

**ALLEN COUNTY COUNCIL MEETING AGENDA
THURSDAY, MARCH 17, 2016
8:30 AM**

CALL TO ORDER: PRESIDENT, ROY BUSKIRK

APPROVAL OF MINUTES: FEBRUARY 18, 2016

FINANCIAL REPORT: AUDITOR, TERA KLUTZ

UNEMPLOYMENT RATE: DEPUTY AUDITOR, NICK JORDAN

	November	December
Allen County	4.4%	4.4%
Indiana	4.5%	4.5%
Illinois	5.8%	6.0%
Michigan	4.2%	4.5%
Ohio	4.5%	4.6%
National	4.8%	4.8%

TOTAL APPROPRIATIONS REQUESTED IN THE GENERAL FUND: \$2,539

TOTAL APPROPRIATIONS REQUESTED IN OTHER FUNDS: \$4,842,015

ECONOMIC DEVELOPMENT Buskirk

Allen County Redevelopment Commission update on Land Banking Program.

DEPARTMENT 54 - YOUTH SERVICES CENTER Buskirk

Consideration of a salary ordinance for a new employee, Youth Care Worker, POLE 2/2, \$33,038. Non-exempt.

DEPARTMENT 55 - ACJC Buskirk & Tucker

Permission to apply for a DAC grant for 4 Intoximeters and a recharge canister for a total of \$1,710.

Permission to apply for a JDAI grant for the Coordinator in the amount of \$82,000.

DEPARTMENT 62 - SUPERIOR COURT Benz

APPROPRIATION REDUCTION IN COUNTY COUNCIL GENERAL FUND:

100-4201-413.49-10 OTHER CAPITAL -\$2,539

APPROPRIATIONS IN SUPERIOR COURT GENERAL FUND:

100-6201-412.43-03 OFFICE/COMPUTER EQUIPMENT \$2,539

DEPARTMENT 72 - HIGHWAY

B Brown

APPROPRIATE IN HIGHWAY FUND 250:

1. 250-8204-431.48-38	AMBER ROAD	\$750,000
2. 250-8204-431.49-76	HMA RESURFACING	\$675,000
3. 250-8204-431.49-89	ROAD RECLAMATIONS	\$675,000
		<u>\$2,100,000</u>

APPROPRIATE IN LOCAL ROAD & STREETS FUND 255:

4. 255-7204-431.40-15	DRAINAGE	\$500,000
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APPROPRIATE IN MAJOR BRIDGE FUND 340:

5. 340-7201-431.49-82	04-070 ELLISON RD BRIDGE	\$600,000
6. 340-7201-431.49-13	CONTRACTUAL	\$400,000
		<u>\$1,000,000</u>

APPROPRIATION IN CREDIT FUND 329:

7. 329-0208-431.49-62	HATHAWAY/CORBIN RD	\$900,000
8. 329-0208-431.49-66	02-264 BASS ROAD	\$195,000
9. 329-0208-431.49-17	HAM RESURFACE	\$147,015
		<u>\$1,242,015</u>

DISCUSSION AND OTHER BUSINESS TO COME BEFORE COUNCIL:

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 March 17, 2016.

The next County Council regular meeting will be held at 8:30 am Thursday, April 21, 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
February 29, 2016

March 17, 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:	
2016 Property Tax	62,226,439	Percentage of Collections:	0.00%
Less Circuit Breaker Credit	<u>(6,847,200)</u>		
Total Property Taxes charged	55,379,239		0.00%
Less Allowance for Uncollected Property Tax	(1,107,585)		
Miscellaneous	<u>19,690,104</u>		14.21% <u>2,797,620</u>
	73,961,758	Total Percentage of Collections	3.78% 2,797,620
TOTAL CASH & ESTIMATED REVENUES:	87,557,565	ACTUAL CASH YEAR TO DATE:	16,393,426
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2016 Budget	75,757,093		10,983,109
2015 Encumbrances	4,656,154		
Additional Appropriations	28,000		
	<u>80,441,247</u>	Percentage of Disbursements	13.65% <u>10,983,109</u>
TOTAL BUDGETED APPROPRIATION	80,441,247		
Replenish Cash Reserve	(3,000,000)		
Capital Expenses	(1,000,000)	Rainy Day Fund Cash Flow Loan	
AMOUNT LEFT FOR APPROPRIATION	<u><u>3,116,318</u></u>	ACTUAL CASH BALANCE YTD:	<u><u>5,410,318</u></u>
FOR CONSIDERATION TODAY:			
APPROPRIATIONS			

County General Miscellaneous Revenue Explanations

February 2016

16.67% of Year Elapsed

Revenue Source	Annual Estimate	Percent	Actual	Explanation
OTHER TAXES:				
Financial Institutions Tax	298,931	0.00%	0	Two equal installments June and December.
Vehicle License Excise Tax	3,772,557	0.00%	0	Distributed April, June, October & December
Commercial Vehicle Excise Tax	409,876	0.00%	0	Two equal installments June 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	24.84%	84,884	Received Quarterly
Emerg Prep/Civil Def-Fed Match	92,346	0.00%	0	Received 1x per yr
Care of Federal Prisoners	1,600,000	14.85%	237,646	Varies monthly depending on prisoners
ACJC/Trans Child Care	202,000	14.80%	29,894	Per Diem fees received monthly, except out-of-county contracts pay full year in first quarter
Youth Serv/Regular Child Care	384,018	25.16%	96,612	Varies monthly depending on youths housed
Liquor Excise Tax Dist-ABC	20,000	61.88%	12,375	Two Distributions per year
Inheritance Tax-County Share	0	0.00%	0	Received Quarterly-Law repealed effective 1/1/13
Public Defender Reimbursement	1,268,768	0.00%	0	Received Quarterly
Examination of Records	0		0	Two Distributions per year
SSI Payments	50,000	1.60%	800	Receive monthly from Social Security Admin
LICENSES AND PERMITS:				
Department of Planning	700,000	21.43%	150,015	Collections deposited monthly
Building Department	1,700,000	21.21%	360,570	Collections deposited monthly
Cable Franchise License Fees	303,000	29.57%	89,585	Paid Quarterly from Cable Vendors
CHARGES FOR SERVICES:				
Treasurer	170,000	4.53%	7,709	Tax Sale Fees receipted with December Settlement
Recorder	825,000	16.85%	138,997	Collections deposited monthly
Sheriff	1,500,000	24.82%	372,365	Made up of different fees, including tax warrants at 2/29 \$25,555.10 .
Surveyor	105,000	22.98%	24,127	Summer months usually yield higher collections
Auditor	450,000	163.22%	734,485	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

