

FINANCE AGENDA

Erie County Council

www.eriecountypa.gov



Dr. Kyle Foust, Chairman
Carol Loll, Vice Chairwoman
Jay Breneman
Edward T. DiMattio, Jr.
Kathy Fatica
André Horton
Fiore Leone

4:00 p.m.
Room 114A

November 10, 2016

1. Ordinance Number 115, 2016, "2017 Debt Service Fund Budget" (FR 11-7-16) **Page 3**
2. Ordinance Number 116, 2016, "2017 Employee Fringe Benefit Fund Budget" (FR 11-7-16) **Page 4**
3. Ordinance Number 117, 2016, "2017 Health Choices Fund Budget" (FR 11-7-16) **Page 5**
4. Ordinance Number 118, 2016, "2017 Mental Health/Intellectual Disabilities Fund Budget" (FR 11-7-16) **Page 6**
5. Ordinance Number 119, 2016, "2017 Drug and Alcohol Fund Budget" (FR 11-7-16) **Page 7**
6. Ordinance Number 120, 2016, "2017 Children and Youth Services Fund Budget" (FR 11-7-16) **Page 8**
7. Ordinance Number 121, 2016, "2017 Domestic Relations Fund Budget" (FR 11-7-16) **Page 9**
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12. Ordinance Number 126, 2016, "2017 Gaming Fund Budget" (FR 11-7-16) **Page 14**
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14. Ordinance Number 128, 2016, "2017 Pleasant Ridge Manor Fund Budget" (FR 11-7-16) **Page 16**
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23. Ordinance Number , 2016, “2016 General Fund Budget Supplemental Appropriation of \$24,500 Grant For Energy Audit”
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25. Resolution Number , 2016, “Resolution Adopting A Community Development Block Grant (CDBG) Program Anti-Displacement And Relocation Assistance Plan For The County Of Erie And The County Of Erie “On Behalf Of” Edinboro Borough, Girard Township, McKean Township and North East Borough”
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26. Resolution Number , 2016, “Resolution Adopting A Community Development Block Grant (CDBG) Program Minority And Women Business Enterprise Plan For The County Of Erie And The County Of Erie “On Behalf Of” Edinboro Borough, Girard Township, McKean Township and North East Borough”
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ORDINANCE NUMBER 115, 2016

2017 Debt Service Fund Budget

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(1), 3B(2)(g), and 3C(1) and Article VIII, Sections 3 through 6, of the Home Rule Charter for the County of Erie, and Resolution Number 50, 1982, outlining uniform budget and reporting standards for the County of Erie, that the Debt Service Fund Budget for calendar year January 1 through December 31, 2017, be and hereby is adopted in the total amount of \$10,472,852.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date:_____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date:_____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 116, 2016

2017 Employee Fringe Benefit Fund Budget

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(1), 3B(2)(g), and 3C(1) and Article VIII, Sections 3 through 6, of the Home Rule Charter for the County of Erie, and Resolution Number 50, 1982, outlining uniform budget and reporting standards for the County of Erie, that the Employee Fringe Benefit Fund Budget for calendar year January 1 through December 31, 2017, be and hereby is adopted in the total amount of \$32,021,426.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 117, 2016

2017 Health Choices Fund Budget

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(1), 3B(2)(g), and 3C(1) and Article VIII, Sections 3 through 6, of the Home Rule Charter for the County of Erie, and Resolution Number 50, 1982, outlining uniform budget and reporting standards for the County of Erie, that the Health Choices Fund Budget for calendar year January 1 through December 31, 2017, be and hereby is adopted in the total amount of \$99,217,947.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 118, 2016

2017 Mental Health/Intellectual Disabilities Fund Budget

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(1), 3B(2)(g), and 3C(1) and Article VIII, Sections 3 through 6, of the Home Rule Charter for the County of Erie, and Resolution Number 50, 1982, outlining uniform budget and reporting standards for the County of Erie, that the Mental Health/Intellectual Disabilities Fund Budget for calendar year January 1 through December 31, 2017, be and hereby is adopted in the total amount of \$28,979,282.

BE IT FURTHER ENACTED by the County Council of the County of Erie, pursuant to Section 5A(1-3) of the Personnel Code for the County of Erie, that the appropriations for salaries in this ordinance are made in accordance with the 2017 Countywide Pay Plan. This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 119, 2016

2017 Drug and Alcohol Fund Budget

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(1), 3B(2)(g), and 3C(1) and Article VIII, Sections 3 through 6, of the Home Rule Charter for the County of Erie, and Resolution Number 50, 1982, outlining uniform budget and reporting standards for the County of Erie, that the Drug and Alcohol Fund Budget for calendar year January 1 through December 31, 2017 be and hereby is adopted in the total amount of \$5,679,154.

BE IT FURTHER ENACTED by the County Council of the County of Erie, pursuant to Section 5A(1-3) of the Personnel Code for the County of Erie, that the appropriations for salaries in this ordinance are made in accordance with the 2017 Countywide Pay Plan. This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date:_____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date:_____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 120, 2016

2017 Children and Youth Services Fund Budget

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(1), 3B(2)(g), and 3C(1) and Article VIII, Sections 3 through 6, of the Home Rule Charter for the County of Erie, and Resolution Number 50, 1982, outlining uniform budget and reporting standards for the County of Erie, that the Children and Youth Services Fund Budget for calendar year January 1 through December 31, 2017, be and hereby is adopted in the total amount of \$71,066,673.

BE IT FURTHER ENACTED by the County Council of the County of Erie, pursuant to Section 5A(1-3) of the Personnel Code for the County of Erie, that the appropriations for salaries in this ordinance are made in accordance with the 2017 Countywide Pay Plan. This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 121, 2016

2017 Domestic Relations Fund Budget

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(1), 3B(2)(g), and 3C(1) and Article VIII, Sections 3 through 6, of the Home Rule Charter for the County of Erie, and Resolution Number 50, 1982, outlining uniform budget and reporting standards for the County of Erie, that the Domestic Relations Fund Budget for calendar year January 1 through December 31, 2017, be and hereby is adopted in the total amount of \$5,213,082.

BE IT FURTHER ENACTED by the County Council of the County of Erie, pursuant to Section 5A(1-3) of the Personnel Code for the County of Erie, that the appropriations for salaries in this ordinance are made in accordance with the 2017 Countywide Pay Plan. This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date:_____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date:_____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 122, 2016

2017 Planning Fund Budget

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(1), 3B(2)(g), and 3C(1) and Article VIII, Sections 3 through 6, of the Home Rule Charter for the County of Erie, and Resolution Number 50, 1982, outlining uniform budget and reporting standards for the County of Erie, that the Planning Fund Budget for calendar year January 1 through December 31, 2017, be and hereby is adopted in the total amount of \$5,132,056.

BE IT FURTHER ENACTED by the County Council of the County of Erie, pursuant to Section 5A(1-3) of the Personnel Code for the County of Erie, that the appropriations for salaries in this ordinance are made in accordance with the 2017 Countywide Pay Plan. This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 123, 2016

2017 Library Fund Budget

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(1), 3B(2)(g), and 3C(1) and Article VIII, Sections 3 through 6, of the Home Rule Charter for the County of Erie, and Resolution Number 50, 1982, outlining uniform budget and reporting standards for the County of Erie, that the Library Fund Budget for calendar year January 1 through December 31, 2017, be and hereby is adopted in the total amount of \$6,876,669.

BE IT FURTHER ENACTED by the County Council of the County of Erie, pursuant to Section 5A(1-3) of the Personnel Code for the County of Erie, that the appropriations for salaries in this ordinance are made in accordance with the 2017 Countywide Pay Plan. This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 124, 2016

2017 Public Health Fund Budget

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(1), 3B(2)(g), and 3C(1) and Article VIII, Sections 3 through 6, of the Home Rule Charter for the County of Erie, and Resolution Number 50, 1982, outlining uniform budget and reporting standards for the County of Erie, that the Public Health Fund Budget for calendar year January 1 through December 31, 2017, be and hereby is adopted in the total amount of \$6,522,603.

BE IT FURTHER ENACTED by the County Council of the County of Erie, pursuant to Section 5A(1-3) of the Personnel Code for the County of Erie, that the appropriations for salaries in this ordinance are made in accordance with the 2017 Countywide Pay Plan. This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 125, 2016

2017 Public Safety Fund Budget

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(1), 3B(2)(g), and 3C(1) and Article VIII, Sections 3 through 6, of the Home Rule Charter for the County of Erie, and Resolution Number 50, 1982, outlining uniform budget and reporting standards for the County of Erie, that the Public Safety Fund Budget for calendar year January 1 through December 31, 2017, be and hereby is adopted in the total amount of \$8,052,404.

BE IT FURTHER ENACTED by the County Council of the County of Erie, pursuant to Section 5A(1-3) of the Personnel Code for the County of Erie, that the appropriations for salaries in this ordinance are made in accordance with the 2017 Countywide Pay Plan. This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 126, 2016

2017 Gaming Fund Budget

BE IT ENACTED by the County Council of the County of Erie pursuant to Article II, Sections 1C(1), 3B(2)(g) and 3C(1) and Article VII, Sections 3 through 6 of the Home Rule Charter for the County of Erie, and Resolution Number 50, 1982, outlining uniform budget and reporting standards for the County of Erie that the Gaming Fund Budget for calendar year January 1 through December 31, 2017, be and hereby is adopted in the total amount of \$12,498,158.

BE IT FURTHER ENACTED by the County Council of the County of Erie, pursuant to Section 5A(1-3) of the Personnel Code for the County of Erie, that the appropriations for salaries in this ordinance are made in accordance with the 2017 Countywide Pay Plan. This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 127, 2016

2017 Liquid Fuels Fund Budget

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(1), 3B(2)(g), and 3C(1) and Article VIII, Sections 3 through 6, of the Home Rule Charter for the County of Erie, and Resolution Number 50, 1982, outlining uniform budget and reporting standards for the County of Erie, that the Liquid Fuels Fund Budget for calendar year January 1 through December 31, 2017 be and hereby is adopted in the total amount of \$840,500.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 128, 2016

2017 Pleasant Ridge Manor Fund Budget

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(1), 3B(2)(g), and 3C(1) and Article VIII, Sections 3 through 6, of the Home Rule Charter for the County of Erie, and Resolution Number 50, 1982, outlining uniform budget and reporting standards for the County of Erie; Resolution Number 109, 1981, regarding intra-departmental transfers in the Pleasant Ridge Manor (Geriatric Center) Fund Budget and requiring Council approval for any actions in the Pleasant Ridge Manor (Geriatric Center) Fund Budget that would incur future financial obligations on the part of the County of Erie; Resolution Number 81, 1981, regarding timely submission of the Pleasant Ridge Manor (Geriatric Center) Fund Budget; Resolution Number 26, 1980, regarding approved changes to the Pleasant Ridge Manor (Geriatric Center) Articles of Incorporation for submission of the operating and capital budget, monthly financial statements, and all other financial records and outlining internal and annual audit requirements; Resolution Number 22A, 1980, vesting in Erie County the full and entire right of control of the financial affairs of the Pleasant Ridge Manor (Geriatric Center); and all other resolutions and ordinances adopted heretofore incorporating the Pleasant Ridge Manor (Geriatric Center), that the Pleasant Ridge Manor (Geriatric Center) Operating Fund Budget for calendar year January 1 through December 31, 2017, be and hereby is adopted in the total amount of \$30,625,606.

BE IT FURTHER ENACTED by the County Council of the County of Erie, pursuant to the aforementioned provisions that all individual salaries are to be a separate line item and subject to all provisions governing transfers. This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk
Date: _____

André R. Horton, Chairman

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Dahlkemper,
County Executive
Date: _____

Kathy Fatica

Dr. Kyle Foust

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 129, 2016

2017 Pleasant Ridge Manor Depreciation Reserve Fund Budget

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(1), 3B(2)(g), and 3C(1) and Article VIII, Sections 3 through 6, of the Home Rule Charter for the County of Erie, and Resolution Number 50, 1982, outlining uniform budget and reporting standards for the County of Erie; Resolution Number 109, 1981, regarding intra-departmental transfers in the Pleasant Ridge Manor (Geriatric Center) Fund Budget and requiring Council approval for any actions in the Pleasant Ridge Manor (Geriatric Center) Fund Budget that would incur future financial obligations on the part of the County of Erie; Resolution Number 81, 1981, regarding timely submission of the Pleasant Ridge Manor (Geriatric Center) Fund Budget; Resolution Number 26, 1980, regarding approved changes to the Pleasant Ridge Manor (Geriatric Center) Articles of Incorporation for submission of the operating and capital budget, monthly financial statements, and all other financial records and outlining internal and annual audit requirements; Resolution Number 22A, 1980, vesting in Erie County the full and entire right of control of the financial affairs of the Pleasant Ridge Manor (Geriatric Center); and all other resolutions and ordinances adopted heretofore incorporating the Pleasant Ridge Manor (Geriatric Center), that the Pleasant Ridge Manor (Geriatric Center) Depreciation Reserve Fund Budget for calendar year January 1 through December 31, 2017, be and hereby is adopted in the total amount of \$954,575.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 130, 2016

2017 Erie County Care Management Budget

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(1), 3B(1) of the Home Rule Charter for the County of Erie, and the Bylaws of Erie County Care Management, Inc. that the Erie County Care Management Budget for calendar year January 1 through December 31, 2017, be and hereby is adopted in the total amount of \$13,314,613.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 131.2016

2017 General Fund Budget

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(1), 3B(2)(g), and 3C(1) and Article VIII, Sections 3 through 6, of the Home Rule Charter for the County of Erie, and Resolution Number 50, 1982, outlining uniform budget and reporting standards for the County of Erie, that the General Fund Budget for calendar year January 1 through December 31, 2017, be and hereby is adopted in the total amount of \$99,143,486.

