**Tom Harris:** Council we have basically three, if I can get this right, options that we have talked about up to this point. One would keep both positions equal. One is Larry's thought process of going back and applying the increase which would ultimately move the Assessor up and the Auditor up. Is that correct to the \$85,505? What is the third position?

**Larry Brown:** That is not my...

**Tom Harris:** No, Larry just pointed that out as a math opportunity but not his proposal.

**Tera Klutz:** To take the 2.2% increase and add the \$1,000 that they were getting last year. He did this for Bill to keep them whole. They were receiving a \$1,000 off grid last year. That is not included in the salary ordinance. If you added \$1,000 to each one of those, it would be \$85,583 and \$65,365, and they would feel everything else had this law not changed.

**Tom Harris:** That would be the third option.

**Roy Buskirk:** The \$1,000 that they got last year and now this year the State is requiring \$1,500 more because they are Level Three.

**Tera Klutz:** They changed the law completely on how to pay them. Instead of it just being a bonus, it has to be listed in the salary ordinance of what you are going to pay a Level One and a Level Two and a Level Three and it has to be those differences in between.

**Roy Buskirk:** But last year they got \$1,000 for Level Two.

**Tera Klutz:** Yes.

**Roy Buskirk:** And now they are Level Three and the State says we have to give them \$1,500 additional.

**Tera Klutz:** That is how a lot of people look at it but the statute says you have to pay a Level Three Assessor \$1,500 more than a Level Two Assessor. That is what the statute says.

**Joel Benz:** Here is one other piece to consider.

**Roy Buskirk:** It is all subject to change, Sharon. This is what the State Legislature does to us every year.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Joel Benz:** If a new Assessor comes in, they are automatically going to be higher than they would under this plan that sets the starting at a Level One and \$81,983. If you go with any of these others down the road and a new person comes in, they are automatically going to jump in at a higher rate.

**Tom Harris:** So the rationale is to lower the base in order...

**Joel Benz:** Right and ultimately it is going to affect down the road, new people coming in more than probably the current Assessor.

**Tom Harris:** Council, in order to move forward, I would like to throw out the first item or first option which is before us and is written up in the salary ordinance at this time. That is lowering the base, applying the certifications to bring the positions up to the same amount. I guess I will ask for some consensus on that to see how everyone feels. All in favor of that option...Go ahead Larry.

**Larry Brown:** Are you saying page two? We have two pages in front of us. Which one is in the salary ordinance?

**Joel Benz:** The second page.

**Roy Buskirk:** Is it the 81 or 84?

**Tom Harris:** Tera, help me with that. What currently is in front of us and being proposed in the salary ordinance is what number?

**Tera Klutz:** The current proposal listed in the salary ordinance is to pay a County Assessor who is a Level One or under \$81,983. A County Assessor who has achieved a Level Two, \$82,983 and a County Assessor who has achieved a Level Three, \$84,483. A Township Assessor, we only have one and that is Wayne Township, a minimum at Level One would be paid \$61,865. Level Two would be \$62,865 and Level Three would be \$64,365. That is the one in the ordinance that is being considered right now.

**Tom Harris:** That is our first option and in order to get some sense of moving forward...

**Bill Brown:** Just one quick point. The \$63,365 and the \$84,483 include the 2.2%. If we are looking at the second page, we are talking about consensus around the \$86,983?

**Tera Klutz:** This is their second page.

**Bill Brown:** Okay.

**Tom Harris:** So Bill, are you clear?

**Bill Brown:** I'm clear but I guess I am looking to be whole is \$86,983.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tom Harris:** So with that the first numbers that Tera read out reflects the reduction of the base adding the certifications in and to keep both positions equal. All in favor raise your hand. That is four of us. All opposed on that decision raise your hand. That is two against. That leaves one open. Roy, did you have an opinion on that one?

