

**ALLEN COUNTY COUNCIL MEETING AGENDA
THURSDAY, AUGUST 18, 2016
8:30 AM**

CALL TO ORDER: PRESIDENT, ROY BUSKIRK

APPROVAL OF MINUTES: JULY 20 AND JULY 21, 2016

FINANCIAL REPORT: AUDITOR, TERA KLUTZ

UNEMPLOYMENT RATE: DEPUTY AUDITOR, NICK JORDAN

	May	June
Allen County	4.1%	4.4%
Indiana	4.3%	4.6%
Illinois	5.6%	6.0%
Michigan	4.5%	4.9%
Ohio	4.6%	4.9%
National	4.5%	5.1%

TOTAL APPROPRIATIONS REQUESTED IN THE GENERAL FUND: \$2,032

TOTAL APPROPRIATIONS REQUESTED IN OTHER FUNDS: \$1,110,436

ALLEN COUNTY PUBLIC LIBRARY REFUNDING BONDS

1. Consideration of Resolution 2016-08-18-01 authorizing the issuance of First Mortgage Refunding Bonds by the Allen County Public Library Building Corporation.
2. Presentation of 2017 Budget Estimates

DEPARTMENT 05 - SHERIFF'S DEPARTMENT Harris

TRANSFER WITHIN SHERIFF'S COUNTY GENERAL FUND:

FROM:

1.	100-5201-421.15-32 NURSE	\$13,550
2.	100-5201-421.15-33 NURSE	\$14,225
3.	100-5201-421.15-34 NURSE	\$27,350
4.	100-5201-421.15-35 NURSE	\$29,450
5.	100-5201-421.15-36 NURSE	\$26,050
6.	100-5201-421.15-37 NURSE	\$13,950
7.	100-5201-421.15-38 NURSE	\$26,375
8.	100-5201-421.16-23 NURSE	\$13,000
9.	100-5201-421.16-53 NURSE	\$15,500
10.	100-5201-421.16-56 NURSE	\$21,000
11.	100-5201-421.18-84 NURSE	\$16,600
12.	100-5201-421.18-85 NURSE	\$13,550
13.	100-5201-421.18-86 NURSE	\$15,300
14.	100-5201-421.18-88 NURSE	\$36,800
15.	100-5201-421.18-96 NURSE	\$24,600
16.	100-5201-421.11-06 SHIFT DIFFERENTIAL	\$6,870
17.	100-5201-421.12-01 FICA	\$24,034
18.	100-5201-421.12-02 PERF	\$30,206
		\$368,410

TO:

100-5201-421.31-13 CONTRACTUAL \$368,410

DEPARTMENT 37 - DEPARTMENT OF PLANNING SERVICES:

Buskirk

APPROPRIATION IN WOODBURN TIF FUND 813:

813-3701-419.39-12 INFRASTRUCTURE PROJECTS \$27,000

APPROPRIATION IN STONEBRIDGE TIF FUND 862:

862-3701-419.39-50 STONEBRIDGE PROJECT LOAN \$1,000,000

DEPARTMENT 55 - ACJC

Buskirk &
Tucker

APPROPRIATION IN JDAI GRANT FUND 223:

1.	223-5501-421.11-03	EXTRA DEPUTY HIRE	\$17,600
2.	223-5501-421.16-64	JDAI COORDINATOR	\$37,500
3.	223-5501-421.12-01	FICA	\$4,685
4.	223-5501-421.12-02	PERF	\$4,200
5.	223-5501-421.12-20	GROUP INSURANCE	\$12,727
6.	223-5501-421.12-21	GROUP LIFE INSURANCE	\$288
7.	223-5501-421.21-01	SUPPLIES	\$3,036
8.	235-5501-421.43-03	OFFICE/COMPUTER EQUIPMENT	\$1,900
			<hr/>
			\$81,936

DEPARTMENT 62 - SUPERIOR COURT

Benz

APPROPRIATION IN LEGAL EDUCATION FUND 850:

	850-6201-412.11-03	EXTRA DEPUTY HIRE	\$1,350
	850-6201-412.12-01	FICA	\$150
			<hr/>
			\$1,500

APPROPRIATION IN COUNTY GENERAL FUND:

1. 100-6201-412.32-03 TRAVEL \$2,032
2. Consideration of a temporary salary ordinance for training purposes, Temporary Court Reporter, PAT 3/2, \$38,490, non-exempt, 37.5 hours per week.

DEPARTMENT 285 - HEALTH DEPARTMENT

Benz

Consideration of a salary ordinance establishing an Environmental Technician, OSS 5/2, \$35,905, 37.5 hours per week, non-exempt.

DISCUSSION AND OTHER BUSINESS TO COME BEFORE COUNCIL:

County Council Review of 2017 Maximum Levy and
Circuit Breaker Estimates for all Tax Units per IC 6-1.1-17-3.6

RECENT and/or UPCOMING MEETINGS:

LIAISON REPORTS:

PUBLIC COMMENTS:

Approval to waive the second reading on any matter approved today for which it may be deemed necessary for the County Council meeting of August 18, 2016.

The next County Council regular meeting will be held at 8:30 am Thursday, September 15, 2016 in the Discussion Room of Citizens Square.

Allen County does not discriminate because of disability in the admission to, or treatment or employment in, its programs or activities. The Human Resources Director has been designated to coordinate compliance with nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided therein, and Allen County's ADA policy is available from the ADA Coordinator. Suggestions on how the County can better meet the needs of persons with disabilities may be submitted to the ADA Coordinator at: Human Resources Department 200 E. Berry Street, Suite 380, Fort Wayne, In. 46802 or by phone at (260)449-7217.

ALLEN COUNTY
FINANCIAL REPORT FOR
COUNTY GENERAL FUND
July 31, 2016

August 18, 2016 **Meeting**

Fund - 100

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/16	13,595,806		13,595,806
ESTIMATED REVENUES FOR 2016:			ACTUAL REVENUES TO DATE:
			Percentage of Collections:
2016 Property Tax	62,226,439		49.52%
Less Circuit Breaker Credit	<u>(6,847,200)</u>		
Total Property Taxes charged	55,379,239		55.65% 30,816,061
Less Allowance for Uncollected Property Tax	(1,107,585)		
Miscellaneous	<u>19,690,104</u>		61.57% <u>12,123,018</u>
	73,961,758		Total Percentage of Collections 58.06% 42,939,079
TOTAL CASH & ESTIMATED REVENUES:	87,557,565		ACTUAL CASH YEAR TO DATE: 56,534,885
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:
2016 Budget	75,757,093		42,251,612
2015 Encumbrances	4,656,154		
Additional Appropriations	363,328		
	<u>80,776,575</u>		<u>42,251,612</u>
TOTAL BUDGETED APPROPRIATION	80,776,575		Percentage of Disbursements 52.31% 42,251,612
Replenish Cash Reserve	(3,000,000)		
Capital Expenses	(1,000,000)		
	<u>2,780,990</u>		Rainy Day Fund Cash Flow Loan 5,500,000
AMOUNT LEFT FOR APPROPRIATION	<u><u>2,780,990</u></u>		ACTUAL CASH BALANCE YTD: <u><u>19,783,274</u></u>
FOR CONSIDERATION TODAY:			
APPROPRIATIONS	2,032		

