

**ALLEN COUNTY COUNCIL MEETING AGENDA
THURSDAY, MARCH 17, 2011
8:30 AM**

CALL TO ORDER: PRESIDENT, DARREN E. VOGT

APPROVAL OF MINUTES: FEBRUARY 24, 2011

FINANCIAL REPORT: AUDITOR, TERA KLUTZ

UNEMPLOYMENT RATE IN ALLEN COUNTY: 10.3%

ECONOMIC DEVELOPMENT: Buskirk

Consideration of a resolution regarding the General Motor's LEDGE agreement.

05 SHERIFF Buskirk

GRANTS:

Permission to apply for the Drug and Alcohol Consortium grant for six digital in-car video cameras. Each is \$5,055 totaling \$30,330.

Permission to apply for the State Criminal Alien Assistance Program. Amount to be determined once the data has been reviewed.

250 HIGHWAY Armstrong

APPROPRIATE IN HIGHWAY FUND 250:

250-8204-431.49-64	BASS ROAD	200,000
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DISCUSSION AND OTHER BUSINESS TO COME BEFORE COUNCIL:

Board Appointment Updates

Mini bikes in the County - Kevin Howell

Change to Personnel Committee Policy

Rainy Day Fund Policy

RECENT and/or UPCOMING MEETINGS

PUBLIC COMMENTS:

Approval to waive the second reading on any matter approved today for which it may be deemed necessary for the County Council meeting of March 17, 2011.

The next regular County Council meeting will be held at 8:30 am on Thursday, April 21, 2011.

**ALLEN COUNTY
FINANCIAL REPORT FOR
COUNTY GENERAL FUND
February 2011**

March 17, 2011 Meeting

Fund - 100

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/11	15,105,968		15,105,968
ESTIMATED REVENUES FOR 2011:		ACTUAL REVENUES TO DATE:	
		Percentage of Collections:	
2011 Property Tax	53,845,602		0.00%
Less Allowance for Uncollected Property Tax	(1,615,368)		
Miscellaneous	32,952,927		14.75% 4,860,739
	85,183,161	Total Percentage of Collections	5.71% 4,860,739
TOTAL CASH & ESTIMATED REVENUES:	100,289,129	ACTUAL CASH YEAR TO DATE:	19,966,707
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2011 Adjusted Budget (Includes Approved Budget and Encumbrances)	95,692,892		13,506,226
Additional Appropriations (Excluding Reappropriation of Refunds, etc.)	2,218,155		
TOTAL BUDGETED APPROPRIATION	97,911,047	Percentage of Disbursements	13.79% 13,506,226
LESS County General Reserves	(1,500,000)		
AMOUNT LEFT FOR APPROPRIATION	878,082	ACTUAL CASH BALANCE YTD:	6,460,481
FOR CONSIDERATION TODAY:			
APPROPRIATIONS			

Allen County General Fund Miscellaneous Revenue

February 2011

% OF YEAR PAST = 16.67%

DLGF Account Code		Estimated Revenue 2011	Percent Collected	Total
OTHER TAXES:				
0201	Financial Institutions Tax	186,515	0.00%	0
0202	Vehicle License Excise Tax	3,676,263	0.00%	0
0212	County Option Income Tax	10,359,253	17.04%	1,765,592
0217	Commercial Vehicle Excise Tax	369,096	0.00%	0
CO#1	Riverboat Wagering Tax Revenue	377,000	0.00%	0

INTERGOVERNMENTAL REVENUES:				
1120	Indirect Costs - Chld Sprt IV-D	360,000	0.00%	0
1121	Emerg Prep/Civil Def-Fed Match	50,000	0.00%	0
1122	Care of Federal Prisoners	1,600,000	12.15%	194,358
1140	Wood Youth /Trans. Child Care	240,000	10.87%	26,081
1141	Youth Serv/Regular Child Care	340,000	14.47%	49,195
1413	Change of Venue	0	0.00%	0
1501	Liquor Excise Tax Distr. - ABC	16,800	47.76%	8,024
1510	Inheritance Tax-County Share	640,000	19.27%	123,348
1512	Surplus State Dog Fund	0	0.00%	0
2708	Fed Reimbursement For Services	0	0.00%	0
2709	State Reimbursement For Service	0	0.00%	0
CO#7	Public Defender Reimbursement	1,000,000	27.84%	278,408
2718	Examination of Records	32,000	0.00%	0
CO#2	Federal Grants	0	0.00%	0
CO#3	State Grants	0	0.00%	0
CO#4	SSI Payments	46,000	15.65%	7,200

