

FINANCE & ADMINISTRATION DIVISION

Controller's Office/ Payroll/ Property Mgmt./ Purchasing

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 a financial 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 properly account and report the financial transactions by the City of Fort Wayne
- To ensure adequate cashflows for a safe city, to have the ability to maintain road infrastructure, and to support efforts to gain and retain jobs
- To ensure expense management through strong fiscal control
- To serve as financial resource to all City Divisions as they serve the taxpayers of Fort Wayne
- To ensure the highest quality of administrative support to all City Divisions
- Continue to enhance financial management information for City government leaders

FINANCE & ADMINISTRATION
Dept # 010-002
2007 BUDGET COMPARISON

		2005	2006	2007	\$ INCREASE	% CHANGE
		ACTUAL	APPROVED	SUBMITTED	(DECREASE)	FROM 2006 APPR
			THRU 06/30/06		TO 2007	TO 2007
4111	WAGES-REG	\$ 1,126,216	\$ 1,181,385	\$ 1,220,271	\$ 38,887	
4115	PARTTIME	-	5,656	5,656	-	
	TOTAL WAGES	\$ 1,126,216	\$ 1,187,041	\$ 1,225,927	\$ 38,887	3.28%
4131	PERF	56,377	64,891	76,267	11,376	
4132	FICA	83,243	90,690	93,783	3,093	
4134	GROUP HEALTH INSUR	168,000	188,400	204,000	15,600	
4136	UNEMPLOYMENT	564	593	1,226	633	
4137	WORKERS COMP	2,472	2,459	2,064	(395)	
413A	PERF/FRINGE	33,830	35,395	36,608	1,213	
413R	RETIREE HEALTH INSUR	6,996	7,850	8,500	650	
4161	STLMT/SEVRNC	520	-	-	-	
TOTAL 4100		\$ 1,478,218	\$ 1,577,318	\$ 1,648,376	\$ 71,057	4.50%
4212	STATIONARY/FORMS	\$ 12,415	\$ 11,980	\$ 11,950	\$ (30)	
4213	COMPUTER SUPPL	1,579	240	240	-	
4219	OTHR OFFC SUPPL	12,051	20,040	20,636	596	
4231	GASOLINE	520	600	900	300	
4263	OTHR REP PRT	139	475	575	100	
4299	OTHER MTLs	180	1,725	1,410	(315)	
TOTAL 4200		\$ 26,884	\$ 35,060	\$ 35,711	\$ 651	1.86%
4314	CONSULT SRVCS	\$ 32,738	\$ 34,850	\$ 34,850	\$ -	
4315	APPRAISAL/INSPECTION	4,420	8,000	8,000	-	
4318	ELECTION EXP	-	-	410,000	410,000	
431C	AUDIT FEES	16,761	15,300	18,000	2,700	
431K	SEMINAR FEES	4,188	9,285	12,988	3,703	
431S	SOFTWARE TRAIN	-	250	250	-	
4322	POSTAGE	127,093	136,446	137,611	1,165	
4323	TELEPHONE	6,300	7,649	9,369	1,720	
4324	TRAVEL	288	5,111	7,450	2,339	
4326	MILEAGE	902	1,234	1,504	270	
432C	CELL PHONE	1,096	984	-	(984)	
432L	LONG DISTANCE	775	1,380	1,360	(20)	
4331	PRINTING	12,669	16,940	17,680	740	
4332	PUB LEGAL	2,720	3,000	3,000	-	
4342	LIABILITY INSUR	888	865	871	6	
4343	OFCL/CRIME BOND	1,047	1,186	1,219	33	
4345	AUTO INSURANCE	112	102	115	13	
4354	SEWAGE	96	372	372	-	
4363	CONT OTH REP	14,942	13,115	13,185	70	
4364	CONT SRF REP	37,309	36,891	38,763	1,872	
4369	CONT SRVCS	9,432	10,250	10,880	630	
436A	MT. HARD WARE	715	715	715	-	
436M	CONT SRVCS - MOWING	41,766	56,002	62,156	6,154	
436P	CONT MNT & REP-HVAC	148,932	136,475	168,299	31,824	
436T	GARAGE TARGET	1,272	1,176	1,172	(4)	
4371	BLDG RENT	856,250	872,214	908,844	36,630	
4374	OTHER EQ RENT	8,512	9,274	9,274	-	
4375	OTHER RENT	9,284	9,284	6,969	(2,315)	
4377	CC BLD PKG	6,998	5,700	1,200	(4,500)	
4383	AGT FEE BOND	250	4,010	250	(3,760)	
4391	SUBS & DUES	43,027	41,846	43,874	2,028	
4393	TAXES	-	-	1,000	1,000	
4395	GRANTS-SUBS	102,500	100,000	25,000	(75,000)	
4398	MICRO FICHE	257	290	350	60	
4399	OTHR SRVCS	1,727	1,875	3,167	1,292	
439A	OP TRANS OUT	247,234	870,000	405,000	(465,000)	
439D	DRAINAGE ASSMT	1,618	1,440	1,440	-	
TOTAL 4300		\$ 1,744,118	\$ 2,413,511	\$ 2,366,178	\$ (47,333)	-1.96%
4443	PUR OFFC EQP	\$ 781	\$ -	\$ 1,900	\$ 1,900	
4445	PUR COMPUTERS	18,000	-	-	-	
4446	PUR SOFTWARE	400	-	-	-	
TOTAL 4400		\$ 19,181	\$ -	\$ 1,900	\$ 1,900	1900%**
TOTAL EXPENSES		\$ 3,268,402	\$ 4,025,890	\$ 4,052,164	\$ 26,275	0.65%

