

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 effect 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 ADMIN
 Dept # 0002
 2012 BUDGET COMPARISON

	2010 ACTUAL	2011 ACTUAL THRU 30-Jun-2011	2011 REVISED BUDGET	2012 SUBMITTED	\$ INCREASE (DECREASE) FROM 2011 REVISED	% CHANGE FROM 2011 REV TO 2012
5111 TOTAL WAGES	1,909,083		1,995,535	2,017,893	22,358	1.12%
5131 PERF - EMPLOYERS SHARE	146,899		168,709	200,726	32,017	
5132 FICA	139,874		152,668	154,366	1,698	
5134 LIFE MEDICAL & HEALTH INSURAN	356,400		367,200	424,800	57,600	
5136 UNEMPLOYMENT COMPENSATION	1,960		1,990	2,014	24	
5137 WORKERS COMP INSURANCE	2,897		3,215	3,248	33	
513A PERF - EMPLOYEES/PD BY CITY	57,031		59,542	60,222	680	
513R RETIREES HEALTH INSURANCE	29,700		30,600	23,600	(7,000)	
Total 5100	\$2,643,844	\$1,384,573	\$2,779,459	\$2,886,869	\$107,410	3.86%
5212 STATIONERY & PRINTED FORMS	15,053		36,241	32,364	(3,877)	
5213 COMPUTER SUPPLIES	7,856		18,983	4,480	(14,503)	
5219 OTHER OFFICE SUPPLIES	26,112		24,131	25,346	1,215	
5231 GASOLINE	977		1,400	1,193	(207)	
5247 INSTRUCTIONAL SUPPLIES	-		3,000	-	(3,000)	
5263 OTHER EQUIPMENT REPAIR PARTS	273		895	300	(595)	
5299 OTHER MATERIALS & SUPPLIES	220		3,560	56,800	53,240	
Total 5200	\$50,492	\$29,432	\$88,210	\$120,483	\$32,273	36.59%
5310 JOINT TASK FORCE	-		700,000	-	(700,000)	
5314 CONSULTANT SERVICES	1,937,624		2,361,294	1,960,177	(401,117)	
5315 APPRAISALS & INSPECTIONS	-		8,000	8,000	-	
5317 INSTRUCTIONAL SERVICES	6,430		17,100	10,000	(7,100)	
5318 ELECTION EXPENSE	-		413,000	-	(413,000)	
531C AUDIT FEES	10,940		20,000	20,000	-	
531H BANK SERVICE CHARGES	348		420	420	-	
531K SEMINAR FEES	6,662		16,400	13,574	(2,826)	
531M SECURITY SERVICES	-		-	206,004	206,004	
5322 POSTAGE	134,925		138,175	15,943	(122,232)	
5323 TELEPHONE & TELEGRAPH	94,600		102,725	400,000	297,275	
5324 TRAVEL EXPENSES	3,816		10,250	9,000	(1,250)	
5326 MILEAGE	1,375		2,500	2,323	(177)	
532C CELL PHONE	1,130		3,442	2,272	(1,170)	
532L LONG DISTANCE CHARGES	2,531		3,932	12,765	8,833	
5331 PRINTING OTHER THAN OFFC SUPPL	6,118		12,550	13,994	1,444	
5332 PUBLIC OF LEGAL NOTICES/ADVTER	2,264		4,084	3,102	(982)	
5342 LIABILITY INSURANCE	11,488		10,716	41,272	30,556	
5351 ELECTRICITY	-		-	178,560	178,560	
5352 NATURAL GAS	-		-	51,504	51,504	
5353 WATER	-		-	5,208	5,208	
5354 SEWAGE	694		372	5,472	5,100	
5356 SOLID WASTE DISPOSAL	-		-	2,400	2,400	
5361 CONTRACTED BLDG & STRUCT REPAI	-		-	27,218	27,218	
5363 CONTRACTED OTHER EQUIPMT REPAI	9,561		20,283	51,492	31,209	