County General Miscellaneous Revenue Explanations

July 2016

58.34% of Year Elapsed

Revenue Source	Annual Estimate	Percent	Actual	Explanation
OTHER TAXES:				
Financial Institutions Tax	298,931	55.13%	164,796	Two equal installments June and December.
Vehicle License Excise Tax	3,772,557	55.38%	2,089,238	Distributed April, June , October & December
Commercial Vehicle Excise Tax	409,876	44.54%	182,563	Two equal installments May and December.
Riverboat Wagering Tax Rev	441,308	0.00%	0	Full year distribution received in August.
INTERGOVERNMENTAL REVENUES:				
Indirect Costs - Child Support	341,700	52.65%	179,896	Received Quarterly
Emerg Prep/Civil Def-Fed Match	92,346	0.00%	0	Received 1x per yr
Care of Federal Prisoners	1,600,000	58.39%	934,206	Varies monthly depending on prisoners
ACJC/Trans Child Care	202,000	63.85%	128,987	Per Diem fees received monthly, except out-of-county contracts pay full year in first quarter
Youth Serv/Regular Child Care	384,018	87.57%	336,270	Varies monthly depending on youths housed
Liquor Excise Tax Dist-ABC	20,000	116.82%	23,364	Two Distributions per year
Inheritance Tax-County Share	0	0.00%	187	Received Quarterly-Law repealed effective 1/1/13
Public Defender Reimbursement	1,268,768	55.22%	700,561	Received Quarterly
Examination of Records	0		47,085	Two Distributions per year
SSI Payments	50,000	7.60%	3,800	Receive monthly from Social Security Admin
LICENSES AND PERMITS:				
Department of Planning	700,000	61.19%	428,337	Collections deposited monthly
Building Department	1,700,000	75.28%	1,279,749	Collections deposited monthly
Cable Franchise License Fees	303,000	60.54%	183,429	Paid Quarterly from Cable Vendors
CHARGES FOR SERVICES:				
Treasurer	170,000	45.99%	78,189	Tax Sale Fees receipted with December Settlement
Recorder	825,000	61.42%	506,755	Collections deposited monthly
Sheriff	1,500,000	64.44%	966,652	Made up of different fees, including tax warrants at 7/31 \$92,538.82 .
Surveyor	105,000	102.97%	108,117	Summer months usually yield higher collections
Auditor	450,000	163.67%	736,537	Copy, Notary, Payroll Processing fees and Ineligible Deductions Fund annual transfer of unused balance in the amount of \$733.783.

County General Miscellaneous Revenue Explanations

July 2016

58.34% of Year Elapsed

Revenue Source	Annual Estimate	Percent	Actual	Explanation
Data Processing	400,000	49.69%	198,769	Data file fees monthly / final Qtr of year receive "settle up" Data sharing costs from City of Ft Wayne / Joint Permit Brd 50% reimb from City of Ft Wayne
N.I.R.C.C.	750,000	56.93%	426,960	Reimbursed from Feds as it is spent and invoiced
Clerk	1,300,000	60.14%	781,771	Collections deposited monthly
MISCELLANEOUS REVENUE:				
Child Support Exp Budget Reimb	1,375,000	37.75%	519,104	Reimbursed from State as it is spent and invoiced
Election Expense Reimburse	0	0.00%	767	
Reimbursements	35,000	81.38%	28,484	Miscellaneous Reimbursements, i.e. Commissary part-time salaries
Copy Machine Charges	100	75.00%	75	All other Departments copy fee charges
Telephone Reimbursement	2,000	52.75%	1,055	Payphone commissions
Interest	273,000	95.95%	261,944	Received monthly
Rental of County Property	350,000	48.24%	168,832	Received monthly.
Co. Misc. - Non-identified Rev	130,000	51.04%	66,355	Miscellaneous one time revenue
OTHER FINANCING SOURCES:				
Sale of Real & Personal Property	50,000	137.78%	68,889	Proceeds from sale of county owned property
Unclaimed Surplus Tax	190,500	0.00%		Unclaimed Surplus is moved to General Fund in December of each year.
Property Tax Refund Reimb	200,000	100.00%	200,000	County is reimbursed from units at Settlement for tax refunds paid throughout the year.
TOTAL	19,690,104	59.94%	11,801,722	
Add Property Tax Refunds over estimate			321,296	Add back refunds above the estimated revenue for specific collection rate.
Total Miscellaneous Collections	19,690,104	61.57%	12,123,018	

ALLEN COUNTY
FINANCIAL REPORT FOR
COIT Public Safety
July 31, 2016

August 18, 2016 **Meeting**

Fund - 120

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/16	726,569			726,569
ESTIMATED REVENUES FOR 2016:			ACTUAL REVENUES TO DATE:	
			Percentage of Collections:	
COIT Public Safety distributive shares	2,949,056		58.33%	1,720,283
Miscellaneous				142
	<hr/>			<hr/>
	2,949,056	Total Percentage of Collections	58.34%	1,720,425
TOTAL CASH & ESTIMATED REVENUES:	3,675,625	ACTUAL CASH YEAR TO DATE:		2,446,994
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:		
2016 Budget	2,949,056			1,547,803
Additional Appropriations	164,000			
	<hr/>			<hr/>
TOTAL BUDGETED APPROPRIATION	3,113,056	Percentage of Disbursements	49.72%	1,547,803
AMOUNT LEFT FOR APPROPRIATION	<u><u>562,569</u></u>	ACTUAL CASH BALANCE YTD:		<u><u>899,191</u></u>
FOR CONSIDERATION TODAY:				
APPROPRIATIONS				

ALLEN COUNTY
FINANCIAL REPORT FOR
COIT DISTRIBUTIVE SHARES
July 31, 2016

August 18, 2016 **Meeting**

Fund - 121

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/16	917,805		917,805
ESTIMATED REVENUES FOR 2016:		ACTUAL REVENUES TO DATE:	
COIT distributive shares	14,675,675	Percentage of Collections:	
Miscellaneous	226,000	58.91% 8,645,941	8,645,941
	<hr/>	99,140	<hr/>
	14,901,675	Total Percentage of Collections	58.69% 8,745,081
TOTAL CASH & ESTIMATED REVENUES:	15,819,480	ACTUAL CASH YEAR TO DATE:	9,662,886
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2016 Budget	14,901,675		9,327,927
2015 Encumbrances	49,132		
Additional Appropriations			
	<hr/>	Percentage of Disbursements	<hr/>
TOTAL BUDGETED APPROPRIATION	14,950,807	62.39% 9,327,927	9,327,927
AMOUNT LEFT FOR APPROPRIATION	<hr/> <hr/>	ACTUAL CASH BALANCE YTD:	<hr/> <hr/>
	868,673		334,959
FOR CONSIDERATION TODAY:			
APPROPRIATIONS			