BE IT FURTHER ENACTED by the County Council of the County of Erie, pursuant to Section 5A(1-3) of the Personnel Code for the County of Erie, that the appropriations for salaries in this ordinance are made in accordance with the 2017 Countywide Pay Plan. This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER 132, 2016

2017 Real Estate Tax Levy

BE IT ENACTED by the County Council of the County of Erie, pursuant to Article II, Sections 1C(4), 3B(2)(d), and 3C(1) and Article VIII, Sections 3 through 6, of the Home Rule Charter for the County of Erie, that the real estate tax for calendar year January 1 through December 31, 2017; is hereby levied at the rate of 5.38 mils on each dollar of assessed value, or at the rate of \$.538 on each one hundred dollars of assessed value thereof.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER , 2016

**_____ 2016 General Fund Budget Supplemental Appropriation
Of \$13,975 For County Council Professional Fees**

BE IT ENACTED by the County Council of the County of Erie pursuant to Article II, Sections 3B(1), 3B(2)(f) and Article VIII, Section 8 of the Erie County Home Rule Charter; certified by the County Executive that this 2016 General Fund Budget supplemental appropriation of \$13,975 for County Council Professional Fees, is hereby approved as outlined on the attached Exhibit A.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

Exhibit A
2016 General Fund Budget
Supplemental Appropriation of \$13,975
For Council Professional Fees

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Total Revenue</u>		
Fund Balance Appropriated	001-00990-099500	(13,975)
Total Revenue		<u>(13,975)</u>
<u>Total Expenditures</u>		
Council Professional Fees	001-001010-002520	13,975
Total Expenditures		<u>13,975</u>

Certificate of the County Executive

I, Kathy Dahlkemper, County Executive for the County of Erie, do hereby certify pursuant to the provisions of Article VIII, Section 8, of the Home Rule Charter for the County of Erie, that there are funds in the amount of \$13,975 for Council professional fees.



Kathy Dahlkemper
County Executive

11/7/14

Date

Memo

TO: Members of County Council

FROM: Douglas R. Smith, County Clerk

DATE: November 7, 2016

RE: Supplemental Appropriation for Professional Fees

A Supplemental Appropriation of \$13,975 is needed in the County Council bureau in the Professional Fees line item. An increase in legal fees related to the LECOM Court cases, as well as an increase in the cost of the County audit, has caused a depletion of the line item.

A transfer was also taken out of this line item to cover a gross shortage in the Election Supplies line item. The additional Election Supplies were related to the increased need for ballots, paper stock for ID's, and other items.

ORDINANCE NUMBER , 2016

2016 General Fund Budget Supplemental Appropriation Of \$24,670 For
Presidential Election Expenditures In Voter Registration
And Conduct Of Elections

BE IT ENACTED by the County Council of the County of Erie pursuant to Article II, Sections 3B(1), 3B(2)(f) and Article VIII, Section 8 of the Erie County Home Rule Charter; certified by the County Executive that this 2016 General Fund Budget supplemental appropriation of \$24,670 for additional expenditures in Voter Registration and Conduct of Elections; related to the presidential election, are hereby approved as outlined on the attached Exhibit A.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date:_____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date:_____

Fiore Leone

Carol J. Loll

Exhibit A
2016 General Fund Budget
Supplemental Appropriation of
For Presidential Election Expenditures
in Voter Registration & Conduct of Elections

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Total Revenue</u>		
Fund Balance Appropriated	001-00990-099500	(24,670)
Total Revenue		<u><u>(24,670)</u></u>
<u>Total Expenditures</u>		
Voter Registration Temporary Staff	001-001020-001040	1,503
Voter Registration Overtime	001-001020-001100	11,522
Voter Registration Fica	001-001020-001200	996
Voter Registration Workers Compensation	001-001020-001230	20
Voter Registration Pension	001-001020-001240	1,012
Voter Registration Unemployment Compensation	001-001020-001260	43
Voter Registration Postage	001-001020-002290	9,210
Conduct of Elections Travel-Work Required	001-001030-002010	364
Total Expenditures		<u><u>24,670</u></u>

Certificate of the County Executive

I, Kathy Dahlkemper, County Executive for the County of Erie, do hereby certify pursuant to the provisions of Article VIII, Section 8, of the Home Rule Charter for the County of Erie, that there are funds in the amount of \$24,670 for presidential election expenditures in Voter Registration & conduct of elections.



Kathy Dahlkemper
County Executive

11/7/16

Date

Memo

TO: Members of County Council

FROM: Douglas R. Smith, County Clerk

DATE: November 7, 2016

RE: Supplemental for Election Expenses

Increased expenditures related to the presidential election have caused the Voter Registration and Conduct Elections Bureau to run short of funds. Overtime in Voter Registration exceeded its budgeted line by over \$11,500. Regular office staff and per diems have been working 10 to 11 hours per day, seven days a week, since late September. The influx of 20,000 registrations and nearly 5,000 absentee ballots has required these extended hours.

The spike in registrations, absentee ballots, voter ID mailings, and state required mailings this summer have caused a shortage in the Voter Registration Postage account by over \$9,000. Additional funds in small amounts are being added to various other benefit lines and the Temporary Staff line in Voter Registration.

ORDINANCE NUMBER , 2016

AMENDING THE ERIE COUNTY AFFORDABLE HOUSING FUND ORDINANCE

WHEREAS, the County of Erie (the “County”), in accordance with Article II, Section 1A, 1C(8), and 3B(1) of the Home Rule Charter for the County, and in accordance with the provisions of the Optional Affordable Housing Fund Act (53 Pa.C.S.A., Section 6001, et seq.) enacted Ordinance No. 84, 1999 on October 26 , 1999 creating the ERIE COUNTY AFFORDABLE HOUSING FUND; and

WHEREAS, Ordinance No. 84, 1999 authorized and directed the Erie County Recorder of Deeds to increase the recordings fees for the recording of Deeds and Mortgages in Erie County by \$10.50 in order to raise revenues to fund the ERIE COUNTY AFFORDABLE HOUSING FUND and “Affordable Housing Efforts” (as defined in Ordinance 84, 1999)in the County of Erie; and

WHEREAS, the County is interested in raising additional revenues to fund the ERIE COUNTY AFFORDABLE HOUSING FUND for “Affordable Housing Efforts” in the County of Erie by increasing that portion of the recording fees for the ERIE COUNTY AFFORDABLE HOUSING FUND **from \$10.50 to \$12.00** for each Deed and Mortgage recorded in the County of Erie, and

WHEREAS, the County has the power and authority to amend such ordinances deemed necessary to implement and fund the ERIE COUNTY AFFORDABLE HOUSING FUND; and

NOW, THEREFORE, BE IT ENACTED, that the County Council of the County of Erie hereby amends Ordinance No. 84, 1999, the ERIE COUNTY AFFORDABLE HOUSING FUND Ordinance, as follows:

Section 4 to now read as follows:

Section 4—Fee Increases

In addition to the fees charged by the Recorder of Deeds for recording of documents pursuant to the Recorder of Deeds Fee Law (Act of April 8, 1982, P.L. 310, No. 87), and other pertinent Pennsylvania statutes affecting said recording fees, the Recorder of Deeds of Erie County shall charge and collect a fee of **\$12.00** for the recording of all Deeds and Mortgages in the County of Erie, and said additional \$12.00 per recorded Deed and Mortgage in Erie County shall be held in the ERIE COUNTY AFFORDABLE HOUSING FUND, and utilized for the purposes outlined and described in Ordinance No. 84, 1999.

ORDINANCE NUMBER , 2016

AMENDING THE ERIE COUNTY AFFORDABLE HOUSING FUND ORDINANCE

All other provisions of Ordinance No. 84, 1999, not inconsistent with the above shall remain in effect.

THIS ORDINANCE SHALL TAKE EFFECT AT THE DISCRETION OF THE OFFICE OF THE RECORDER OF DEEDS OF ERIE COUNTY, BUT NO LATER THAN 90 DAYS AFTER ADOPTION.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

ORDINANCE NUMBER , 2016

**Amendment to the Administrative Code Article II, Section 5(IV)(1)(E)
Erie County Metropolitan Transit Authority**

BE IT ENACTED, by the County Council of the County of Erie, pursuant to Article II, Sections 3B(2) of the Home Rule Charter of Erie County, that the Administrative Code of Erie County, Article II, Section 5(IV)(1)(E) is hereby amended as outlined on the attached "Exhibit A."

BE IT FURTHER ENACTED, that the Amendment to the Administrative Code, as outlined on the attached Exhibit "A," shall be effective immediately upon adoption.

Attest:

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Douglas R. Smith
County Clerk

Andre R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

EXHIBIT A

Amendment to the Administrative Code Article II, Section 5(IV)(1)(E)

E. Erie County Metropolitan Transit Authority

1. Function of the Authority

The Erie Metropolitan Transit Authority was established to develop, operate and maintain a regional mass transportation system, to provide transportation services to the public throughout Erie County and, to such end, to acquire, improve and maintain real estate, equipment and such other assets necessary to the operation of a regional mass transportation system.

2. Board Membership.

- (a) The Erie Metropolitan Transit Authority Board of Directors shall consist of nine (9) members, five (5) of whom shall be appointed by the City of Erie and four (4) of whom shall be appointed by the County of Erie.
- (b) The County appointments to the Authority shall be made by the County Executive in accordance with Article III Section 5L of the Home Rule Charter.
- (c) The County appointments shall be made from County Council Districts located outside the City of Erie, namely, County Council Districts 1, 5, 6 and 7.
- (d) The term of office of each Board member shall be five (5) years.

3. Term of Existence.

The term of existence of the Authority shall be ten (10) years, beginning January 1, 2017 and ending December 31, 2026.

4. City/County Funding.

The County of Erie shall be responsible for forty five (45%) percent of the local match required to fund the operations of the Authority, while the City of Erie shall be responsible for fifty five (55%) percent of the local match required to fund the operations of the Authority.

5. At least one Board member appointed by the County of Erie and one Board member appointed by the City of Erie shall serve as officers on the Authority's Board at all times.
6. The Authority shall establish an Advisory Committee which shall include one or more persons who represent the interests of the transit riders.
7. Powers of the Authority.

The powers of the Authority shall be as provided and limited by the Municipal Authorities Act, as amended, Act of 2000, June 19, P.L. 287, No. 22, Section 1 (53 Pa. C.S.A. §5604).

Effective date: _____

ORDINANCE NUMBER , 2016

**_____ 2016 General Fund Budget Supplemental Appropriation Of \$24,500
Grant For Energy Audit**

BE IT ENACTED by the County Council of the County of Erie pursuant to Article II Sections 3B (1), 3B(2)(f) and Article VIII, Section 8 of the Erie County Home Rule Charter; certified by the County Executive that a 2016 General Fund Budget Supplemental Appropriation of \$24,500 grant for an energy audit of certain Erie County buildings, are hereby approved as outlined on the attached Exhibit A.

This ordinance shall be effective immediately upon adoption.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

Date: _____

Fiore Leone

Carol J. Loll

**Exhibit A
 2016 General Fund Budget
 Supplemental Appropriation of \$24,500
 For Grant for Energy Audit**

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Total Revenue</u>		
Grant	001-002465-051300	(24,500)
Total Revenue		<u><u>(24,500)</u></u>
<u>Total Expenditures</u>		
Professional Fees	001-002465-002520	24,500
Total Expenditures		<u><u>24,500</u></u>

From: Prischak, Brittany

Sent: Tuesday, November 01, 2016 1:15 PM

To: Pasquale, Sue Ellen

Cc: Wyrosdick, Kathy

Subject: Grant for Energy Audit

Afternoon, Sue Ellen,

As we discussed on the phone, we just received notice that the Penelec Sustainable Energy Fund (SEF), housed in the Community Foundation for the Alleghenies, has approved our grant application. I'm not sure which organization's name might be on the check. They will offer us up to \$30,000 to cover the cost of the audit; since we have been quoted \$25,000 then we would most likely receive just the \$25,000 needed.