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5364 CONTRACTED GROUND & SURFC RPR	38,979		38,763	81,267	42,504	
5365 JANITORIAL & LAUNDRY SERVICE	-		-	270,874	270,874	
5367 MAINT. AGREEMENT - SOFTWARE	657,375		688,750	1,019,754	331,004	
5368 CONTRACTS - ELEVATOR SERVICE	-		-	17,124	17,124	
5369 CONTRACTED SERVICE	320,194		429,124	184,961	(244,163)	
536A MAINT. AGREEMENT - HARDWARE	45,852		146,354	124,959	(21,395)	
536M MOWING SERVICES	333,504		191,592	186,012	(5,580)	
536N GARAGE CONTRACT - NONTARGET	244		185	84	(101)	
536P HVAC SERVICES	216,259		151,115	411,566	260,451	
536T GARAGE CONTRACT - TARGET	3,953		3,898	3,450	(448)	
5371 BUILDING RENTAL	939,910		-	-	-	
5373 COMPUTER EQUIPMENT RENTAL	273,939		357,370	267,000	(90,370)	
5374 OTHER EQUIPMENT RENTAL	10,908		13,510	11,052	(2,458)	
5375 OTHER RENT	6,769		6,979	6,969	(10)	
5377 CC BUILDING PARKING	1,402		450	-	(450)	
5383 PAYMENT OF AGENT FEES - BONDS	321		250	250	-	
5391 SUBSCRIPTIONS AND DUES	63,814		65,687	66,463	776	
5393 TAXES	72		1,000	1,000	-	
5398 MICRO FICHE CHARGES	97		400	400	-	
5399 OTHER SERVICES AND CHARGES	3,440		2,872	7,905	5,033	
539B MASTER LEASE	177,232		88,617	-	(88,617)	
539D DRAINAGE ASSESSMENTS	4,097		1,440	1,440	-	
Total 5300	\$5,328,865	\$1,748,190	\$6,033,600	\$5,703,230	(\$330,370)	- 5.48%
5444 PURCHASE OF OTHER EQUIPMENT	-		1,166,000	-	(1,166,000)	
5454 BETTERMENTS & ADDITIONS	-		-	300,000	300,000	
Total 5400	\$-	\$461,195	\$1,166,000	\$300,000	(\$866,000)	- 74.27%
Total	\$8,023,201	\$3,623,390	\$10,067,269	\$9,010,582	(\$1,056,687)	- 10.50%

Finance & Administration 2012-2016 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
GÖB-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				
			2012	2013	2014	2015	2016
Controller							
1	Printers	PT	-	500	-	500	-
Payroll							
1	Scanner	PT	-	500	-	500	-
2	Fax Machine	PT	-	-	600	-	-
Property Management							
1	Printer upgrades	PT	-	-	-	-	-
Facilities Management							
1	Capital Improvements-Repairs, Construction, Furniture/Equipment	PT	300,000	300,000	300,000	300,000	300,000
Purchasing							
1	Printer upgrades	PT	-	-	-	-	-
Human Resources							
1	Printer Purchase and Replacement(s)	PT	-	1,500	1,500	1,500	1,500
2	Computer Software	PT	-	1,000	1,000	1,500	1,500
3	Scanner	PT	-	2,000	-	2,000	-
TOTAL			300,000	305,500	303,100	306,000	303,000

Controller

- 1 Replace 1 laser printer

Payroll

- 1 Replacement of scanner
- 2 Replace fax machine

Property Management

- 1 Printer upgrade

Facilities Management

- 1 Capital Improvement amount to cover repairs, maintenance and furniture/equipment for Citizens Square.

Purchasing

- 1 Printer upgrade

Human Resources

- 1 Printers: 2013 - replace Office equipment
- 2 Computer Software: Additional software and upgrades to current software may be needed for HR and Professional Development needs.
- 3 Replace scanners (2)