February 2016

16.67% of Year Elapsed

Revenue Source	Annual Estimate	Percent	Actual	Explanation
Data Processing	400,000	17.72%	70,888	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	1.13%	8,500	Reimbursed from Feds as it is spent and invoiced
Clerk	1,300,000	14.57%	189,427	Collections deposited monthly
MISCELLANEOUS REVENUE:				
Child Support Exp Budget Reimb	1,375,000	0.00%	0	Reimbursed from State as it is spent and invoiced
Election Expense Reimburse	0	0.00%	767	
Reimbursements	35,000	80.55%	28,193	Miscellaneous Reimbursements, i.e. Commissary part-time salaries
Copy Machine Charges	100	61.00%	61	All other Departments copy fee charges
Telephone Reimbursement	2,000	13.95%	279	Payphone commissions
Interest	273,000	26.59%	72,593	Received monthly
Rental of County Property	350,000	22.73%	79,568	Received monthly.
Co. Misc. - Non-identified Rev	130,000	5.15%	6,701	Miscellaneous one time revenue
OTHER FINANCING SOURCES:				
Sale of Real & Personal Property	50,000	1.16%	579	Proceeds from sale of county owned property
Unclaimed Surplus Tax	200,000	0.00%		Unclaimed Surplus is moved to General Fund in December of each year.
Property Tax Refund Reimb	190,500	0.00%		County is reimbursed from units at Settlement for tax refunds paid throughout the year.
TOTAL	19,690,104	14.21%	2,797,620	
Less Property Tax Refunds				Eliminate refunds above the estimated revenue to calculate a more accurate picture of collection rate.
Total Miscellaneous Collections	19,690,104	14.21%	2,797,620	

ALLEN COUNTY
FINANCIAL REPORT FOR
COIT Public Safety
February 29, 2016

March 17, 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		16.67%	491,509
Miscellaneous				142
	2,949,056		Total Percentage of Collections	491,652
TOTAL CASH & ESTIMATED REVENUES:	3,675,625		ACTUAL CASH YEAR TO DATE:	1,218,221
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:	
2016 Budget	2,949,056			16,458
Additional Appropriations	164,000			
	3,113,056		Percentage of Disbursements	16,458
TOTAL BUDGETED APPROPRIATION	3,113,056			
AMOUNT LEFT FOR APPROPRIATION	562,569		ACTUAL CASH BALANCE YTD:	1,201,763
FOR CONSIDERATION TODAY:				
APPROPRIATIONS				

ALLEN COUNTY
FINANCIAL REPORT FOR
COIT DISTRIBUTIVE SHARES
February 29, 2016

March 17, 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	16.67% 2,445,814	
	<hr/>	522	
	14,901,675	Total Percentage of Collections	16.42% 2,446,336
TOTAL CASH & ESTIMATED REVENUES:	15,819,480	ACTUAL CASH YEAR TO DATE:	3,364,141
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2016 Budget	14,901,675		3,062,588
2015 Encumbrances	49,132		
Additional Appropriations			
	<hr/>		
TOTAL BUDGETED APPROPRIATION	14,950,807	Percentage of Disbursements	20.48% 3,062,588
AMOUNT LEFT FOR APPROPRIATION	<hr/> <hr/>	ACTUAL CASH BALANCE YTD:	<hr/> <hr/>
	868,673		301,553
FOR CONSIDERATION TODAY:			
APPROPRIATIONS			

ALLEN COUNTY
 FINANCIAL REPORT FOR
Sur/Wheel Tax Bridge Fund
 February 29, 2016

March 17, 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		14.40%	213,272
Miscellaneous	<u>1,480,972</u>			<u>2,878</u>
			Total Percentage of Collections	14.60% 216,149
TOTAL ESTIMATED CASH:	3,492,223		ACTUAL CASH YEAR TO DATE:	2,227,400
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:	
2016 Budget	1,542,728			259,026
2015 Encumbrances	1,948,070			
Additional Appropriations	<u> </u>			<u> </u>
TOTAL BUDGETED APPROPRIATION	3,490,798		Percentage of Disbursements	7.42% 259,026
AMOUNT LEFT FOR APPROPRIATION	<u><u>1,425</u></u>		REMAINING CASH BALANCE YTD:	<u><u>1,968,374</u></u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS

ALLEN COUNTY
FINANCIAL REPORT FOR
REASSESSMENT 2017
February 29, 2016

March 17, 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		0.00%
Less Circuit Breaker Credit	<u>(58,562)</u>		
Total Property Taxes charged	473,809		0.00%
Less Allowance for Uncollected Property Tax	(9,476)		
Miscellaneous	<u>41,744</u>		1.93% <u>808</u>
	506,077	Total Percentage of Collections	0.16% 808
TOTAL CASH & ESTIMATED REVENUES:	1,185,510	ACTUAL CASH YEAR TO DATE:	680,241
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2016 Budget	619,158		77,020
2015 Encumbrances	1,317		
Additional Appropriations	<u> </u>		<u> </u>
TOTAL BUDGETED APPROPRIATION	620,475	Percentage of Disbursements	12.41% 77,020
AMOUNT LEFT FOR APPROPRIATION	<u><u>565,035</u></u>	REMAINING CASH BALANCE YTD:	<u><u>603,221</u></u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS

ALLEN COUNTY
FINANCIAL REPORT FOR
Board of Health Fund
February 29, 2016

March 17, 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		Percentage of Collections:	0.00%
Less Circuit Breaker Credit	<u>(273,287)</u>		Total Percentage of Collections	0.00%
Total Property Taxes charged	2,211,112		Miscellaneous	16.79% <u>267,325</u>
Less Allowance for Uncollected Property Tax	(44,222)		Total Percentage of Collections	7.11% <u>267,325</u>
Miscellaneous	<u>1,592,339</u>			
	3,759,229		ACTUAL CASH YEAR TO DATE:	3,101,719
TOTAL CASH & ESTIMATED REVENUES:	6,593,623		ACTUAL DISBURSEMENTS:	
			2016 Budget	599,972
ESTIMATED DISBURSEMENTS:			2015 Encumbrances	10,000
2016 Budget	4,709,809		Additional Appropriations	<u> </u>
2015 Encumbrances	10,000			
Additional Appropriations	<u> </u>		Percentage of Disbursements	12.71% 599,972
TOTAL BUDGETED APPROPRIATION	4,719,809			
			REMAINING CASH BALANCE YTD:	<u>2,501,747</u>
AMOUNT LEFT FOR APPROPRIATION	<u>1,873,814</u>			
FOR CONSIDERATION TODAY:				
APPROPRIATIONS				
UNAPPROPRIATIONS				

