

FINANCE & ADMINISTRATION DIVISION

Controller's Office/ Information Systems/Payroll/ Property Management / 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 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 & ADMINISTRATION
Dept # 0002
2013 BUDGET COMPARISON

	2011 ACTUAL	2012 ACTUAL THRU 30-Jun-2012	2012 REVISED BUDGET	2013 SUBMITTED	\$ INCREASE (DECREASE) FROM 2012 REVISED	% CHANGE FROM 2012 REV TO 2013
5111 TOTAL WAGES	1,553,763		1,593,059	1,630,284	37,225	2.34%
5131 PERF - EMPLOYERS SHARE	131,981		159,308	163,029	3,721	
5132 FICA	113,726		121,872	124,709	2,837	
5134 LIFE MEDICAL & HEALTH INSUR	285,600		330,400	330,400	-	
5136 UNEMPLOYMENT COMPENSATION	1,574		1,590	1,629	39	
5137 WORKERS COMP INSURANCE	2,535		2,725	1,740	(985)	
513A PERF - EMPLOYEES/PD BY CITY	46,622		47,800	48,921	1,121	
513R RETIREES HEALTH INSUR	20,400		11,800	23,600	11,800	
5161 STLM/SEVRNC	307		-	-	-	
Total 5100	\$ 2,156,508	\$ 1,061,729	\$ 2,268,554	\$ 2,324,312	\$ 55,758	2.46%
5212 STATIONARY & PRINTED FORMS	21,961		32,364	30,979	(1,385)	
5213 COMPUTER SUPPLIES	2,034		4,080	4,080	-	
5219 OTHR OFFICE SUPPLIES	24,766		22,346	22,146	(200)	
5231 GASOLINE	818		1,193	891	(302)	
5263 OTHR EQUIPMENT REPAIR PARTS	-		300	300	-	
5299 OTHER MATERIALS & SUPPLIES	3,248		56,300	97,160	40,860	
Total 5200	\$ 52,827	\$ 67,447	\$ 116,583	\$ 155,556	\$ 38,973	33.43%
5310 JOINT TASK FORCE	175,000		84,880	-	(84,880)	
5311 LEGAL SERVICES	34,580		-	-	-	
5314 CONSULTANT SERVICES	1,914,279		1,959,349	1,991,000	31,651	
5315 APPRAISAL/INSPECTION	3,000		8,000	5,000	(3,000)	
5318 ELECTION EXPENSE	394,896		-	-	-	
531C AUDIT FEES	14,317		20,000	20,000	-	
531H BANK SERVICE CHARGES	348		420	420	-	
531K SEMINAR FEES	6,451		12,374	11,374	(1,000)	
531M SECURITY SERVICES	-		206,004	170,000	(36,004)	
5322 POSTAGE	12,743		15,655	15,451	(204)	
5323 TELEPHONE & TELEGRAPH	182,777		413,844	400,000	(13,844)	
5324 TRAVEL EXPENSES	3,334		9,000	4,750	(4,250)	
5326 MILEAGE	603		2,200	1,500	(700)	
532C CELL PHONE	2,645		2,272	2,218	(54)	
532L LONG DISTANCE CHARGES	1,395		12,765	5,000	(7,765)	
5331 PRINTING OTHER THAN OFFC SUPPL	7,119		12,350	9,000	(3,350)	
5332 PUBLIC OF LEGAL NOTICES/ADVER	1,803		2,877	2,461	(416)	
5342 LIABILITY INSURANCE	9,007		38,882	36,211	(2,671)	
5351 ELECTRICITY	-		178,560	220,540	41,980	
5352 NATURAL GAS	-		51,504	55,000	3,496	
5353 WATER	-		5,208	10,000	4,792	
5354 SEWAGE	204		5,472	10,372	4,900	
5356 SOLID WASTE DISPOSAL	-		2,400	-	(2,400)	
5361 CONTRACTED BLDG & STRUC REPAIRS	2,982		27,218	-	(27,218)	
5363 CONTRACTED OTHER EQUIPMT REPAIRS	11,610		49,704	20,350	(29,354)	
5364 CONTRACTED GROUND & SURFC RPR	47,068		81,267	38,763	(42,504)	
5365 JANITORIAL & LAUNDRY SERVICE	3,535		270,874	240,000	(30,874)	
5367 MAINT. AGREEMENT - SOFTWARE	687,103		1,099,456	1,076,286	(23,170)	
5368 CONTRACTS - ELEVATOR SERVICE	-		17,124	-	(17,124)	
5369 CONTRACTED SERVICE	311,520		367,358	374,264	6,906	
536A MAINT. AGREEMENT - HARDWARE	185,518		124,959	102,459	(22,500)	
536K REPAIRS & MAINTENANCE	-		234,852	170,000	(64,852)	