LICENSES AND PERMITS:				
2101	Department of Planning	680,000	20.27%	137,849
2102	Building Department	1,500,000	15.12%	226,822
3102	Cable Franchise License Fees	385,000	27.71%	106,701

CHARGES FOR SERVICES:				
Departmental Revenue:				
2106	Treasurer	250,000	2.83%	7,081
2108	Recorder	775,000	21.11%	163,631
2109	Sheriff	1,200,000	19.89%	238,646
2110	Surveyor	75,000	6.24%	4,683
2111	Auditor	6,000	22.45%	1,347
2113	County Services	950,000	15.96%	151,648
2115	Data Processing	240,000	25.91%	62,181
2210	Prosecuting Attorney	0	0.00%	0

Allen County General Fund Miscellaneous Revenue

February 2011

% OF YEAR PAST = 16.67%

DLGF Account Code		Estimated Revenue 2011	Percent Collected	Total
2707	Charges for Services - N.I.R.C.C.	597,000	32.96%	196,763
4103	Clerk of Circuit Court	1,950,000	16.55%	322,688

MISCELLANEOUS REVENUE

CO#5	Child Support Exp Budget Reimb	1,770,000	15.79%	279,517
2105	Election Expense	350,000	0.00%	0
2711	Reimbursements	40,000	93.76%	37,505
2717	Copy Machine Charges	1,000	3.51%	35
4105	Telephone Reimbursement	4,000	14.15%	566
6100	Interest on Investments	500,000	15.40%	76,988
6200	Rental of County Property	1,600,000	22.56%	361,007
6500	Co. Misc - Non-identified Rev	152,000	21.40%	32,526
CO#6	General Fund Incentive - IV D	135,000	0.00%	0

OTHER FINANCING SOURCES:

5101	Sale of Real & Personal Property	50,000	0.46%	230
5400	Repayment of Loans	0	0.00%	0
5600	Refunds	0	0.00%	123
5601	Property Tax Refund Reimbursements	200,000	0.00%	0
0210	Unclaimed Surplus Tax	250,000	0.00%	0
0211	Unclaimed Tax Sale Surplus	0	0.00%	0
TOTAL		32,952,927	14.75%	4,860,739

County General Miscellaneous Revenue Explanations

February 2011

16.67% of Year Elapsed

Revenue Source	Annual Estimate	Percent	Actual	Explanation
OTHER TAXES:				
Financial Institutions Tax	186,515	0.00%		Two equal installments June and December.
Vehicle License Excise Tax	3,676,263	0.00%		Distributed April, June, October & December
County Option Income Tax	10,359,253	17.04%	1,765,592	Monthly Dist with adjustment after rates received
Commercial Vehicle Excise Tax	369,096	0.00%		Two equal installments June and December.
Riverboat Wagering Tax Rev	377,000	0.00%		Full year distribution received in August .
INTERGOVERNMENTAL REVENUES:				
Indirect Costs - Child Support	360,000	0.00%		Received Quarterly (3 Qtrs of 2010 still outstanding). New State system caused a delay.
Emerg Prep/Civil Def-Fed Match	50,000	0.00%		Received 1x per yr / Portion to City for Director Salary
Care of Federal Prisoners	1,600,000	12.15%	194,358	Varies monthly depending on prisoners Per Diem fees received monthly, except out-of-county contracts pay full year in first quarter
ACJC/Trans Child Care	240,000	10.87%	26,081	
Youth Serv/Regular Child Care	340,000	14.47%	49,195	Varies monthly depending on youths housed
Change of Venue	0	0.00%		
Liquor Excise Tax Dist-ABC	16,800	47.76%	8,024	Two Distributions per year
Inheritance Tax-County Share	640,000	19.27%	123,348	Received Quarterly (1 Qtr received to date)
Public Defender Reimbursement	1,000,000	27.84%	278,408	Received Quarterly (3rd Qtr 2010 received to date)
Examination of Records	32,000	0.00%		Two Distributions per year
SSI Payments	46,000	15.65%	7,200	Receive monthly from Social Security Admin
LICENSES AND PERMITS:				
Department of Planning	680,000	20.27%	137,849	Collections deposited monthly
Building Department	1,500,000	15.12%	226,822	Collections deposited monthly
Cable Franchise License Fees	385,000	27.71%	106,701	Paid Quarterly from Cable Vendors