ALLEN COUNTY
FINANCIAL REPORT
Cumulative Capital Development
February 29, 2016

March 17, 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		0.00%
Less Circuit Breaker Credit	<u>(300,316)</u>		
Total Property Taxes charged	2,402,492		0.00%
Less Allowance for Uncollected Property Tax	(48,050)		
Miscellaneous	679,671		34.14% 232,052
	<u>3,034,113</u>		<u>232,052</u>
TOTAL CASH & ESTIMATED REVENUES:	8,669,732		ACTUAL CASH YEAR TO DATE: 5,867,670
			ACTUAL DISBURSEMENTS:
ESTIMATED DISBURSEMENTS:			
2016 Budget	5,448,142		227,696
2015 Encumbrances	462,726		
Additional Appropriations	<u> </u>		<u> </u>
TOTAL BUDGETED APPROPRIATION	5,910,868		Percentage of Disbursements 3.85% 227,696
AMOUNT LEFT FOR APPROPRIATION	<u><u>2,758,864</u></u>		REMAINING CASH BALANCE YTD: <u><u>5,639,974</u></u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS

ALLEN COUNTY
 FINANCIAL REPORT FOR
COUNTY BOND FUND
 February 29, 2016

March 17, 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			0.00%
Less Circuit Breaker Credit	-			
Total Property Taxes charged	<u>4,054,212</u>			0.00%
Less Allowance for Uncollected Property Tax	(81,084)			
Miscellaneous	299,607			0.92% 2,746
	<u>4,272,735</u>		Total Percentage of Collections	<u>0.06%</u> 2,746
TOTAL CASH & ESTIMATED REVENUES:	6,473,125		ACTUAL CASH YEAR TO DATE:	2,203,137
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:	
2016 Budget	4,351,801			0
2015 Encumbrances	0			
Additional Appropriations	<u> </u>			<u> </u>
TOTAL BUDGETED APPROPRIATION	4,351,801		Percentage of Disbursements	0.00% 0
AMOUNT LEFT FOR APPROPRIATION	<u><u>2,121,324</u></u>		REMAINING CASH BALANCE YTD:	<u><u>2,203,137</u></u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS

UNAPPROPRIATIONS

ALLEN COUNTY
FINANCIAL REPORT FOR
Rainy Day Fund
February 29, 2016

March 17, 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		22.18% 10,646
Highway loan repayment	340,000		100.00% 340,000
	388,000		Total Percentage of Collections 90.37% 350,646
TOTAL CASH & ESTIMATED REVENUES:	12,841,524		ACTUAL CASH YEAR TO DATE: 12,804,170
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:
2016 Budget	0		
2015 Encumbrances	546,150		
Additional Appropriations			
	546,150		Percentage of Disbursements 0.00% 0
TOTAL BUDGETED APPROPRIATION	546,150		
Temporary Loan to County General			Temporary Loan to County General
AMOUNT LEFT FOR APPROPRIATION	12,295,374		REMAINING CASH BALANCE YTD: 12,804,170
FOR CONSIDERATION TODAY:			
APPROPRIATIONS			
UNAPPROPRIATIONS			

Capital Fund Summary

Income to Capital Fund	
Property Sales	\$3,391,056.81
Land Bank Program Funding	\$5,435,356.89
Interest Earned on Capital Fund	\$44,177.12
Tap Fee's from City Utilities	\$74,007.66
Other Misc. Income	<u>\$39,100.00</u>
Misc. Income	\$8,983,698.48
Farming Lease Income	\$98,791.39
Brandenberger House Rent	<u>\$17,700.00</u>
Lease & Rental Income	\$116,491.39
Total Income to Capital Fund	\$9,100,189.87

Land Purchases	
Bandelier Property Purchase	\$1,005,696.33
Brandenberger Property Purchase	\$786,352.91
Fox North Property Purchase	\$1,035,241.08
Stonebridge Property Purchase	<u>\$2,033,314.95</u>
Total Property Purchase	\$4,860,605.27

Property Expenses	
Bandelier Property Expenses	\$4,991.67
Brandenberger Property Expenses	\$39,237.41
Fox North Property Expenses	\$19,077.39
Ryan Industrial Property Expenses	\$15,155.72
Stonebridge Property Expenses	<u>\$93,172.75</u>
Total Property Expenses	\$171,634.94

Misc. Expenses	
Misc. Exp. Paid from Capital Fund	\$9,400.00
Legal Exp. Paid from Capital Fund	\$36,637.00
Legal Notices Paid from Capital Fund	\$982.02
Property Taxes Paid from Capital Fund	<u>\$19,843.58</u>
Total Other Expenses	\$66,862.60