FINANCE & ADMINISTRATION
Dept # 0002
2013 BUDGET COMPARISON

	2011 ACTUAL	2012 ACTUAL THRU 30-Jun-2012	2012 REVISED BUDGET	2013 SUBMITTED	\$ INCREASE (DECREASE) FROM 2012 REVISED	% CHANGE FROM 2012 REV TO 2013
536M MOWING SERVICES	266,489		186,012	186,012	-	
536N GARAGE CONTRACT - NONTARGET	15		84	96	12	
536P HVAC SERVICES	208,145		176,714	176,714	-	
536T GARAGE CONTRACT - TARGET	3,898		3,450	2,905	(545)	
5373 COMPUTER EQUIPMENT RENTAL	30,000		357,370	331,428	(25,942)	
5374 OTHER EQUIPMENT RENTAL	10,226		9,012	9,012	-	
5375 OTHER RENT	6,759		6,969	6,969	-	
5377 CC BUILDING PARKING	1,200		-	-	-	
5383 AGT FEE BOND	248		250	250	-	
5391 SUBSCRIPTIONS & DUES	69,292		65,463	66,283	820	
5393 TAXES	167		1,000	1,000	-	
5395 GRANTS-SUBS	-		-	-	-	
5398 MICRO FICHE CHARGES	-		400	400	-	
5399 OTHER SERVICES & CHARGES	745		7,525	25,425	17,900	
539A OPERATING TRANSFER OUT	1,545,000		-	-	-	
539B MASTER LEASE	88,616		-	-	-	
539D DRAINAGE ASSESSMENTS	589		1,440	1,440	-	
Total 5300	\$ 6,245,226	\$ 2,823,183	\$ 6,132,517	\$ 5,800,353	\$ (332,164)	-5.42%
5444 PURCHASE OF OTHER EQUIPMENT	678,382		487,618	-	(487,618)	
5454 BETTERMENTS & ADDITIONS	155,735		644,265	300,000	(344,265)	
Total 5400	\$ 834,117	\$ 488,706	\$ 1,131,883	\$ 300,000	\$ (831,883)	-
Total	\$ 9,288,678	\$ 4,441,065	\$ 9,649,537	\$ 8,580,221	\$ (1,069,316)	-11.08%

Finance & Administration-Citizen Square 2013-2017 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 #	SYSTEM OR EQUIPMENT	Funding Source	2013	2014	2015	2016	2017
1	Air Handler Replacements	PT	80,000	80,000	80,000	80,000	80,000
2	Heating and Cooling Upgrades	PT	70,000	70,000	70,000	70,000	70,000
3	Lighting Fixture & Ceiling Pad Replacements	PT	75,000	75,000	75,000	75,000	-
4	Painting	PT	20,000	20,000	20,000	20,000	20,000
5	Window Shades	PT	10,000	10,000	10,000	10,000	-
6	IT Room Cooling	PT	-	20,000	-	-	-
7	Electrical System Upgrades	PT	25,000	25,000	25,000	25,000	25,000
8	Carpet / Flooring Replacement	PT	20,000	10,000	10,000	50,000	50,000
TOTAL			300,000	310,000	290,000	330,000	245,000

1. Air Handler Replacements - There are 14 air handler units in the building. The fans, coils and mechanical components were not replaced as part of the renovation scope. They are nearing the end of their useful life.
2. Heating and Cooling Upgrades - There are approximately 150 localized cooling/heating/ventilation boxes in the various spaces which were not upgraded or replaced as part of the original project. They are also nearing the end of their useful life.
3. Lighting Fixture & Ceiling Pad Replacements - Most of the lighting in the building is still original and utilizes obsolete T12 lamps and ballasts. There is considerable potential energy savings potential by replacing them. The ceiling pads around the fixtures are near the end of their useful life and tend to break when performing light fixture maintenance.
4. Painting - Many areas of the building were not painted during the renovation in order to avoid costs. This work should be considered ongoing given all the activity in the building.
5. Window Shades - Window shades were not part of the original renovation scope and provide an opportunity to save on cooling and heating costs.
6. IT Room Cooling - The basement and second floors both contain critical IT equipment which should be cooled even when the building is not occupied.
7. Electrical System Upgrades - The electrical system is nearing the end of useful life. It is in fair condition but components are in need of replacement.
8. Carpet / Flooring - Most of the floor covering material is existing and over 10 years old. This budgeting is for normal life cycle cost replacement.