I am double checking, but believe this to be a reimbursement grant. Once the audit is complete, then we would submit the invoice to SEF and they would send us the check. Timeframe is expected to be completed by the end of December. Once we sign the contract with SmartEdge and they can begin the audit, it should take about 45 days to complete.

If there is anything else you need to complete the ordinance to council, just let me know.

Brittany Prischak

Brittany Prischak, Sustainability Coordinator
Erie County Department of Planning
150 E Front Street, Suite 300
Erie, PA 16507

Office: 814-451-7326
Fax: 814-451-7333
bprischak@eriecountypa.gov

Please Think Before You Print!

From: Angie Berzonski [<mailto:aberzonski@cfalleghenies.org>]
Sent: Tuesday, November 01, 2016 12:22 PM
To: Prischak, Brittany
Cc: Katrina Perkosky
Subject: 2016 Energy Audit

Hi Brittany,

The Penelec Sustainable Energy Fund committee has reviewed the applications that were received for its energy audit grant program. Congratulations! The committee recommended approving a grant of up to \$30,000 for energy audits for Erie County. This should be used to have an ASHRAE Level II audit performed for as many of the five buildings that were prioritized in the County's application as possible.

Here's what happens next:

Your organization may select up to three firms to provide a free quote for the energy audit. We work closely with the Green Building Alliance, and they use [this list](#) as a resource for selecting an audit provider. Additionally, the Association of Energy Engineers offers this [directory look-up](#). We do not recommend one firm over another. Feel free to select from either of these lists, or to contact another firm about their energy audit services, if you have one or more in mind.

Once you select the firms to provide the quotes, they will likely do a walk-through of the facility. After you receive the quotes, please contact me to let me know which firm you'd like to use. At that point the Penelec SEF will authorize the grant based on the quote that you have selected for the audit. We usually anticipate the audits costing between \$3,000 and \$10,000 per facility, but in your case you may have an auditor give you a quote for all five buildings. We will pay up to but not more than \$30,000 total for this grant award. After the audit has been performed, please send us a copy of your invoice and we will make a check payable to your organization in that amount.

In follow up, we ask that you send us a copy of the energy audit and that you consider the Penelec SEF for low-interest, performance-based loans to implement any of their recommendations.

Congratulations and I look forward to working with you on this project.

Angie

Angie Berzonski • Program and Communications Officer
Community Foundation for the Alleghenies
116 Market Street, Suite 4, Johnstown, PA 15901
[814-536-7741 ext. 117](tel:814-536-7741) • cfalleghenies.org

Connect with us on [Facebook](#) and [Twitter](#)
Donate to our [Fund for the Future](#)

November 7, 2016

Brittany Prischak – Environmental Sustainability Coordinator
Erie County Department of Planning
150 E. Front St. Suite 300
Erie, Pa. 16507

Re: Comprehensive Energy Audits for Erie County Buildings

Brittany,

SmartEdge is pleased to provide the following quote for the Comprehensive Energy Audits for the Erie County Buildings listed in the Audit Scope. SmartEdge proposes the following costs to conduct the audits per the attached scope:

1. Erie County Prison:	\$10,000.00
2. Erie County Courthouse:	\$8,500.00
3. Office of Community and Youth:	\$2,000.00
4. Health Department:	\$1,500.00
5. Public Safety Building:	\$2,500.00
6. Blasco Memorial Library:	<u>\$ 500.00</u>
Total:	\$25,000.00

We look forward to working with the County to conduct the energy audits. Once SmartEdge has received a purchase order for the work, we will organize a coordination meeting for the commencement of the work.

Sincerely,

Jim Mistretta
General Manager of Energy Services

Proud member of

InsideIQ

BUILDING AUTOMATION ALLIANCE

The SmartEdge Erie County GESA Project Audit Scope –

REV Date: 10/28/2016

1. General:

There are a total of 6 buildings in the energy audit scope. They are:

- Erie County Courthouse
- Erie County Prison
- Health Department Building
- Human Services Building
- Public Safety Building
- Blasco Library (lighting only)

The audit for each building will include a write up of the structure (size, construction, use, energy consuming systems); current energy benchmarking using Energy Star; a breakdown of energy and water use by system (lighting, heating, air conditioning, etc); and current energy and water costs. Each building will be surveyed and evaluated for the major energy consuming systems of:

- Lighting
- Heating systems
- Air conditioning / cooling
- Indoor air quality / ventilation
- Envelope / windows / insulation
- Controls / operations
- Plug loads
- Water usage

Specific emphasis will be placed on a building by building basis on the systems with highest potential for energy conservation. These will be different for each building and will form the recommended list Energy Conservation Measures for each building. The areas of emphasis are listed for each building below.

Erie County Courthouse -

221,000 square feet.
4,572,000 kwh / year electric use.
170,000 ccf / year natural gas use.
583,000 gallons of water use per year.

1. Interior Lighting
Full survey of existing lighting and controls with recommended upgrades to LED.
2. Exterior Lighting
Full survey of existing lighting and controls with recommended upgrades to LED.
3. Pumps / Motors operated at constant speed
Efficiency upgrade opportunities and VFD applications.
4. Fans / motors operated at constant speed
Efficiency upgrade opportunities and VFD applications.
5. Chillers and air conditioning equipment
Efficiency improvements related to operations.
6. Boilers and boiler efficiency
Efficiency improvements related to operations and / or replacements.
7. Controls / operations
Schedule and setpoint opportunities for energy savings while maintaining comfort.
8. Ventilation / IAQ
Time of day ventilation demand as well as real time ventilation control, energy recovery.
9. Hot water / chilled water insulation
Survey of exposed pipes / valves as well as sample thermal imaging.
10. Water usage
Survey and flow measurements for reduced usage improvements.
11. Plug load survey
Survey and consumption by area.

Erie County Prison -

168,000 square feet.
3,463,000 kwh / year electric use.
166,000 ccf / year natural gas use.
3,132,000 gallons of water per year use.

1. Interior Lighting
Full survey of existing lighting and controls with recommended upgrades to LED.
2. Pumps / Motors operated at constant speed
Efficiency upgrade opportunities and VFD applications – HW pumps only.
3. Fans / motors operated at constant speed
Efficiency upgrade opportunities and VFD applications – existing AHUs.
4. Laundry and Kitchen operations
Efficiency improvements related to laundry driers, washers; kitchen coolers / freezers, and hoods.
5. Boilers and boiler efficiency
Efficiency improvements related to operations, pre-combustion treatment, and energy recovery.
6. Controls / operations
Schedule and setpoint opportunities for energy savings while maintaining comfort and IAQ.
7. Ventilation / IAQ
Time of day ventilation demand as well as real time ventilation control per code, and energy recovery.
8. Water usage
Survey and flow measurements for reduced usage improvements.

Health Department Building -

25,000 square feet.
294,000 kwh / year electric use.
6,770 ccf / year natural gas use.
35,200 gallons of water use per year.

1. Interior Lighting
Full survey of existing lighting and controls with recommended upgrades to LED.
2. Exterior Lighting
Full survey of existing lighting and controls with recommended upgrades to LED.
3. Chillers and air conditioning equipment
Efficiency improvements related to replacement of existing split chiller unit.
4. Boilers and boiler efficiency
Survey of existing energy efficient equipment only.
5. Controls / operations
Schedule and setpoint opportunities for energy savings while maintaining comfort.
6. Ventilation / IAQ
Time of day ventilation demand as well as real time ventilation control.
7. Windows and walls (thermal efficiency)
Thermal imaging of sample wall areas and windows.
8. Hot water / chilled water insulation
Survey of exposed pipes / valves as well as sample thermal imaging.
9. Water usage
Survey for reduced usage improvements.
10. Plug load survey
Survey and consumption by area.

Human Services Building -

57,000 square feet

913,000 kwh / year electric use.

14,000 ccf / year natural gas use.

81,200 gallons of water use per year.

1. Interior Lighting

Full survey of existing lighting and controls with recommended upgrades to LED.

2. Exterior Lighting

Full survey of existing lighting and controls with recommended upgrades to LED.

3. Pumps / Motors operated at constant speed

Efficiency upgrade opportunities and VFD applications.

4. Fans / motors operated at constant speed

Efficiency upgrade opportunities and VFD applications.

5. Chillers and air conditioning equipment

Efficiency improvements related to operations.

6. Boilers and boiler efficiency

Survey of existing energy efficient equipment only.

7. Controls / operations

Schedule and setpoint opportunities for energy savings while maintaining comfort.

8. Ventilation / IAQ

Time of day ventilation demand as well as real time ventilation control.

9. Water usage

Survey for reduced usage improvements.

10. Plug load survey

Survey and consumption by area.

Public Safety Building -

30,000 square feet
1,267,000 kwh / year electric use.
62,340 ccf / year natural gas use.
16,000 gallons of water use per year.

1. Interior Lighting
Survey only due to age of existing equipment.
2. Exterior Lighting
Survey only due to age of existing equipment.
3. Pumps / Motors operated on VFDs.
Efficiency improvements related to improved operations.
4. Fans / motors operated at constant speed
Efficiency upgrade opportunities and VFD applications.
5. Chillers and air conditioning equipment
Efficiency improvements related to operations.
6. Boilers and boiler efficiency
Efficiency improvements related to operations.
7. Controls / operations
Schedule and setpoint opportunities for energy savings while maintaining comfort and humidity.
8. Ventilation / IAQ
Time of day ventilation demand as well as real time ventilation control. Free cooling opportunities with proper humidity management.
10. Water usage
Survey for reduced usage improvements.
11. Plug load survey
Survey and consumption by area.

Blasco Library Building -

166,000 square feet

2,616,500 kwh / year electric use.

20,000 ccf / year natural gas use (estimated).

138,000 gallons of water use per year.

1. Interior Lighting

Full survey of existing lighting and controls with recommended upgrades to LED.

2. Exterior Lighting

Full survey of existing lighting and controls with recommended upgrades to LED.

**RESOLUTION APPROVING THE FY 2016 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION
AND AUTHORIZING ITS SUBMISSION
TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT**

WHEREAS, the County of Erie is "entitled" to apply for and receive an annual allocation of Community Development Block Grant (CDBG) funds from the PA Department of Community and Economic Development (DCED) pursuant to the provisions of PA Act 179 of 1984 to assist "non-entitlement" municipalities within its jurisdiction undertake housing and community development activities which will principally benefit low-to-moderate income persons; and

WHEREAS, the County has also accepted responsibility to make application for and administer the CDBG programs of Girard Township, McKean Township, Edinboro Borough and North East Borough which are "entitled" to receive an annual allocation of CDBG funds as a result of having populations of 4,000 and above as based on the latest decennial census, and by meeting the minimum standards of physical and economic distress; and

WHEREAS, the PA DCED has informed the County that the total amount of FY 2016 Community Development Block Grant funds which the County can apply for to assist both "non-entitlement" and "entitlement" municipalities is **\$641,852** which according to the state's formula shall be disbursed as follows:

- \$275,317 for the County to benefit "non-entitlement" municipalities
- \$102,964 to benefit the "entitlement" municipality of Edinboro Borough
- \$ 91,973 to benefit the "entitlement" municipality of Girard Township
- \$ 86,272 to benefit the "entitlement" municipality of McKean Township
- \$ 85,326 to benefit the "entitlement" municipality of North East Borough

WHEREAS, the County and the four (4) entitlement municipalities have each conducted their requisite public hearings; formulated community development plans which identify and prioritize their needs; and selected activities to address these needs utilizing CDBG funds; and

WHEREAS, the County has reviewed and approved the plans, proposed activities, and has completed the application for funding in accordance with program requirements.

NOW, THEREFORE, BE IT RESOLVED by Erie County Council, pursuant to Article II, Section 1C of the Home Rule Charter, that Council:

- Approves the FY 2016 CDBG application and agrees to comply with the Certifications and Statement of Assurances contained within the application.
- Authorizes the County Executive to sign all necessary forms within the application for the receipt and use of the CDBG funds.
- Authorizes the Erie County Department of Planning to submit the application to the PA DCED on or before December 16, 2016 and to administer the CDBG programs of the County and the four (4) entitlement municipalities.

RESOLUTION NO. _____, 2016

**RESOLUTION APPROVING THE FY 2016 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION
AND AUTHORIZING ITS SUBMISSION
TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT**

On the motion of _____ seconded by _____ this Resolution was passed on
this 15th day of November 2016 by a vote of ____ to ____.