**Roy Buskirk:** No.

**Tom Harris:** So you are abstaining?

**Roy Buskirk:** Yeah.

**Tom Harris:** What that means is what is currently in print is where the Council would be able to move forward on.

**Tera Klutz:** What we need is someone to introduce the salary ordinance.

**Tom Harris:** The salary ordinance for Elected Officials.

**Joel Benz:** I make a motion now therefore be it ordained by the Allen County Council that the attached shall be the salaries of the Elected Officials employed by Allen County, Indiana. They shall be paid their annual salary in twenty-four equal payments and shall receive no overtime. Pursuant to IC 36-2-12-15, the compensation of the Allen County Surveyor will be reduced to \$46,170 if he is not a registered Surveyor, under IC 25-21.5 or IC 25-31. Pursuant to IC 36-2-14-15, the compensation of the Allen County Coroner will be reduced to \$33,131 if he is not licensed to practice as a physician in Indiana as determined by the County Council. Pursuant to IC 36-2-13-17, the maximum Sheriff annual compensation is equal to that of a full-time Prosecuting Attorney in the County.

**Larry Brown:** Second.

**Tom Harris:** We have a motion and a second.

**Roy Buskirk:** So there is nothing on here about the Assessor.

**Joel Benz:** It is in there.

**Tom Harris:** That is correct. It is already in there with the changes that we talked about.

**Roy Buskirk:** Oh, it is not listed separately.

**Nick Jordan:** If you just flip one more page, Roy.

**Roy Buskirk:** Oh, he never read that.

**Nick Jordan:** There is a whole list.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tom Harris:** That is all of the Elected Officials.

**Roy Buskirk:** Okay.

**Tom Harris:** Council, before you is the motion and the second. Voting for this passes all of the salary amounts for the Elected Officials as well as the change we just spoke of. Voting against this would say that you are against all of the changes that are listed on this sheet. Are there further questions, Councilman Brown?

**Bill Brown:** Not necessarily. If you are going to vote against it, you might just be against a segment of it.

**Tom Harris:** That is correct.

**Bill Brown:** That is my position. It just doesn't seem...but we have consensus.

**Tom Harris:** The other thing I looked at is the person making less and they are actually making \$800 more. They are not getting the full 2.2%.

**Bill Brown:** I just don't think you can take that out of it. I don't think you can say that everyone gets a raise across the board but these others can't. I don't see how you can put that into the equation.

**Tom Harris:** I do understand that. I look at it from the standpoint that the State is saying that whatever you pay your Assessor we want to make sure that you build in the certification levels. We are, in essence, meeting that. We can pick whatever amount we choose to pay the Assessor and that could be \$15,000 less. While it feels like that is a hit against the Assessor, in comparison to the Auditor that is relatively strong pay.

**Bill Brown:** I understand that we have the ability.

**Tom Harris:** Councilman Brown.

**Larry Brown:** I believe that the Wayne Township Assessor and the Allen County Assessor have been Level Three for a number of years. I feel that the law was changed and, I feel this way because of my previous Allen County background, it was not to penalize those that have achieved Level Three. It was to encourage Counties that were electing folks that didn't have the up-to-date credentials. You can argue all day long both ways but our current Allen County and Wayne Township Assessors have been Level Three for a number of years. For them to think that this law and change in payment schedule should benefit them even more, I think is wrong. Just my opinion.

**Tom Harris:** Thank you. Councilman Tucker.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Sharon Tucker:** I don't think that the code or legislation was put into place to penalize them. I think we are the ones penalizing them because we have not completely made them whole from where they are. We can argue back and forth all day but at the end of the day when they are looking at their increase compared to other County Elected Officials that have gotten the full increase, they will view it differently. I guess that is where we will agree to disagree.

**Tom Harris:** Councilman Buskirk.

**Roy Buskirk:** One other thing that is on this, which I mentioned and discussed with a majority of you, is the \$5,000 to the Judges. I just want to make sure that if we support this, it would be very difficult for us to pass an ordinance that if they get a raise from the State, our participation on this \$5,000 would be reduced by an equal amount. I am not sure how that should be handled. Before, in years past, it was listed on there.

**Larry Brown:** Yes, it definitely has been. We have talked about this full circle, thirteen times, you and I for sure. It requires, I don't know the correct document some kind of memorandum...

