

FINANCE & ADMINISTRATION DIVISION

**Controller's Office / Payroll / Property Management / Purchasing /
/ Human Resources / Information Systems**

Mission Statement

The mission of the Finance & Administration Division is to ensure the proper fiscal management of the revenues received and expenses incurred by the City of Fort Wayne and serve as an administrative resource to all City Divisions as they execute their responsibilities for the citizens of Fort Wayne.

Goals and Objectives

To safeguard the assets of the City of Fort Wayne through strong internal controls

To ensure expense management through strong fiscal control

To ensure adequate resources are available to ensure delivery of excellent services to citizens

Provide goods & services at the lowest price with the highest quality to ensure the best use of taxpayer money

To ensure the highest quality of recruitment, retention, development and recognition of City employees who demonstrate the values and behaviors that allow the City of Fort Wayne to achieve its strategic goals and objectives

To ensure quality, reliable, available, recoverable and cost effective information systems and services to the City of Fort Wayne

To ensure the highest quality of administrative support to all City Divisions

To serve as resource to all City Divisions as they serve the taxpayers of Fort Wayne

FINANCE & ADMINISTRATION
Dept # 0002
2010 BUDGET COMPARISON

		2008	2009 ACTUAL	2009 REVISED	2010	\$ INC/(DEC)	% CHANGE
		<u>ACTUAL</u>	<u>THRU</u>	<u>BUDGET</u>	<u>SUBMITTED</u>	<u>FROM 2009 APPR</u>	<u>FROM 2009 APPR</u>
			<u>30-Jun-09</u>			<u>TO 2010</u>	<u>TO 2010</u>
5111	WAGES-REG	1,779,206		1,797,817	1,967,445	169,628	9.44%
5131	PERF	124,468		129,580	151,636	22,056	
5132	FICA	131,395		137,527	150,506	12,979	
5134	GROUP HEALTH INSUR	306,000		297,000	356,400	59,400	
5136	UNEMPLOYMENT	1,862		1,799	1,965	166	
5137	WORKERS COMP	3,050		3,032	2,897	(135)	
513A	PERF/FRINGE	53,344		53,612	58,703	5,091	
513R	RETIREE HEALTH INSUR	9,000		9,000	29,700	20,700	
5161	STLMT/SEVRNC	12,895		-	-	-	
Total 5100		\$ 2,421,220	\$ 1,156,600	\$ 2,429,367	\$ 2,719,252	\$ 289,885	11.93%
5212	STATIONARY/FORMS	34,367		19,386	27,277	7,891	
5213	COMPUTER SUPPL	24,130		30,880	20,880	(10,000)	
5219	OTHR OFFC SUPPL	32,163		26,822	19,064	(7,758)	
5231	GASOLINE	1,547		2,031	1,339	(692)	
5247	INSTRUCTIONAL SUPPL	3,391		4,500	3,000	(1,500)	
5263	OTHR REP PRT	229		795	816	21	
5299	OTHER MTLs	2,842		4,110	3,560	(550)	
Total 5200		\$ 98,669	\$ 29,302	\$ 88,524	\$ 75,936	\$ (12,588)	-14.22%
5314	CONSULT SRVCS	2,061,625		2,153,085	2,255,177	102,092	
5315	APPRAISAL/INSPECTION	14,000		8,000	8,000	-	
5317	INSTRUCTIONAL SVCS	38,148		62,675	57,100	(5,575)	
531C	AUDIT FEES	15,739		20,000	20,000	-	
531H	BANK SERVICES	348		420	420	-	
531K	SEMINAR FEES	11,372		50,430	15,000	(35,430)	
5322	POSTAGE	126,754		138,101	138,201	100	
5323	TELEPHONE	98,306		74,093	73,601	(492)	
5324	TRAVEL	9,552		9,250	6,000	(3,250)	
5326	MILEAGE	1,775		3,690	2,200	(1,490)	
532C	CELL PHONE	-		12,000	13,018	1,018	
532L	LONG DISTANCE	2,060		3,160	3,260	100	
5331	PRINTING	9,721		27,307	12,670	(14,637)	
5332	PUB LEGAL	4,388		4,630	4,313	(317)	
5342	LIABILITY INSUR	4,286		4,364	11,488	7,124	
535M	MOVING COSTS	2,156		-	-	-	
5353	WATER	199		-	-	-	
5354	SEWAGE	-		372	372	-	
5363	CONT OTH REP	8,992		23,285	23,285	-	
5364	CONT SRF REP	18,540		39,110	38,763	(347)	
5367	MAINT SOFTWARE	551,616		698,214	764,518	66,304	
5369	CONT SRVCS	361,438		205,206	177,131	(28,075)	
536A	MT. HARD WARE	35,246		242,715	39,711	(203,004)	
536M	CONT SRVCS - MOWING	147,148		186,012	186,012	-	
536N	GARAGE-NONTARGET	549		-	328	328	
536P	CONT MNT & REP-HVAC	170,541		176,714	146,714	(30,000)	
536T	GARAGE TARGET	4,646		4,758	3,953	(805)	
5371	BLDG RENT	931,040		965,903	936,096	(29,807)	
5373	COMPUTER RENT	259,092		267,000	327,000	60,000	
5374	OTHER EQ RENT	10,686		13,181	13,258	77	
5375	OTHER RENT	6,634		6,970	6,969	(1)	
5377	CC BLD PKG	1,265		1,350	1,350	-	
5383	AGT FEE BOND	350		250	250	-	
5391	SUBS & DUES	63,938		70,496	70,196	(300)	
5393	TAXES	7		1,000	1,000	-	
5395	GRANTS-SUBS	50,000		-	-	-	
5398	MICRO FICHE	101		400	400	-	
5399	OTHR SRVCS	1,855		2,837	2,872	35	
539A	OP TRANS OUT	250,000		250,000	-	(250,000)	
539B	MASTER LEASE	308,819		392,482	177,234	(215,248)	
539D	DRAINAGE ASSMT	1,175		1,440	1,440	-	
Total 5300		\$ 5,584,107	\$ 2,301,334	\$ 6,120,900	\$ 5,539,300	\$ (581,600)	-9.50%
5443	PUR OFFC EQUIP	11,755		450	-	(450)	
5444	PUR OTHER EQUIP	3,931		400	-	(400)	
5446	PUR SOFTWARE	1,732		1,000	-	(1,000)	
5451	PUR FURNITURE	1,895		-	-	-	
Total 5400		\$ 19,313	\$ 42	\$ 1,850	\$ -	\$ (1,850)	-100.00%
Total		\$ 8,123,309	\$ 3,487,278	\$ 8,640,641	\$ 8,334,488	\$ (306,153)	-3.54%