** Percentage high due to the fact that 4400's in 2006 were covered with lease dollars.

Finance & Administration 2007-2011 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				
			2007	2008	2009	2010	2011
Controller							
1	Computers & software	PT	-	2,000	2,000	-	3,500
2	Printers	PT	500	1,600	-	1,500	-
3	Fax Machines	PT	-	1,195	-	500	-
4	Office furniture	PT	-	1,195	-	-	-

Payroll

1	Laser Printer HP 8150	PT	-	-	1,730	-	-
2	Computer Replacement	PT	-	1,000	-	-	-
3	Office Chairs	PT	300	-	300	300	300
4	Fax Machine	PT	-	-	-	-	600

Purchasing

1	Computer upgrades - 5 year replacement	PT	-	2,500	3,000	1,000	-
2	Printer upgrades	PT	1,100	1,100	3,500	1,100	1,100
3	Hasler Mailing System (postage meter - mailroom)	PT	-	13,439	-	-	-

TOTAL			\$ 1,900	\$ 24,029	\$ 10,530	\$ 4,400	\$ 5,500
--------------	--	--	-----------------	------------------	------------------	-----------------	-----------------

Controller

1. Replace computers according to City guidelines
2. Replace 1 laser
3. Replace Controller's office FAX machine
4. Office furniture, chairs, etc.

Payroll

1. Replacement of Printers: printers will be replaced according to City guidelines
2. Replacement of Computers: computers will be replaced according to City guidelines
3. 2005 - 2007: purchase one office chair per year; replacing chairs purchased in 1996. Then repeat the cycle 2009-2011.

Purchasing

1. Computer upgrades: yr 2008 - replace Director's laptop computer & replace computer in mailroom - did NOT replace in 2006; yr. 2009 - replace 4 computers for Asst. Director, 2 Buyers, Admin. Asst.; yr. 2010 - replace 1 computer for Buyer/Info Mgmt)
2. Printer upgrade: 2007 - 1 HP 4000 printer; 2008 - 1 HP 4000 printer; 2009 1 HP printer & 1 Okidata printer for purchase orders; 2010 - 1 HP 4000 printer; 2011 - 1 HP 4000 printer
3. Yr. 2008 - replace postage meter (required by US Postal Services)

