

DIVISION OF FINANCE & ADMINISTRATION

**Patricia A. Roller, CPA
Controller**

FINANCE & ADMINISTRATION

CONTROLLER'S OFFICE

Karen C. Aiken, Deputy Controller
Valerie A. Ahr, Deputy Controller

HUMAN RESOURCES

Chlo Davie, Director

INFORMATION SYSTEMS

Clifford Clarke, Chief Technology Officer

PAYROLL DEPARTMENT

Susan Van Every, Manager

PROPERTY MANAGEMENT

Dan Brenner, Manager

PURCHASING DEPARTMENT

James Howard, Manager

BENEFITS

Laura Townsend, Administrator

CABLE

Christopher Campbell

RISK MANAGEMENT

Nancy McAfee, Manager

CUMULATIVE CAPITAL

Division of Finance & Administration Index

Finance & Administration	1 ~ 6
Controller's Office	
Human Resources	
Information Systems	
Payroll	
Property Management	
Purchasing	
Benefits	7 ~ 10
Cable Fund	11 ~ 12
Risk Management	13 ~ 18
Cumulative Capital Fund	CUM CAP 1 ~ 2

FINANCE & ADMINISTRATION DIVISION

Controller's Office/ Human Resources/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 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 ensure expense management through strong fiscal control
- To ensure adequate resources are available to ensure a safe city, to gain and retain jobs, to maintain the City's parks and infrastructure
- 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 # 010-002
2008 BUDGET COMPARISON