County General Miscellaneous Revenue Explanations

February 2011

16.67% of Year Elapsed

Revenue Source	Annual Estimate	Percent	Actual	Explanation
CHARGES FOR SERVICES:				
Treasurer	250,000	2.83%	7,081	Tax Sale Fees receipted with December Settlement
Recorder	775,000	21.11%	163,631	Collections deposited monthly Made up of different fees, including tax warrants at 2/28 \$6,823.78.
Sheriff	1,200,000	19.89%	238,646	Summer months usually yield higher collections
Surveyor	75,000	6.24%	4,683	Copy, Notary, Payroll Processing fees
Auditor	6,000	22.45%	1,347	Reimb from Departments - Printing/Service Station
County Services	950,000	15.96%	151,648	Electronic data file fees received monthly, with most fees coming from City Ft Wayne to "settle up" Data sharing costs receive in final Quarter of year.
Data Processing	240,000	25.91%	62,181	Reimbursed from Feds as it is spent and invoiced
N.I.R.C.C.	597,000	32.96%	196,763	Collections deposited monthly
Clerk	1,950,000	16.55%	322,688	
MISCELLANEOUS REVENUE:				
Child Support Exp Budget Reimb	1,770,000	15.79%	279,517	Reimbursed from State as it is spent and invoiced
Election Expense Reimburse	350,000	0.00%		City will be invoiced for election costs.
Reimbursements	40,000	93.76%	37,505	Miscellaneous Reimbursements, i.e. Commissary part-time salaries
Copy Machine Charges	1,000	3.45%	35	All other Departments copy fee charges
Telephone Reimbursement	4,000	14.14%	566	Payphone commissions
Interest	500,000	15.40%	76,988	Received monthly
Rental of County Property	1,600,000	22.56%	361,007	Received quarterly by City (others pay monthly)
Co. Misc. - Non-identified Rev	152,000	21.40%	32,526	Miscellaneous one time revenue
General Fund Incentive IVD	135,000	0.00%		Usually receive full amount in 1st Quarter
OTHER FINANCING SOURCES:				
Sale of Real & Personal Property	50,000	0.46%	230	Proceeds from sale of county owned property
Refunds	0	0.00%	123	Misc Refunds of overpayment to vendors
Unclaimed Surplus Tax	250,000	0.00%		Unclaimed Surplus is moved to General Fund in December of each year.
Property Tax Refund Reimb	200,000	0.00%		County is reimbursed from units at Settlement for tax refunds paid throughout the year.
TOTAL	32,952,927	14.75%	4,860,739	
Less Property Tax Refunds				Eliminate refunds above the estimated revenue to calculate a more accurate picture of collection rate.
Total Miscellaneous Collections		14.75%	4,860,739	

ALLEN COUNTY
FINANCIAL REPORT
LOCAL ROAD AND STREET
February 2011

March 17, 2011 Meeting

Fund - 255

Department - Highway

ESTIMATE

ACTUAL

CASH BALANCE AT 1/1/11 2,739,955

2,739,955

ESTIMATED REVENUES FOR 2011:

ACTUAL REVENUES TO DATE:

Percentage of Collections:

LRS Distributions 1,286,753

18.10% 232,901

Federal Reimb/Misc 1,000,000

10.78% 107,767

2,286,753

Total Percentage of Collections 14.90% 340,668

TOTAL ESTIMATED CASH: 5,026,708

ACTUAL CASH YEAR TO DATE: 3,080,622

ESTIMATED DISBURSEMENTS:

ACTUAL DISBURSEMENTS:

2011 Budget 2,021,200

170,777

2010 Encumbrances 2,587,685

Additional Appropriations 400,000

TOTAL BUDGETED APPROPRIATION 5,008,885

Percentage of Disbursements 3.41% 170,777

AMOUNT LEFT FOR APPROPRIATION 17,823

REMAINING CASH BALANCE YTD: 2,909,846

FOR CONSIDERATION TODAY:

APPROPRIATIONS

UNAPPROPRIATIONS

ALLEN COUNTY
FINANCIAL REPORT FOR
Board of Health Fund
February 2011

March 17, 2011 Meeting

Fund - 285

Department - Health

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/11	2,794,949		2,794,949
ESTIMATED REVENUES FOR 2011:			ACTUAL REVENUES TO DATE:
2011 Property Tax	2,699,766		Percentage of Collections:
Less Allowance for Uncollected Property Tax	(274,719)		0.00%
Miscellaneous	1,314,186		13.15% 172,847
	3,739,233		Total Percentage of Collections
TOTAL CASH & ESTIMATED REVENUES:	6,534,182		4.62% 172,847
ESTIMATED DISBURSEMENTS:			ACTUAL CASH YEAR TO DATE:
2011 Budget	3,441,342		2,967,797
2010 Encumbrances	223,082		
Additional Appropriations	187,800		
	3,852,224		
TOTAL BUDGETED APPROPRIATION	3,852,224		Percentage of Disbursements
			12.98% 500,162
AMOUNT LEFT FOR APPROPRIATION	2,681,958		REMAINING CASH BALANCE YTD:
			2,467,635