Finance & Administration-Property Management 2007-2011 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				
			2007	2008	2009	2010	2011
1	Fort Wayne Fire Department		150,000	312,000	20,000	220,000	20,000
	a. Fire investigation Office - Relocate from Lahmeyer Rd.	CC	-	100,000	-	-	-
	b. Replace roof - Fire Station #7 - 1602 Lindenwood Ave.	CC	60,000	-	-	-	-
	c. Replace roof - Fire Station #6 - 1500 W. Coliseum Blvd.	CC	-	60,000	-	-	-
	d. Replace roof - Fire Station #11 - 405 E. Rudisill Blvd.	CC	-	60,000	-	-	-
	e. Replace roof - Fire Station #14 - 3400 Reed Rd.	CC	-	60,000	-	-	-
	f. Replace main roof - Fire Station #1 - 419 E. Main St.	CC	-	-	-	200,000	-
	g. Replace Concrete Apron & Asphalt Parking Lot - Fire Station #14 -	CC	50,000	-	-	-	-
	h. Replace Concrete Apron- Fire Station #6 - 1500 W. Coliseum Blvd and Fire Station #9 - 2530 E. Pontiac St.	CC	-	12,000	-	-	-
	i. Fill cracks & reseal parking lots at Fire Stations.	CC	20,000	20,000	20,000	20,000	20,000
	j. Upgrade HVAC Staefa Software Systems.	CC	20,000	-	-	-	-
2	Animal Care & Control - 3020 Hillegas Road		14,600	23,550	12,000	-	-
	a. Paint walls/doors	CC	-	4,000	4,000	-	-
	b. Powerwash and seal brick exterior (7,315 sf X \$1.25 sf - power washing) (7,315 sf X \$1.10 sf - sealing brick)	CC	-	18,000	-	-	-
	c. Reseal/Resurface/Restripe Parking Lot	CC	2,600	-	-	-	-
	d. Replace damaged concrete & install handicap ramp	CC	-	1,550	-	-	-
	e. Repair Barn	CC	3,000	-	-	-	-
	f. Replace Countertops	CC	9,000	-	-	-	-
	g. Paint Building Interior	CC	-	-	6,000	-	-
	h. Replace seating in interaction rooms.	CC	-	-	2,000	-	-
3	Police Operations Center - 1320 E. Creighton Avenue		207,000	555,000	-	-	-
	a. Replace carpet - Records Bureau & Conf. Room (1st fl.)	CC	25,000	-	-	-	-
	b. New ceiling project/renovate - (3rd & 4th fls.)	CC	52,000	-	-	-	-
	c. New ceiling project - Records Bureau (1st fl.)	CC	15,000	-	-	-	-
	d. Plumbing replacement	CEDIT	-	500,000	-	-	-
	e. New NE quadrant furnishings	CC	15,000	-	-	-	-
	f. Replace carpet - Crime Scene/Lab Area	CC	10,000	-	-	-	-
	g. Renovate/Soundproof Interview Room (3rd fl.)	CC	15,000	-	-	-	-
	h. Remodel Interview area (6th fl.)	CC	40,000	-	-	-	-
	i. Painting of floors (1st, 2nd, 4th fls.)	CC	35,000	-	-	-	-
	j. Painting of floors (3rd, 5th, 6th fls.)	CC	-	35,000	-	-	-
	k. Replace carpet - Victim Assistance & Community Room	CC	-	20,000	-	-	-
4	Police Academy - 1903 St. Mary's Ave.		231,200	1,200	96,200	1,200	1,200
	a. Lowe's - Miscellaneous Supplies	MISC	1,200	1,200	1,200	1,200	1,200
	b. Purchase Building	MISC	230,000	-	-	-	-
	c. Laboratory Room for Vice & Narcotics	CC	-	-	95,000	-	-
5	Street Department - Replace trench drains.	CC	12,000	-	-	-	-
6	Science Central - replace roof; 1950 N. Clinton	CC	100,000	50,000	-	-	-
7	City-County Building - leased space		113,000	-	-	-	-
	a. 9th floor carpet replacement (20,000 sf)	CC	45,000	-	-	-	-
	b. 8th floor carpet replacement (20,000 sf)	CC	45,000	-	-	-	-
	c. 1st floor carpet replacement (1,560 sf)	CC	5,000	-	-	-	-
	d. City Council Chambers - replace carpet, repair/replace chairs	CC	18,000	-	-	-	-
8	Contingent Building Repairs - for unforeseen repairs during year Budget \$400,000 annual, less CC items 1-7 and no CEDIT	CC	-	-	271,800	178,800	378,800
TOTAL			827,800	941,750	400,000	400,000	400,000

1. Fort Wayne Fire Department – Replacement of roofs for Fire Station #7 in 2007, Fire Stations #6,#11, and #14 in 2008, and Fire Station #1 in 2010. Relocation cost of Fire Investigation Office in 2008. Replace concrete apron, drive, and asphalt parking lot at Fire Station #14 in 2007. Replace concrete apron at Fire Stations #6 and #9 in 2008. Fill cracks and reseal parking lots at Fire Stations every year 2007-2011. Upgrade HVAC Staefa software systems at Fire Stations #12, #15, #16, and #17 in 2007.

