

**ALLEN COUNTY COUNCIL MEETING AGENDA
THURSDAY, FEBRUARY 18, 2021
8:30 AM**

CALL TO ORDER: PRESIDENT, KYLE KERLEY

APPROVAL OF MINUTES: JANUARY 21, 2021

FINANCIAL REPORT: AUDITOR, NICK JORDAN

TOTAL APPROPRIATIONS REQUESTED IN THE GENERAL FUND: \$900

TOTAL APPROPRIATIONS REQUESTED IN OTHER FUNDS: \$0

PUBLIC COMMENT

APPOINTMENT TO NEW HAVEN ECONOMIC DEVELOPMENT COMMISSION

DEPARTMENT 05 - SHERIFF Kerley

Request permission to apply for the State Criminal Alien Assistance Program (SCAAP) grant.

DEPARTMENT 55 - ACJC Benz

APPROPRIATION IN ACJC GENERAL FUND:

1. 100-5501-421.36-07 MAINTENANCE AGREEMENT \$900

TRANSFER IN ACJC GENERAL FUND:

FROM:

2. 100-5501-421.36-01 BUILDING \$69,479

TO:

3.	100-5501-421.23-03	BUILDING MATERIALS	\$69,000
4.	100-5501-421.43-01	FURNITURE & FIXTURES	\$479
			\$69,479

5. Permission to apply for the JDAI Grant.

TRANSFER WITHIN THE JDAI GRANT 223:

FROM:

6.	223-5501-421.11-03	EXTRA DEPUTY HIRE	\$21,634
7.	223-5501-421.12-01	FICA	\$1,768
8.	223-5501-421.16-64	JDAI COORDINATOR	\$714
			\$24,116

TO:

9.	223-5501-421.32-03	TRAVEL	\$3,933
10.	223-5501-421.35-99	UTILITY	\$183
11.	223-5501-421.39-70	SCHOOLS & SEMINARS	\$20,000
			\$24,116

DEPARTMENT 61 - CIRCUIT COURT

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TRANSFER WITHIN CIRCUIT COURT GENERAL FUND:

FROM:

100-6101-412.39-70	SCHOOLS & SEMINARS	\$7,000
100-6101-412.32-03	TRAVEL	\$6,000
		<hr/>
		\$13,000

TO:

100-6101-412.43-01	FURNITURE & FIXTURES	\$13,000
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DISCUSSION AND OTHER BUSINESS TO COME BEFORE COUNCIL:

RECENT and/or UPCOMING MEETINGS:

LIAISON REPORTS:

Approval to waive the second reading on any matter approved today for which it may be deemed necessary for the County Council meeting of February 18, 2021.

The next County Council regular meeting will be held at 8:30 am Thursday, March 18, 2021 in the Chambers Room of Citizens Square.

Allen County does not discriminate because of disability in the admission to, or treatment or employment in, its 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 260-449-7217.

ALLEN COUNTY
FINANCIAL REPORT FOR
COUNTY GENERAL FUND
January 31, 2021

February 18, 2021 **Meeting**

Fund - 100

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/21	55,365,811			55,365,811
ESTIMATED REVENUES FOR 2021:			ACTUAL REVENUES TO DATE:	
			Percentage of Collections:	
2021 Property Tax	74,726,218			0.00%
Less Circuit Breaker Credit	<u>(6,012,207)</u>			
Total Property Taxes charged	68,714,011			0.00%
Miscellaneous	<u>42,708,420</u>			8.24% <u>3,520,064</u>
	111,422,431		Total Percentage of Collections	3.16% 3,520,064
TOTAL CASH & ESTIMATED REVENUES:	166,788,242		ACTUAL CASH YEAR TO DATE:	58,885,875
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:	
2021 Budget	113,529,053			9,587,782
2020 Encumbrances	3,750,654			
Additional Appropriations				
	<u>117,279,707</u>		Percentage of Disbursements	8.18% <u>9,587,782</u>
TOTAL BUDGETED APPROPRIATION	117,279,707			
Replenish Cash Reserve	(6,000,000)			
AMOUNT LEFT FOR APPROPRIATION	<u><u>43,508,535</u></u>		ACTUAL CASH BALANCE YTD:	<u><u>49,298,093</u></u>
FOR CONSIDERATION TODAY:				
APPROPRIATIONS	900			