ALLEN COUNTY
FINANCIAL REPORT
HIGHWAY FUND
July 31, 2016

August 18, 2016 **Meeting**

Fund - 250

Department - Highway

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/16	5,489,858			5,489,858
ESTIMATED REVENUES FOR 2016:			ACTUAL REVENUES TO DATE:	
			Percentage of Collections:	
Sur Tax Distribution	2,053,702		61.20%	1,256,813
Wheel Tax Distribution	338,204		81.08%	274,218
Highway Fees	499,000		56.82%	283,542
MVH State Distribution	8,214,696		59.91%	4,921,811
Miscellaneous/Other	<u>250,000</u>		92.11%	<u>230,277</u>
	11,355,602		Total Percentage of Collections	61.35% 6,966,661
TOTAL CASH & ESTIMATED REVENUES:	16,845,460		ACTUAL CASH YEAR TO DATE:	12,456,518
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:	
2016 Budget	11,171,700			6,090,598
2015 Encumbrances	3,236,642			
Additional Appropriations	<u>2,100,000</u>			
TOTAL BUDGETED APPROPRIATION	16,508,342		Percentage of Disbursements	36.89% 6,090,598
AMOUNT LEFT FOR APPROPRIATION	<u><u>337,118</u></u>		REMAINING CASH BALANCE YTD:	<u><u>6,365,920</u></u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS

ALLEN COUNTY
FINANCIAL REPORT FOR
Sur/Wheel Tax Bridge Fund
July 31, 2016

August 18, 2016

Meeting

Fund - 252

Department - Highway

	<u>ESTIMATE</u>		<u>ACTUAL</u>		
CASH BALANCE AT 1/1/16	2,011,251			2,011,251	
ESTIMATED REVENUES FOR 2016:			ACTUAL REVENUES TO DATE:		
			Percentage of Collections:		
Interlocal Agreements	1,480,972		87.38%	1,294,058	
Miscellaneous	<u>1,480,972</u>			<u>46,779</u>	
			Total Percentage of Collections	90.54%	1,340,837
TOTAL ESTIMATED CASH:	3,492,223		ACTUAL CASH YEAR TO DATE:		3,352,088
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:		
2016 Budget	1,542,728				463,167
2015 Encumbrances	1,948,070				
Additional Appropriations	<u> </u>				<u> </u>
TOTAL BUDGETED APPROPRIATION	3,490,798		Percentage of Disbursements	13.27%	463,167
AMOUNT LEFT FOR APPROPRIATION	<u><u>1,425</u></u>		REMAINING CASH BALANCE YTD:		<u><u>2,888,921</u></u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS

UNAPPROPRIATIONS

ALLEN COUNTY
FINANCIAL REPORT
LOCAL ROAD AND STREET
July 31, 2016

August 18, 2016 **Meeting**

Fund - 255

Department - Highway

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/16	1,845,972		1,845,972
ESTIMATED REVENUES FOR 2016:			ACTUAL REVENUES TO DATE:
			Percentage of Collections:
LRS Distributions	1,458,661		63.06% 919,803
Federal Reimb/Misc	<u>145,000</u>		540.39% <u>783,562</u>
	1,603,661		Total Percentage of Collections 106.22% 1,703,365
TOTAL ESTIMATED CASH:	3,449,633		ACTUAL CASH YEAR TO DATE: 3,549,337
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:
2016 Budget	1,603,660		1,636,841
2015 Encumbrances	868,326		
Additional Appropriations	<u>500,000</u>		<u> </u>
TOTAL BUDGETED APPROPRIATION	2,971,986		Percentage of Disbursements 55.08% 1,636,841
AMOUNT LEFT FOR APPROPRIATION	<u>477,647</u>		REMAINING CASH BALANCE YTD: <u>1,912,496</u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS

UNAPPROPRIATIONS

ALLEN COUNTY
FINANCIAL REPORT FOR
REASSESSMENT 2017
July 31, 2016

August 18, 2016 **Meeting**

Fund - 261

Department - Co. Assessor

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/16	679,433		679,433
ESTIMATED REVENUES FOR 2016:		ACTUAL REVENUES TO DATE:	
		Percentage of Collections:	
2016 Property Tax	532,371		49.68%
Less Circuit Breaker Credit	<u>(58,562)</u>		
Total Property Taxes charged	473,809		55.82% 264,460
Less Allowance for Uncollected Property Tax	(9,476)		
Miscellaneous	<u>41,744</u>		56.10% <u>23,417</u>
	506,077	Total Percentage of Collections	56.88% 287,877
TOTAL CASH & ESTIMATED REVENUES:	1,185,510	ACTUAL CASH YEAR TO DATE:	967,310
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2016 Budget	619,158		271,492
2015 Encumbrances	1,317		
Additional Appropriations	<u> </u>		<u> </u>
TOTAL BUDGETED APPROPRIATION	620,475	Percentage of Disbursements	43.76% 271,492
AMOUNT LEFT FOR APPROPRIATION	<u><u>565,035</u></u>	REMAINING CASH BALANCE YTD:	<u><u>695,818</u></u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS

UNAPPROPRIATIONS

ALLEN COUNTY
FINANCIAL REPORT FOR
Board of Health Fund
July 31, 2016

August 18, 2016 **Meeting**

Fund - 285

Department - Health

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/16	2,834,394		2,834,394
ESTIMATED REVENUES FOR 2016:			ACTUAL REVENUES TO DATE:
2016 Property Tax	2,484,399		49.54%
Less Circuit Breaker Credit	<u>(273,287)</u>		
Total Property Taxes charged	2,211,112		55.66% 1,230,770
Less Allowance for Uncollected Property Tax	(44,222)		
Miscellaneous	1,592,339		68.88% <u>1,096,837</u>
	<u>3,759,229</u>		Total Percentage of Collections 61.92% 2,327,607
TOTAL CASH & ESTIMATED REVENUES:	6,593,623		ACTUAL CASH YEAR TO DATE: 5,162,001
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:
2016 Budget	4,709,809		2,255,440
2015 Encumbrances	10,000		
Additional Appropriations	<u> </u>		<u> </u>
TOTAL BUDGETED APPROPRIATION	4,719,809		Percentage of Disbursements 47.79% 2,255,440
AMOUNT LEFT FOR APPROPRIATION	<u><u>1,873,814</u></u>		REMAINING CASH BALANCE YTD: <u><u>2,906,561</u></u>
FOR CONSIDERATION TODAY:			
APPROPRIATIONS			
UNAPPROPRIATIONS			

ALLEN COUNTY
FINANCIAL REPORT
Cumulative Capital Development
July 31, 2016

August 18, 2016 **Meeting**

Fund - 321

Dept - Commissioners

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/16	5,635,619		5,635,619
ESTIMATED REVENUES FOR 2016:			ACTUAL REVENUES TO DATE:
			Percentage of Collections:
2016 Property Tax	2,702,808		49.54%
Less Circuit Breaker Credit	<u>(300,316)</u>		
Total Property Taxes charged	2,402,492		55.73% 1,338,964
Less Allowance for Uncollected Property Tax	(48,050)		
Miscellaneous	679,671		98.77% 671,300
	<u>3,034,113</u>		<u>2,010,263</u>
TOTAL CASH & ESTIMATED REVENUES:	8,669,732		ACTUAL CASH YEAR TO DATE: 7,645,882
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:
2016 Budget	5,448,142		923,343
2015 Encumbrances	462,726		
Additional Appropriations	<u> </u>		<u> </u>
TOTAL BUDGETED APPROPRIATION	5,910,868		Percentage of Disbursements 15.62% 923,343
AMOUNT LEFT FOR APPROPRIATION	<u><u>2,758,864</u></u>		REMAINING CASH BALANCE YTD: <u><u>6,722,539</u></u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS

ALLEN COUNTY
FINANCIAL REPORT
CEDIT
July 31, 2016

August 18, 2016 **Meeting**

Fund - 329

Dept - Commissioners

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/16	20,433,766			20,433,766
ESTIMATED REVENUES FOR 2016:				ACTUAL REVENUES TO DATE:
CREDIT Tax	6,970,617			58.33% 4,066,194
Miscellaneous (Commissioners)	250,000			
Federal/State Project Reimb-Highway	1,924,397			111.92% 2,153,822
	9,145,014			Total Percentage of Collections 68.02% 6,220,015
TOTAL CASH & ESTIMATED REVENUES:	29,578,780			ACTUAL CASH YEAR TO DATE: 26,653,781
ESTIMATED DISBURSEMENTS:				ACTUAL DISBURSEMENTS:
2016 Budget, Encumbrances and Additional Appropriations:				
Highway	14,293,158			3,580,742
Planning	270,435			122,213
Commissioners	11,892,924			565,120
	26,456,517			
TOTAL BUDGETED APPROPRIATION	26,456,517			Percentage of Disbursements 16.13% 4,268,074
AMOUNT LEFT FOR APPROPRIATION	3,122,263			REMAINING CASH BALANCE YTD: <u>22,385,707</u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS

ALLEN COUNTY
FINANCIAL REPORT
MAJOR BRIDGE FUND
July 31, 2016

August 18, 2016 **Meeting**

Fund - 340

Dept - Highway

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/16	3,370,243		3,370,243
ESTIMATED REVENUES FOR 2016:		ACTUAL REVENUES TO DATE:	
2016 Property Tax	1,760,920	Percentage of Collections:	49.54%
Less Circuit Breaker Credit	<u>(193,704)</u>		
Total Property Taxes charged	1,567,216		55.66% 872,376
Less Allowance for Uncollected Property Tax	(31,344)		
Miscellaneous	<u>126,830</u>		119.16% <u>151,128</u>
	1,662,702	Total Percentage of Collections	61.56% 1,023,504
TOTAL CASH & ESTIMATED REVENUES:	5,032,945	ACTUAL CASH YEAR TO DATE:	4,393,748
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2016 Budget	1,677,800		545,483
2015 Encumbrances	1,760,533		
Additional Appropriations	<u>1,000,000</u>		<u> </u>
TOTAL BUDGETED APPROPRIATION	4,438,333	Percentage of Disbursements	12.29% 545,483
AMOUNT LEFT FOR APPROPRIATION	<u><u>594,612</u></u>	REMAINING CASH BALANCE YTD:	<u><u>3,848,264</u></u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS

ALLEN COUNTY
 FINANCIAL REPORT FOR
COUNTY BOND FUND
 July 31, 2016

August 18, 2016 **Meeting**

Fund - 401

Department - Auditor

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/16	2,200,390		2,200,390	
ESTIMATED REVENUES FOR 2016:				ACTUAL REVENUES TO DATE:
				Percentage of Collections:
2016 Property Tax	4,054,212		54.91%	
Less Circuit Breaker Credit	-			
Total Property Taxes charged	<u>4,054,212</u>		54.91%	2,226,124
Less Allowance for Uncollected Property Tax	(81,084)			
Miscellaneous	299,607		55.85%	167,321
	<u>4,272,735</u>			
TOTAL CASH & ESTIMATED REVENUES:	6,473,125			ACTUAL CASH YEAR TO DATE: 4,593,835
ESTIMATED DISBURSEMENTS:				ACTUAL DISBURSEMENTS:
2016 Budget	4,351,801			2,128,436
2015 Encumbrances	0			
Additional Appropriations	<u> </u>			<u> </u>
TOTAL BUDGETED APPROPRIATION	4,351,801			Percentage of Disbursements 48.91% 2,128,436
AMOUNT LEFT FOR APPROPRIATION	<u><u>2,121,324</u></u>			REMAINING CASH BALANCE YTD: <u><u>2,465,399</u></u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS

UNAPPROPRIATIONS

ALLEN COUNTY
FINANCIAL REPORT FOR
Rainy Day Fund
July 31, 2016

August 18, 2016 **Meeting**

Fund - 736

Department - Commissioners

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/16	12,453,524		12,453,524
ESTIMATED REVENUES FOR 2016:			ACTUAL REVENUES TO DATE:
			Percentage of Collections:
Community Corrections loan repayment			
Interest/Miscellaneous	48,000		76.77% 36,852
Highway loan repayment	340,000		100.00% 340,000
	388,000		Total Percentage of Collections 97.13% 376,852
TOTAL CASH & ESTIMATED REVENUES:	12,841,524		ACTUAL CASH YEAR TO DATE: 12,830,376
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:
2016 Budget	0		
2015 Encumbrances	546,150		546,150
Additional Appropriations			
TOTAL BUDGETED APPROPRIATION	546,150		Percentage of Disbursements 100.00% 546,150
Temporary Loan to County General	(5,500,000)		Temporary Loan to County General (5,500,000)
AMOUNT LEFT FOR APPROPRIATION	6,795,374		REMAINING CASH BALANCE YTD: <u>6,784,226</u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS

RESOLUTION NO. 2016-08-18-01

**A RESOLUTION OF THE COUNTY COUNCIL FOR ALLEN COUNTY,
INDIANA, APPROVING THE ENTERING INTO OF AN AMENDMENT TO
LEASE BETWEEN THE ALLEN COUNTY PUBLIC LIBRARY BUILDING
CORPORATION AND THE ALLEN COUNTY PUBLIC LIBRARY, INDIANA,
IN CONNECTION WITH THE ISSUANCE OF FIRST MORTGAGE
REFUNDING BONDS BY THE ALLEN COUNTY PUBLIC LIBRARY
BUILDING CORPORATION**

WHEREAS, the Allen County Public Library Building Corporation (the "Corporation") previously issued its First Mortgage Refunding Bonds, Series 2002 and First Mortgage Bonds, Series 2002 (collectively, the "2002 Bonds"), pursuant to a Trust Indenture, dated as of May 1, 2002 (the "Original Indenture"), between the Corporation and Fifth Third Bank, Indiana (the "2002 Trustee"), for the purpose of procuring funds to pay for the Refunding Program (as defined in the Original Indenture) and the construction, renovation, expansion and equipping of the 2002 Structures (as defined in the Original Indenture); and