	2006	2007	2008	\$ INCREASE (DECREASE)	% CHANGE
	ACTUAL	APPROVED THRU 06/30/07	SUBMITTED	FROM 2007 APPR TO 2008	FROM 2006 APPR TO 2008
4111 WAGES-REG	\$ 1,687,703	\$ 1,805,916	\$ 1,851,550	\$ 45,634	
4115 PARTTIME	10,995	9,208	10,124	916	
TOTAL WAGES	\$ 1,698,698	\$ 1,815,124	\$ 1,861,674	\$ 46,550	2.56%
4131 PERF	92,988	112,870	129,609	16,739	
4132 FICA	124,959	138,857	142,418	3,561	
4134 GROUP HEALTH INSUR	274,747	297,500	306,000	8,500	
4136 UNEMPLOYMENT	864	1,815	1,862	47	
4137 WORKERS COMP	3,408	3,048	3,050	2	
413A PERFFRINGE	50,729	54,177	55,547	1,369	
413R RETIREE HEALTH INSUR	7,848	8,500	9,000	500	
4161 STLMT/SEVRNC	6,778	-	-	-	
TOTAL 4100	\$ 2,261,019	\$ 2,431,891	\$ 2,509,159	\$ 77,267	3.18%
4212 STATIONARY/FORMS	\$ 19,294	\$ 13,950	\$ 17,656	\$ 3,706	
4213 COMPUTER SUPPL	11,205	31,120	31,120	-	
4219 OTHR OFFC SUPPL	20,954	26,136	26,286	150	
4231 GASOLINE	1,134	3,240	3,300	60	
4247 INSTRUCTIONAL SUPPL	4,753	4,500	4,500	-	
4263 OTHR REP PRT	-	595	595	-	
4299 OTHER MTLs	790	4,410	4,410	-	
TOTAL 4200	\$ 58,130	\$ 83,951	\$ 87,867	\$ 3,916	4.66%
4314 CONSULT SRVCS	\$ 1,786,335	\$ 1,954,850	\$ 1,973,000	\$ 18,150	
4315 APPRAISAL/INSPECTION	5,675	8,000	8,000	-	
4317 INSTRUCTIONAL SVCS	56,017	68,500	57,100	(11,400)	
4318 ELECTION EXP	-	410,000	-	(410,000)	
431C AUDIT FEES	15,030	18,000	20,000	2,000	
431H BANK SERVICES	348	600	420	(180)	
431K SEMINAR FEES	26,597	39,488	56,680	17,192	
431S SOFTWARE TRAIN	-	250	250	-	
4322 POSTAGE	125,581	140,251	140,290	39	
4323 TELEPHONE	49,859	59,289	61,709	2,420	
4324 TRAVEL	6,285	16,450	23,750	7,300	
4326 MILEAGE	1,744	3,604	3,554	(50)	
432C CELL PHONE	45	-	600	600	
432L LONG DISTANCE	3,935	2,920	3,160	240	
4331 PRINTING	8,807	26,557	26,757	200	
4332 PUB LEGAL	4,279	5,700	4,705	(995)	
4342 LIABILITY INSUR	1,119	1,287	2,076	789	
4343 OFCL/CRIME BOND	1,361	1,273	1,293	20	
4345 AUTO INSURANCE	407	434	430	(4)	
4354 SEWAGE	232	372	372	-	
4363 CONT OTH REP	14,778	18,785	18,785	-	
4364 CONT SRF REP	33,546	38,763	38,763	-	
4367 MAINT SOFTWARE	266,996	541,724	600,000	58,276	
4369 CONT SRVCS	66,646	163,740	153,740	(10,000)	
436A MT. HARD WARE	72,661	118,615	118,615	-	
436M CONT SRVCS - MOWING	50,807	62,156	143,086	80,930	
436N GARAGE-NONTARGET	1,681	-	-	-	
436P CONT MNT & REP-HVAC	129,668	168,299	176,714	8,415	
436T GARAGE TARGET	4,548	4,556	4,646	90	
4371 BLDG RENT	882,075	908,844	928,176	19,332	
4373 COMPUTER RENT	280,683	267,036	267,000	(36)	
4374 OTHER EQ RENT	10,203	11,794	11,794	-	
4375 OTHER RENT	9,159	6,969	6,969	-	
4377 CC BLD PKG	4,954	1,350	1,350	-	
4383 AGT FEE BOND	250	250	250	-	
4391 SUBS & DUES	47,332	50,874	54,521	3,647	
4393 TAXES	1,171	1,000	1,000	-	
4395 GRANTS-SUBS	25,000	25,000	50,000	25,000	
4398 MICRO FICHE	271	350	400	50	
4399 OTHR SRVCS	2,094	4,367	4,367	-	
439A OP TRANS OUT	870,000	405,000	250,000	(155,000)	
439B MASTER LEASE	303,866	607,732	607,732	-	
439D DRAINAGE ASSMT	3,410	1,440	1,440	-	
TOTAL 4300	\$ 5,175,455	\$ 6,166,469	\$ 5,823,494	\$ (342,975)	-5.56%
4443 PUR OFFC EQP	\$ 133,463	\$ 2,800	\$ 15,789	\$ 12,989	
4445 PUR COMPUTERS	1,359	-	-	-	
4446 PUR SOFTWARE	98,366	1,000	1,000	-	
4451 PUR FURNITURE	-	3,000	3,000	-	
TOTAL 4400	\$ 233,188	\$ 6,800	\$ 19,789	\$ 12,989	1900%**
TOTAL EXPENSES	\$ 7,727,792	\$ 8,689,112	\$ 8,440,308	\$ (248,803)	-2.86%

Finance & Administration 2008-2012 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				
			2008	2009	2010	2011	2012
Controller							
1	Computers & software	PT	-	-	-	-	-
2	Printers	PT	500	-	500	-	500
3	Fax Machines	PT	-	-	-	-	-
4	Office furniture	PT	-	-	-	1,000	-

Payroll

1	Laser Printer HP 8150	PT	-	1,730	-	-	-
2	Scanner	PT	-	-	-	-	500
3	Office Chairs	PT	300	300	300	300	300
4	Fax Machine	PT	-	-	-	600	-