County General Miscellaneous Revenue Explanations

January 31, 2021

8.33% of Year Elapsed

Revenue Source	Annual Estimate	Percent	Actual	Explanation
OTHER TAXES:				
Financial Institutions Tax	339,355	0.00%	0	Two equal installments June and December.
Vehicle License Excise Tax	4,724,892	0.00%	0	Distributed April, June, October & December
Local Income Tax	19,123,779	8.33%	1,593,648	Distributed monthly
Commercial Vehicle Excise Tax	410,394	0.00%	0	Two equal installments May and December.
Riverboat Wagering Tax Rev	432,000	0.00%	0	Full year distribution received in August.
INTERGOVERNMENTAL REVENUES:				
Indirect Costs - Child Support	375,000	19.68%	73,793	Received Quarterly
Emerg Prep/Civil Def-Fed Match	103,000	0.00%	0	Received 1x per yr
Care of Federal Prisoners	3,000,000	7.01%	210,250	Varies monthly depending on prisoners
ACJC/Trans Child Care	225,000	6.31%	14,187	Per Diem fees received monthly, except out-of-county contracts pay full year in first quarter
Youth Serv/Regular Child Care	900,000	25.51%	229,634	Varies monthly depending on youth housed
Liquor Excise Tax Dist-ABC	20,000	0.00%	0	Two Distributions per year
Public Defender/Capital Case	2,000,000	22.72%	454,308	Received Quarterly
Examination of Records	0		0	Two Distributions per year
SSI Payments	25,000	0.00%	0	Receive monthly from Social Security Admin
LICENSES AND PERMITS:				
Department of Planning	800,000	18.26%	146,106	Collections deposited monthly
Building Department	2,000,000	14.16%	283,152	Collections deposited monthly
Cable Franchise License Fees	400,000	0.00%	0	Paid Quarterly from Cable Vendors
CHARGES FOR SERVICES:				
Treasurer	175,000	19.83%	34,710	Tax Sale Fees receipted with December Settlement
Recorder	900,000	14.66%	131,973	Collections deposited monthly
Sheriff	1,000,000	5.40%	53,969	Made up of different fees, including tax warrants at 1/31 \$28,482.17 .
Surveyor	150,000	7.37%	11,061	Summer months usually yield higher collections
Coroner	30,000	0.53%	160	
Auditor	5,000	5.82%	291	Copy, Notary, Payroll Processing fees and Ineligible Deductions Fund annual transfer of unused balance in the amount of \$0 from 2019

County General Miscellaneous Revenue Explanations

January 31, 2021

8.33% of Year Elapsed

Revenue Source	Annual Estimate	Percent	Actual	Explanation
Data Processing	65,000	18.57%	12,069	Data file fees monthly / Joint Permit Brd 50% reimb from City of Ft Wayne
N.I.R.C.C.	900,000	0.87%	7,874	Reimbursed from Feds as it is spent and invoiced
Clerk	1,000,000	6.71%	67,055	Collections deposited monthly
MISCELLANEOUS REVENUE:				
Child Support Exp Budget Reimb	1,280,000	0.00%	0	Reimbursed from State as it is spent and invoiced
Election Expense Reimburse	0	0.00%	0	Reimbursement for cost of running City election
Reimbursements/Refunds	20,000	0.00%	0	Miscellaneous Reimbursements, i.e. Commissary part-time salaries
Interest	1,400,000	3.26%	45,690	Received monthly
Rental of County Property	250,000	13.52%	33,799	Received monthly.
Co. Misc. - Non-identified Rev	105,000	16.07%	16,876	Miscellaneous one time revenue
OTHER FINANCING SOURCES:				
Sale of Real & Personal Property	50,000	2.09%	1,046	Proceeds from sale of county owned property
Unclaimed Surplus Tax	200,000	49.21%	98,413	Unclaimed Surplus is moved to General Fund in December of each year. TS Surplus done in Jan
Property Tax Refund Reimb	300,000	0.00%	0	County is reimbursed from units at Settlement for tax refunds paid throughout the year.
TOTAL	42,708,420	8.24%	3,520,064	
Less Property Tax Refunds				Eliminate refunds above the estimated revenue to calculate a more accurate picture of collection rate.
Total Miscellaneous Collections	42,708,420	8.24%	3,520,064	

ALLEN COUNTY
 FINANCIAL REPORT FOR
LIT Public Safety-County Share
 January 31, 2021

February 18, 2021 **Meeting**

Fund - 120

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/21	1,446,813			1,446,813
ESTIMATED REVENUES FOR 2021:		ACTUAL REVENUES TO DATE:		
COIT Public Safety distributive shares	3,827,834	Percentage of Collections:	8.33%	318,986
Miscellaneous				
	<hr/>			<hr/>
	3,827,834	Total Percentage of Collections	8.33%	318,986
TOTAL CASH & ESTIMATED REVENUES:	5,274,647	ACTUAL CASH YEAR TO DATE:		1,765,799
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:		
2021 Budget	3,732,671			0
2020 Encumbrances	550,000			
Additional Appropriations				
	<hr/>			<hr/>
TOTAL BUDGETED APPROPRIATION	4,282,671	Percentage of Disbursements	0.00%	0
AMOUNT LEFT FOR APPROPRIATION	<u><u>991,976</u></u>	ACTUAL CASH BALANCE YTD:		<u><u>1,765,799</u></u>
FOR CONSIDERATION TODAY:				
APPROPRIATIONS				