Total Expenses of Capital Fund \$5,099,102.81

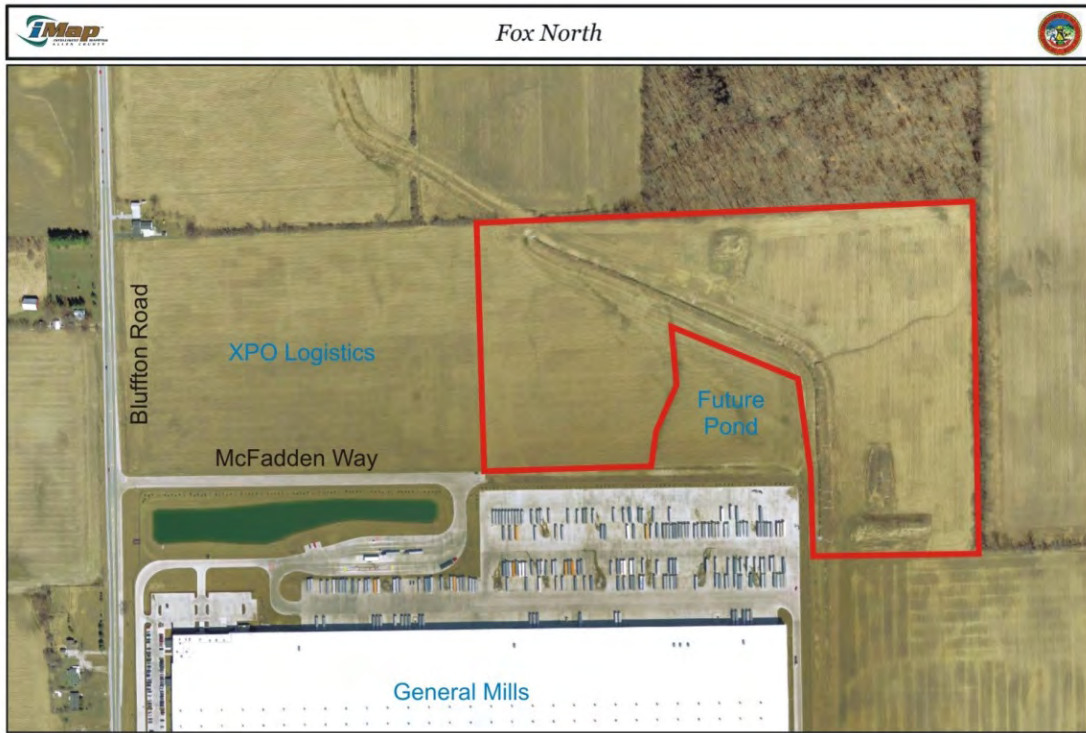
Income less Expenses \$4,001,087.06

Property Sales

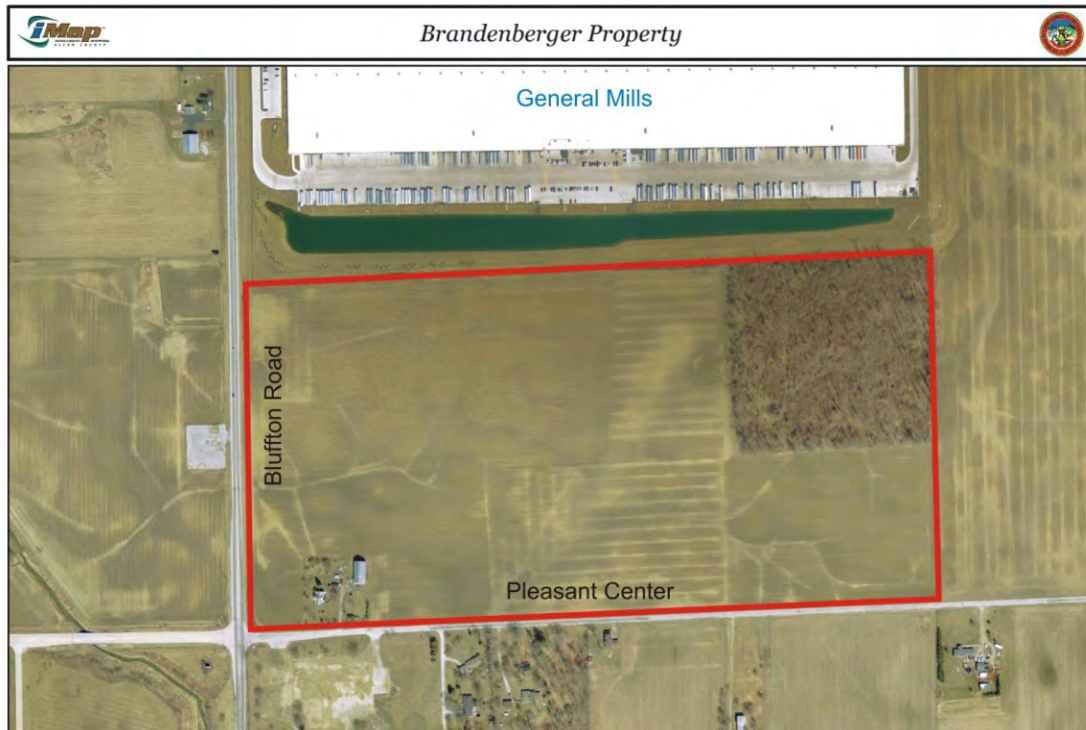
2012	Bandelier - SDI	\$174,890.59
2012	Bandelier - North (Westwood)	\$19,943.85
2014	Stonebridge - North Point	\$2,113,415.00
2014	AEP - Stonebridge Triangle	\$85,000.01
2015	North Point Option - Stone.	\$44,982.00
2015	Brandenberger Option	\$7,500.00
2016	XPO Logistics - Fox North	\$945,325.36
	Total Property Sales	\$3,391,056.81

Allen County Redevelopment Commission Properties

Fox North Property: Sold 28 acres to XPO Logistics, and have 41.3 acres remaining.