WHEREAS, the Corporation has also previously issued its First Mortgage Refunding Bonds, Series 2005, in the original aggregate principal amount of Thirty-One Million Forty Thousand Dollars (\$31,040,000), dated as of May 10, 2005 (the "2005 Bonds"), pursuant to the Original Indenture, as supplemented and amended by a First Supplemental Trust Indenture, dated as of December 1, 2003 (the "First Supplemental Indenture"), a Second Supplemental Trust Indenture, dated as of June 1, 2004 (the "Second Supplemental Indenture"), and as further supplemented and amended by a Third Supplemental Trust Indenture, dated as of March 1, 2005 (the "Third Supplemental Indenture"), made and entered into between the Corporation and The Bank of New York Mellon Trust Company, N.A. (successor to the 2002 Trustee), as trustee (the "Trustee"), for the purpose of procuring funds to advance refund all of the then currently outstanding 2002 Bonds; and

WHEREAS, in connection with the issuance of the 2005 Bonds, the Corporation and the Allen County Public Library, Allen County, Indiana (the "Public Library"), entered into a Lease, dated as of December 21, 2001 (the "Original Lease"), as supplemented and amended by the Addendum to Lease, dated as of May 1, 2002 (the "First Addendum to Lease"), the Second Addendum to Lease, dated as of December 1, 2003 (the "Second Addendum to Lease"), the Third Addendum to Lease, dated as of June 1, 2004 (the "Third Addendum to Lease"), and the First Amendment to Lease, dated as of March 1, 2005 (the "First Amendment to Lease"), of certain library facilities operated, or to be operated, by the Public Library and the real estate upon which such facilities are, or will be, located (the "Leased Premises"); and

WHEREAS, Indiana Code 5-1-5, as amended, authorizes the refunding of all or any portion of the 2005 Bonds prior to such time as such 2005 Bonds are subject to redemption in order to effect a savings; and

WHEREAS, the Third Indenture provides the Corporation may redeem all or any part of the 2005 Bonds maturing on or after July 15, 2017, on any date not earlier than January 15, 2017, at a price equal to the aggregate principal amount, plus interest accrued to the date fixed for redemption; and

WHEREAS, in accordance with Indiana Code 5-1-5, the Board of Library Trustees of the Public Library (the "Board") adopted a resolution on July 28, 2016 (the "Public Library Resolution") instructing the Corporation that if economically favorable conditions occur such that the net present value debt service savings will be equal to at least three percent (3.00%) of the principal amount of the Refunded Bonds, then the Corporation shall execute and issue its First Mortgage Refunding Bonds in an aggregate principal amount not to exceed Thirty-One Million Dollars (\$31,000,000) (the "Refunding Bonds"), in the form and subject to the terms provided in the Original Indenture, as supplemented and amended by the First Supplemental Indenture, the Second Supplemental Indenture, the Third Supplemental Indenture, the Fourth Supplemental Trust Indenture, dated as of November 1, 2012 (the "Fourth Supplemental Indenture"), and a fifth supplemental trust indenture, which will be in a form and substance acceptable to the Library Director of the Public Library (the "Library Director")(the "Fifth Supplemental Indenture") (the Original Indenture, as supplemented and amended by the First Supplemental Indenture, the Second Supplemental Indenture, the Third Supplemental Indenture, the Fourth Supplemental Indenture, and the Fifth Supplemental Indenture, the "Indenture"), by and between the Corporation and the Trustee, for the purpose of providing funds to (a) current refund all or a portion of the 2005 Bonds currently outstanding (the "Refunded Bonds") by depositing into an irrevocable escrow account an amount of funds and non-callable Government Obligations the principal of and interest on which when due will be sufficient to (i) pay on each interest payment date and on the date of redemption, all of the principal of and interest on the Refunded Bonds when due, and (ii) pay on January 15, 2017, all of the principal of the Refunded Bonds maturing on or after July 15, 2017, and (b) pay the costs of issuance of the Refunding Bonds including all the incidental expenses necessary to be incurred in connection with the issuance of the Refunding Bonds or on account thereof all for the purpose of effecting a net present value debt service savings to the Corporation of at least three percent (3.00%) of the principal amount of the Refunded Bonds and, by reason of the corresponding reduction in the lease rental payments as will be provided in the Fourth Amendment to Lease (as hereinafter defined) to provide such a savings to the Public Library (collectively, the "Refunding Program"); and

WHEREAS, Indiana Code § 5-1-5-15 provides that, in connection with the issuance of refunding bonds, an issuing body and the lessee of any building, financed with the proceeds of obligations being refunded may enter into an amendment modifying or amending the provisions of such lease in one or more of the following respects: (i) to provide for a reduction in the amount of lease rental payable by the lessee; (ii) to provide for extensions or reductions of the time set forth in the lease before the option of the lessee to purchase may be exercised to such times as may be agreed upon by the issuing body and the lessee; or (iii) to provide that the lease rental payable by the lessee or lessees after redemption of the bonds being refunded may be payable to the trustee under a trust indenture securing such refunding bonds; and

WHEREAS, in accordance with Indiana Code 5-1-5-15, the Board pursuant to the Public Library Resolution has (i) authorized the Public Library to enter into an amendment to the Original Lease, as amended by the First Addendum to Lease, the Second Addendum to Lease, the Third Addendum to Lease, the First Amendment to Lease, the Second Amendment to Lease, dated as of November 1, 2012 (the "Second Amendment to Lease"), the Third Amendment to Lease, dated as of December 1, 2015 (the "Third Amendment to Lease")(the Original Lease, as amended by the First Addendum to Lease, the Second Addendum to Lease, the Third Addendum to Lease, the First Amendment to Lease, the Second Amendment to Lease and the Third

Amendment to Lease, collectively the Lease)(the “Fourth Amendment to Lease”) to provide for a reduction in the amount of lease rental payable by the Public Library; (ii) approved the issuance of the Refunding Bonds, and (iii) authorized certain actions in connection therewith; and

WHEREAS, the annual lease rental payments due under the Lease are provided through an annual property tax levy to be made by the Public Library each year during the term of the Lease; and

WHEREAS, in accordance with Indiana Code §6-1.1-17-20.5, as amended, the Public Library may not enter into the Fourth Amendment to Lease unless it obtains the approval of the County Council for Allen County, Indiana (the “County Council”); and

WHEREAS, the County Council now desires to approve the Fourth Amendment to Lease, as required under Indiana Code §6-1.1-17-20.5, as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF ALLEN COUNTY, INDIANA, as follows:

1. Pursuant to Indiana Code §6-1.1-17-20.5, as amended the County Council hereby approves the Public Library entering into the Fourth Amendment to Lease in connection with the issuance of the Refunding Bonds in furtherance of the Refunding Program, all as further set forth in the Public Library Resolution.

2. Any member of the County Council or the Board of Commissioners of Allen County and the Allen County Auditor, and any other officer, employee or agent of Allen County is hereby authorized and directed, for and on behalf of Allen County, to execute and deliver any contract, agreement, certificate, instrument or other document and to take any action as such person determines to be necessary or appropriate to accomplish the purposes of this resolution, such determination to be conclusively evidenced by such person’s execution of such contract, agreement, certificate, instrument or other document or such person’s taking of such action.

3. This resolution shall be in full force and effect from and after its adoption.

This Resolution hereby is ADOPTED by the Allen County Council, Allen County, Indiana, this 18th day of August, 2016.