ALLEN COUNTY
FINANCIAL REPORT
HIGHWAY FUND
January 31, 2021

February 18, 2021 Meeting

Fund - 250

Department - Highway

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/21	7,340,697			7,340,697
ESTIMATED REVENUES FOR 2021:			ACTUAL REVENUES TO DATE:	
			Percentage of Collections:	
SUR/Wheel Tax Distribution	2,835,975		5.56%	157,555
Highway Fees	875,250		3.58%	31,365
MVH State Distribution	8,219,801		9.94%	817,279
Miscellaneous/Other	<u>189,000</u>		4.24%	<u>8,013</u>
	12,120,026		Total Percentage of Collections	8.37% 1,014,212
TOTAL CASH & ESTIMATED REVENUES:	19,460,723		ACTUAL CASH YEAR TO DATE:	8,354,909
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:	
2021 Budget	11,789,941			668,985
2020 Encumbrances	5,583,600			
Additional Appropriations	<u> </u>			<u> </u>
TOTAL BUDGETED APPROPRIATION	17,373,541		Percentage of Disbursements	3.85% 668,985
AMOUNT LEFT FOR APPROPRIATION	<u><u>2,087,182</u></u>		REMAINING CASH BALANCE YTD:	<u><u>7,685,924</u></u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS

ALLEN COUNTY
 FINANCIAL REPORT FOR
Sur/Wheel Tax Bridge Fund
 January 31, 2021

February 18, 2021 **Meeting**

Fund - 252

Department - Highway

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/21	1,251,383		1,251,383
ESTIMATED REVENUES FOR 2021:			ACTUAL REVENUES TO DATE:
			Percentage of Collections:
Interlocal Agreements	198,403		8.33% 16,534
Miscellaneous	<u>198,403</u>		<u>531</u>
	198,403	Total Percentage of Collections	8.60% 17,064
TOTAL ESTIMATED CASH:	1,449,786	ACTUAL CASH YEAR TO DATE:	1,268,448
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2021 Budget	213,739		
2020 Encumbrances	1,170,412		
Additional Appropriations	<u> </u>		
TOTAL BUDGETED APPROPRIATION	1,384,151	Percentage of Disbursements	0.00% 0
AMOUNT LEFT FOR APPROPRIATION	<u><u>65,635</u></u>	REMAINING CASH BALANCE YTD:	<u><u>1,268,448</u></u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS

ALLEN COUNTY
FINANCIAL REPORT
LOCAL ROAD AND STREET
January 31, 2021

February 18, 2021 **Meeting**

Fund - 255

Department - Highway

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/21	1,656,479			1,656,479
ESTIMATED REVENUES FOR 2021:			ACTUAL REVENUES TO DATE:	
			Percentage of Collections:	
LRS Distributions	2,140,804		10.21%	218,565
Federal Reimb/Misc	<u>2,140,804</u>			<u>218,565</u>
	2,140,804	Total Percentage of Collections	10.21%	218,565
TOTAL ESTIMATED CASH:	3,797,283	ACTUAL CASH YEAR TO DATE:		1,875,044
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:		
2021 Budget	2,140,804			202,200
2020 Encumbrances	1,168,110			
Additional Appropriations	<u> </u>			<u> </u>
TOTAL BUDGETED APPROPRIATION	3,308,914	Percentage of Disbursements	6.11%	202,200
AMOUNT LEFT FOR APPROPRIATION	<u><u>488,369</u></u>	REMAINING CASH BALANCE YTD:		<u><u>1,672,844</u></u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS

ALLEN COUNTY
FINANCIAL REPORT FOR
REASSESSMENT
January 31, 2021

February 18, 2021 **Meeting**

Fund - 261

Department - Co. Assessor

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/21	1,201,523			1,201,523
ESTIMATED REVENUES FOR 2021:				ACTUAL REVENUES TO DATE:
				Percentage of Collections:
2021 Property Tax	608,038			0.00%
Less Circuit Breaker Credit	<u>(50,265)</u>			
Total Property Taxes charged	557,773			0.00%
Miscellaneous	<u>58,584</u>			0.82% <u>483</u>
	616,357			Total Percentage of Collections 0.08% 483
TOTAL CASH & ESTIMATED REVENUES:	1,817,880			ACTUAL CASH YEAR TO DATE: 1,202,005
ESTIMATED DISBURSEMENTS:				ACTUAL DISBURSEMENTS:
2021 Budget	977,517			35,683
2020 Encumbrances	0			
Additional Appropriations	<u> </u>			<u> </u>
TOTAL BUDGETED APPROPRIATION	977,517			Percentage of Disbursements 3.65% 35,683
AMOUNT LEFT FOR APPROPRIATION	<u><u>840,363</u></u>			REMAINING CASH BALANCE YTD: <u><u>1,166,322</u></u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS

ALLEN COUNTY
 FINANCIAL REPORT FOR
Board of Health Fund
 January 31, 2021

February 18, 2021 **Meeting**

Fund - 285

Department - Health

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/21	2,390,273		2,390,273
ESTIMATED REVENUES FOR 2021:		ACTUAL REVENUES TO DATE:	
		Percentage of Collections:	
2021 Property Tax	3,201,142		0.00%
Less Circuit Breaker Credit	<u>(258,304)</u>		
Total Property Taxes charged	2,942,838		0.00%
Miscellaneous	2,193,672		6.53% 143,166
	<u>5,136,510</u>	Total Percentage of Collections	<u>2.79% 143,166</u>
TOTAL CASH & ESTIMATED REVENUES:	7,526,783	ACTUAL CASH YEAR TO DATE:	2,533,439
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2021 Budget	5,982,373		393,265
2020 Encumbrances	4,573		
Additional Appropriations	<u> </u>		<u> </u>
TOTAL BUDGETED APPROPRIATION	5,986,946	Percentage of Disbursements	6.57% 393,265
AMOUNT LEFT FOR APPROPRIATION	<u><u>1,539,837</u></u>	REMAINING CASH BALANCE YTD:	<u><u>2,140,174</u></u>
FOR CONSIDERATION TODAY:			
APPROPRIATIONS			
UNAPPROPRIATIONS			

ALLEN COUNTY
FINANCIAL REPORT
Cumulative Capital Development
January 31, 2021

February 18, 2021 Meeting

Fund - 321

Dept - Commissioners

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/21		10,708,116		10,708,116
ESTIMATED REVENUES FOR 2021:			ACTUAL REVENUES TO DATE:	
			Percentage of Collections:	
2021 Property Tax		3,254,792		0.00%
Less Circuit Breaker Credit		<u>(256,908)</u>		
Total Property Taxes charged		2,997,884		0.00%
Miscellaneous		1,538,654		0.52% 7,979
		<u>4,536,538</u>	Total Percentage of Collections	0.18% 7,979
TOTAL CASH & ESTIMATED REVENUES:		15,244,654	ACTUAL CASH YEAR TO DATE:	10,716,094
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:	
				134,119
2021 Budget		7,475,000		
2020 Encumbrances		2,483,088		
Additional Appropriations		<u> </u>		<u> </u>
TOTAL BUDGETED APPROPRIATION		9,958,088	Percentage of Disbursements	1.35% 134,119
AMOUNT LEFT FOR APPROPRIATION		<u>5,286,566</u>	REMAINING CASH BALANCE YTD:	<u>10,581,976</u>
FOR CONSIDERATION TODAY:				
APPROPRIATIONS				
UNAPPROPRIATIONS				

ALLEN COUNTY
FINANCIAL REPORT
LIT-Economic Development
January 31, 2021

February 18, 2021 Meeting

Fund - 329

Dept - Commissioners

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/21	18,981,327			18,981,327
ESTIMATED REVENUES FOR 2021:	—			ACTUAL REVENUES TO DATE:
				Percentage of Collections:
LIT-Economic Development Tax	11,955,897		8.33%	996,325
Miscellaneous (Commissioners)	1,000,000		0.79%	7,871
Federal/State Project Reimb-Highway	1,000,000		0.80%	7,951
	13,955,897		Total Percentage of Collections	7.25% 1,012,146
TOTAL CASH & ESTIMATED REVENUES:	32,937,224			ACTUAL CASH YEAR TO DATE: 19,993,473
ESTIMATED DISBURSEMENTS:				ACTUAL DISBURSEMENTS:
202F Budget, Encumbrances and Additional Appropriations:				
Highway (\$7,600,000 Beg Budget, \$4,711,337 PO's)	12,311,337		3.28%	403,412
Planning (\$345,028 Beg Budget, \$0 PO's)	345,028		6.35%	21,900
Commissioners (\$150,000 Beg Budget, \$11,129,324 PO's)	17,476,824		0.99%	173,317
	30,133,189		Percentage of Disbursements	1.99% 598,629
TOTAL BUDGETED APPROPRIATION	30,133,189			
AMOUNT LEFT FOR APPROPRIATION	2,804,035			REMAINING CASH BALANCE YTD: <u>19,394,844</u>
FOR CONSIDERATION TODAY:				
APPROPRIATIONS				
UNAPPROPRIATIONS				