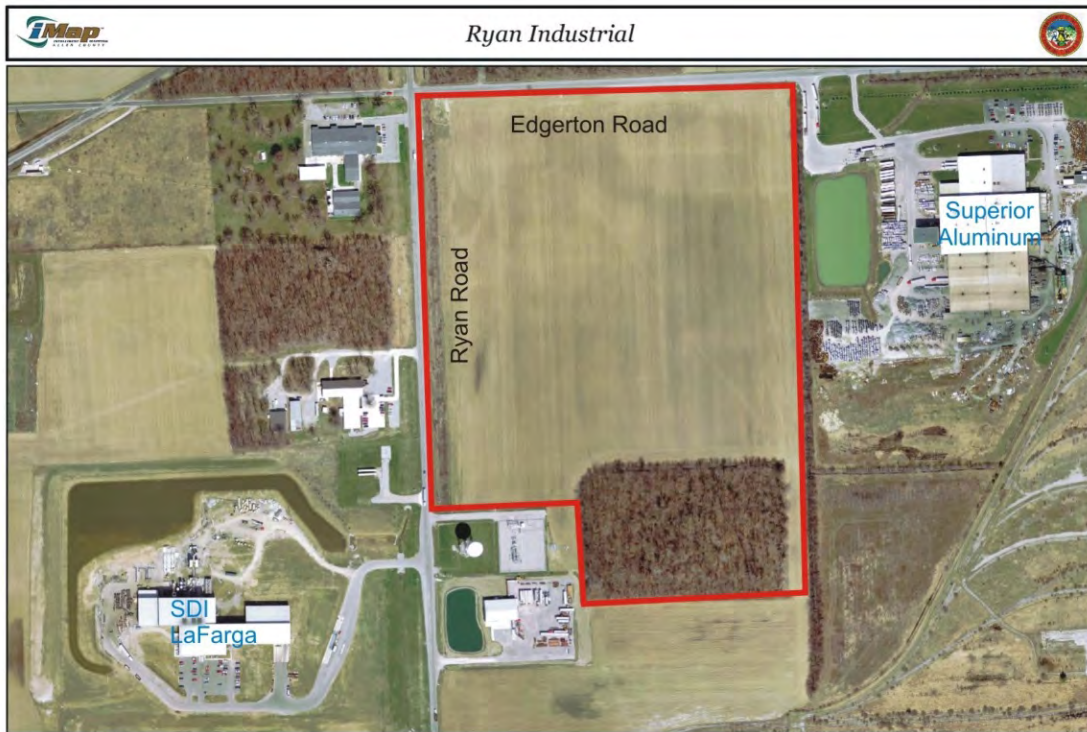


Brandenberger Property: 80 acres has been optioned by prospect.

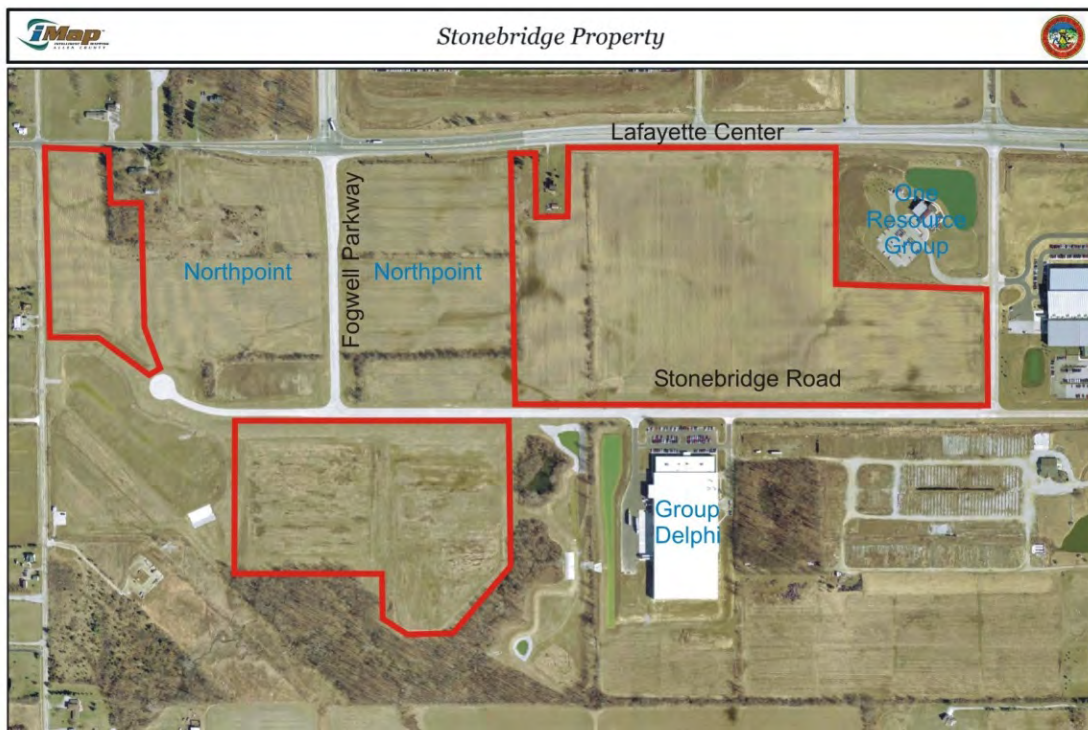


Allen County Redevelopment Commission Properties

Ryan Road Property: 50 acres available on east side of New Haven



Stonebridge Property: 194 acres remaining in three areas



**SALARY ORDINANCE
2016**

Consideration of a salary ordinance establishing the pay for an employee within the budget of Youth Services Center 100-5401-444

TITLE	APPROP	CLASSIFICATION	ANNUAL SALARY
Youth Care Worker	13-18	POLE 2/2	\$33,038/Non-exempt

WHEREAS: The Allen County Council is apprised of the need to set the salary ordinance for the Youth Care Worker 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 Youth Services Center is established as described above.

SECTION 2. Additional funds are needed.

THIS ORDINANCE READ, CONSIDERED AND ADOPTED BY THE MEMBERS OF THE ALLEN COUNTY COUNCIL ON THE 17th DAY OF MARCH, 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: 8:30am

DATE: Thursday, March 3, 2016

LOCATION: Human Resources Training Room
Citizens Square
HR Training Room, Room 375

MEMBERS: Councilman Roy Buskirk
Councilman Tom Harris
Councilman Bob Armstrong

AGENDA:

Youth Service Center

1.) New Position

Youth Care Worker Pole 2/2 \$33,038 (\$15.88/hour) 40 hours/week- Non-exempt

New position approved 3-0 and a representative will be present at the March 17, 2016 County Council Meeting.

Appropriation Line Number: 100-5401.444.13-18

Additional funds requested for 2016

Requested effective March 17, 2016

Other Business:

Update on the progress of Waggoner, Irwin, Scheele, and Associates on the pay grid analysis

Discussion on a written policy for the compensation process and the use of Waggoner, Irwin, Scheele, and Associates

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.

COUNTY COUNCIL GRANT APPROVAL CHECKLIST

What is the Department/Agency applying for grant? Allen County Juvenile Center

What kind of grant are you applying for? ___Federal___ State ___X___ Other

What is the total amount of funds you are applying for? \$1,710.00

What is the grant application deadline? 3/25/2016

Is this a direct grant or a pass-through? Direct

If this is a pass-through grant, what County entity is sponsoring the grant? N/A

Is this a reimbursement or "up-front" grant payment? Up-Front

What match is required by the applicant? Cash ___N/A___ In-Kind ___N/A___

If cash is required, what funds will be used? Are these funds on hand now? N/A

If in-kind, what will be the in-kind contribution? N/A

Who (if any) are the partners in the project? None

Have you discussed your grant application with the Auditor's Office? Yes

Have you discussed your grant application with your liaison? Yes

Are all expenses for the proposed program covered by the grant? If not, please disclose any hidden costs, such as insurance, vehicle use, etc. Yes

Please attach a written report to substantiate your need for grant funds.