APPROVED BY:

Andre Horton
Chairman, County Council

Kathy Dahlkemper
County Executive

ATTESTED BY:

Douglas R. Smith
County Clerk



11/10/16

COUNTY OF ERIE

Department of Planning
150 East Front Street, Suite 300
Erie, Pennsylvania 16507
Phone: (814) 451-6336
www.eriecountypa.gov

Kathy Dahlkemper
County Executive

Katherine S. Wyrosdick, AICP
Director

To:	Jen Ertl, Finance Department c. Denee Breter, County Council Secretary
From:	Joe Berdis, CDBG Administrator
Subject:	<i>Rationale for:</i> RESOLUTION APPROVING THE FY 2016 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION AND AUTHORIZING ITS SUBMISSION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT
Date:	October 21, 2016

Erie County is entitled to apply for and receive Community Development Block Grant (CDBG) funds each year from the PA Department of Community and Economic Development. The County also makes application for CDBG funds "on behalf of" Edinboro Borough, Girard Township, McKean Township, and North East Borough. For FY 2016 the County will be applying for a total of **\$641,852**. The Resolution approves the County's application (including the "OBO"s) requesting the 2016 funds and authorizes its submission to the PA DCED.

Finance Meeting – Thursday, November 10, 2016
County Council Meeting – Tuesday, November 15, 2016

* Please provide me with an original for inclusion in the application.

RESOLUTION NO. _____, 2016

**RESOLUTION ADOPTING A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN
FOR THE COUNTY OF ERIE**

AND

**THE COUNTY OF ERIE "ON BEHALF OF "
EDINBORO BOROUGH, GIRARD TOWNSHIP, MCKEAN TOWNSHIP and NORTH EAST BOROUGH**

WHEREAS, the County of Erie is "entitled" to apply for and receive an annual allocation of Community Development Block Grant (CDBG) funds from the PA Department of Community and Economic Development (DCED) pursuant to the provisions of PA Act 179 of 1984 to assist "non-entitlement" municipalities within its jurisdiction undertake housing and community development activities which will principally benefit low-to-moderate income persons; and

WHEREAS, the County has accepted responsibility to make application for and administer the CDBG programs of Edinboro Borough, Girard Township, McKean Township and North East Borough which are "entitled" to receive an annual allocation of CDBG funds as a result of having populations of 4,000 and above as based on the latest decennial census, and by meeting the minimum standards of physical and economic distress; and

WHEREAS, as the recipient of CDBG funds, the County is required to have in place various plans/policies including an Anti-Displacement and Relocation Assistance Plan which said plan identifies the County's policy for minimizing the displacement of individuals and families from their homes through projects assisted with Community Development Block Grant (CDBG) funds; and

WHEREAS, the County, acting through the Erie County Department of Planning, has prepared a new Anti-Displacement and Relocation Assistance Plan in accordance with current PA DCED guidelines which said plan shall supersede all other such Plans which may have been adopted by the County of Erie.

NOW, THEREFORE, BE IT RESOLVED that Erie County Council officially adopts the Anti-Displacement and Relocation Assistance Plan attached herein as "Exhibit A" for the County of Erie and for the County of Erie "On Behalf Of" Edinboro Borough, Girard Township, McKean Township, and North East Borough; and

FURTHER RESOLVES, that the Erie County Department of Planning (ECDP) shall be the responsible entity for the administration and implementation of the CDBG Anti-Displacement and Relocation Assistance Plan.

RESOLUTION NO. _____, 2016

**RESOLUTION ADOPTING A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN
FOR THE COUNTY OF ERIE
AND
THE COUNTY OF ERIE "ON BEHALF OF "
EDINBORO BOROUGH, GIRARD TOWNSHIP, MCKEAN TOWNSHIP and NORTH EAST BOROUGH**

On the motion of _____ seconded by _____ this Resolution was passed on
this 15th day of November 2016 by a vote of ___ to ____.

APPROVED BY:

COUNTY COUNCIL CHAIRMAN

Andre Horton

APPROVED BY:

COUNTY EXECUTIVE

Kathy Dahlkemper

ATTESTED BY:

COUNTY CLERK

Douglas R. Smith

COUNTY OF ERIE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
RESIDENTIAL ANTI-DISPLACEMENT
AND
RELOCATION ASSISTANCE PLAN

FOR
COUNTY OF ERIE
AND
COUNTY OF ERIE "ON BEHALF OF"
EDINBORO BOROUGH
GIRARD TOWNSHIP
MCKEAN TOWNSHIP
NORTH EAST BOROUGH

Administered by
Erie County Department of Planning
150 East Front Street, Suite 300
Erie, PA 16507

Adopted by Erie County Council
_____, 2016

**COUNTY OF ERIE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
RESIDENTIAL ANTI-DISPLACEMENT
AND
RELOCATION ASSISTANCE PLAN**

INTRODUCTION

This Residential Anti-Displacement and Relocation Assistance Plan has been prepared and adopted by the County of Erie in accordance with Section 104(d) of the Housing and Community Development Act (HCD) of 1974, as amended; and the HUD implementing regulations at 24 CFR 42.325. This Plan replaces and supersedes all other such plans which may have been adopted by the County of Erie.

BACKGROUND

The Pennsylvania Department of Community and Economic Development (PADCED) and the U.S. Department of Housing and Urban Development (HUD) requires recipients of CDBG funds to certify they have in effect and are following a residential anti-displacement and relocation assistance plan (RARAP) as required by 24 CFR Part 42, Displacement, Relocation Assistance, and Real Property Acquisition for HUD and HUD-Assisted Programs, as amended. The plan is to consist of three components:

- Identify the reasonable steps it will take to minimize the displacement of persons from their homes as a result of a CDBG-assisted project.
- Replace all occupied and vacant occupiable Low and Moderate Income (LMI) dwellings that are converted to a use other than LMI dwellings or LMI dwellings that are demolished for a project.
- Provide relocation assistance to LMI households, including families and individuals, displaced as a direct result of the conversion of a LMI dwelling or the demolition of any housing for a project.

APPLICABILITY

The Plan is applicable to the CDBG program of Erie County and to the "entitlement" or "On Behalf Of" [OBO] municipalities of Edinboro Borough, Girard Township, McKean Township, and North East Borough whose CDBG programs are administered by the County through the Erie County Department of Planning.

EFFORTS TO MINIMIZE DISPLACEMENT

It is the general policy of the County/County "OBO" to NOT undertake CDBG funded activities that would result in the displacement of families and individuals from their homes and neighborhoods. Displacement would occur only as a last resort and it must be clearly demonstrated that the goals and anticipated accomplishments of the activity outweigh the adverse effects of displacement imposed on families and individuals who must relocate.

PROVISIONS FOR ONE-FOR-ONE REPLACEMENT

In the rare event that a CDBG funded activity would result in LMI residential buildings being demolished or converted to another use, all occupied and vacant occupiable LMI dwelling units will be replaced with comparable LMI dwelling units, one-for-one. Replacement units may include public housing or existing housing receiving Section 8 assistance. The County will work with the Erie County Housing Authority, Erie Redevelopment Authority, real estate management companies, real estate brokers, landlords, and/or relocation advisors/counselors to locate decent, safe, and sanitary dwellings for households facing displacement. If these entities are unable to provide replacement housing and funding is necessary, said funding would come from the County/County "OBO" CDBG programs and/or other state and federal grant sources. In no case would local governmental monies be requested or utilized.

The replacement units will be:

1. Provided within three (3) years of the start of demolition or conversion;
2. Located within the municipality where displacement took place and to the extent feasible and consistent with other statutory priorities, be located within the same neighborhood;
3. Of sufficient number and size to house at least the same number of occupants that could have been housed in the units demolished or converted;
4. Provided in standard condition; and
5. Designed to remain low/mod for at least ten (10) years from the date of initial occupancy.

Before obligating or expending CDBG funds that would result in demolition or conversion of LMI units, the County will make public and submit the following information to the PA Department of Community and Economic Development (PA DCED):

1. A description of the proposed activity;
2. The location on a map, and the number of units by size (number of bedrooms), that will be demolished or converted;
3. A time schedule for the start and completion of demolition or conversion;
4. The location on a map, and the number of units by size (number of bedrooms), that will be provided as replacement units;
5. The source of funding and a time schedule for the provision of replacement units;
6. The basis for concluding that each replacement unit will remain low/mod for at least (10) years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g. a 2-bedroom unit with two 1-bedroom units) is consistent with the housing needs of low- and moderate-income households.

To the extent that the specific location of the replacement dwelling units and other data in Items 4 through 7 are not available at the time of the general submission, the County will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

IV. PROVISIONS FOR RELOCATION ASSISTANCE

The County will provide assistance to displaced persons on a non-discriminatory basis. Involuntary displacement will not result because of race, color, religion, sex, national origin, religion, familial status, disability, age, ancestry, sexual orientation or gender identity.

Displaced persons may choose to receive assistance either through the Uniform Relocation Act (URA) and implementing regulations at 49 CFR Part 24 or assistance under section 104(d) of the

Housing and Community Development Act (HCA) of 1974 provided they meet applicable eligibility requirements. For purposes of this plan, relocation assistance under section 104(d) is prescribed in 24 CFR 42.350.

Funding of necessary relocation assistance would come from the County/County "OBO" CDBG programs and/or other state and federal grant sources. In no case would local governmental monies be requested or utilized.

RESPONSIBLE ENTITY

The Erie County Department of Planning (ECDP) will be the responsible entity for the administration and implementation of the Residential Anti-Displacement and Relocation Assistance Plan. The ECDP will seek the guidance and legal expertise from the Erie County Solicitor's office as necessary. Questions regarding the Plan should be directed to the CDBG Administrator at the Erie County Department of Planning, 150 East Front Street, Suite 300, Erie, PA 16507/ Telephone: (814) 451-7330.



COUNTY OF ERIE

Department of Planning
150 East Front Street, Suite 300
Erie, Pennsylvania 16507
Phone: (814) 451-6336
www.eriecountypa.gov

Kathy Dahlkemper
County Executive

Katherine S. Wyrosdick, AICP
Director

To:	Jen Ertl, Finance Department c. Denee Breter, County Council Secretary c. Sue Ellen Pasquale
From:	Joe Berdis, CDBG Administrator
Subject:	<i>Rationale for:</i> RESOLUTION ADOPTING A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR THE COUNTY OF ERIE AND THE COUNTY OF ERIE "ON BEHALF OF "EDINBORO BOROUGH, GIRARD TOWNSHIP, MCKEAN TOWNSHIP and NORTH EAST BOROUGH
Date:	October 21, 2016

As the recipient of CDBG funds, the County is required to have in place various plans/policies including an Anti-Displacement and Relocation Assistance Plan which identifies the County's policy for minimizing the displacement of individuals and families from their homes through projects assisted with Community Development Block Grant (CDBG) funds. The County's last plan was adopted in 1989 and in accordance with PADCED regulations; grantees are to adopt a new plan. The attached Resolution provides for the adoption of the new plan

Finance Meeting – Thursday, November 10, 2016
County Council Meeting – Tuesday, November 15, 2016

RESOLUTION NO. _____, 2016

**RESOLUTION ADOPTING A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
MINORITY AND WOMEN BUSINESS ENTERPRISE PLAN
FOR THE COUNTY OF ERIE**

AND

**THE COUNTY OF ERIE "ON BEHALF OF "
EDINBORO BOROUGH, GIRARD TOWNSHIP, MCKEAN TOWNSHIP and NORTH EAST BOROUGH**

WHEREAS, the County of Erie is "entitled" to apply for and receive an annual allocation of Community Development Block Grant (CDBG) funds from the PA Department of Community and Economic Development (DCED) pursuant to the provisions of PA Act 179 of 1984 to assist "non-entitlement" municipalities within its jurisdiction undertake housing and community development activities which will principally benefit low-to-moderate income persons; and

WHEREAS, the County has accepted responsibility to make application for and administer the CDBG programs of Edinboro Borough, Girard Township, McKean Township and North East Borough which are "entitled" to receive an annual allocation of CDBG funds as a result of having populations of 4,000 and above as based on the latest decennial census, and by meeting the minimum standards of physical and economic distress; and

WHEREAS, as the recipient of CDBG funds the County is required to have in place various plans/policies including a Minority and Women Enterprise Plan (MBE/WBE Plan) which said plan provides guidelines and procedures to promote the opportunity for full participation by minority and women business enterprises ("MBEs" and "WBEs") in all housing and community development projects undertaken with Community Development Block Grant (CDBG) funds and/or Home Investment Partnership (HOME) grant monies from the Pennsylvania Department of Community and Economic Development (PADCED); and

WHEREAS, the County, acting through the Erie County Department of Planning, has prepared a new MBE/WBE Plan in accordance with current PA DCED guidelines which said plan shall supersede all other CDBG MBE/WBE Plans which may have been adopted by the County of Erie.