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS

ALLEN COUNTY
FINANCIAL REPORT
Cumulative Capital Development
February 2011

March 17, 2011 Meeting

Fund - 321

Dept - Commissioners

ESTIMATE

ACTUAL

CASH BALANCE AT 1/1/11 2,336,007

2,336,007

ESTIMATED REVENUES FOR 2011:

ACTUAL REVENUES TO DATE:

Percentage of Collections:

2011 Property Tax 2,649,066
Less Allowance for Delinquent Property Tax (79,472)
Miscellaneous 607,691

3,177,285

0.00%

10.01% 60,817

Total Percentage of Collections

1.91% 60,817

TOTAL CASH & ESTIMATED REVENUES: 5,513,292

ACTUAL CASH YEAR TO DATE:

2,396,825

ESTIMATED DISBURSEMENTS:

ACTUAL DISBURSEMENTS:

2011 Budget 2,988,138
2010 Encumbrances 1,576,250
Additional Appropriations

298,727

TOTAL BUDGETED APPROPRIATION 4,564,388

Percentage of Disbursements

6.54% 298,727

AMOUNT LEFT FOR APPROPRIATION 948,904

REMAINING CASH BALANCE YTD:

2,098,098

FOR CONSIDERATION TODAY:

APPROPRIATIONS

UNAPPROPRIATIONS

**ALLEN COUNTY
FINANCIAL REPORT
CEDIT
February 2011**

March 17, 2011 Meeting

Fund - 329

Dept - Commissioners

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/11	8,872,235		8,872,235
ESTIMATED REVENUES FOR 2011:			ACTUAL REVENUES TO DATE:
			Percentage of Collections:
CEDIT Tax	4,464,491		16.67% 744,082
Federal/State Project Reimbursement	1,095,260		100.25% <u>1,097,964</u>
	5,559,751		Total Percentage of Collections 33.13% 1,842,046
TOTAL CASH & ESTIMATED REVENUES:	14,431,986		ACTUAL CASH YEAR TO DATE: 10,714,281
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:
2011 Budget	6,801,301		621,387
2010 Encumbrances	6,403,295		
Additional Appropriations	1,000,000		
TOTAL BUDGETED APPROPRIATION	14,204,596		Percentage of Disbursements 4.37% 621,387
AMOUNT LEFT FOR APPROPRIATION	227,390		REMAINING CASH BALANCE YTD: <u>10,092,894</u>

FOR CONSIDERATION TODAY:

**APPROPRIATIONS
UNAPPROPRIATIONS**

ALLEN COUNTY
FINANCIAL REPORT
MAJOR BRIDGE FUND
February 2011

March 17, 2011 Meeting

Fund - 340

Dept - Highway

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/11	13,257,148		13,257,148
ESTIMATED REVENUES FOR 2011:			ACTUAL REVENUES TO DATE:
			Percentage of Collections:
2011 Property Tax	1,635,070		0.00%
Less Allowance for Delinquent Property Tax	(49,052)		
2010 Outstanding Federal/State Project Reimb	1,000,000		6.08% 60,765
City of Fort Wayne project cost sharing			
Miscellaneous	<u>1,129,179</u>		0.00% _____
	3,715,197		Total Percentage of Collections 1.64% 60,765
TOTAL CASH & ESTIMATED REVENUES:	16,972,345		ACTUAL CASH YEAR TO DATE: 13,317,913
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:
2011 Budget	2,824,567		690,679
2010 Encumbrances	8,625,695		
Additional Appropriations	<u>5,000,000</u>		_____
TOTAL BUDGETED APPROPRIATION	16,450,262		Percentage of Disbursements 4.20% 690,679
AMOUNT LEFT FOR APPROPRIATION	<u><u>522,082</u></u>		REMAINING CASH BALANCE YTD: <u><u>12,627,234</u></u>