**Roy Buskirk:** That is the reason I asked the Auditor's Office to give me information on this. I have talked to each one of you and some of you wanted additional information before we voted to eliminate the \$5,000.

**Larry Brown:** Proportionately to the amount they receive from the State so that they can stay whole from year to year. Eventually that \$5,000 disappears.

**Roy Buskirk:** Correct.

**Larry Brown:** I support that 100% but we need a document.

**Roy Buskirk:** Yeah, I know. I thought we only had to do that before July the first because that is when they would get their raises. Can you share any light on this?

**Tera Klutz:** Like Larry said, we have talked about this several years but not to my knowledge, this budget season. Maybe I am wrong but I know in previous budget seasons we have prepared documents and salary ordinances. It is a little complicated. For the new people, some members of Council but not all would like to stop paying the judges the \$5,000 supplemental pay. It is a County option. Court rulings say that you cannot reduce a sitting Judge's pay. An attorney opinion was sought by this Council to determine if it was possible to eliminate the \$5,000 eventually. It was determined that if you had a salary ordinance to decrease the \$5,000 supplement as the State payment increases, it could be one possibility. If I recall, it didn't have enough support at the time it was introduced and did not pass.

**Roy Buskirk:** For the new members, the Council passed to eliminate it just like Tera said and then the Judges pulled up the Indiana code or whatever that said you cannot reduce a

## ALLEN COUNTY COUNCIL MEETING MINUTES

sitting Judge's pay. It has been suggested, as all of you are aware, we reduce it by the amount that the State increases their wages. I'll just have to postpone it for a year. We can't take it off here without an ordinance with that wording in it.

**Tom Harris:** Council, are there any other questions? All in favor say aye, all opposed same. The motion passes 4 (Armstrong, Benz, Harris and L Brown) - 2 (B Brown and Tucker) - 1(Buskirk abstained). Thank you, Nick, the next thing on the agenda.

**Nick Jordan:** The next salary ordinance is for the Non-Classified Employees. That would be the Department Heads, Chief Deputies, Attorneys, Doctors, Executives and Special Occupations. That starts on page fourteen.

**Tera Klutz:** The only difference between this ordinance that is in the notebook and the one in your packet is that after discussions with Tom Harris, the Finance Director in the Sheriff's Department has been removed.

**Tom Harris:** Are there any questions or do you want to talk us through that any further? This reflects the 2.2% increase, is that correct?

**Nick Jordan:** Yes.

**Bill Brown:** I will make a motion for the salary ordinance for 2016 for Non-Classified Employees, Department Heads, Chief Deputies, Attorneys, Doctors, Executives and Special Occupations. Now therefore be it ordained by the Allen County Council that the attached shall be the salaries of the Non-classified employees employed by Allen County, Indiana. They shall be paid their annual salary in twenty-six equal payments and shall receive no overtime. This ordinance read, considered and adopted by the members of the Allen County Council on this 15<sup>th</sup> day of October, 2015.

**Joel Benz:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.

**Nick Jordan:** The next one is the classified employees on page 20. This is employees that are on the grids. This is in your packet after all of the employees or you can use your bookmarks. The grids are on page 52.

**Bill Brown:** I will make a motion for the 2016 salary ordinance, be it ordained by the Allen County Council of Allen County, Fort Wayne, Indiana that this salary ordinance includes wages and other compensation received by employees under the auspices of the Allen County Council for work performed by the employees. Other compensation includes holidays, established by the Board of Commissioner of the County of Allen, plus vacation, sick days and sick day reimbursement allowed as set forth in the Allen County Personnel Manual. Full-time employees are employees who are paid from individual