NOW, THEREFORE, BE IT RESOLVED that Erie County Council officially adopts the CDBG Minority and Women's Business Enterprise Plan attached herein as "EXHIBIT A" for the County of Erie and for the County of Erie "On Behalf Of" Edinboro Borough, Girard Township, McKean Township, and North East Borough; and

FURTHER RESOLVES, that the Erie County Department of Planning (ECDP) shall be the responsible entity for the administration and implementation of the CDBG MBE/WBE Plan.

RESOLUTION NO. _____, 2016

**RESOLUTION ADOPTING A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
MINORITY AND WOMEN BUSINESS ENTERPRISE PLAN
FOR THE COUNTY OF ERIE
AND
THE COUNTY OF ERIE "ON BEHALF OF "
EDINBORO BOROUGH, GIRARD TOWNSHIP, MCKEAN TOWNSHIP and NORTH EAST BOROUGH**

On the motion of _____ seconded by _____ this Resolution was passed on this
____ day of _____ by a vote of ____ to _____.

APPROVED BY:

COUNTY COUNCIL CHAIRMAN

Andre Horton

APPROVED BY:

COUNTY EXECUTIVE

Kathy Dahlkemper

ATTESTED BY:

COUNTY CLERK

Douglas R. Smith

"EXHIBIT A" to
RESOLUTION NO. _____ 2016

COUNTY OF ERIE

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) MINORITY & WOMEN'S BUSINESS ENTERPRISE (MBE/WBE) PLAN

FOR
COUNTY OF ERIE
AND
COUNTY OF ERIE "ON BEHALF OF" ENTITLEMENT MUNICIPALITIES:
EDINBORO BOROUGH
GIRARD TOWNSHIP
MCKEAN TOWNSHIP
NORTH EAST BOROUGH

Administered by
Erie County Department of Planning
150 East Front Street, Suite 300
Erie, PA 16507

Adopted by Erie County Council

_____, 2016

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COUNTY OF ERIE CDBG MBE/WBE PLAN

I. POLICY STATEMENT

It is public policy of the County of Erie to promote the opportunity for full participation by minority and women business enterprises ("MBEs" and "WBEs") in all housing and community development projects undertaken with Community Development Block Grant (CDBG) funds and/or Home Investment Partnership (HOME) grant monies from the Pennsylvania Department of Community and Economic Development (PADCED).

To facilitate this policy the County of Erie has developed and adopted this MBE/WBE Plan. The Plan is applicable to the CDBG program of Erie County which benefits the "non-entitlement" municipalities within its jurisdiction and to the "entitlement" or "On Behalf Of" [OBO] municipalities of Edinboro Borough, Girard Township, McKean Township, and North East Borough whose CDBG programs are administered by the County through the Erie County Department of Planning. This Plan replaces and supersedes all other such plans which may have been adopted by the County of Erie.

II. RESPONSIBLE ENTITY

The Erie County Department of Planning (ECDP) will be the responsible entity for the administration and implementation of the CDBG MBE/WBE Plan. Questions regarding the Plan should be directed to the CDBG Administrator at the Erie County Department of Planning, 150 East Front Street, Suite 300, Erie, PA 16507/ Telephone: (814) 451-7330.

III. DEFINITIONS

For the purpose of these requirements, the following terms, as defined below, shall apply:

1. **GRANTEE** - The County of Erie which is under contract with the Commonwealth of PA for receipt of CDBG and/or HOME program funds.
2. **ADMINISTERING AGENCY** - The Erie County Department of Planning which is the agency responsible for administering the CDBG and/or HOME program funds.
3. **BIDDER RESPONSIVENESS** - Actions taken by prime contract bidders to seek participation by MBE/WBE subcontractors, suppliers, and manufacturers. Responsiveness includes submission of STD-168 FORM, MBE/WBE Contact/Solicitation and Commitment Statement; and, if needed, an explanation for failure to achieve Minimum Levels of Participation (MLPs), including demonstration that the bidder has not engaged in discriminatory practices.
4. **BIDDER RESPONSIBILITY** - Non-discrimination in the selection of subcontractors, suppliers, and manufacturers. Non-discrimination is presumed if minimum levels of participation are achieved. Non-discrimination can also be demonstrated by submitting STD-168 FORM and supplemental evidence that failure to achieve minimum levels of participation was not motivated by consideration of race or gender; that MBEs/WBEs were not treated less favorably than others; and that solicitation and commitment decisions were not based upon policies which disparately affect MBEs/WBEs.
5. **BUSINESS ENTERPRISE** - Any legal entity that is organized in any form, other than as a joint venture (e.g., sole proprietorship, partnership, corporation, etc.), to engage in lawful commercial transactions.

6. **CONTRACTOR/SUBCONTRACTOR** - One who participates, through a contract, subcontract, or lease agreement, in any manner, that is covered by the County's CDBG MBE/WBE Program.

7. **MANAGEMENT CONTROL** - The minority or women owners should possess the power to direct or cause the direction of the management and policies of the firm and to make the day-to-day as well as major decisions on matters of management, policy and operations. The firm should not be subject to formal or informal restrictions which limit the customary discretion of the minority or women owners. There should be no restrictions through for example, by-law provisions, partnership agreements or charter requirements for cumulative voting rights or otherwise that prevent the minority or women owners, without the cooperation or vote of an owner who is not a minority or woman, from making a business decision of the firm. If the actual management of the firm is contracted out to or otherwise has been placed with individuals other than the minority or woman owner, those persons who have the ultimate power to hire and fire the managers will ordinarily be considered as controlling the business.

8. **MINORITY BUSINESS ENTERPRISE (MBE)** - A for-profit business concern that is one of the following:

- a sole proprietorship, owned and controlled by a minority; or
- a partnership or joint venture controlled by minorities in which 51% of the beneficial ownership interest is held by minorities; or
- a corporation or other business entity controlled by minorities in which at least 51% of the voting interest and 51% of the beneficial ownership interest are held by minorities.

9. **MINORITY PERSON** - Persons who are citizens of the United States and who are African Americans, Hispanic Americans, Native Americans, or Asian-Pacific Americans.

- African Americans - Persons having origins from any of the Black groups of Africa. The term includes persons having origins in any of the original peoples of the Cape Verdes Islands.
- Hispanic Americans - Persons having their origins from one or more of the Spanish-speaking peoples of Mexico, Puerto Rico, Cuba, Central or South America or the Caribbean Islands.
- Native Americans - Persons having origins from one or more of the original peoples of North America and who are recognized as an Indian by a tribe or tribal organization.
- Asian-Pacific Americans - Persons having origins from one or more of the original peoples of the Far East, Southeast Asia or the Pacific Islands, including China, Japan, Korea, Samoa, and the Philippine Islands.

10. **WOMEN'S BUSINESS ENTERPRISE (WBE)** - A for-profit business concern that is:

- a sole proprietorship, owned and controlled by a woman in which at least 51% of the beneficial ownership is held by women; or
- a partnership or joint venture controlled by women in which at least 51% of the beneficial ownership is held by women; or
- a corporation or other entity controlled by women in which at least 51% of the voting interest and 51% of the beneficial ownership interest are held by women.

11. **WOMEN** - United States citizens who are of the female gender.

12. **OPERATIONAL CONTROL** - The minority or women owners should demonstrate through the application sufficient experience, knowledge and expertise to operate that particular business. Additionally, if the owners of the firm who are not minorities or women are disproportionately responsible for the operation of the firm—to include possessing any required licensing for the firm—the firm will ordinarily be considered not being controlled by minorities or women and not qualifying as an MBE or WBE. Securities, which constitute ownership or control, or both, of a corporation for business purposes of establishing it as an MBE or WBE should be held directly by minorities or women. No

securities held in trust, or by a guardian for a minor should be considered as held by minority or women in determining the ownership or control of a corporation.

13. OWNERSHIP:

- Bona fide minority and women group membership may be established on the basis of the individual's claim that he is a member of a minority group or is of the female gender and is and has been so regarded by that particular community. Verification of group membership may be accepted through submission of birth certificates, military records, passports or tribal cards.
- An eligible MBE or WBE defined in this section should be an independent business. The ownership and control by minorities or women should be real, substantial and continuing and should go beyond the pro forma ownership of the firm as reflected in its ownership documents. The minority and women owners should enjoy the customary incidents of ownership and should share in the risks and profits commensurate with their ownership interests as demonstrated both by an examination of the substance and form of arrangements. Recognition of the business as a separate entity for tax or corporate purposes is not necessarily sufficient for recognition as an MBE or WBE. In determining whether a potential MBE or WBE is an independent business, all relevant factors must be considered, including the date the business was established, its resources, and the nature of the financial, lease arrangements, and other relationships the business enjoys.
- The contributions of capital or expertise by the minority or women owners to acquire their interests of the firm should be real and substantial. Examples of insufficient contributions include a promise to contribute capital, a note payable to the firm or its minorities or women, or the mere participation as an employee rather than as a manager.

IV. PROCEDURES – INVITATION FOR BIDS or REQUEST FOR PROPOSALS

In an effort to promote the opportunity for full participation by minority and women business enterprises (MBEs and WBEs) for construction projects and professional services, the County will implement the following procedures:

1. INVITATION FOR BIDS

- A. The Invitation for Bids notice will include the following statement:

The project is being undertaken with CDBG funds from the PA Department of Community and Economic Development (DCED). Attention of the bidder is called to the requirement to submit documentary evidence of "Minority and Women Business Enterprises" (MBE/WBE) and "Section 3 Business Concerns" which have been contacted and to whom commitments have been made. Documentation of such solicitations is to be submitted concurrently with the bid. Attention of the bidder is also called to the Federal, State and County Civil Rights and Equal Employment Opportunity requirements and the Federal Labor Standards Provisions including the requirement to pay prevailing wages under the Davis Bacon and Related Acts.

- B. A copy of the Invitation for Bids notice will be mailed to certified MBE/WBE firms. (The CDBG administrator will access the PA Department of General Services, Small Diverse Business website (<http://www.dgsweb.state.pa.us/mbewbe/Vendorsearch.aspx>) for a current listing of certified MBE and WBE companies that undertake the type of construction work being bid. The search will include the market areas of Erie County, Crawford County and Warren County as required by PADCED).
- C. The list of certified MBE/WBE companies will be inserted into the County CDBG bid/contract documents to be used by prime bidders in soliciting quotes for subcontract work and for the procurement of materials and supplies.

- D. Plans and Specifications – Project Plans and Specifications will be made available, upon request, to minority/women contractor associations and trade organizations.
- E. List of Plan Holders - The names of prime bidders who have obtained the bid/contract documents will be made available to minority/women businesses upon request.

2. REQUEST FOR PROPOSALS

- A. The Request for Proposals (RFP) notice for consulting/professional services will include the following statement:

Proposals will be reviewed and ranked according to a set of criteria which includes: Qualifications/ Experience; Approach to Scope of Work; Overall Quality and Clarity of Proposal; Project Cost; and Utilization of MBE/WBE Businesses. The County will assign up to 10 points on a 100 point grading system for use of certified MBE/WBE firms either as prime proposer or the proposal being submitted as a joint venture with a MBE/WBE firm.

- B. A copy of the RFP notice for consulting/professional services will be mailed to certified MBE/WBE firms. (The CDBG administrator will access the PA Department of General Services, Small Diverse Business website (<http://www.dgsweb.state.pa.us/mbewbe/Vendorsearch.aspx>) for a current listing of certified MBE and WBE companies that provide the professional services being sought after. The search will include the market areas of Erie County, Crawford County and Warren County as required by PADCED).
- C. The list of certified MBE/WBE consultants will be inserted into the Request for Proposals packet to be used by prime proposers for potential MBE/WBE subcontracting /joint venture commitments.

V. PARTICIPATION REQUIREMENTS FOR MINORITY/WOMEN BUSINESS ENTERPRISE (MBE/WBE)

The following information will be inserted into the County CDBG Bid/Contract documents for construction projects.

The County of Erie has established Minimum Levels of Participation (MLP) for Minority and Women Business Enterprises (MBE/WBE) for construction projects. The MLPs are as follows:

Dollar Amount of Contract	MBE-MLP %	WBE-MLP %
\$20,000 to \$25,000	10%	3%
= to or > \$25,001	15%	5%

1. Participation Level

- a. The County of Erie has established the above-referenced Minimum Levels of Participation (MLP) for minority business enterprises (MBE) and for women business enterprises (WBE) to serve exclusively as a threshold in determining bidder responsibility. A bidder will not be rejected as not responsible solely because it fails to reach the MLP's. To determine the participation level which has been reached, a bidder may divide the total dollar amount of the commitments by the total dollar amount of the bidder's bid.
- b. A firm which is both an MBE and a WBE will only receive credit toward MLP's as either an

MBE or WBE, but not both. Bidders must indicate on Form STD-168 - MBE/WBE Contract/Solicitation and Commitment Statement whether the firm is being listed as either an MBE or a WBE.