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS

**ALLEN COUNTY
FINANCIAL REPORT FOR
COUNTY BOND FUND
February 2011**

March 17, 2011 Meeting

Fund - 401

Department - Auditor

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/11	2,400,142		2,400,142
ESTIMATED REVENUES FOR 2011:		ACTUAL REVENUES TO DATE:	
2011 Property Tax	4,284,136	Percentage of Collections:	0.00%
Less Allowance for Delinquent Property Tax	(128,524)		
Miscellaneous	343,470		0.24% 825
	4,499,082	Total Percentage of Collections	0.02% 825
TOTAL CASH & ESTIMATED REVENUES:	6,899,224	ACTUAL CASH YEAR TO DATE:	2,400,968
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2011 Budget	5,177,923		359,849
2010 Encumbrances	0		
Additional Appropriations	5,177,923	Percentage of Disbursements	6.95% 359,849
TOTAL BUDGETED APPROPRIATION	5,177,923		
AMOUNT LEFT FOR APPROPRIATION	1,721,301	REMAINING CASH BALANCE YTD:	2,041,119

FOR CONSIDERATION TODAY:

APPROPRIATIONS
UNAPPROPRIATIONS

**ALLEN COUNTY
FINANCIAL REPORT FOR
Rainy Day Fund
February 2011**

March 17, 2011 Meeting

Fund - 736

Department - Commissioners

ESTIMATE

ACTUAL

CASH BALANCE AT 1/1/11 21,937,152

21,937,152

ESTIMATED REVENUES FOR 2011:

ACTUAL REVENUES TO DATE:

Percentage of Collections:

Special COIT Distribution

Special CREDIT Distribution

Interest/Miscellaneous

50,000

16.77%

8,387

50,000

Total Percentage of Collections

8,387

TOTAL CASH & ESTIMATED REVENUES:

21,987,152

ACTUAL CASH YEAR TO DATE:

21,945,539

ESTIMATED DISBURSEMENTS:

ACTUAL DISBURSEMENTS:

2011 Budget

4,504,619

615,089

2010 Encumbrances

0

Additional Appropriations

TOTAL BUDGETED APPROPRIATION

4,504,619

Percentage of Disbursements

13.65%

615,089

AMOUNT LEFT FOR APPROPRIATION

17,482,533

REMAINING CASH BALANCE YTD:

21,330,450

FOR CONSIDERATION TODAY:

APPROPRIATIONS

UNAPPROPRIATIONS

The Allen County Sheriff's Department is requesting permission to apply for a grant from the Drug and Alcohol Consortium of Allen County from the Justice category of funding for 6 digital in-car video cameras at a cost of \$5,055 each, totaling \$30,330. We have received funds from this agency for several years. There is no match required. The equipment is needed to replace outdated units that are not functioning properly. It is imperative that patrol officers have equipment on which they can depend, especially in the event that evidence is needed for court. These funds would subsidize this necessary equipment without utilizing the limited resources of the Sheriff's Department.

COUNTY COUNCIL GRANT APPROVAL CHECKLIST

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

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

What is the total amount of funds you are applying for? \$30,330.00

What is the grant application deadline? 31-Mar-11

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

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

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

What match is required by the applicant? Cash n/a In-Kind n/a

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

If in-kind, what will be the in-kind contribution? n/a

Who (if any) are the partners in the project? No partners

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

Have you discussed your grant application with your liaison? Yes

Are all expenses for the proposed program covered by the grant? If not, please disclose any hidden costs, such as insurance, vehicle use, etc. The Radio Shop will install the cameras.

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

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

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

Submitted by: _____ **Date:** _____

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

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

The State Criminal Alien Assistance Program (SCAAP) provides federal payments to states and localities that incurred correctional officer salary costs for incarcerating undocumented criminal aliens who had at least one felony or two misdemeanor convictions for violations of state or local law, and who were incarcerated for at least four consecutive days during the reporting period of July 1, 2009 to June 30, 2010.

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

FY 2005: \$4,437

FY 2006: \$27,818

FY 2007: \$29,836

FY 2008: \$22,220

FY 2009: \$38,592

FY 2010: \$21,158

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

COUNTY COUNCIL GRANT APPROVAL CHECKLIST

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

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

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

What is the grant application deadline? First part of May, 2011

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

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

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

What match is required by the applicant? Cash n/a In-Kind n/a

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

If in-kind, what will be the in-kind contribution? n/a

Who (if any) are the partners in the project? No partners

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

Have you discussed your grant application with your liaison? Yes

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

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

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

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

Submitted by: _____ **Date:** _____

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

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



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM FUNDS OTHER THAN THE GENERAL FUND:

DEPARTMENT: Highway

LINE ITEM NUMBER: 250-82-04-431-49-64 AMOUNT REQUESTED: \$ 200,000

CURRENT FUND BALANCE: \$5,421,382 MVH

EXPECTED ANNUAL REVENUE:

IS REVENUE ON PACE TO MEET EXPECTATIONS? Yes

STATUTORY GUIDELINES:

HOW WILL THIS APPROPRIATION BE USED?