Purchasing

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

Human Resources

1	Computer Replacement	PT	-	-	-	-	-
2	Printer Purchase and Replacement(s)	PT	450	450	2,800	-	-
3	Computer Software	PT	1,000	1,000	1,000	1,000	1,000
4	Furniture	PT	3,000	3,000	3,000	3,000	3,000
5	Fax Machine Replacement	PT	-	900	-	-	-
6	Shredder	PT	-	1,600	-	-	-
7	LCD Projector	PT	-	2,500	-	-	-
8	VHS/DVD player	PT	-	250	-	-	-
9	Audio System / Stereo	PT	-	150	-	-	-
10	Digital Camera	PT	-	-	500	-	-

TOTAL			19,789	15,380	9,200	7,000	6,400
--------------	--	--	---------------	---------------	--------------	--------------	--------------

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 Scanner.
3. 2005 - 2007: purchase one office chair per year; replacing chairs purchased in 1996. Then repeat the cycle 2009-2011.
4. Replace Payroll's FAX machine.

Purchasing

1. Replace computers according to City guidelines
2. Printer upgrade: 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)

Human Resources

1. Computers replaced according to City guidelines. Removed from CIP
2. Printers: 2008 - Director of Human Resources' Desk Jet Color Printer (\$450); 2009 - Possible replacement for HP Color Inkjet 2280 (\$450) and 2010 - HP Color LaserJet 4650DN (\$2800 - \$2,500/printer and \$250/Jet Direct Connector)
3. Computer Software: Additional software and upgrades to current software may be needed for HR and Professional Development needs.
4. Furniture: The HR Department is in need of more locking filing cabinets to store confidential records. The front area and conference rooms have been updated, and the plan is to continue to replace furniture within individual offices on an as-needed basis.
5. Fax Machine Replacement: 2009 - (1) 2003 replacement.
6. Shredder: 2009 -Possible replacement for (confidential) shredder purchased in 2003.
7. LCD Projector (Training Equipment) - Possible replacement for projector purchased in 2004.
8. VHS /DVD Player (Training Equipment) - Possible replacement for VHS/DVD player purchased in 2004.
9. Audio System/Stereo (Training Equipment) - Possible replacement for audio system purchased in 2004.
10. Digital Camera: Possible replacement for camera purchased in 2005. Needed for HR, Professional Development, Community Outreach and Communications

Finance & Administration-Property Management 2008-2012 Capital Improvement Program