- c. An MBE/WBE firm who is the prime bidder on a project will receive no MLP credit for its own work effort for services provided. MBEs/WBEs bidding as prime proposer must solicit other certified MBEs/WBE for subcontracting and for the procurement of materials and/or supplies.
- d. MBE/WBE subcontractors must perform at least seventy-five percent (75%) of the cost of the subcontract, not including the cost of materials, with its own employees.

2. Responsiveness

- a. Bidders must complete and submit Form STD-168 with the bid (***EXHIBIT 1***). Failure to submit this form with the bid may result in the bid being rejected as non-responsive.
- b. A bidder should only solicit MBE/WBE subcontractors, vendors, manufactures, or suppliers whose services, material, or supplies are within the scope of work and which the bidder reasonably believes it will choose to subcontract with or purchase from.
- c. Bidders failing to meet the minimum levels of participation must submit concurrently with the bid, an explanation of why the MLPs have not been met. This explanation must demonstrate that the bidder has not engaged in discriminatory practices in solicitation and utilization of DGS certified MBEs/WBEs to perform as subcontractors or suppliers of goods and services related to the performance of the contract. The evidence submitted by the bidder must demonstrate the following:
 - i. Indicate whether MBEs/WBEs were solicited for each type of work the bidder expects to subcontract for and for all materials which the bidder expects to procure and, if not, the reason(s) why no such solicitation was made;
 - ii. Indicate the reason why an MBE/WBE has not been committed to for a type of subcontract work or materials in any area where a quote was received from a MBE/WBE, and;
 - iii. In any case where no quotations are received nor commitments made to MBE or WBE firms, indicate on Form STD-168 that no quotes were received, and if there is another reason for no commitments being made, the reason for the lack of commitments.
- d. If the bidder fails to submit such evidence, the bid submission may be considered non-responsive and the bid may be rejected.
- e. Information related to the above may be submitted on Form STD-168 or on additional paper.

3. Responsibility

- a. The submittals of each bidder are subject to review by the County to determine whether the bidder has discriminated in the selection of subcontractors and *suppliers* (See ***EXHIBIT 2 - Evaluation and Determination Examples of "Responsive Bids"*** and ***EXHIBIT 3 -Evaluation and***

Determination Examples of "Non-Responsive Bids").

If a bidder has met the MLPs for MBE/WBE participation, the bidder will be presumed not to have discriminated in their selections. Where the MLPs are not met, the CDBG Administrator in collaboration with the Director of Human Resources will determine whether discrimination has occurred. If, after review it is found that discrimination has occurred, the reviewed bidder shall thereby be deemed to be not responsible and the bid will be rejected.

- b. Documentation submitted by the bidder should meet the following standards for review:
 - 1. The bidder whose actions resulted in a limited or no commitment to MBEs/WBEs was not motivated by consideration of race or gender.
 - 2. MBEs/WBEs were not treated less favorably than other businesses in the contract solicitation and commitment process.
 - 3. Solicitation and commitment decisions were not based upon policies which disparately affect MBEs/WBEs.
- c. Commitments to MBE and WBE firms made at the time of bidding must be maintained throughout the term of the contract, unless a change in commitment to these firms is pre-approved by the CDBG Administrator.

4. Access to Information

The County of Erie may obtain documents and information from any bidder, contractor, subcontractor, or supplier that may be required in order to ascertain bidder or contractor responsibility. Failure to provide the requested information may result in the entity being declared not responsible.

5. MBE/WBE Certification

Under the State Act of December 21, 1984, No. 230, P.L. 210, 18 PA. C.S.A. * 4107.2, a person commits a felony of the third degree if, in the course of business, he/she engages in deception relating to MBE/WBE certification.

VI. Compliance Procedures of the Grantee and Contractor

1. Grantee/Contractor Compliance Procedures

- a. At the conclusion of the project, but before the final payment is made, a letter will be forwarded to the prime contractor by the County of Erie requesting that the below-listed forms (which are included in the bid/contract documents) be completed and returned to the County within 15 days of receipt of the letter.
 - 1. Minority & Women Business Enterprise Report - The report shall reflect the names of and the total dollar amount paid to all MBE/WBE subcontractors and suppliers utilized under the contract. (See *EXHIBIT 4*)
 - 2. Section 3 Report - The report shall reflect the names of and the total dollar amount paid to all Section 3 subcontractors and suppliers utilized under the contract. (See *EXHIBIT 5*)

3. Project Utilization Report – The report shall reflect the names of and the total dollar amount paid to all subcontractors utilized under the contract. (See **EXHIBIT 6**)

b. At the conclusion of the project, but before the final payment is made, a letter will be forwarded by the County of Erie to the MBE/WBE subcontractors and suppliers the prime contractor intended to use on the project requesting that a *Minority and Women Business Enterprise Subcontractor/Supplier Project Utilization Report* be completed and returned to the County within 15 days of receipt of the letter. The report shall reflect the name of the prime contractor and the total dollar amount invoiced and total dollar amount received for payment by the MBE/WBE subcontractors and suppliers. (See **EXHIBIT 7**)

2. Records and Reports

The contractor will keep such records as are necessary to determine compliance with its minority and women business enterprise commitments. These records must be in sufficient detail to indicate the number of minority and women businesses, the contract work performed, and the percentage of minority and women businesses performing work. Additionally, the contractor is required to maintain an open file for a specified period, during which time the CDBG administrator may make periodic reviews of records pertaining to relevant contracts.

EXHIBIT 1 MBE/WBE CONTACT/SOLICITATION AND COMMITMENT STATEMENT (STD-168 FORM)

(1) Bidder's Firm Name	(2) IFB Number
Address	Bid Opening Date
Telephone Number	Contact Person

(8) NOTE: List those certified minority and/or women owned businesses from which you solicited quotes or which contacted you and gave you quotes in regard to this invitation for bid. Bidder's contact with subcontractors and suppliers should be at least five days prior to the bid opening date.

(3) COMPANY NAME EIN/SSN AND TELEPHONE NUMBER	(4)		(5) Type of Work Performed And/Or Material To Be Supplied	(6) Total Dollar Amount Of Quote Received	(7) Total Commitment Dollar Amount
	MBE (X)	WBE (X)			

(9) Note: Minimum Levels of Participation (MLP): MBE-10%; WBE-3% (For contracts \$20,000 to \$25,000)
 MBE-15%; WBE-5% (For Contracts = to > \$25,001)

A presumption of responsibility may be made if the dollar commitment to MBE / WBE's reflects these minimum participation levels.

(10) Prepared By:	Telephone Number:
-------------------	-------------------

EXHIBIT 2

**EVALUATION AND DETERMINATION EXAMPLES
(RESPONSIVE BIDS)**

1. An award in a multi-bidder Invitation for Bid:

The bid submission of _____ at \$ _____ is responsive since the bidder did submit the required MBE/WBE Contact-Solicitation and Commitment Statement (Form **STD-168**) along with sufficient evidence from which to evaluate the bidder's responsibility. Award of contract to (Contractor's Name) will result in the following:

MBE Participation (Name of Company)	Amount	Percentage
		For Contracts = to or > \$25,001 MBE "Minimum Level of Participation": 15%
		For Contracts \$20,000 to \$25,000 MBE "Minimum Level of Participation": 10%
Total MBE Participation		

WBE Participation (Name of Company)	Amount	Percentage
		For Contracts = to or > \$25,001 WBE "Minimum Level of Participation": 5%
		For Contracts \$20,000 to \$25,000 WBE "Minimum Level of Participation": 3%
Total WBE Participation		

2. All services and supplies provided in-house:

The bid submission of _____ at \$ _____ is responsive since the bidder did submit the required MBE-WBE Contact-Solicitation and Commitment Statement (Form **STD-168**) along with sufficient evidence from which to evaluate the bidder's responsibility. The bidder indicated that all services and supplies will be provided in-house.

3. No certified MBEs/WBEs available:

The bid submission of _____ at \$ _____ is responsive since the bidder did submit the required MBE/WBE Contact-Solicitation and Commitment Statement (Form **STD-168**) along with sufficient evidence from which to evaluate the bidder's responsibility. The bidder indicated that certified MBEs/WBEs are not available in the area requested.

The bid submission of _____ at \$ _____ is responsive. The bidder did not solicit quotes from certified MBEs/WBEs, nor did they provide an explanation as to why no quotes were solicited. However, the County of Erie indicated that there are not any certified MBEs/WBEs in this specialized area.

4. Indicated "N/A", "None" or "Did not Solicit", but bid specifications show subcontracting not necessary:

The bid submission of _____ at \$ _____ is responsive. Although the bidder indicated "N/A", upon evaluation of the specifications it was determined that the services and supplies in support of this contract could be provided by the bidder.

5. Labor provided in-house; Materials cannot be anticipated:

The bid submission of _____ at \$ _____ is responsive since the bidder did submit the required MBE/WBE Contact-Solicitation and Commitment Statement (Form **STD-168**) along with sufficient evidence from which to evaluate the bidder's responsibility. The bidder indicated that all services and supplies will be provided in-house and materials are such that they cannot be anticipated.

6. Bidder did not submit STD-168; under \$20,000:

The bid submission of _____ at \$ _____ is responsive. Although the bidder did not submit the required MBE/WBE Contact-Solicitation and Commitment Statement (Form **STD-168**), the bid is still responsive since it is under \$20,000. If the bid is amended or renewed and it increases the contract value to \$20,000 or above, a MBE/WBE Contact-Solicitation and Commitment Statement must be submitted for evaluation.

EXHIBIT 3

EVALUATION AND DETERMINATION EXAMPLES (NON- RESPONSIVE BIDS)

1. Only one bidder; no solicitation:

The bid submission of _____ at \$ _____ is not responsive. The bidder did not solicit bids from certified MBEs/WBEs, nor did they provide an explanation as to why the MLPs were not achieved as required by the bid documents.

2. Subcontractors not certified by DGS or Penn DOT:

The bid submission of _____ at \$ _____ is not responsive. The bidder committed to a firm that is not certified by the Department of General Services (or Department of Transportation) as required by the bid documents. Certified MBEs/WBEs are available to provide services/supplies for this contract.

3. "N/A" or "None" on STD-168; no explanation provided:

The bid submission of _____ at \$ _____ is not responsive. The bidder indicated "N/A"/"None" in response to the solicitation and commitment to MBEs/WBEs and they failed to provide an explanation as to why the MLPs for MBEs/WBEs was not achieved as required by the bid documents.

4. Certified MBE/WBE listing only themselves on the STD-168:

The bid submission of _____ at \$ _____ is not responsive. The bidder listed themselves on the MBE/WBE Contact/Solicitation and Commitment Statement without addressing MBE/WBE solicitations and commitments as required by the bid documents.

5. No documentation for not meeting participation levels:

The bid submission of _____ at \$ _____ is not responsive. The bidder failed to submit an explanation as to why MLPs for the MBEs/WBEs was not achieved as required by the bid documents.

6. Did not commit; did not achieve MLPs

The bid submission of _____ at \$ _____ is not responsive. The bidder failed to commit to any of the MBEs/WBEs solicited and they did not provide an explanation as to why the MLPs for MBEs/WBEs was not achieved as required by the bid documents.

EXHIBIT 4

**PRIME CONTRACTOR'S
MINORITY & WOMEN'S BUSINESS ENTERPRISE REPORT**

Prime Contractor's Firm Name:	Reporting Period: Final
Address:	Project Name:
Telephone Number:	Project #:
Contact Person:	Date Received (Office Use Only)

List "State Certified" Minority & Women Business Enterprises whose services and/or supplies you have purchased in reference to this contract.

COMPANY NAME	ADDRESS	TELEPHONE NUMBER	MBE (X)	WBE (X)	TRANSACTION		DATE PAID	MBE/WBE ACTUAL DOLLARS
					Sub Contract (X)	Supplies (X)		

Prepared By:	Title:
---------------------	---------------

Please affix copies of MBE & WBE invoices to your company along with copies of your company's canceled checks reflecting payment of the MBE & WBE invoices.

EXHIBIT 5

**PRIME CONTRACTOR'S
SECTION 3 REPORT**

Prime Contractor's Firm Name:	Reporting Period:
Address:	Project Name:
Telephone Number:	Project #:
Contact Person:	Date Received (Office Use Only)

List all Section 3 Business Concerns whose services and/or supplies you have purchased in reference to this contract.