For Project # 04-264 Bass Road (Scott to Hillegas), Preliminary Engineering and Right of Way

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

Est. Preliminary Engineering Cost \$2,200,000 and Est. Right of Way \$4,532,000

HOW DOES THIS FIT INTO THE STRATEGIC PLAN?

N/A

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

N/A

IS THIS A RECURRING EXPENSE?

WILL OTHER EXPENDITURES BE NECESSARY?

Not at this time

DISCUSSED WITH LIAISON? Yes

LIAISON'S NAME: ~~Paul Moss~~ Bob Armstrong

**ALLEN COUNTY
FINANCIAL REPORT
HIGHWAY FUND
February 2011**

March 17, 2011 Meeting

Fund - 250

Department - Highway

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/11	5,674,484		5,674,484
ESTIMATED REVENUES FOR 2011:		ACTUAL REVENUES TO DATE:	
		Percentage of Collections:	
Sur Tax Distribution	1,787,000	11.15%	199,251
Wheel Tax Distribution	310,000	20.15%	62,480
Highway Fees	290,000	12.23%	35,465
MVH State Distribution	5,693,475	15.26%	868,799
Miscellaneous/Other	511,600	18.91%	96,730
	8,592,075	Total Percentage of Collections	14.70% 1,262,724
TOTAL CASH & ESTIMATED REVENUES:	14,266,559	ACTUAL CASH YEAR TO DATE:	6,937,208
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2011 Budget	8,649,556		2,858,611
2010 Encumbrances	4,410,139		
Additional Appropriations	1,000,000		
TOTAL BUDGETED APPROPRIATION	14,059,695	Percentage of Disbursements	20.33% 2,858,611
AMOUNT LEFT FOR APPROPRIATION	206,864	REMAINING CASH BALANCE YTD:	4,078,597
FOR CONSIDERATION TODAY:			
APPROPRIATIONS	200,000		
UNAPPROPRIATIONS			