ALLEN COUNTY COUNCIL

President

Vice President

Member

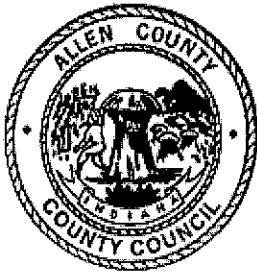
Member

Member

Member

Member

County Auditor



COUNTY COUNCIL

REQUEST FOR TRANSFERS WITHIN FUND BUT BETWEEN SERIES

DEPARTMENT: Sheriff

NAME OF FUND: General Fund

TOTAL AMOUNT TO BE TRANSFERRED:
\$368,410

FROM LINE ITEM:		\$	AMOUNT
	Please see attached	\$	
		\$	
		\$	
TO LINE ITEM:	100-5201-421.31-13	\$	368,410
		\$	
		\$	

WHY IS THIS NEEDED?

To help pay for the new contract with Quality Correctional Care LLC.

PROJECTED EXPENDITURE FOR TRANSFER-OUT LINE ITEM:

Salaries - \$307,300 Shift - \$101,000 FICA - \$260,000 PERF - \$348,000

IS THERE SUFFICIENT FUNDING FOR FUTURE NEEDS AFTER TRANSFER?

No. Possibly need an additional \$215,000.

WHY IS THERE EXTRA MONEY IN THE TRANSFER-OUT LINE ITEM?

Shift, FICA and PERF will be used for current employees.

DISCUSSED WITH LIAISON? Yes

LIAISON'S NAME: Tom Harris

NURSING SALARY LINES

AMOUNT TO TRANSFER

100-5201-421.15-32	\$13,550
100-5201-421.15-33	\$14,225
100-5201-421.15-34	\$27,350
100-5201-421.15-35	\$29,450
100-5201-421.15-36	\$26,050
100-5201-421.15-37	\$13,950
100-5201-421.15-38	\$26,375
100-5201-421.16-23	\$13,000
100-5201-421.16-53	\$15,500
100-5201-421.16-56	\$21,000
100-5201-421.18-84	\$16,600
100-5201-421.18-85	\$13,550
100-5201-421.18-86	\$15,300
100-5201-421.18-88	\$36,800
100-5201-421.18-96	\$24,600
	<hr/>
	\$307,300

SHIFT

100-5201-421.11-06	\$6,870
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FICA

100-5201-421.12-01	\$24,034
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PERF

100-5201-421.12-02	\$30,206
	<hr/>

TOTAL

\$368,410



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM FUNDS OTHER THAN THE GENERAL FUND:

DEPARTMENT: DPS / REDEVELOPMENT COMMISSION

LINE ITEM NUMBER: 813-3701-63; 05; /34 AMOUNT REQUESTED: \$27,000

CURRENT FUND BALANCE: 13,259.76

EXPECTED ANNUAL REVENUE: 27,000

IS REVENUE ON PACE TO MEET EXPECTATIONS? Yes

STATUTORY GUIDELINES: Reimburse City of Woodburn for projects

HOW WILL THIS APPROPRIATION BE USED?

Reimburse City of Woodburn for extension of Roemer Road

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

Will reimburse for Actual cost of project over time

HOW DOES THIS FIT INTO THE STRATEGIC PLAN?

N/A

WAS THIS A PART OF THE STRATEGIC PLAN? IF NOT, WHY NOT?

N/A

IS THIS A RECURRING EXPENSE? Yes, until full cost reimbursed

WILL OTHER EXPENDITURES BE NECESSARY?

No.

DISCUSSED WITH LIAISON? No.

LIAISON'S NAME: Roy Buskirk

ALLEN COUNTY
 FINANCIAL REPORT FOR
Woodburn TIF
 July 31, 2016

August 18, 2016 **Meeting**

Fund - 813

Department - DPS

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/16	211			211
ESTIMATED REVENUES FOR 2016:				ACTUAL REVENUES TO DATE:
				Percentage of Collections:
TIF Property Taxes	27,000		48.33%	13,049
	<u>27,000</u>		Total Percentage of Collections	<u>48.33%</u> <u>13,049</u>
TOTAL CASH & ESTIMATED REVENUES:	27,211		ACTUAL CASH YEAR TO DATE:	13,260
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:	
2016 Budget				
2015 Encumbrances				
Additional Appropriations				
TOTAL BUDGETED APPROPRIATION	0		Percentage of Disbursements	0
AMOUNT LEFT FOR APPROPRIATION	<u><u>27,211</u></u>		REMAINING CASH BALANCE YTD:	<u><u>13,260</u></u>
FOR CONSIDERATION TODAY:				
APPROPRIATIONS	27,000			
UNAPPROPRIATIONS				



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM FUNDS OTHER THAN THE GENERAL FUND:

DEPARTMENT: DPS / REDEVELOPMENT COMMISSION

LINE ITEM NUMBER: 862-3701-63; 6; /72 AMOUNT REQUESTED: \$ 1,000,000

CURRENT FUND BALANCE: 1,039,216.38

EXPECTED ANNUAL REVENUE: 10,000

IS REVENUE ON PACE TO MEET EXPECTATIONS? YES

STATUTORY GUIDELINES: Uses limited under State law

HOW WILL THIS APPROPRIATION BE USED?

Repay Loan from Board of Commissioners

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

Actual cost of infrastructure project to develop Stonebridge Business Park

HOW DOES THIS FIT INTO THE STRATEGIC PLAN?

N/A

WAS THIS A PART OF THE STRATEGIC PLAN? IF NOT, WHY NOT?

N/A

IS THIS A RECURRING EXPENSE? Yes, until loan paid off.

WILL OTHER EXPENDITURES BE NECESSARY?

No

DISCUSSED WITH LIAISON? No

LIAISON'S NAME: Roy Buskirk

ALLEN COUNTY
FINANCIAL REPORT FOR
Stonebridge TIF Fund
July 31, 2016

August 18, 2016 **Meeting**

Fund - 862

Department - DPS

	<u>ESTIMATE</u>		<u>ACTUAL</u>		
CASH BALANCE AT 1/1/16	0				0
ESTIMATED REVENUES FOR 2016:				ACTUAL REVENUES TO DATE:	
				Percentage of Collections:	
Land Sale	1,039,216			100.00%	1,039,216
	<u>1,039,216</u>			<u>100.00%</u>	<u>1,039,216</u>
TOTAL CASH & ESTIMATED REVENUES:	1,039,216			ACTUAL CASH YEAR TO DATE:	1,039,216
ESTIMATED DISBURSEMENTS:				ACTUAL DISBURSEMENTS:	
2016 Budget					
2015 Encumbrances					
Additional Appropriations					
TOTAL BUDGETED APPROPRIATION	0			Percentage of Disbursements	0
AMOUNT LEFT FOR APPROPRIATION	<u><u>1,039,216</u></u>			REMAINING CASH BALANCE YTD:	<u><u>1,039,216</u></u>
FOR CONSIDERATION TODAY:					
APPROPRIATIONS	1,000,000				
UNAPPROPRIATIONS					



JUDGE DANIEL G. HEATH
JUDGE CHARLES F. PRATT
MAGISTRATE SHERRY A. HARTZLER
MAGISTRATE LORI K. MORGAN
MAGISTRATE DANIEL G. PAPPAS
MAGISTRATE MICHAEL T. DOUGLASS

ALLEN COUNTY JUVENILE CENTER

JAMIE L. MANN
CHIEF OF PROBATION/SUPERINTENDENT

SHANE D. ARMSTRONG
DIRECTOR OF DETENTION

To: Allen County Council

From: Wendy Kyler, Budget Analyst

Date: 07/22/2016

Re: August County Council Agenda

Dear Council Members;

Please accept this memorandum as formal request to be placed on the August 18, 2016 County Council Meeting Agenda.