ALLEN COUNTY
FINANCIAL REPORT
MAJOR BRIDGE FUND
January 31, 2021

February 18, 2021 Meeting

Fund - 340

Dept - Highway

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/21	5,934,734			5,934,734
ESTIMATED REVENUES FOR 2021:				
2021 Property Tax	4,005,898			0.00%
Less Circuit Breaker Credit	<u>(312,758)</u>			
Total Property Taxes charged	3,693,140			0.00%
Miscellaneous	<u>583,729</u>			1.66% <u>9,667</u>
	4,276,869			Total Percentage of Collections 0.23% <u>9,667</u>
TOTAL CASH & ESTIMATED REVENUES:	10,211,603			ACTUAL CASH YEAR TO DATE: 5,944,401
ESTIMATED DISBURSEMENTS:				
2021 Budget	4,095,865			24,698
2020 Encumbrances	5,760,220			
Additional Appropriations	<u> </u>			<u> </u>
TOTAL BUDGETED APPROPRIATION	9,856,085			Percentage of Disbursements 0.25% 24,698
AMOUNT LEFT FOR APPROPRIATION	<u><u>355,517</u></u>			REMAINING CASH BALANCE YTD: <u><u>5,919,703</u></u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS

ALLEN COUNTY
FINANCIAL REPORT FOR
Rainy Day Fund
January 31, 2021

February 18, 2021 **Meeting**

Fund - 736

Department - Commissioners

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/21	16,355,037		16,355,037
ESTIMATED REVENUES FOR 2021:			ACTUAL REVENUES TO DATE:
			Percentage of Collections:
Interest	300,000		2.33% 6,988
Highway project reimbursement	100,000		0.00%
Highway loan repayment	340,000		0.00%
	740,000		Total Percentage of Collections 0.94% 6,988
TOTAL CASH & ESTIMATED REVENUES:	17,095,037		ACTUAL CASH YEAR TO DATE: 16,362,025
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:
2021 Budget	-		
2020 Encumbrances	3,140,475		93,756
Additional Appropriations	-		
	3,140,475		Percentage of Disbursements 93,756
TOTAL BUDGETED APPROPRIATION	3,140,475		
Transfer from General Fund			Transfer from General Fund
AMOUNT LEFT FOR APPROPRIATION	13,954,562		REMAINING CASH BALANCE YTD: <u>16,268,269</u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS



Office of
Mayor Steven S. McMichael

815 Lincoln Highway East • New Haven, Indiana 46774
(260) 748-7070 • www.NewHaven.IN.gov

January 14, 2021

Kyle Kerley, President
Allen County Council
Edwin J. Rousseau Centre, Room 102
One East Main Street
Fort Wayne, IN 46802

RE: New Haven Economic Development Commission
Allen County Council Appointment


Dear Kyle:

Back in December, we requested that the Allen County Council re-appoint Craig Dellinger to the New Haven Economic Development Commission. Unfortunately, we recently learned that a conflict now exists on the Redevelopment Commission. Because of that, we plan to move Craig Dellinger to the New Haven Redevelopment Commission and would like for New Haven Council member Matthew Kennedy to serve on the New Haven Economic Development Commission.

Therefore, please consider this letter as my written recommendation to have Matthew Kennedy appointed to the New Haven Economic Development Commission. He is adequately qualified to represent the New Haven area for this appointment. Your consideration is greatly appreciated.

If you have any questions, please feel free to contact me at (260) 748-7070.

Respectfully,


Steven S. McMichael
Mayor
City of New Haven

COUNTY COUNCIL GRANT APPROVAL CHECKLIST

What is the Department/Agency applying for grant? Allen County Sheriff's Department

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

What is the total amount of funds you are applying for? Undetermined at this time - please see attached sheet

What is the grant application deadline? 15-Mar-21

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? Reimbursement

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? No partners

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

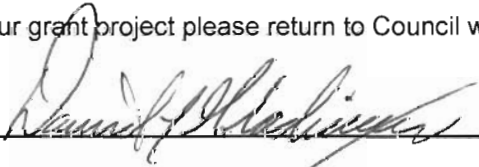
Have you discussed your grant application with your liaison? Yes

Are all expenses for the proposed program covered by the grant? If not, please disclose any hidden costs, such as insurance, vehicle use, etc. Expenses for housing the offenders have already occurred.

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: 1-25-2021

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.

The State Criminal Alien Assistance Program (SCAAP) provides federal payments to states and localities that incurred correctional officer salary costs for incarcerating undocumented criminal aliens who had at least one felony or two misdemeanor convictions for violations of state or local law, and who were incarcerated for at least four consecutive days after conviction during the reporting period of July 1, 2018 to June 30, 2019.

The award amount will be determined once the data from all applicants has been reviewed. Amounts received by our Department in previous fiscal years are as follows:

FY 2005: \$4,437
FY 2006: \$27,818
FY 2007: \$29,836
FY 2008: \$22,220
FY 2009: \$38,592
FY 2010: \$21,158
FY 2011: \$25,306
FY 2012: \$20,678
FY 2013: \$18,051
FY 2014: \$13,654
FY 2015: \$6,107
FY 2016: \$8,079
FY 2017: \$9,949
FY 2018: \$7,162
FY 2019: \$12,647

Awarded funds must to be used for correctional purposes. Because it is a reimbursement, we feel that it is in the county's best interest to apply to recoup some of the monies spent on housing these offenders.