Please attach a financial report that demonstrates the cost/benefit of the grant.

At the end of your grant project please return to Council with a brief report about the success of the project.

Submitted by: C. Scheuman Date: 2/29/14

Please return completed copy to Becky Butler by cut-off date for Council agenda requests.
Any questions should be directed to: Jackie Scheuman, Budget & Finance Director, 449-7967.

Form approved by County Council 4/17/03. Revised 5/2009.

COUNTY COUNCIL GRANT APPROVAL CHECKLIST

What is the Department/Agency applying for grant? Allen County Juvenile Center

What kind of grant are you applying for? ___ Federal _X_ State ___ Other

What is the total amount of funds you are applying for? \$82,000.00

What is the grant application deadline? 3/31/2016

Is this a direct grant or a pass-through? Direct

If this is a pass-through grant, what County entity is sponsoring the grant? N/A

Is this a reimbursement or "up-front" grant payment? Up Front

What match is required by the applicant? Cash _N/A_ In-Kind _N/A_

If cash is required, what funds will be used? Are these funds on hand now? N/A

If in-kind, what will be the in-kind contribution? N/A

Who (if any) are the partners in the project? None

Have you discussed your grant application with the Auditor's Office? Yes

Have you discussed your grant application with your liaison? Yes

Are all expenses for the proposed program covered by the grant? If not, please disclose any hidden costs, such as insurance, vehicle use, etc. This grant is supplemental to the ACJC County General allocation.

Please attach a written report to substantiate your need for grant funds.

Please attach a financial report that demonstrates the cost/benefit of the grant.

At the end of your grant project please return to Council with a brief report about the success of the project.

Submitted by: _____ **Date:** 03/02/2016

Please return completed copy to Becky Butler by cut-off date for Council agenda requests.
Any questions should be directed to: Jackie Scheuman, Budget & Finance Director, 449-7967.

Form approved by County Council 4/17/03. Revised 5/2009.

ALLEN COUNTY JUVENILE CENTER

GRANT CHECKLIST

REQUIRED NARRATIVES

SUBSTANTIATE NEED FOR GRANT FUNDING

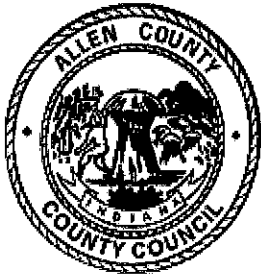
The JDAI (Juvenile Detention Alternatives Initiative) process is a multi-year project covering a diversity of areas including: Admission screening policies, examining and addressing racial disparities, providing juveniles with alternatives to secure detention, case-processing timeline reviews and improvements, monitoring confinement conditions, enhancing data collection and analysis, and more. A Coordinator is needed to facilitate and maintain momentum to advance this process through these many stages of change.

FINANCIAL COST/BENEFIT OF THE GRANT

The JDAI process will lower the long-term secure Detention numbers of our facility.

A reduced population will lower our daily operating expenses. Savings resulting from a permanently reduced population will materialize year after year once the JDAI system takes root. These areas of savings include: Meals, Clothing, Youth Care Workers, Legal expenses, Janitorial, Medical and other health care expenses, Transportation, Trash removal, Recreation expenditures, and countless other areas.

The reputation of Allen County government as a whole stands to benefit significantly from this proactive effort to address the issues of troubled youth; with lockup used as a last resort and only when public safety is truly at risk.



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM THE GENERAL FUND:

DEPARTMENT: Allen Superior Court

LINE ITEM NUMBER: 100-62-01-412.43-03

REQUESTED AMOUNT: \$ \$2,040.

FOR LINE ITEM UNDER CONSIDERATION, YTD EXPENDITURES & ANTICIPATED EXPENDITURES:
n/a

WAS THIS INCLUDED IN THE ANNUAL BUDGET REQUEST? IF NOT, WHY NOT?
No. Received a used copier from another department.

HOW WILL THIS APPROPRIATION BE USED?
To purchase a copier, printer, scan and fax system for Judge Davis' chambers

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?
\$2,040. By working with Purchasing Director and vendor

HOW DOES THIS FIT INTO THE STRATEGIC PLAN?
This was not scheduled to be replaced for a few more years, but according to vendor the machine and parts for the machine are obsolete.

WAS THIS A PART OF THE STRATEGIC PLAN? IF NOT, WHY NOT?
Yes. See above.

IS THIS A RECURRING EXPENSE? No

WILL OTHER EXPENDITURES BE NECESSARY?
No

DISCUSSED WITH LIAISON? Yes, e-mailed 2/12/16

LIAISON'S NAME: Joel Benz



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM THE GENERAL FUND:

DEPARTMENT: Allen Superior Court

LINE ITEM NUMBER: 100-62-01-412.43-03

REQUESTED AMOUNT: \$ 499.00

FOR LINE ITEM UNDER CONSIDERATION, YTD EXPENDITURES & ANTICIPATED EXPENDITURES:
YTD expenditures - \$0; Anticipated expenditures - \$499

WAS THIS INCLUDED IN THE ANNUAL BUDGET REQUEST? IF NOT, WHY NOT?
No, PC needed for new Court Reporter position at Small Claims

HOW WILL THIS APPROPRIATION BE USED?

To replace "loaner" PC being used by new Small Claims Court Reporter. The "loaner" PC does not have a processor fast enough to support Odyssey.

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

\$499. Quote from HP provided by Ed Steenman

HOW DOES THIS FIT INTO THE STRATEGIC PLAN?

n/a

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

No. New position was for 2016. Tried to reuse existing PC in inventory. PC insufficient to handle workload.

IS THIS A RECURRING EXPENSE? No

WILL OTHER EXPENDITURES BE NECESSARY?

No

DISCUSSED WITH LIAISON? Emailed 2/24/16

LIAISON'S NAME: Joel Benz



PRICE QUOTATION

Quote Number: 10900566

Quote Date : February 22, 2016

Janine Brown

Revised Date : February 22, 2016

ALLEN CNTY DEPT OF PUBLIC PURC

Expires: March 23, 2016

Provided by: Edward Bush

Contract: IN - STATE OF INDIANA (13079)

Product availability and product discontinuation is subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order. HP INC. PROPRIETARY INFORMATION FOR CUSTOMER USE ONLY. DO NOT SHARE.