COMPANY NAME	ADDRESS	TELEPHONE NUMBER	TRANSACTION		DATE PAID	SECTION 3 ACTUAL DOLLARS
			SUB CONTRACT (X)	SUPPLIES (X)		

Prepared By:

Title:

EXHIBIT 6

**PRIME CONTRACTOR'S
PROJECT UTILIZATION REPORT**

Prime Contractor's Name:	Reporting Period:
Address:	Project Name:
Telephone Number:	Project #:
Contact Person:	Date Received (Office Use Only)

List companies you have subcontracted with to perform work on the project.

COMPANY NAME	ADDRESS	PHONE NUMBER	TRANSACTION		DATE PAID	ACTUAL DOLLARS
			Sub Contract	(x)		

Prepared By: _____ Title: _____

EXHIBIT 7

**MINORITY & WOMEN'S BUSINESS ENTERPRISE
SUBCONTRACTOR / SUPPLIER PROJECT UTILIZATION REPORT**

Name		Reporting Period
Address		Project Name:
Telephone Number	Project #:	
Contact Person	Date Received (Office Use Only)	

List the prime contractor who has purchased your services and/or supplies in reference to this contract.

COMPANY NAME	ADDRESS	TELEPHONE NUMBER	DATE SERVICES/SUPPLIES PROVIDED	DATE INVOICE SENT	AMOUNT INVOICED	DATE INVOICE PAID	AMOUNT PAID

Prepared By:	Title:
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Note: Please affix copies of your company's invoices to the Prime Contractor



(11/11/16)

COUNTY OF ERIE

Department of Planning
150 East Front Street, Suite 300
Erie, Pennsylvania 16507
Phone: (814) 451-6336
www.eriecountypa.gov

Kathy Dahlkemper
County Executive

Katherine S. Wyrosdick, AICP
Director

To:	Jen Ertl, Finance Department c. Denee Breter, County Council Secretary c. Sue Ellen Pasquale
From:	Joe Berdis, CDBG Administrator
Subject:	<i>Rationale for:</i> RESOLUTION ADOPTING A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM MINORITY AND WOMEN BUSINESS ENTERPRISE PLAN FOR THE COUNTY OF ERIE AND THE COUNTY OF ERIE "ON BEHALF OF "EDINBORO BOROUGH, GIRARD TOWNSHIP, MCKEAN TOWNSHIP and NORTH EAST BOROUGH
Date:	October 21, 2016

As the recipient of CDBG funds, the County is required to have in place various plans/policies including a Minority and Women Enterprise Plan (MBE/WBE Plan) which provides guidelines and procedures to promote the opportunity for full participation by minority and women business enterprises ("MBEs" and "WBEs") in all housing and community development projects undertaken with Community Development Block Grant (CDBG) funds from the Pennsylvania Department of Community and Economic Development (PADCED). The County's current plan is from the mid-90's and in accordance with PADCED regulations; grantees are to adopt a new plan. The attached Resolution provides for the adoption of the new plan

Finance Meeting – Thursday, November 10, 2016
County Council Meeting – Tuesday, November 15, 2016

RESOLUTION NUMBER , 2016

Appointment of Firm to Perform Comprehensive Single Audit for Erie County and Related Funds for the Year Ending December 31, 2016

BE IT RESOLVED by the County Council of the County of Erie pursuant to Article VIII, Section B, of the Home Rule Charter for the County of Erie, that the accounting firm of Maher-Duessel, LLC, will receive a fee of \$109,450 to perform a comprehensive single audit for Erie County and related funds. The agreed upon activities will be performed under the conditions so indicated on the contract, attached hereto as Exhibit A.

On the motion of _____, seconded by _____, this resolution was passed on this _____ day of _____, 2016 by a vote of ____ - ____.

APPROVED BY:

André R. Horton, Chairman
Erie County Council

Kathy Dahlkemper,
County Executive

Date:_____

ATTEST:

Douglas R. Smith
County Clerk

Date:_____

November 9, 2016

Members of County Council
County of Erie
Erie County Council, Room 114
Erie County Court House
Erie, PA 16501

Dear Council:

We are pleased to confirm our understanding of the services we are to provide the County of Erie (County) for the year ended December 31, 2016. We will audit the financial statements of the governmental activities, the business-type activities, discretely presented component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the County as of and for the year ended December 31, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI) to supplement the County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Pension Plan Disclosures - Schedule of Changes in the County's Net Pension Liability and Related Ratios and Schedules of County Contributions and Investment Returns
- 3) Other Postemployment Benefits Disclosures - Schedule of Funding Progress and Schedule of Contributions from Employers
- 4) General Fund and Major Special Revenues Funds - Schedules of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Expenditures of Federal Awards
- 2) Nonmajor Governmental Funds - Combining Balance Sheet and Combining Statement of Revenues, Expenditures, and Changes in Fund Balance
- 3) Schedules of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual
- 4) Fiduciary Funds: Agency Funds - Combining Statement of Fiduciary Net Position and Combining Statement of Changes in Assets and Liabilities
- 5) Schedules of Capital Assets Used in the Operations of Governmental Funds

Scope of Recurring Services

Maher Duessel will conduct the following for the year ended December 31, 2016:

- An audit of the County's government-wide financial statements in accordance with generally accepted auditing standards under Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) Single Audit requirements and as described in current Federal legislation and pronouncements of the AICPA and the Government Finance Officers Association (GFOA).
- A separate audit of Pleasant Ridge Manor, a component unit of the County, including the Management's Discussion and Analysis and the Pension Plan Disclosures – Schedule of Changes in the County's Net Pension Liability and Related Ratios and Schedules of Organization's Contributions and Investment Returns which will be included as RSI as required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited. In addition, we will be engaged to report on supplementary information (SI) other than RSI that accompanies the County's financial statements, including the Agency Fund Statement of Changes in Assets and Liabilities and Schedule of Revenues, Expenses and Changes in Net Position – Budget to Actual. We will prepare the IRS Form 990 for this entity and issue a separate audit report. We will also perform an audit of Pleasant Ridge Manor Pension Trust and issue a separate report for the pension audit.
- A separate audit of Erie County Care Management, Inc., another component of the County, in accordance with generally accepted auditing standards under the Uniform Guidance Single Audit requirements and as described in current Federal legislation and pronouncements of the AICPA and the GFOA, including Management's Discussion and Analysis which will be included as RSI as required by generally accepted accounting principles and will be subjected to certain limited procedures but will not be audited. In addition, we will be engaged to report on SI other than RSI that accompanies the County's financial statements, including the Statement of Changes in Assets and Liabilities – Agency Fund, and Schedule of Expenditures of Federal Awards. We will prepare the IRS Form 990 Form for this entity, and issue a separate report for this entity.

NOTE: For the remainder of this letter, only the County is referenced. All relevant statements should also be assumed to be applicable to all entities identified above.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on –

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the County's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Members of the County Council of the County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as

evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the County or to acts by management or employees acting on behalf of the County. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys and confirmations from financial institutions as part of the engagement, and they may bill you directly or indirectly through us for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the County and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program.

However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the County's major programs. The purpose of these procedures will be to express an opinion on the County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

Tax Preparation and Other Services

We will prepare Pleasant Ridge Manor and Erie County Care Management, Inc.'s IRS Form 990 for the year ended December 31, 2016 based on information provided by you.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the County and Erie County Care Management, Inc. in conformity with U.S. generally accepted accounting principles and Uniform Guidance based on information provided by you. We will also assist in preparing the financial statements and related notes of Pleasant Ridge Manor in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit

services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Agreed-Upon Procedures

We will apply the agreed-upon procedures which the County, and/or the Commonwealth of Pennsylvania Department of Human Services (DHS), has specified, with respect to the Supplemental Schedules and Statements required by agreements with the County as of and for the fiscal year ended June 30, 2016 and calendar year ended December 31, 2016. Our engagement to apply the agreed-upon procedures will be performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedure described in the agreement either for the purpose for which these reports has been requested or for any other purpose. If, for any reason, we are unable to complete the procedure, we will describe any restrictions on the performance of the procedure in our report, or we will not issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the County from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the County involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the County received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the County complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, debt or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. We will submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the County; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Maher Duessel and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the federal oversight agency or pass-through agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Maher Duessel personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the federal or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Timothy J. Morgus is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Professional standards require Maher Duessel to establish policies and procedures designed to provide it with reasonable assurance that it deals appropriately with complaints and allegations. It is Maher Duessel's policy that any complaints or allegations should be reported to the managing partner (David P. Duessel) or engagement partner identified within this letter.

Audit Meetings

Management will arrange for Maher Duessel to meet with the County's Council or an appropriate committee thereof, in connection with the audit. Generally, the meeting can occur in advance of and following the completion of year-end fieldwork for the audit of the County's financial statements.

Use and Distribution of Reports

Maher Duessel will provide draft reports to management for review and approval before issuance. Final reports for internal use and external distribution will be delivered to the County. The County's use and distribution of reports is expected to be limited to (1) filings routinely required by governmental agencies, (2) existing and potential donors, and (3) internal use. If the County intends to publish or otherwise reproduce the financial statements and make reference to our firm name, the County agrees to provide Maher Duessel with printer's proofs or masters for our review and approval prior to printing. The County also agrees to provide Maher Duessel with a copy of the final reproduced material for our approval before it is distributed.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information, and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic sites with the original document.

Confidentiality

The County understands that the AICPA Rules of Professional conduct ordinarily preclude an auditor from disclosing confidential information obtained in the course of an audit engagement unless the client specifically consents. Professional standards also require that auditors prepare working papers to document the performance of the audit. While such working papers will remain the property of Maher Duessel, the County will have a right to a copy of any working papers that contain data that constitutes part of a client's records. The AICPA requires members who practice public accounting to participate in either a Quality Review or Peer Review practice-monitoring program. Maher Duessel is enrolled in such a program. The County grants permission for Maher Duessel to respond fully to inquiries and allow review of working papers in connections with practice monitoring program activities.

Fees

The all-inclusive professional fees for the scope of services will be:

Base Audit Service Program:	
CAFR/Single Audit Fee	\$ 83,130
Pleasant Ridge Manor and Pension Plan Audits/Form 990	16,220
Erie County Care Management, Inc. Audit/Form 990	<u>8,570</u>
Total Base Audit	<u>107,920</u>
Other Audit Services:	
PA Department of Health Tobacco Control Program	
Grant Contract Audit	<u>1,530</u>
	<u>\$ 109,450</u>

The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

In the event that representation by legal counsel, during the term of this agreement or subsequently, is deemed necessary by Maher Duessel in connection with any aspect of this engagement, fees and expenses for counsel will be reimbursed to the auditor as out-of-pocket expenses.

Additional Services

Maher Duessel may provide additional services which can be either non-recurring matters or changes to the scope of recurring services, including matters such as: (1) changes to the body of compliance and other requirements applicable to the County; (2) changes in the nature or scope of programs that comprise the reporting entity; (3) changes in the application of accounting principles or the application of new principles; (4) changes to auditing standards of a nature that results in an increase in the audit effort required; (5) management requests for procedures of a nature and extent beyond those necessitated for an audit; (6) consent letters; (7) costs related to required surcharges; and (8) matters of management responsibility (e.g. the condition of records) or other matters beyond Maher Duessel's reasonable control that impair the efficient conduct or expand the scope of effort beyond the audit procedures necessary for the scope of recurring services.

In the event that the County requires additional services, the County may request that Maher Duessel provide such additional services and pay fees based upon professional hours.

We appreciate the opportunity to be of service to the County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Maher Duessel

BY: 

Timothy J. Morgus – Vice President

The arrangements described above are accepted by the County of Erie.

BY: _____
Signature

Title

Name of authorized signer

Date



COUNTY OF ERIE
DEPARTMENT OF FINANCE
BUREAU OF REVENUE AND TAX CLAIM
ERIE COUNTY COURT HOUSE
140 WEST SIXTH STREET RM. 110
ERIE, PENNSYLVANIA 16501
(814) 451-6206
(814) 451-7484

KATHY DAHLKEMPER
COUNTY EXECUTIVE

STEVEN A. LETZELTER
DIRECTOR

RE: Sale of Parcel from Repository for Unsold Properties

Mr. Sparber:

Act No. 1998-69 requires that the Erie County Tax Claim Bureau notify each taxing district of any offer to purchase property from the County Repository for unsold properties, and secure the consent of the appropriate districts prior to any such sale. The districts may not unreasonably withhold their consent.

The Tax Claim Bureau has received an offer to purchase the property commonly known as and identified in the assessment records of Erie County as Index 33-034-172.0-022.15- **1243 TAKI DR TRL**. This offer was made by **Tristate Mobile Home Park**, who is willing to purchase that parcel for the sum of \$250.00. **Proceeds of this sale will be applied to costs advanced by the Bureau for collection first, in accordance with Section 205 of the Real Estate Tax Sale Law Act 542 of 1947, as amended.**

Please place this offer to purchase on County Council's agenda for the next regularly scheduled meeting and take official action on this proposed sale. After the meeting, complete the enclosed form and return it immediately to the Erie County Tax Claim Bureau at the above address.