JUDGE ANDREA R. TREVINO
JUDGE CHARLES F. PRATT
MAGISTRATE LORI K. MORGAN
MAGISTRATE SHERRY A. HARTZLER
MAGISTRATE DANIEL G. PAPPAS
MAGISTRATE CAROLYN S. FOLEY

ALLEN COUNTY JUVENILE CENTER

SHANE D. ARMSTRONG
DIRECTOR OF DETENTION/OPERATIONS

APRIL J. WINFIELD
CHIEF OF PROBATION

To: Allen County Council

From: Wendy Kyler, Budget Analyst

Date: 02/01/2021

Re: February County Council Agenda

Please accept this memorandum as formal request to be placed on the February 18, 2021 County Council Meeting Agenda.

1. DAC Grant Appropriation

At this time, we are requesting to appropriate funds to 100-5501-421.36-01 \$900.00. This money has already been receipted into ACJC general fund 100-5501-369-0639 (other receipts/ grant money). This is the second installment of two that completes the total amount of the Mini Grant that was applied for in June of 2020. Please see attached documentation.

2. Title II Grant Year Three

As you may recall, ACJC has been able to receive funds from the Juvenile Justice and Delinquency Prevention Act Title II grant in order to keep the Check and Connect program going. This grant is a reimbursable grant which is reimbursed on a quarterly basis based off of actual payroll expenditure.

The Title II grant applications must advance one of the seven priority program areas in the State's Three-Year Juvenile Justice Plan. ACJC has attempted for a few years now to grow its Check and Connect Program in the local schools. While some help has come through the Friends of ACJC Foundation, we would like to apply for the Title II grant funds to further increase the presence of mentors for students in our schools via the Check and Connect Program. We believe the request would advance the State's Three-Year Juvenile Justice Plan in the priority program area of "Mentoring, Counseling, and Training."

At this time, we would like to request to apply and appropriate these funds. ACJC has been awarded \$212,834.65 for the 2021 grant cycle.

Request for Appropriation reduction in Council General Fund: \$212,834.65

To	90%
872-5501-421.11-03 Extra Deputy Hire	\$197,710.20
872-5501-421.12-03 FICA	\$15,124.45



JUDGE ANDREA R. TREVINO
 JUDGE CHARLES F. PRATT
 MAGISTRATE LORI K. MORGAN
 MAGISTRATE SHERRY A. HARTZLER
 MAGISTRATE DANIEL G. PAPPAS
 MAGISTRATE CAROLYN S. FOLEY

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This year is a 10% match using ACJC County General Funds:

	10%	
100-5501-421.11-03 Extra Deputy Hire	\$21,967.80	
100-5501-421.12-03 FICA	\$1,680.46	

3. JDAI Grant

We are also requesting \$24,116 in the JDAI Fund to be transferred from Salaries/FICA/Insurance, 100 series, to Services, 300 series, line items. This transfer will continue to adhere to the juvenile detention alternatives philosophy and allow an opportunity to spend remaining available dollars.

The salary amounts are carrying over from the initial 2014 grant. These funds had initially been set to help cover Day and Evening Reporting mentors and the JDAI Coordinator. These positions have moved to full time probation officer positions/Juvenile Justice Specialist within ACJC leaving these balances. The State carried these funds over and there will be requesting them paid back. ACJC would like to now move these funds to areas that they can be spent.

Please see attached document for a more detailed line item breakdown on this transfer request.

4. County General Fund

We are requesting that \$69,479 of ACJC general funds line item 300 series be transferred to series 200 and series 400 in our budget. Previously, this line item from the 300 series was used primarily for anything to do with the ACJC building. This transfer of funds will make the correction to where supply and capital items are coming out of the budget.

5. JDAI 2021/2022 Grant

As you may recall, this will be the 8th year that ACJC will be applying for the JDAI Grant. We are anticipating \$55,000 in award this year. We respectfully request now permission to apply for this grant cycle.

Kind Regards;

Wendy Kyler, Budget Analyst
 Allen County Juvenile Center



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM THE GENERAL FUND:

DEPARTMENT: Allen County Juvenile Center

LINE ITEM NUMBER: 100-5501-421.36-01

REQUESTED AMOUNT: \$ 900.00

FOR LINE ITEM UNDER CONSIDERATION, YTD EXPENDITURES & ANTICIPATED EXPENDITURES:

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

No, ACJC received funds from a DAC Mini Grant and receipted it into ACJC's current General Fund, it will just need to be moved to line item listed above.

HOW WILL THIS APPROPRIATION BE USED?

This appropriation will be used to help pay for the additional dashboard that will be created in the case management system, Quest.

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

The specific cost of the dashboard was determined by Gottlieb and Wertz who handles the maintenance for the Quest system and will be the ones to create and maintain the new portion.