OUTCOME	115/120 SENT?	TIME	PARCEL NUMBER	APPEAL #	ADDRESS	TAXPAYER	TAX REP	TOWNSHIP	T-SHIP REP	UNDER APPEAL
NO SHOW - NO CHANGE	YES	9:00	02-08-31-182-010.000-074	02-074-08-005-00563	2526 LEROY AVE	GARNER, JULIE		WAYNE	TAMMY SMITH	2009
NO SHOW - NO CHANGE	YES	9:15	02-11-10-302-012.000-075	02-075-10-0-5-00145	2124 SYCAMORE HILLS DR	BARR, JAMES & ELLEN		ABOITE	NANCY CHAPMAN	2010
NO SHOW - NO CHANGE	YES	9:15	02-08-22-204-003.000-072	02-072-10-0-5-00096	5716 GATE TREE LN	COLE, DEBORAH		ST JOSEPH	RENEE BUETTNER	2010
TSHP REC	YES	9:30	02-08-13-351-020.000-072	02-072-10-0-5-00161	6001 TREASURE CV	SHELDON, TIMOTHY & TAMELA		ST JOSEPH	RENEE BUETTNER	2010
NO SHOW - NO CHANGE	YES	9:30	02-08-27-381-003.000-072	02-072-10-0-5-00117	3316 ARROWWOOD DR	HAYCOX, BARBARA		ST JOSEPH	RENEE BUETTNER	2010
NO SHOW - NO CHANGE	YES	9:30	02-08-08-110-009.000-072	02-072-10-0-5-00090	8605 ROBISON CT	HUFFMAN, GEORGE & MABLE		ST JOSEPH	RENEE BUETTNER	2010
UNDER ADVISEMENT	NO	9:30	02-08-32-126-016.000-072	02-072-10-0-5-00109	3617 DOVER DR	CAIN, JANICE & GREGORY, LYNN		ST JOSEPH	RENEE BUETTNER	2010
TSHP REC	YES	9:45	02-08-15-401-013.000-072	02-072-10-0-5-00089	6309 REVERE PL	BATES, TIM & MINDY KING, JESSE & MCDADE		ST JOSEPH	RENEE BUETTNER	2010
TSHP REC	YES	9:45	02-08-08-353-004.000-072	02-072-10-0-5-00087	7324 RIVERTON DR	GWENDOLYN		ST JOSEPH	RENEE BUETTNER	2010
UNDER ADVISEMENT	NO	10:00	02-13-05-251-009.000-070	02-070-09-004-00568	932 COLISEUM BLVD N	KMART	INTEGRITY TAX CONSULTING	ADAMS	ROB WILLIAMSON	2009
UNDER ADVISEMENT	NO	10:15	02-13-05-251-010.000-070	02-070-09-004-00561	820 COLISEUM BLVD N	KMART	INTEGRITY TAX CONSULTING	ADAMS	ROB WILLIAMSON	2009
UNDER ADVISEMENT	NO	10:15	02-13-05-251-008.000-070	02-070-09-004-00562	936 N COLISEUM BLVD	KMART	INTEGRITY TAX CONSULTING	ADAMS	ROB WILLIAMSON	2009
CONTD TO 2/15/11	N/A	10:15	02-13-17-101-006.000-069	02-069-10-0-3-00002	3600 E PONTIAC ST	REA MAGNET WIRE	INTEGRITY TAX CONSULTING	ADAMS	ROB WILLIAMSON	2010
UNDER ADVISEMENT	NO	10:30	02-12-26-477-018.000-074	02-074-10-0-4-00028	211 E TILLMAN RD	A/TZ NORMAN & ROSE MARIE		WAYNE	ROB WILLIAMSON	2010
NO SHOW - NO CHANGE	YES	10:30	02-08-16-351-015.000-072	02-072-10-0-5-00172	4805 GREENFIELD DR	GATCHELL DOROTHY		ST JOSEPH	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	10:45	02-07-27-327-003.000-073	02-073-10-0-5-00096	2011-2015 OLYMPIA CT	HOVANESSIAN RAFFY & VICKI	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	10:45	02-07-27-327-002.000-073	02-073-10-0-5-00103	2019-2021 OLYMPIA CT	HOVANESSIAN RAFFY & VICKI	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	10:45	02-07-27-327-001.000-073	02-073-10-0-5-00104	2027-2029 OLYMPIA CT	HOVANESSIAN RAFFY & VICKI	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	10:45	02-07-27-103-032.000-073	02-073-10-0-5-00100	2132-2134 VERSAILLES VILLAGE PL	HOVANESSIAN RAFFY & VICKI	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	10:45	02-07-27-104-012.000-073	02-073-10-0-5-00101	2135-2137 VERSAILLES VILLAGE PL	HOVANESSIAN RAFFY & VICKI	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	10:45	02-07-27-103-027.000-073	02-073-10-0-5-00102	2310-2312 VERSAILLES VILLAGE PL	HOVANESSIAN RAFFY & VICKI	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	11:00	02-07-27-327-008.000-073	02-073-10-0-5-00089	1825-1827 OLYMPIA CT	TAZIAN PROPERTIES	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	11:00	02-07-27-326-010.000-073	02-073-10-0-5-00093	1826-1828 OLYMPIA CT	TAZIAN PROPERTIES	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	11:00	02-07-27-326-009.000-073	02-073-10-0-5-00098	1906-1908 OLYMPIA CT	TAZIAN PROPERTIES	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	11:00	02-07-27-327-007.000-073	02-073-10-0-5-00088	1908-1911 OLYMPIA CT	TAZIAN PROPERTIES	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010

OUTCOME	115/120 SENT?	TIME	PARCEL NUMBER	APPEAL #	ADDRESS	TAXPAYER	TAX REP	TOWNSHIP	T-SHIP REP	UNDER APPEAL
NO SHOW - NO CHANGE	YES	11:00	02-07-27-326-008.000-073	02-073-10-0-5-00097	1918-1920 OLYMPIA CT	TAZIAN PROPERTIES	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	11:00	02-07-27-327-006.000-073	02-073-10-0-5-00087	1919-1921 OLYMPIA CT	TAZIAN PROPERTIES	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	11:00	02-07-27-326-007.000-073	02-073-10-0-5-00092	1928-1930 OLYMPIA CT	TAZIAN PROPERTIES	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	11:00	02-07-27-327-004.000-073	02-073-10-0-5-00090	2005-2007 OLYMPIA CT	TAZIAN PROPERTIES	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	11:00	02-07-27-326-006.000-073	02-073-10-0-5-00096	2008-2008 OLYMPIA CT	TAZIAN PROPERTIES	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	11:00	02-07-27-326-005.000-073	02-073-10-0-5-00099	2012-2014 OLYMPIA CT	TAZIAN PROPERTIES	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	11:00	02-07-27-326-004.000-073	02-073-10-0-5-00091	2020-2022 OLYMPIA CT	TAZIAN PROPERTIES	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010
NO SHOW - NO CHANGE	YES	11:00	02-07-27-326-003.000-073	02-073-10-0-5-00094	2028-2030 OLYMPIA CT	TAZIAN PROPERTIES	TAZIAN PROPERTIES	WASHINGTON	LAURA BOLTZ	2010