If there are questions or concerns regarding the procedure, the property, or the offer, please contact the Erie County Tax Claim Bureau at 451-6202.

Thank you,

Steven A Letzelter, Director
Erie County Tax Claim Bureau

TO: Erie County Tax Claim Bureau
Erie County Courthouse
140 West Sixth Street, Room 110
Erie, PA 16501

RE: Property: 1243 TAKI DR TRL
Index No: 33-034-172.0-022.15
Offer of: \$250.00 by Tristate Mobile Home Park

At our regular/special meeting on, _____
We took action regarding the sale of the property referenced above from The Erie County Repository,
By the purchaser and for the amount specified. The proposed sale was:

APPROVED

DENIED*

*Please state reason for denial. _____

Signed: _____

For: _____

Date: _____



TO: Erie County Tax Claim Bureau
Erie County Courthouse
140 West Sixth Street, Room 110
Erie, PA 16501

RE: Property: **1243 TAKI DR TRL**
Index No. **33-034-172.0-022.15**
Offer of \$250.00 by: **Tri-state Mobile Home Park.**

At our regular/special meeting on, OCTOBER 11, 2016
We took action regarding the sale of the property referenced above from The Erie County Repository,
By the purchaser and for the amount specified. The proposed sale was:

APPROVED
 DENIED*

*Please state reason for denial. _____

Signed: *J. H. [Signature]*
For: MILLCREEK TOWNSHIP SUPERVISORS
Date: 10/11/16



TO: Erie County Tax Claim Bureau
Erie County Courthouse
140 West Sixth Street, Room 110
Erie, PA 16501

RE: Property: **1243 TAKI DR TRL**
Index No. **33-034-172.0-022.15**
Offer of \$250.00 by: **Tri-state Mobile Home Park.**

At our regular/special meeting on, October 24, 2016
We took action regarding the sale of the property referenced above from The Erie County Repository,
By the purchaser and for the amount specified. The proposed sale was:

APPROVED

DENIED*

*Please state reason for denial. _____

Signed: John D. Placid

For: Millcreek Township School District

Date: 10/24/16



COUNTY OF ERIE
DEPARTMENT OF FINANCE
BUREAU OF REVENUE AND TAX CLAIM
ERIE COUNTY COURT HOUSE
140 WEST SIXTH STREET RM. 110
ERIE, PENNSYLVANIA 16501
(814) 451-6206
(814) 451-7484

KATHY DAHLKEMPER
COUNTY EXECUTIVE

STEVEN A. LETZELTER
DIRECTOR

RE: Sale of Parcel from Repository for Unsold Properties

Mr. Sparber:

Act No. 1998-69 requires that the Erie County Tax Claim Bureau notify each taxing district of any offer to purchase property from the County Repository for unsold properties, and secure the consent of the appropriate districts prior to any such sale. The districts may not unreasonably withhold their consent.

The Tax Claim Bureau has received an offer to purchase the property commonly known as and identified in the assessment records of Erie County as Index 37-013-018.0-095.01- **RIVERSIDE DR LOT 1 60 X 130.3 IRR**. This offer was made by **Alec Italiano**, who is willing to purchase that parcel for the sum of \$250.00. **Proceeds of this sale will be applied to costs advanced by the Bureau for collection first, in accordance with Section 205 of the Real Estate Tax Sale Law Act 542 of 1947, as amended.**

Please place this offer to purchase on County Council's agenda for the next regularly scheduled meeting and take official action on this proposed sale. After the meeting, complete the enclosed form and return it immediately to the Erie County Tax Claim Bureau at the above address.

If there are questions or concerns regarding the procedure, the property, or the offer, please contact the Erie County Tax Claim Bureau at 451-6202.

Thank you,

Steven A Letzelter, Director
Erie County Tax Claim Bureau

TO: Erie County Tax Claim Bureau
Erie County Courthouse
140 West Sixth Street, Room 110
Erie, PA 16501

RE: Property: RIVERSIDE DR LOT 1 60 X 130.3 IRR
Index No: 37-013-018.0-095.01
Offer of: \$250.00 by Heather Weismiller

At our regular/special meeting on, _____
We took action regarding the sale of the property referenced above from The Erie County Repository,
By the purchaser and for the amount specified. The proposed sale was:

APPROVED

DENIED*

*Please state reason for denial. _____

Signed: _____

For: _____

Date: _____

TO: Erie County Tax Claim Bureau
Erie County Courthouse
140 West Sixth Street, Room 110
Erie, PA 16501

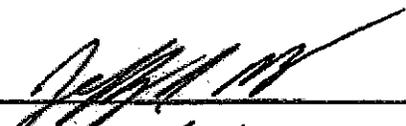
RE: Property: RIVERSIDE DR LOT 1 60 X 130.3 IRR
Index No. 37-013-018.0-095.01
Offer of \$250.00 by: Alec Italiano

At our regular/special meeting on, August 18, 2016
We took action regarding the sale of the property referenced above from The Erie County Repository,
By the purchaser and for the amount specified. The proposed sale was:

() APPROVED

() DENIED*

*Please state reason for denial. _____

Signed: 
For: North East School District
Date: August 19, 2016

**North East
TOWNSHIP**



TO: Erie County Tax Claim Bureau
Erie County Courthouse
140 West Sixth Street, Room 110
Erie, PA 16501

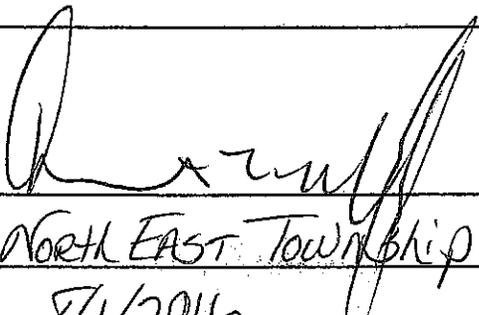
RE: Property: **RIVERSIDE DR LOT 1 60 X 130.3 IRR**
Index No. **37-013-018.0-095.01**
Offer of \$250.00 by: **Alec Italiano**

At our regular/special meeting on, August 1, 2016
We took action regarding the sale of the property referenced above from The Erie County Repository,
By the purchaser and for the amount specified. The proposed sale was:

APPROVED

DENIED*

*Please state reason for denial. _____

Signed: 
For: NORTH EAST TOWNSHIP
Date: 8/1/2016

County of Erie Analysis of General Fund Unassigned Fund Balance FYE 12/31/16 As of November 7, 2016
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Projected Ending 2016 Unassigned Fund Balance 27,777,143

Less: Appropriations from Unassigned Fund Balance

Ordinance #5 For Information Technology Due to Budget Impasse	(99,888)
Ordinance # 3 2015 Budgeted Funds no Transferred TO Debt Service Due to State Budget Impasse	(315,738)
Ordinance # 10 For Planning Fund Change in Funding	(9,681)
Ordinance #13 For Veterans Affairs Due To Budget Impasse	(2,300)
Ordinance #14 For Domestic Relations Change in Funding	(738)
Ordinance #18 For Creation of PT Communications and Public Relations Administrator	(16,453)
Ordinance #24 For P-Corp Grant for Safety Improvements at the Erie County Prison and Library	(1,200)
Ordinance #28 Automation Fees from Prothontary Office	(46,296)
Ordinance #30 Adult Probation PCCD Grant Trauma Related Services Diverting Veterans	(15,533)
Ordinance #26 Intergovernmental Transfer to Benefit Pleasant Ridge Manor	(4,390,879)
Ordinance #52 For Supervision Fees	(88,693)
Ordinance #49 Adult Probation PCCD Grant Trauma Related Services Diverting Veterans	(11,480)
Ordinance #65 AOPC Grant for Screeners	(5,090)
Ordinance #61 Approriation for 1st Deputy Coroner Position	(3,648)
Ordinance #74 For Children and Youth Creation of One New Position	(2,479)
Ordinance #81 For Increase in Temporary Staff for Sheriff's Department	(12,581)
Ordinance # Implementation of FLSA Change in Law	(2,795)
Ordinance # Presidential Election Expenditures in Voter Registration & Conduct of Elections	(24,670)
Ordinance # Council Professional Fees	(13,975)

Total Appropriations from Unassigned Fund Balance (5,064,117)

Plus: Appropriations to Unassigned Fund Balance

Ordinance # 7 Change in Grade for MDJ Secretaries	13,322
Ordinance #26 Hiring of Court Reporter at Higher Rate	33,988
Ordinance #70 Reduce Transfer to Public Safety	30,000
Ordinance #76 For Reduction in Transfer to Pleasant Ridge Manor	3,394,944
Ordinance #103 Change in Personnel in Coroner's Office	16,564

Total Appropriations to Unassigned Fund Balance 3,488,818

Estimated General Fund Unassigned Fund Balance to date 26,201,844

Summary

Total Budgeted General Fund Expenditures and Transfers	96,540,807
Less: Pass Thru Grants Originally Budgeted in the General Fund	(106,000)
Net Budgeted General Fund Expenditures and Transfers	<u>96,434,807</u>

Two Month's Expenditures and Transfers 16,072,468

Difference between Estimated GF Unassigned Fund Balance and Two Months of Expend & Transfers 10,129,376

County of Erie General Fund
 Monthly Reconciliation of
 Changes to Fund Balance Appropriated
 001-000990-099500
 As of November 7, 2016

Appropriations from Fund Balance per Excel	(5,064,117)
Appropriations to Fund Balance per Excel	3,488,818
Net Appropriations per Excel	<u>(1,575,299)</u>

Less: Pending Ordinances for Council Approval

Ordinance # Implementation of FLSA Change in Law	2,795
Ordinance # Presidential Election Expenditures in Voter Registration & Conduct of Elec	24,670
Ordinance # Council Professional Fees	13,975
Total Net Pending Ordinances	<u>41,440</u>

Net change to Fund Balance Appropriated	<u><u>(1,533,859)</u></u>
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FMS Budget T Balance	<u><u>(1,533,859)</u></u>
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County of Erie General Fund
 Current Budget
 As of November 7, 2016

DEPT NO	DEPT NAME	ORIGINAL 2016 BUDGET	2016 BUDGET CHANGES	CURRENT 2016 BUDGET
001000	CONCIL & ELECTIONS	1,372,149	4,590	1,376,739
001100	COUNTY CONTROLLER	333,602		333,602
001990	COUNTY EXECUTIVE	251,397	16,453	267,850
002010	COMM REL ECON DEV	494,138	140,751	634,889
002100	COUNTY SOLICITOR	167,725		167,725
002190	HUMAN RESOURCES	315,142	16,625	331,767
002300	FINANCE	4,140,283		4,140,283
002400	ADMIN/ OPERATIONS	5,276,628	57,790	5,334,418
002601	HUMAN SRVC SHARED	77,694		77,694
002700	OTH GEN GOVT	9,205,520		9,205,520
002810	IT	2,156,345	99,888	2,256,233
003000	COURTS	5,217,342	(18,312)	5,199,030
003100	MDJ'S	2,736,637	(1,031)	2,735,606
003200	CLK RECORD	2,723,864	46,296	2,770,160
003290	SHERIFF	3,159,019	12,581	3,171,600
003390	DISTRICT ATTY	3,003,037	183,665	3,186,702
003500	CORONER	684,021	(12,916)	671,105
003600	PUBLIC DEFENDER	1,454,958		1,454,958
004000	ADULT PROBATION	5,403,206	150,356	5,553,562
004100	CORRECTIONS	17,442,465		17,442,465
004190	JUVENILE PROBATION	3,246,963		3,246,963
005200	VETERANS AFFAIR	298,114	2,300	300,414
009000	GRANTS TO ORGANZ	106,000		106,000
020000	TRANSFERS	27,274,557	1,153,820	28,428,377
	Total	96,540,806	1,852,856	98,393,662

<p>County of Erie Comparison of Change in Monthly General Fund Fund Balance Appropriated for the Years 2016 and 2015</p>

Change in appropriated General Fund fund balance as follows:

<u>Month</u>	<u>2016</u>	<u>2015</u>
January	(402,304)	(4,797)
February	(9,681)	18,406
March	(17,191)	16,376
April	(15,808)	(38,277)
May	(4,406,412)	(16,188)
June	(11,480)	(69,290)
July	(88,693)	(11,654)
August	21,262	0
September	(15,060)	0
October	3,411,508	(245,137)
November		(150,627)
December		(461,631)
Total Change in Appropriated Fund Balance Year to Date	<u><u>(1,533,859)</u></u>	<u><u>(962,819)</u></u>