As you may recall, the JDAI (Juvenile Detention Alternative Initiative) Grant began in 2014 and we are currently beginning our 3rd year grant cycle; which began on 7/01/2016 and will run through 06/30/2017.

We have received our executed grant agreement with the total amount of the grant we have been awarded being \$81,936.00. We are anticipating receiving 25% of those funds in the near future with equal amounts after on a monthly basis over the grant cycle. We come to you now to respectfully ask that these funds be appropriated to us at this time.

Please see attached document for line item breakdown on appropriation request.

Respectfully;

A handwritten signature in cursive script that reads "Wendy Kyler".

Wendy Kyler, Budget Analyst
Allen County Juvenile Center



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM FUNDS OTHER THAN THE GENERAL FUND:

DEPARTMENT: Allen County Juvenile Center 55

LINE ITEM NUMBER: See Attached AMOUNT REQUESTED: \$ 81,936.00

CURRENT FUND BALANCE: \$55,186.86

EXPECTED ANNUAL REVENUE: \$0.00

IS REVENUE ON PACE TO MEET EXPECTATIONS? N/A

STATUTORY GUIDELINES: N/A

HOW WILL THIS APPROPRIATION BE USED?

Used to fund the JDAI Coordination as well as programs and services needed to keep the JDAI (Juvenile Detention Alternatives Initiative) moving forward for Allen County.

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

See attached line item breakdown

HOW DOES THIS FIT INTO THE STRATEGIC PLAN?

N/A

WAS THIS A PART OF THE STRATEGIC PLAN? IF NOT, WHY NOT?

N/A

IS THIS A RECURRING EXPENSE? N/A

WILL OTHER EXPENDITURES BE NECESSARY?

N/A

DISCUSSED WITH LIAISON? Yes

LIAISON'S NAME: Roy Buskirk and Sharon Tucker

JDAI Grant 2016/2017 Grant Cycle
FUND 223

100 series		
223-5501-421.11-03	Extra Deputy Hire	\$ 17,600.00
223-5501-421.16-64	Salaries JDAI Coordinator	\$ 37,500.00
223-5501-421.12-01	FICA	\$ 4,685.00
223-5501-421.12-02	PERF	\$ 4,200.00
223-5501-421.12-20	Group Insurance	\$ 12,727.00
223-5501-421.12-21	Group Life Insurance	\$ 288.00
		<u>\$ 77,000.00</u>
200 series		
223-5501-421.21-01	Office Supplies/General Supplies	\$ 3,036.00
		<u>\$ 3,036.00</u>
300 series		
223-5501-421.43-03	Equipment Purchases/Office/Computer Equipment	\$ 1,900.00
		<u>\$ 1,900.00</u>
	Grant Total Appropriation	\$ 81,936.00

ALLEN COUNTY
FINANCIAL REPORT FOR
Juvenile Detention Alternative
July 31, 2016

August 18, 2016 **Meeting**

Fund - 223

Department - ACJC

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/16	23,829			23,829
ESTIMATED REVENUES FOR 2016:				ACTUAL REVENUES TO DATE:
				Percentage of Collections:
Grant Award	118,000		76.85%	90,680
	<u>118,000</u>		Total Percentage of Collections	<u>90,680</u>
TOTAL CASH & ESTIMATED REVENUES:	141,829		ACTUAL CASH YEAR TO DATE:	114,508
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:	
2016 Budget	55,109			66,808
2015 Encumbrances				
Additional Appropriations				
TOTAL BUDGETED APPROPRIATION	55,109		Percentage of Disbursements	121.23%
				66,808
AMOUNT LEFT FOR APPROPRIATION	<u>86,720</u>		REMAINING CASH BALANCE YTD:	<u>47,700</u>
FOR CONSIDERATION TODAY:				
APPROPRIATIONS	81,936			
UNAPPROPRIATIONS				



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM FUNDS OTHER THAN THE GENERAL FUND:

DEPARTMENT: Allen Superior Court

LINE ITEM NUMBER: 850-62-01 AMOUNT REQUESTED: \$ 1,500.

CURRENT FUND BALANCE: Please appropriate in 11-03: \$1,350; 12-01: \$150

EXPECTED ANNUAL REVENUE: n/a

IS REVENUE ON PACE TO MEET EXPECTATIONS? n/a

STATUTORY GUIDELINES: n/a

HOW WILL THIS APPROPRIATION BE USED?

This is the ICLEO grant, we received an additional \$1,500 from Division of State Court Administration. This will be used to extend our summer intern.

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

Extension of summer intern

HOW DOES THIS FIT INTO THE STRATEGIC PLAN?

n/a

WAS THIS A PART OF THE STRATEGIC PLAN? IF NOT, WHY NOT?

n/a

IS THIS A RECURRING EXPENSE? no

WILL OTHER EXPENDITURES BE NECESSARY?

no

DISCUSSED WITH LIAISON? yes, e-mail 7/27/16

LIAISON'S NAME: Joel Benz

ALLEN COUNTY
FINANCIAL REPORT FOR
Legal Education Opportunity
July 31, 2016

August 18, 2016 **Meeting**

Fund - 850

Department - Superior Court

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/16	5			5
ESTIMATED REVENUES FOR 2016:				ACTUAL REVENUES TO DATE:
				Percentage of Collections:
Grant Award	7,506		100.00%	7,506
Miscellaneous				
	7,506		Total Percentage of Collections	7,506
TOTAL CASH & ESTIMATED REVENUES:	7,511		ACTUAL CASH YEAR TO DATE:	7,511
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:	
2016 Budget	0			
2015 Encumbrances	0			
Additional Appropriations	6,000			4,077
TOTAL BUDGETED APPROPRIATION	6,000		Percentage of Disbursements	4,077
AMOUNT LEFT FOR APPROPRIATION	1,511		REMAINING CASH BALANCE YTD:	3,434
FOR CONSIDERATION TODAY:				
APPROPRIATIONS	1,500			
UNAPPROPRIATIONS				



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM THE GENERAL FUND:

DEPARTMENT: Allen Superior Court

LINE ITEM NUMBER: 100-62-01-412.32-03

REQUESTED AMOUNT: \$ 2,032.

FOR LINE ITEM UNDER CONSIDERATION, YTD EXPENDITURES & ANTICIPATED EXPENDITURES:
YTD: \$18,802. (as of 7/27/16); Anticipated: \$29,950.