## ALLEN COUNTY COUNCIL MEETING MINUTES

salary appropriation lines found within their respective office or department budget, provided that any sworn officer of the Allen County Police Department who completes any portion of his first twelve months of County employment during calendar year 2016 shall for such period in 2016 which comprises any portion of such initial twelve months of employment be paid at a rate equal to 97.5% of his salary as approved herein. Except as specifically identified below, full-time employees shall be regularly scheduled to work not less than 7.5 hours per day on a five day a week schedule. Departments who are required to operate on a 24 hour day may establish a four day on and two day off work schedule. Departments may elect varying work weeks and hours and shall notify the Auditor of such election. The Auditor shall establish an hourly rate for each full-time employee. This hourly rate shall be determined initially by dividing the employee's annual salary by 52 then dividing that number by the regular number of hours the employee is scheduled to work. Once determined, hourly rates shall only be modified with the approval of the County Council. Overtime payments, as required by the Fair Labor Standards Act are hereby specifically approved. Employees who are on a 37.5 hour workweek shall receive straight time for hours worked between 37.5 and 40 and time and one-half thereafter. Employees who are entitled to overtime payment in accordance with the Fair Labor Standards Act and are not otherwise compensated shall be paid at an hourly rate as determined above. Classified employees shall have their step increase effective on the anniversary date. Employees who achieve and maintain Level Two or Three Assessor Certification and are not elected will receive an additional \$19.23 per pay period up to a maximum of \$500 for each level achieved payable from the Reassessment Fund. Except as set forth above or otherwise specifically allowed by ordinance, no other payment shall be made to employees for compensation for work performed. A salary grid is hereby established for all classified positions and presented and approved by the Allen County Council for 2016. Said grid shall be modified in accordance with the preceding paragraphs as required. This ordinance read, considered and adopted by the members of the Allen County Council on this 15<sup>th</sup> day of October, 2015.

**Sharon Tucker:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.

**Nick Jordan:** You can either use the bookmarks or go all the way to page 62 and that is going to be the Part-time Hire Salary.

**Bill Brown:** I will make a motion for the 2016 Part-time Hire Salary Ordinance, now therefore be it ordained by the Allen County Council that the attached shall be the hourly salaries for part-time employees employed by Allen County departments that utilize part-time hire. This salary ordinance indicates the range of pay received by part-time County employees for work performed during the year 2016. Part-time employees shall receive no more than the hourly rate established by County Council for hours worked and will not otherwise be entitled to fringe benefits. Those who are scheduled to work a minimum of thirty hours per week in a position that extends for twelve months or more are eligible for Group Health and Group Life Insurance. Unless otherwise specifically allowed by

## ALLEN COUNTY COUNCIL MEETING MINUTES

ordinance, no other payment shall be made to part-time employees for compensation for work performed. This ordinance read, considered and adopted by the members of the Allen County Council on this 15<sup>th</sup> day of October, 2015.

**Sharon Tucker:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.

**Nick Jordan:** We are going to skip a big section. The part that we are skipping is the 4-B Forms that we have talked about. They are also known as the 17-line Statement. What they do is a calculation to arrive at the tax rate. The DLGF will do the calculations and review them. If you want to walk through them or you ever have questions, let us know. We are going to the actual binding units and the first one is Southwest Fire District. That is on page 158. Nothing has changed since you heard them at the last meeting. Nothing has changed for Southwest, the Airport or Solid Waste.

**Tera Klutz:** I just want to say that the ordinance that is coming around and Roy has is one that was adopted before we did the salary ordinances. Bill was looking through it and then had to read all of the salary ordinances and that is why you are just getting that one now.

**Nick Jordan:** Make sure you sign your name and check “yes”.

**Bill Brown:** I will make a motion for the ordinance or resolution for appropriations and tax rates for ordinance 2015-10-15-02, be it ordained/resolved by the Allen County Council that for the expenses of Southwest Allen County Fire for the year ending December 31, 2016 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of Southwest Allen County Fire, the property tax levies and property tax rates herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance. This ordinance/resolution shall be in full force and effect from and after its passage and approval by the Allen County Council.

**Sharon Tucker:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.

**Nick Jordan:** Now we are going to page 162 and that is the Airport Authority.

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Bill Brown:** I will make a motion for ordinance or resolution for appropriations and tax rates for ordinance 2015-10-15-04, be it ordained/resolved by the Allen County Council that for the expenses of Fort Wayne-Allen County Airport Authority for the year ending December 31, 2016 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of Fort Wayne-Allen County Airport Authority, the property tax levies and property tax rates herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance. This ordinance/resolution shall be in full force and effect from and after it passage and approval by the Allen County Council.