PERSONNEL COMMITTEE POLICY AND PROCEDURE

Policy

It is the Policy of the Allen County Commissioners/Council to provide for a uniform administration of salaries for its employees concerning the creation, maintenance or reclassification of any position for which either a salary ordinance or funding by Allen County is required.

Procedure

1. The Committee

- a. The Allen County Council shall establish the Allen County Personnel Committee (Committee) for the purpose of overseeing job classification maintenance procedures, studying the job classification system and job descriptions and reviewing compensation justifications, policies and schedules for the purpose of making recommendations to the full County Council concerning these matters. The Committee shall have three (3) voting members and two (2) ex-officio members as follows:
 - i. Three (3) members of the County Council to be appointed by the President of County Council;
 - ii. One (1) citizen resident of Allen County to act as an ex-officio non-voting member to be appointed by County Council; and
 - iii. The Director of Human Resources of Allen County shall serve as an ex-officio non-voting member of the committee and shall serve as Secretary of the Committee.
- b. The Committee shall elect a Chairperson and Vice-Chairperson from its membership. The Chairperson shall preside at the meetings of the Committee and in the absence of the Chairperson, the Vice-Chairperson shall preside.
- c. The Committee shall generally meet on a bi-monthly basis if there are items to be placed on the agenda. Otherwise, items will be deferred until the following month.
- d. All Committee meeting shall be legally advertised meetings

2. Agenda Items

- a. The following items shall require approval by the Committee to be placed on the Allen County Council's consent agenda;
 - i. Salary ordinances for new, reclassified or additional positions
 - ii. Revised or new job descriptions
 - iii. Requests for part time funds

3. Agenda Item Requests

- a. Department Heads and Elected Officials may request to have Agenda Items approved by the Committee. Those requests must be formally made to the Human Resources Department in writing at least three (3) weeks before the scheduled Committee meeting. The request must include a Job Analysis Questionnaire (JAQ) signed by the Elected Official/Department Head and the incumbent(s). This document may be obtained in the Human Resources Department or Intranet.
- b. The county's Compensation Specialist will seek input from the Elected Official/Department Head and the incumbent and develop a job description detailing the essential functions of the position. The Elected Official/Department Head and the incumbent will be required to sign off on the job description indicating that the contents reasonably reflect the duties and responsibilities of the position.
- c. The completed job description will be scored by the Director of Human Resources and the Compensation Specialist to determine an appropriate salary for the position. Disputes regarding the classification of any position must be resolved one (1) week prior to the Committee meeting in order for the request to be made an Agenda Item.
 - i. Dispute Resolution Committee – shall convene to resolve any classifications which may come under dispute by a board, department head or elected official. Said committee shall be comprised of the Chairperson of the Personnel Committee, a Commissioner, one elected official, a department head, two county employees without a personal interest in the position being evaluated and one lay person from the community.
- d. One (1) week before the Committee meeting, members of the Committee will receive information on the Agenda Item(s) justifying the reason for the position as well as the recommended compensation.

4. Rules

- a. All requests for Agenda Items shall be placed on the Committee's agenda by the Human Resources Department;
- b. All Committee actions shall be reported during a succeeding full County Council meeting
- c. If a matter receives approval by the Committee, the Agenda Item will be moved to the Allen County Council's consent agenda for approval
- d. Any item may be removed from the consent agenda by any member of the County Council; said member will be responsible for ensuring that the Department Head, Elected Official or Board chair has been made aware of the action.

- e. Committee items on the Allen County Council consent agenda will not require further explanation by the requesting Department Head or Elected Official
- f. Items which have not gained unanimous approval by the Committee will not be eligible for placement on the Allen County Council's consent agenda

Paula S. Hughes, President

Darren E. Vogt, Vice President

Robert A. Armstrong

Larry L. Brown

Roy A. Buskirk

Maye I. Johnson

Paul G. Moss