Item #	Project Title & Description	Funding Source	Expenditure				
			2008	2009	2010	2011	2012
FUNDING SOURCE CODE: CC-Cumulative Capital Fund CDBG-Community Development Block Grant CEDIT-Co. Economic Development Income Tax CO-County Source FED-Federal Source GOB-General Obligation Bond GRA-Grant Approved GRP-Grant Pending LE-Lease InfraBd-Infrastructure Bond LRS-Local Roads & Streets MISC-Miscellaneous MVH-Motor Vehicle Highway PCBF-Park Cumulative Bldg. Fund PS-Private Source PT-Property Tax RB-Revenue Bond ST-State Source SU-Sewer Utility SWU-Stormwater Utility TIF-Tax Increment Financing UF-User Fee WU-Water Utility							
1	<u>Fort Wayne Fire Department</u>		58,000	360,000	240,000	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 - Fire Station #2 - 2023 Taylor, Fire Station #6 - 1500 W. Coliseum & Fire Station #9 - 2530 E. Pontiac	CC	18,000	-	-	-	-
	h. Fill cracks & reseal parking lots at Fire Stations.	CC	20,000	20,000	20,000	20,000	-
	i. Upgrade HVAC Staefa Software Systems.	CC	20,000	-	-	-	-
	j. Resurface parking lot Fire Station #8 - 6035 Rothman & Fire Station #10 - 3122 N. Anthony	CC	-	-	20,000	-	-
2	<u>Animal Care & Control - 3020 Hillegas Road</u>		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	-	-	-	-	-
	d. Replace damaged concrete & install handicap ramp	CC	1,550	-	-	-	-
	e. Repair Barn	CC	-	-	-	-	-
	f. Replace Countertops	CC	-	-	-	-	-
	g. Paint Building Interior	CC	-	6,000	-	-	-
	h. Replace seating in interaction rooms.	CC	-	2,000	-	-	-
3	<u>Police Operations Center - 1320 E. Creighton Avenue</u>		303,000	516,000	16,000	16,000	16,000
	a. Replace carpet - Records Bureau & Conf Room (1st fl)	CC	25,000	-	-	-	-
	b. New ceiling project/renovate - (3rd & 4th fls.)	CC	152,000	-	-	-	-
	c. New ceiling project - Records Bureau (1st fl.)	CC	15,000	-	-	-	-
	d. Plumbing replacement	CEDIT	-	500,000	-	-	-
	e. Remodel Interview area (6th fl.)	CC	40,000	-	-	-	-
	f. Painting of floors (3rd,5th,6th fls.)	CC	35,000	-	-	-	-
	g. Replace carpet - Victim Assistance & Community Room	CC	20,000	-	-	-	-
	h. Replace individual heating units	CC	16,000	16,000	16,000	16,000	16,000
4	<u>Police Academy - 1903 St. Mary's Ave.</u>		1,200	96,200	1,200	1,200	
	a. Lowe's - Miscellaneous Supplies	MISC	1,200	1,200	1,200	1,200	-
	b. Laboratory Room for Vice & Narcotics	CC	-	95,000	-	-	-
5	<u>Street Department - 1701 S. Lafayette</u>		12,000				
	a. Replace trench drains	CC	12,000	-	-	-	-
6	<u>Science Central - 1950 N. Clinton</u>		70,000				
	a. Replace roof	CC	70,000	-	-	-	-
7	<u>City-County Building - leased space</u>			90,000			
	a. 9th floor carpet replacement (20,000 sf)	CC	-	45,000	-	-	-
	b. 8th floor carpet replacement (20,000 sf)	CC	-	45,000	-	-	-
8	<u>Fleet Management -1701 South Lafayette</u>		15,000	30,000			
	a. Replace roof over office	CC	15,000	-	-	-	-
	b. Replace windows	CC	-	30,000	-	-	-
9	<u>Street Light - 335 E. Murray</u>			20,000			
	a. Replace boiler in warehouse	CC	-	20,000	-	-	-
10	<u>Contingent Building Repairs - for unforeseen repairs during year</u>	CC	18,450	-	142,800	362,800	384,000
	Budget \$400,000 annual, less CC items 1-9 and no CEDIT						
TOTAL			501,200	1,124,200	400,000	400,000	400,000

- Fort Wayne Fire Department – Replacement of roofs for Fire Station #6, #7, #11, and #14 in 2009, and Fire Station #1 in 2010. Relocation cost of Fire Investigation Office in 2009. Replace concrete apron at Fire Stations#2, #6 & #9 in 2008. Fill in cracks and and reseal parking lots at Fire Stations every year 2008-20011. Upgrade HVAC Staefa software systems at Fire Station #10, #15, #16 & #17 in 2008. Resurface parking lots at Fire Station #8 & #10 in 2010.
- Animal Control - Paint walls/doors in 2008 and 2009. Powerwash and seal exterior brick in 2008. Replace damaged concrete and install handicap ramp in 2008. Paint interior building in 2009. Replace seating in 2009.
- Police Operations Center - New ceilings & renovations (3rd & 4th Floors) in 2008. New ceiling Records Bureau (1st Floor) in 2008. Remodel Interview Room (6th Floor) in 2008. Paint the 3rd, 5th & 6th floors in 2008. Replace carpet in Records Bureau and Conference Room and Victims Assistance and Community Room in 2008. Continue replacement of individual heating units begun in 2007. Replace plumbing in 2009.
- Police Academy - Purchase miscellaneous supplies for water softener and minor repairs through a Lowe's every year from 2007-2011. In 2009 construct new laboratory room for Vice & Narcotics.
- Street Department - Replace trench drains in 2008.
- Science Central - Replacement of roof as a phased project begun in 2007.
- City County Building – Carpet replacement for various floors will begin in 2008. The carpet replacement program will be continued to enhance a professional atmosphere of city offices.
- Replace roof over over office in 2008. Replace windows in 2009.
- Replace boiler in warehouse in 2009.
- 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.