IS THIS A RECURRING EXPENSE?

No

WILL OTHER EXPENDITURES BE NECESSARY?

No

DISCUSSED WITH LIAISON?

LIAISON'S NAME: Joel Benz

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Becky Butler in the Auditor's Office

DAC MINI GRANT



MEMORANDUM OF UNDERSTANDING

AGREEMENT PARTIES

DAC - Funding Agency	Grantee
Allen County Drug & Alcohol Consortium, Inc	Greg Peters
Local Coordinating Council – Allen County	Allen County Community Corrections
532 West Jefferson Blvd. Fort Wayne, IN 46802	2929 Wells St Fort Wayne, Indiana 46808
260 422.8412 www.dacac.org	260-449-8084

AGREEMENT

This MOU is by and between Allen County Drug and Alcohol Consortium, Inc. (funder) in cooperation with Allen County Juvenile Probation (facilitator) to provide substance use prevention programming with Allen County Youth aged 10-18 involved in the juvenile corrections system. The Grantee is expected to use the funds for the intended purpose of the grant as submitted in their mini-grant application. If for any reason the services or terms of this agreement changes, the agency will write to DAC and request a change or amendment.

DAC agrees to:

Pay the agreed upon fee of \$900.00 between July 1, 2020 and June 30th, 2021 to cover the program.

Grantee agrees to:

- Attend at least seven monthly meetings of DAC (You may choose from Justice – Prevention – Intervention) and participate in committee-sponsored events.
- Complete and submit a current "DAC Inventory of Services" form at <http://bit.ly/inventoryofservices>
- Participate in community-wide data collection as requested, including success stories, as requested
- Attend at least one of the following: DAC Annual Meeting/Fall Conference, Spring Conference and/or DAC Holiday Party,
- If the recipient agency fails to meet any of the requirements, they will be ineligible for funding for the remainder of the grant cycle (annually July-June) and the next available grant cycle

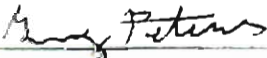
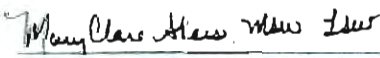
This memorandum has been signed and returned to the DAC office within 30 days of receipt of contract*.

SIGNATURES

PLEASE NOTE:

Progress and Final Reports will include completion of demographic information regarding the participants in the class and number of classes attended. Pre- and post-tests should be administered if applicable to determine increased knowledge, skills, and abilities of participants. Please be sure to track these items from the initiation of funding to have the data ready for the reports. Please call with any questions regarding these requirements or for sample forms for documentation.

After these forms are signed and returned to DAC, the check(s) will be issued upon receipt of deliverables in the amounts and time frames indicated in this agreement.

	<u>Asst. Chief PO</u>	<u>8-4-2020</u>
Signature of Grantee Official	Title of Grantee Official	Date
	<u>Executive Director</u>	<u>July 27, 2020</u>
Signature of DAC Official	Title of DAC Official	Date

DAC MINI GRANT



NOTICE OF AWARD

AUGUST 4, 2020

Congratulations, Allen County Juvenile Center!

I am so excited to be here and to have the opportunity to work with each of our partner agencies to assess, plan and implement initiatives to improve the community of Allen County through prevention, education, research, empowerment, treatment, policy and coordination of judicial systems. There is a lot to do, but there are also a lot of amazing collaborators in this realm. Please contact DAC if there are any further needs you have beyond this funding to complete programming. DAC occasionally has extra funds to assist with materials, curricula, etc.

Please see the attached MOU for your agency and return a signed original to DAC as soon as possible.

- Your award is \$900.00
- Your project name is Quest Case Management Program

On behalf of the DAC team and our board of directors, I would like to sincerely thank you again for doing all that you do for the Allen County community.

Sincerely,

MaryClare Akers, MSW, LSW

Executive Director, Allen County Drug & Alcohol Consortium

PLEASE NOTE:

Progress and Final Reports will include completion of demographic information regarding the participants in the class and number of classes attended. Pre- and post-tests should be administered if applicable to determine increased knowledge, skills, and abilities of participants. Please be sure to track these items from the initiation of funding to have the data ready for the reports. Please call with any questions regarding these requirements or for sample forms for documentation.

DAC MINI GRANT



NOTICE OF AWARD

JULY 7, 2020

Congratulations, Allen County Juvenile Center!

I am so excited to be here and to have the opportunity to work with each of our partner agencies to assess, plan and implement initiatives to improve the community of Allen County through prevention, education, research, empowerment, treatment, policy and coordination of judicial systems. There is a lot to do, but there are also a lot of amazing collaborators in this realm. Please contact DAC if there are any further needs you have beyond this funding to complete programming. DAC occasionally has extra funds to assist with materials, curricula, etc.

Please see the attached MOU for your agency and return a signed original to DAC as soon as possible.