**Sharon Tucker:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.

**Nick Jordan:** Last but not least is Solid Waste. That is on page 167.

**Bill Brown:** I will make a motion for ordinance or resolution for appropriations and tax rates for ordinance 2015-10-15-03, be it ordained/resolved by the Allen County Council that for the expenses of Allen County Solid Waste for the year ending December 31, 2016 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of Allen County Solid Waste, the property tax levies and property tax rates herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance. This ordinance/resolution shall be in full force and effect from and after it passage and approval by the Allen County Council.

**Sharon Tucker:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 6-0-1 (Armstrong abstained). Nick, what is next on the agenda?

**Nick Jordan:** Well that was the budget.

**Tom Harris:** Council, are there any other questions? Council, you have in front of you the 2016 Council meeting dates. We are not looking for approval of these today, right?

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Tera Klutz:** Just look at it to see if it is okay. Becky would like to reserve the room as soon as possible. It is the third Thursday of every single month just like normal.

**Tom Harris:** We don't need a resolution to pass this? Do we have to vote on it at this time?

**Tera Klutz:** I don't know if you have ever voted.

**Tom Harris:** I guess we will move forward. Can you hold until the November date?

**Becky Butler:** The longer I wait, the less likely I get this room.

**Tom Harris:** I understand. Councilman Brown.

**Larry Brown:** I will point out that I will not be at the March meeting unless you move the date.

**Tom Harris:** Okay, thank you. Are there any other comments at this time?

**Tera Klutz:** I have a comment to consider. This year we had one day for the September budget hearings and it turned out to be a very long meeting. Didn't know if your thoughts were, we have two dates for September listed the 14<sup>th</sup> and the 15<sup>th</sup>, so let us know if you want to do it in two meetings or keep it in one. You can always add to it.

**Tom Harris:** We'll stay with the current calendar however that might be the privilege of the next President to choose.

**Bill Brown:** Should we go ahead and get consensus on the calendar so Becky can get the room?

**Tom Harris:** I think we are closing in. Are there any further comments? If not, I think we are fine to move ahead with it.

**Sharon Tucker:** We should include lunch if it goes over four hours.

**Tera Klutz:** And we are going to scrap September 14<sup>th</sup>.

**Tom Harris:** I would like to say on behalf of Allen County Council thanks to Bill Brown for reading all of the different ordinances today. I would also like to say thank you to Auditor Tera Klutz, Deputy Auditor Nick Jordan, Finance and Budget Director Jackie Scheuman and Becky Butler, Administrative Assistant as well as the rest of the Auditor's staff for helping and the amount of effort and diligence that you have done in preparation of all of this material. Thank you, great jobs. Council, are there any meetings coming up that we need to discuss? Are there any liaison reports?

## ALLEN COUNTY COUNCIL MEETING MINUTES

**Sharon Tucker:** I went to the Coliseum Board meeting and the renovations look like they are coming in on time and below budget.

**Tom Harris:** Very good. That will be exciting in January. Are there any other liaison reports?

**Roy Buskirk:** Being on the Plan Commission, the truck hub thing out at GM will be voted on November 5<sup>th</sup> unless it is tabled again. If you have any input on that feel free to contact me.

**Tom Harris:** Very good, thank you. Any other liaison reports, Council? Hearing none, are there any comments from the public?

**Sharon Tucker:** Approval to waive the reading on any matter approved today for which it may be deemed necessary for the County Council meeting of October 15, 2015.

**Roy Buskirk:** Second.

**Tom Harris:** All in favor please signify by saying aye. The motion passes 7-0.

**Bob Armstrong:** Move to adjourn.

**Joel Benz:** Second.

**Tom Harris:** All in favor please signify by saying aye. Opposed like sign. The motion carries 7-0. There being no further business the meeting was adjourned at 11:09.