Information Systems 2008-2012 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				
			2008	2009	2010	2011	2012
1	Software for City Webmaster	CC	-	-	-	-	-
2	Telephone Replacements	CC	-	100,000	100,000	100,000	100,000
3	Additional Disk Space for Servers (Cubis, Cyborg, Spillman, video, photos, data storage)	CC	-	-	-	-	-
4	Network Tools for ACS Staff	CC	-	-	-	-	-
5	Analytical tools/development tools	CC	-	-	-	-	-
6	E-City	CC	50,000	50,000	50,000	50,000	50,000
7	Fiber to Remote Locations	WU/CC	-	-	-	-	-
8	Messaging Switch upgrade (replace an aging 800 switch w/EDVO)	CC	-	-	-	-	-
9	Servers (SAN - Application migration continuation)	CC	-	-	-	-	-
10	Network Infrastructure and Upgrades	CC	250,000	100,000	100,000	100,000	100,000
11	Hansen - Modules/CAL's	CC	500,000	250,000	100,000	100,000	100,000
12	Spillman Software Upgrades	CC	-	-	-	-	-
13	IT Contract Research	CC	-	-	-	-	-
14	Disaster Recovery Strategy / Audit	CC	-	-	-	-	-
15	Mobile Computing Strategy	CC	-	-	-	-	-
16	HR application replacement	CC	-	500,000	-	-	-
TOTAL			800,000	1,000,000	350,000	350,000	350,000

The intent of the CIP for 2008 is to plan for the City's information technology infrastructure and software upgrades. Working with the City Controller the Project List has been consolidated to improve management of the various funding sources.