Item	Part No.	Description	Qty.	Unit Price	Extended
Group:					
1.	F5E62UP#ABA	HP EliteDesk 800 G1 Business PC F5E62UP#ABA	1	\$499.00	\$499.00
		- 800 SFF Vpro			
		- Windows® 7 Professional 64-bit			
		- HP EliteDesk 800 Country Kit US			
		- HP EliteDesk 800 G1 SFF			
		- HP EliteDesk 800 SFF STD Chassis Windows 7 Professional 64bit OS US			
		- Intel Core i5-4570 3.2G 6M HD 4600 CPU			
		- 8GB DDR3-1600 DIMM (2x4GB) RAM			
		- 500GB 7200 RPM 3.5 HDD			
		- HP USB Keyboard - ME US			
		- HP USB Mouse			
		- Slim SuperMulti ODD			
		- Single Unit (SFF) Packaging			
		- 4/4/4 SFF Warranty US			
		- Windows 7 64 bit OS DVD+ DRDVD US			
SUB TOTAL :					\$499.00

TOTAL PRICE : \$499.00

To ensure the accurate and timely processing of your order, please include quote # 10900566 on your Purchase Order.

Comments:

Note: For detailed warranty information, please link to "URL" for more information www.hp.com/go/specificwarrantyinfo. Sales taxes added where applicable. Freight is FOB Destination.



Public Sector Sales

Ordering Information

It's never been easier to place your direct orders with HP. Now you can have fast, accurate service with special options designed to personalize, process and expedite your shipments with higher levels of accuracy. Ordering HP products is as simple as picking up the phone, using the fax machine, or logging onto the HP Public Sector website at http://welcome.hp.com/country/us/eng/solutions/pub_sector.html

Online ordering

With the HP Online Store, you can create quotes with real-time pricing; place an order using a credit card or purchase order, keep up-to-date on the latest product promotions and pricing available on your contract, inquire about order status and view product/price information - all from your desktop PC.

[Click here to view this quote and place an order online.](#)

Faxing Option

Faxing your order is convenient, too. Simply fill out your request on the customer purchase order and send to 1-800-825-2329. Your order will be promptly handled, and you can call a Customer Service Representative to confirm your order.

Personalized Telesales

To provide more personal service to you, our telephone sales and order administration representatives are assigned by territory. This means you can reach a dedicated government, education, or medical sales team every time you call - giving you added value by letting you grow personal relationships with representatives who know your product as well as your special terms and delivery requirements. To request a quote, check product availability, and other related questions, call your Telesales Representative.

Order Accuracy

To ensure the accurate and timely processing of your order, please verify that your purchase order includes the following information:

- o **Bill-to address,**
- o **Ship-to address,**
- o **Purchase order number,**
- o **Part number, description, and price,**
- o **Contract # and name**
- o **Reseller of choice**
- o **Contact name, phone number, and email address,**
- o **Special delivery requirements**
- o **Requested delivery date**
- o **Signature of authorized purchaser**
- o **Please note that HP Inc. must be listed as the vendor.**
- o **Sample/Editable PDF Purchase Order forms are available at these links -**
 - o **Standard PO (STL / K12 / Hi Ed / Fed) - http://gem.compaq.com/gemstore/sites/downloads/SLED_PO_Template.pdf**
 - o **Federal Form 1449 - http://gem.compaq.com/gemstore/sites/downloads/FED_PO_Template_Form_1449.pdf**

Tax-Exempt Certificate Requirements

All tax-exempt accounts should have a tax-exempt certificate on file with HP to avoid having sales tax added to their invoice. This certificate needs to be provided only once. If you are ordering for the first time, please include with your order or account application.

HP Credit

HP's financing programs can help your agency purchase or lease HP solutions. To inquire more about a customized financial solution proposal call your Telesales Representative.

Order Tracking and Status

All orders are entered within 24 hours of receipt and are scheduled to ship on a first in first out basis. Orders are shipped within seven days of receipt provided all items are in stock and all necessary information has been properly included on your purchase order. (Remember that ship complete orders can be delayed if a particular item is not currently in stock.) To inquire about the status of your order, you may either or call your corresponding Customer Service Representative or [check your order status online](#)

Returned Merchandise

A return material authorization number (RMA) is required for all returns to be processed. Returns may be requested within 30 days of shipment. Please call your Public Sector Customer Service Representative in order to have an RMA assigned. Please have a copy of the packing slip available when you call.

Customer Relationship and Sales For Public Sector Sales

Fax: 800-825-2329

K-12 Education: 800-888-3224

Higher Ed: 877-480-4433

State & Local: 888-202-4682



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM FUNDS OTHER THAN THE GENERAL FUND:

DEPARTMENT: Highway

LINE ITEM NUMBER: See Below AMOUNT REQUESTED: \$ 2,100,000

CURRENT FUND BALANCE: \$5,512,645

EXPECTED ANNUAL REVENUE: \$11,355,602

IS REVENUE ON PACE TO MEET EXPECTATIONS? yes

STATUTORY GUIDELINES:

HOW WILL THIS APPROPRIATION BE USED?

Project # 05-306 Amber Road (US 24 to Redding Drive) \$750,000 250-82-04-431-(New)
HMA Resurfacing \$675,000 250-82-04-431-49-76
Road Reclamations \$675,000 250-82-04-431-49-89

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

HOW DOES THIS FIT INTO THE STRATEGIC PLAN?

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

Yes, we typically have rollover each year in MVH which we put to projects or other maintenance needs that couldn't be budgeted.

IS THIS A RECURRING EXPENSE? No

WILL OTHER EXPENDITURES BE NECESSARY?

Not at this time.