2. Animal Control - Resurface, reseal, and restripe the parking lot in 2007. Repair barn and replace countertops in 2007. Powerwash and seal exterior brick in 2008. Replace damaged concrete and install handicap ramp in 2008. Paint walls and doors in 2008 and 2009. Paint building interior and replace seating in interaction rooms in 2009.

3. Police Operations Center – Replacement of carpet in Records Bureau & Conference Room (1st fl.), and the CrimeScene/Lab area in 2007. In 2007 new ceilings and renovations are budgeted for the 3rd & 4th floors. Purchase NE quadrant furnishings in 2007. Replace plumbing in 2008. Renovate and soundproof Interview Room (3rd fl.) in 2007. Remodel Interview area on the 6th floor in 2007. Paint the 1st, 2nd, and 4th floors in 2007, and the 3rd, 5th, and 6th floors in 2008. In 2008 replace carpet in the Victim Assistance and Community Room.

4. Police Academy - Purchase miscellaneous supplies for water softener and minor repairs through a Lowe's every year from 2007-2011. Purchase building from Department of Education in 2007. In 2009 construct new laboratory room for Vice & Narcotics.

5. Street Department - Replace trench drains in 2007.

6. Science Central - Replacement of roof as a phased project in 2007.

7. City County Building – Carpet replacement for various floors will begin in 2007. The carpet replacement program will be continued to enhance a professional atmosphere of city offices. Replace carpet, repair/replace chairs in the City Council Chambers in 2007.

8. Contingent Building Repairs – A contingent building fund was set up in the 1998 Property Managers budget to fund projects considered necessary during a budget year. In 1999 it was decided that all CIP items would be funded through the Cumulative Capital Fund.

STAFFING LEVELS
BUDGETED
FINANCE AND ADMINISTRATION

CLASSIFICATION TITLE	EXEMPT GRID/ UNION														
		99	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	
<u>CONTROLLERS</u>															
Director of Finance & Admin.	I	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Deputy Controller	H	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Accounting Manager	G	1	1	1	1	1	1	1	0	0	0	0	0	0	0
Administrative Assistant	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Senior Financial Accountant	E	0	0	0	0	0	0	0	5	5	5	5	5	5	5
Financial Accountant	E	3	3	3	4	4	4	1	1	1	1	1	1	1	1
Financial Accountant/Investments	E	1	1	1	1	1	1	0	0	0	0	0	0	0	0
Bookkeeper/Data Entry	B	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Accounting Clerk/Receptionist	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Barrett Law Accountant	E	1	1	1	0	0	0	0	0	0	0	0	0	0	0
<u>PAYROLL</u>															
Payroll Manager	G	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Payroll Accountant	E	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Payroll Administrator	E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Payroll Practitioner - III	E	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Payroll Practitioner - II	E	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Benefits Specialist Intern		1	1	1	1	0.5	0.5	0.5	0	0	0	0	0	0	0
<u>PROPERTY MANAGEMENT</u>															
Property Manager	G	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Executive Secretary VIII	A	0.5	0.5	0.5	0	0	0	0	0	0	0	0	0	0	0
Administrative Assistant	A	0	0	0	0.5	1	1	1	1	1	1	1	1	1	1
<u>PURCHASING</u>															
Director	H	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Assistant Director	H	1	1	1	1	0	0	0	0	0	0	0	0	0	0
Purchasing Supervisor	F	0	0	0	0	1	1	1	1	1	1	1	1	1	1
Bid Specialist/Buyer	B	1	1	1	2	2	2	2	2	2	2	2	2	2	2
Buyer	A	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Mail Center Operator	F	1	1	1	0	0	0	0	0	0	0	0	0	0	0
Copy Center Operator	F	1	1	1	0	0	0	0	0	0	0	0	0	0	0
Supply Clerk/Accountant	B	1	1	1	1	0	0	0	0	0	0	0	0	0	0
Administrative Assistant	A	0	0	0	0.5	1	1	1	1	1	1	1	1	1	1
Jr. Buyer/Secretary	A	0.5	0.5	0.5	0	0	0	0	0	0	0	0	0	0	0
Jr. Buyer/Data Entry	A	1	1	1	1	0	0	0	0	0	0	0	0	0	0
Buyer/Information Management	A	0	0	0	0	1	1	1	1	1	1	1	1	1	1
Exec. Sec. Instructor	A	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Executive Clerical Asst.	A	3	3	3	1	1	1	1	1	1	1	1	1	1	1
TOTAL		32	32	28	25	24.5	24.5	24.5	24	24	24	24	24	24	24