WAS THIS INCLUDED IN THE ANNUAL BUDGET REQUEST? IF NOT, WHY NOT?

Yes, appropriation for scholarship that Judge Bobay received to attend Complex Commercial Litigation

HOW WILL THIS APPROPRIATION BE USED?

To cover expenses for Judge Bobay to attend Complex Commercial Litigation in San Antonio, TX May 9 - 11, 2016

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

80% of travel expenses reimbursed.

HOW DOES THIS FIT INTO THE STRATEGIC PLAN?

n/a

WAS THIS A PART OF THE STRATEGIC PLAN? IF NOT, WHY NOT?

n/a

IS THIS A RECURRING EXPENSE? no

WILL OTHER EXPENDITURES BE NECESSARY?

no

DISCUSSED WITH LIAISON? E-mailed 7/27/16

LIAISON'S NAME: Joel Benz

**TEMPORARY SALARY ORDINANCE
2016**

Consideration of a temporary salary ordinance establishing the pay for an employee within the budget of Allen Superior Court 100-6201-412

TITLE	APPROP	CLASSIFICATION	ANNUAL SALARY
Temp Court Reporter	18-76	PAT 3/2	\$38,490 Non-exempt 37.5 hrs per week

Effective September 19-30, 2016

WHEREAS: The Allen County Council is apprised of the need to set the salary ordinance for the Temporary Court Reporter and is in concurrence with this need.

NOW THEREFORE: BE IT ORDAINED BY THE ALLEN COUNTY COUNCIL:

SECTION 1. The salary, wages and other compensation paid this position within the budget of Allen Superior Court is established as described above.

SECTION 2. No additional funds are needed.

THIS ORDINANCE READ, CONSIDERED AND ADOPTED BY THE MEMBERS OF THE ALLEN COUNTY COUNCIL ON THE 18th DAY OF AUGUST, 2016.

MEMBERS OF THE ALLEN COUNTY COUNCIL

AYE

NAY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST: _____
**TERA K. KLUTZ, ALLEN COUNTY AUDITOR
SECRETARY, EX-OFFICIO**

PERSONNEL COMMITTEE OF THE ALLEN COUNTY COUNCIL

TIME:

DATE: **Friday, July 29, 2016**

LOCATION: Via Phone
Citizens Square
HR Training Room, Room 375

MEMBERS: Councilman Roy Buskirk
Councilman Tom Harris

AGENDA:

Health Department

1.) New position

Environmental Technician OSS V/2 \$35,905 (\$18.41/hour) 37.5 hours/week-
Non-exempt

Reclassification approved and a representative will be present at the August 18, 2016 County Council Meeting.

Appropriation Line Number:

**New appropriation line number requested
Grant Funded
No funds requested for 2016
No funds requested for 2017
Requested effective August 18, 2016**

Other Business:

As needed

Allen County does not discriminate because of disability in the admission to, treatment or employment in, its programs or activities. The Human Resources Director has been designated to coordinate compliance with nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereafter, and Allen County's ADA Policy, are available from the ADA Coordinator. Requests for assistance or suggestions on how the County can better meet the needs of those persons with disabilities may be submitted to the ADA Coordinator at: Human Resources Department, Suite 380, 200 East Berry Street, Fort Wayne, Indiana 46802, or by telephone at 260-449-7217, TDD 260-449-3392.



Allen County Job Description

ENVIRONMENTAL TECHNICIAN- ACOWMD

Department: Health
Classification/Level: OSS V

FLSA Status: Non-exempt
Date: 7/2016

Under the direction of the Pollution Control Division Director, the Environmental Technician-ACOWMD (Allen County Onsite Wastewater Management District) enforces local and state regulations by investigating violations of and assisting with maintenance activities for septic systems and county health ordinances pertaining to public health. This position is covered as defined by The Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Conducts construction inspections including the field work and the administrative follow-up.
- Provides education to homeowners, septic system installers, and others as needed.
- Performs Allen County Onsite Wastewater Management District (ACOWMD) operation and maintenance inspections and related activities.
- Performs construction inspection progress tracking and data analysis, GPS mapping, map editing, lab processing, and analysis.
- Assists Environmental Health Specialists as needed with regard to data tracking, data follow-up, administrative work, and inspectional duties as requested/needed.
- Performs all other duties as assigned, including overtime as required.

REQUIREMENTS:

- High School Diploma or GED with prior knowledge of septic systems preferred
- Valid Driver's License to perform inspections and operate a county vehicle
- Ability to use GPS, dye testing, engage in water sampling, and similar activities and with related equipment.
- Strong written and verbal communication skills
- Ability to use Microsoft Office and other job related software
- Ability to operate various pieces of office equipment including, but not limited to, copier, fax and printer

DIFFICULTY OF WORK:

The Environmental Technician-ACOWMD has the understanding to educate and enforce moderately complex local and state regulations regarding public pools and health ordinances pertaining to public health.

RESPONSIBILITY:

The Environmental Technician-ACOWMD performs relatively standardized tasks when verifying and checking on information related to septic system compliance. Some judgment is needed when providing education concerning violations. Work is reviewed when completed.

PERSONAL WORK RELATIONSHIPS:

The Environmental Technician-ACOWMD maintains frequent communication with other county employees, system installers, various product and service providers, and the general public regarding septic systems and health ordinances.

WORKING CONDITIONS:

The Environmental Technician-ACOWMD performs field inspections and is frequently required to negotiate steep terrain, bend and stoop during the inspection process, as well as lift up to fifty pounds. Some pushing and/or pulling loads, reaching over head, crawling, climbing ladders and twisting in various weather conditions is required. Very frequent exposure to temperature extremes, chemicals and noxious odors/fumes with frequent exposure to noise and dangerous equipment exists.

SUPERVISION:

None

LICENSING:

Valid Driver's License to perform inspections and operate a county vehicle

IMMEDIATE SUPERVISOR:

Pollution Control Division Director

HOURS:

8:00 am – 4:30 pm, 37.5 hours per week; overtime as required

EEO CATEGORY:

0803

WORKERS'S COMP CODE:

9410

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

**SALARY ORDINANCE
2016**

Consideration of a salary ordinance establishing the pay for an employee within the budget of the Health Department 790-7320-441

TITLE	APPROP	CLASSIFICATION	ANNUAL SALARY
Environmental Technician	13-47	OSS 5/2	\$35,905/Non-exempt 37.5 hrs/wk

WHEREAS: The Allen County Council is apprised of the need to set the salary ordinance for the Environmental Technician and is in concurrence with this need.

NOW THEREFORE: BE IT ORDAINED BY THE ALLEN COUNTY COUNCIL:

SECTION 1. The salary, wages and other compensation paid this position within the budget of Health Department is established as described above.

THIS ORDINANCE READ, CONSIDERED AND ADOPTED BY THE MEMBERS OF THE ALLEN COUNTY COUNCIL ON THE 18th DAY OF AUGUST, 2016.

MEMBERS OF THE ALLEN COUNTY COUNCIL

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NAY

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ATTEST: _____

**TERA K. KLUTZ, ALLEN COUNTY AUDITOR
SECRETARY, EX-OFFICIO**