Finance & Administration 2010-2014 Capital Improvement Program

FUNDING SOURCE CODE:	GRP-Grant Pending	PT-Property Tax
CC-Cumulative Capital Fund	LE-Lease	RB-Revenue Bond
CDBG-Community Development Block Grant	InfraBd-Infrastructure Bond	ST-State Source
CEDIT-Co. Economic Development Income Tax	LRS-Local Roads & Streets	SU-Sewer Utility
CO-County Source	MISC-Miscellaneous	SWU-Stormwater Utility
FED-Federal Source	MVH-Motor Vehicle Highway	TIF-Tax Increment Financing
GOB-General Obligation Bond	PCBF-Park Cumulative Bldg. Fund	UF-User Fee
GRA-Grant Approved	PS-Private Source	WU-Water Utility

Item #	Project Title & Description	Funding Source	Expenditure				
			2010	2011	2012	2013	2014

Controller

1	Printers	PT	-	-	500	-	-
2	Office furniture	PT	-	1,000	-	-	-

Payroll

1	Scanner	PT	-	-	-	500	-
2	Office Chairs	PT	-	300	300	300	300
3	Fax Machine	PT	-	-	600	-	-

Purchasing

1	Printer upgrades	PT	-	1,100	1,100	1,100	1,100
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Human Resources

1	Printer Purchase and Replacement(s)	PT	-	3,250	-	-	-
2	Computer Software	PT	-	1,000	1,000	1,000	-
3	Furniture	PT	-	3,000			-
TOTAL			-	9,650	3,500	2,900	1,400

Controller

1. Replace 1 laser printer
2. Office furniture, chairs, etc.

Payroll

1. Replacement of scanner
2. Replace one chair per year
3. Replace fax machine

Purchasing

1. Printer upgrade: 2011 & 2013 - 1 HP 4000 printer; 2012 & 2014 - 1 HP 4350 printer

Human Resources

1. Printers: 2011 - HP Color LaserJet 4650DN (\$2800 - \$2,500/printer and \$250/Jet Direct Connector)
2. Computer Software: Additional software and upgrades to current software may be needed for HR and Professional Development needs.
3. Office furniture, chairs, etc.