- Your award is \$4,129.69
- Your project name is Quest Case Management Program

On behalf of the DAC team and our board of directors, I would like to sincerely thank you again for doing all that you do for the Allen County community.

Sincerely,

A handwritten signature in black ink that reads 'MaryClare Akers, MSW, LSW'. The signature is written in a cursive, flowing style.

MaryClare Akers, MSW, LSW

Executive Director, Allen County Drug & Alcohol Consortium



COUNTY COUNCIL

REQUEST FOR TRANSFERS WITHIN FUND BUT BETWEEN SERIES

DEPARTMENT: 55 - Allen County Juvenile Center

NAME OF FUND: County General

TOTAL AMOUNT TO BE TRANSFERRED:
\$69,479

FROM LINE ITEM:	100-5501-421.36-01	\$ 69,479.00	AMOUNT
		\$	
		\$	
TO LINE ITEM:	100-5501-421.23-03	\$ 69,000.00	
	100-5501-421.43-01	\$ 479.00	
		\$	

WHY IS THIS NEEDED?
To cover invoices that have already been paid.

PROJECTED EXPENDITURE FOR TRANSFER-OUT LINE ITEM:
0.00

IS THERE SUFFICIENT FUNDING FOR FUTURE NEEDS AFTER TRANSFER?
Yes

WHY IS THERE EXTRA MONEY IN THE TRANSFER-OUT LINE ITEM?
Changes had been made as to where certain building items are to be taken out of the general fund. For better accounting and auditing. Instead of taking supplies and capital items out of the 300s where they were coming from they will now be coming out of the 200s and 400s.

DISCUSSED WITH LIAISON?

LIAISON'S NAME: Joel Benz

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Becky Butler in the Auditor's Office



COUNTY COUNCIL

REQUEST FOR TRANSFERS WITHIN FUND BUT BETWEEN SERIES

DEPARTMENT: Allen County Juvenile Center

NAME OF FUND: Fund 223 JDAI

TOTAL AMOUNT TO BE TRANSFERRED:
\$24,116.00

FROM LINE ITEM:	223-5501-421.11-03	\$ 21,634.00	AMOUNT
	223-5501-421.12-01	\$ 1,768.00	
	223-5501-421.16-64	\$ 714.00	
TO LINE ITEM:	223-5501-421.32-03	\$ 3,933.00	
	223-5501-421.35-99	\$ 183.00	
	223-5501-421.39-70	\$ 20,000.00	

WHY IS THIS NEEDED?

So that these funds can be spent. ACJC is unable to spend any more funds for any type of salary lines, this has been eliminated from the grants for entities that are past the 5 year mark. ACJC is beginning its 7th year. In order to be able to spend these funds they need to be reallocated.

PROJECTED EXPENDITURE FOR TRANSFER-OUT LINE ITEM:
0.00

IS THERE SUFFICIENT FUNDING FOR FUTURE NEEDS AFTER TRANSFER?

There will be no need for funding in the lines that we are allocating from.

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

These funds had been established for the Coordinator of the JDAI programs as well as the Day and Evening Reporting mentors. These positions are now full time under ACJC's general fund. The funds had been carried over by the State and will not be required to send back.

DISCUSSED WITH LIAISON?

LIAISON'S NAME: Joel Benz

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COUNTY COUNCIL

REQUEST FOR TRANSFERS WITHIN FUND BUT BETWEEN SERIES

DEPARTMENT:

NAME OF FUND:

TOTAL AMOUNT TO BE TRANSFERRED:

FROM LINE ITEM:	<input type="text" value="100-6101-412.39-70"/>	\$	<input type="text" value="7,000"/>	AMOUNT
	<input type="text" value="100-6101-412.32-03"/>	\$	<input type="text" value="6,000"/>	
	<input type="text"/>	\$	<input type="text"/>	
TO LINE ITEM:	<input type="text" value="100-6101-412.43-01"/>	\$	<input type="text" value="13,000"/>	
	<input type="text"/>	\$	<input type="text"/>	
	<input type="text"/>	\$	<input type="text"/>	

WHY IS THIS NEEDED?

As part of the Circuit Court offices remodel, there are 2 additional offices that need remodeled as well as furniture and fixtures that are needed, Further, as part of the reorganization of Circuit Court staff, offices are being reconfigured to house an additional employee.

PROJECTED EXPENDITURE FOR TRANSFER-OUT LINE ITEM:

IS THERE SUFFICIENT FUNDING FOR FUTURE NEEDS AFTER TRANSFER?

Yes, there should be.

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

Due to the extended COVID emergencies through at least mid-2021, training appears to be mostly via remote video and travel will be minimized, if not eliminated, through at least July, 2021. This transfer still leaves approximately 50% remaining in the original line items, but allows Circuit Court to complete all remodel projects in 2021.

DISCUSSED WITH LIAISON?

LIAISON'S NAME:

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