DISCUSSED WITH LIAISON? Yes

LIAISON'S NAME: Bill Brown

ALLEN COUNTY
FINANCIAL REPORT
HIGHWAY FUND
February 29, 2016

March 17, 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		8.78%	180,270
Wheel Tax Distribution	338,204		8.07%	27,303
Highway Fees	499,000		4.23%	21,100
MVH State Distribution	8,214,696		14.28%	1,172,745
Miscellaneous/Other	<u>250,000</u>		22.71%	<u>56,765</u>
	11,355,602		Total Percentage of Collections	12.84% 1,458,183
TOTAL CASH & ESTIMATED REVENUES:	16,845,460		ACTUAL CASH YEAR TO DATE:	6,948,040
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:	
2016 Budget	11,171,700			1,822,278
2015 Encumbrances	3,236,642			
Additional Appropriations	<u> </u>			<u> </u>
TOTAL BUDGETED APPROPRIATION	14,408,342		Percentage of Disbursements	12.65% 1,822,278
AMOUNT LEFT FOR APPROPRIATION	<u><u>2,437,118</u></u>		REMAINING CASH BALANCE YTD:	<u><u>5,125,762</u></u>
FOR CONSIDERATION TODAY:				
APPROPRIATIONS	2,100,000			
UNAPPROPRIATIONS				



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM FUNDS OTHER THAN THE GENERAL FUND:

DEPARTMENT: Highway

LINE ITEM NUMBER: 255-72-04-431-40-15 AMOUNT REQUESTED: \$ 500,000

CURRENT FUND BALANCE: \$2,302,030

EXPECTED ANNUAL REVENUE: \$1,603,661

IS REVENUE ON PACE TO MEET EXPECTATIONS? yes

STATUTORY GUIDELINES:

HOW WILL THIS APPROPRIATION BE USED?

Additional Drainage Projects \$500,000 255-72-04-431-40-15

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

HOW DOES THIS FIT INTO THE STRATEGIC PLAN?

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

Yes, we typically have rollover each year in LRS which we put to projects or other maintenance needs that couldn't be budgeted.

IS THIS A RECURRING EXPENSE? No

WILL OTHER EXPENDITURES BE NECESSARY?

Not at this time.

DISCUSSED WITH LIAISON? Yes

LIAISON'S NAME: Bill Brown



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM FUNDS OTHER THAN THE GENERAL FUND:

DEPARTMENT: Highway

LINE ITEM NUMBER: See Below AMOUNT REQUESTED: \$ 1,000,000

CURRENT FUND BALANCE: 3,335,866

EXPECTED ANNUAL REVENUE: \$1,662,702

IS REVENUE ON PACE TO MEET EXPECTATIONS? yes

STATUTORY GUIDELINES:

HOW WILL THIS APPROPRIATION BE USED?

Additional Funding for Project # 04-070 Ellison Road Bridge # 228 \$600,000 340-72-01-431-49-82
Various Bridge Studies (Major Bridge Beam Deterioration, Ternet Rd Bridge # 298, Fisher Rd Bridge # 79, and Notestine Rd Bridge # 13) \$400,000 340-72-01-431-49-13

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

HOW DOES THIS FIT INTO THE STRATEGIC PLAN?

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

Yes, we typically have rollover each year in Major Bridge which we put to projects that couldn't be budgeted.

IS THIS A RECURRING EXPENSE? No

WILL OTHER EXPENDITURES BE NECESSARY?

Not at this time.

DISCUSSED WITH LIAISON? Yes

LIAISON'S NAME: Bill Brown

ALLEN COUNTY
FINANCIAL REPORT
MAJOR BRIDGE FUND
February 29, 2016

March 17, 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:
Less Circuit Breaker Credit	<u>(193,704)</u>			0.00%
Total Property Taxes charged	1,567,216			0.00%
Less Allowance for Uncollected Property Tax	(31,344)			0.00%
Miscellaneous	<u>126,830</u>			0.00%
	1,662,702			Total Percentage of Collections
				0.00%
TOTAL CASH & ESTIMATED REVENUES:	5,032,945			ACTUAL CASH YEAR TO DATE:
				3,370,243
ESTIMATED DISBURSEMENTS:				ACTUAL DISBURSEMENTS:
2016 Budget	1,677,800			98,297
2015 Encumbrances	1,760,533			
Additional Appropriations	<u> </u>			
TOTAL BUDGETED APPROPRIATION	3,438,333			Percentage of Disbursements
				2.86%
				98,297
AMOUNT LEFT FOR APPROPRIATION	<u><u>1,594,612</u></u>			REMAINING CASH BALANCE YTD:
				<u><u>3,271,946</u></u>
FOR CONSIDERATION TODAY:				
APPROPRIATIONS	1,000,000			
UNAPPROPRIATIONS				



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM FUNDS OTHER THAN THE GENERAL FUND:

DEPARTMENT: Highway

LINE ITEM NUMBER: See Below AMOUNT REQUESTED: \$ 1,242,015

CURRENT FUND BALANCE: \$20,983,660 CREDIT

EXPECTED ANNUAL REVENUE: \$8,820,617

IS REVENUE ON PACE TO MEET EXPECTATIONS? Yes

STATUTORY GUIDELINES:

HOW WILL THIS APPROPRIATION BE USED?

Additional Funding for Project # 1300110 Hathaway/Corbin \$900,000 329-02-08-431-49-62
Additional Funding for Project # 04-264 Bass Road \$195,000 329-02-08-431-49-66
HMA Resurface \$147,015 329-02-08-431-49-17

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

HOW DOES THIS FIT INTO THE STRATEGIC PLAN?

This request is to appropriate reimbursed funds to Bass Rd project and add additional funding to Hathaway/Corbin and HMA Resurfacing.

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

IS THIS A RECURRING EXPENSE?

WILL OTHER EXPENDITURES BE NECESSARY?
Not at this time

DISCUSSED WITH LIAISON? Yes

LIAISON'S NAME: Bill Brown

ALLEN COUNTY
FINANCIAL REPORT
CEDIT
February 29, 2016

March 17, 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:	
		Percentage of Collections:	
CEDIT Tax	6,970,617	16.67%	1,161,770
Miscellaneous (Commissioners)	250,000		
Federal/State Project Reimb-Highway	1,400,000	20.21%	283,008
	8,620,617	Total Percentage of Collections	16.76% 1,444,778
TOTAL CASH & ESTIMATED REVENUES:	29,054,383	ACTUAL CASH YEAR TO DATE:	21,878,544
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2016 Budget, Encumbrances and Additional Appropriations:			
Highway	12,885,930		508,095
Planning	270,435		40,862
Commissioners	11,892,924		57,307
TOTAL BUDGETED APPROPRIATION	25,049,289	Percentage of Disbursements	2.42% 606,265
AMOUNT LEFT FOR APPROPRIATION	4,005,094	REMAINING CASH BALANCE YTD:	21,272,279
FOR CONSIDERATION TODAY:			
APPROPRIATIONS	1,242,015		
UNAPPROPRIATIONS			