STAFFING LEVELS
BUDGETED
FINANCE & ADMINISTRATION

CLASSIFICATION TITLE	EXEMPT GRID/ UNION														
		2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	
CONTROLLERS OFFICE															
Director of Finance & Administration	I	1	1	1	1	1	1	1	1	0	0	0	0	0	
City Controller	I	0	0	0	0	0	0	0	0	1	1	1	1	1	
Deputy Controller	H	2	2	2	2	2	2	2	2	1	1	1	1	1	
Deputy Director - Financial Systems	G*	0	0	0	0	0	0	0	0	1	1	1	1	1	
Deputy Director - Financial Operations	G*	0	0	0	0	0	0	0	0	1	1	1	1	1	
Accounting Manager	G	1	1	1	1	1	0	0	0	0	0	0	0	0	
Administrative Assistant	A	1	1	1	1	1	1	1	1	1	1	1	1	1	
Financial Analyst	F*	0	0	0	0	0	0	0	0	1	1	1	1	1	
Senior Financial Accountant	E	0	0	0	0	0	5	5	5	3	3	3	3	3	
Financial Accountant	E	3	3	4	4	4	1	1	1	1	1	1	1	1	
Financial Accountant/Investments	E	1	1	1	1	1	0	0	0	0	0	0	0	0	
Bookkeeper/Data Entry	B	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	
Barrett Law Accountant	E	1	1	0	0	0	0	0	0	0	0	0	0	0	
PAYROLL															
Payroll Manager	G	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	
Payroll Administrator	E	0	0	0	0	0	0	0	0	0	0	0	0	0	
Payroll Practitioner	E	3	2	2	2	2	2	2	2	2	2	2	2	2	
Intern	L	1	1	1	0.5	0.5	0.5	0	0	0	0	0	0	0	
PROPERTY MANAGEMENT															
Property Manager	G	1	1	1	1	1	1	1	1	1	1	1	1	1	
Executive Secretary VIII *	A	0.5	0.5	0	0	0	0	0	0	0	0	0	0	0	
Administrative Assistant**	A	0	0	0.5	1	1	1	1	1	1	1	1	1	1	
PURCHASING															
Director	H	1	1	1	1	1	1	1	1	1	1	1	1	1	
Assistant Director	H	1	1	1	0	0	0	0	0	0	0	0	0	0	
Purchasing Supervisor	F	0	0	0	1	1	1	1	1	1	1	1	1	1	
Bid Specialist/Buyer	B	1	1	2	2	2	2	2	2	2	2	2	2	2	
Buyer	A	1	0	0	0	0	0	0	0	0	0	0	0	0	
Mail Center Operator	F	1	1	0	0	0	0	0	0	0	0	0	0	0	
Copy Center Operator	F	1	1	0	0	0	0	0	0	0	0	0	0	0	
Supply Clerk/Accountant	B	1	1	1	0	0	0	0	0	0	0	0	0	0	
Administrative Assistant	A	0	0	0.5	1	1	1	1	1	1	1	1	1	1	
Jr. Buyer/Secretary	A	0.5	0.5	0	0	0	0	0	0	0	0	0	0	0	
Jr. Buyer/Data Entry	A	1	1	1	0	0	0	0	0	0	0	0	0	0	
Buyer/Information Management	A	0	0	0	1	1	1	1	1	0	0	0	0	0	
Exec. Sec. Instructor	A	1	0	0	0	0	0	0	0	0	0	0	0	0	
Information Specialist/Support	A	3	3	1	1	1	1	1	1	1	1	1	1	1	
HUMAN RESOURCES															
Director of Human Resources	I	1	1	1	1	1	1	1	1	1	1	1	1	1	
Labor Relations Manager	G	0	0	0	1	1	1	1	1	1	1	1	1	1	
Staffing & Recruitment Manager	G	0	0	0	0	0	0	0	0	1	1	1	1	1	
Staffing & Recruitment Coordinator	E	0	0	0	1	1	1	1	1	1	0	0	0	0	
Staffing & Recruitment Specialist	B	0	0	0	0	1	1	1	1	1	2	2	2	2	
Professional Development & Quality Enhancement Manager	G	0	0	0	0	0	0	1	1	1	1	1	1	1	
Professional Development & Quality Enhancement Coordinator	E	0	0	0	0	0	0	1	1	1	1	1	1	1	
Administrative Assistant/Receptionist	A	0	0	0	0	0	0	0	0	1	1	1	1	1	
Administrative Assistant/Support Specialist	A	0	0	0	0	0	0	0	0	1	1	1	1	1	
HR Generalist	E	0	0	0	0	0	0	1	1	0	0	0	0	0	
HR Receptionist / Encoder	A	0	0	0	1	1	1	1	1	0	0	0	0	0	
Professional Development & Quality Enhancement Specialist	B	0	0	0	0	0	0	1	1	0	0	0	0	0	
Labor Relations Specialist **	D	1	1	1	0	0	0	0	0	0	0	0	0	0	
Professional Development & Diversity Manager	I	0	0	0	1	1	1	0	0	0	0	0	0	0	
Human Resources Project Specialist	E	0	0	0	1	1	1	0	0	0	0	0	0	0	
Quality Enhancement Mgr***	I	0	0	0	1	1	1	0	0	0	0	0	0	0	
Human Resources Support Specialist	B	0	0	0	1	1	1	0	0	0	0	0	0	0	
INFORMATION SYSTEMS															
Webmaster	E	0	0	0	1	1	1	1	1	1	1	1	1	1	
Chief Technology Officer /Chief Information Officer	I	0	0	0	1	1	1	1	1	1	1	1	1	1	
TOTAL		34	30	27	34.5	35.5	35.5	35	35	34	34	34	34	34	

BENEFITS ADMINISTRATION

Mission Statement

The mission of Benefits Administration is to promote the health and well-being of City employees, retirees, and their families, by providing excellent customer service through the administration of City benefits programs.

Benefits Administration is part of the Human Resources Department. This allows Benefits Administration to partner with the Human Resources staff to promote a positive working environment and improve communications to all City employees and departments. Benefits Administration continues to work closely with the Controller's Office and the Payroll Department in many aspects that are necessary to administer City benefits programs.

Goals and Objectives

The goals for Benefits Administration are:

- Provide excellent customer service to employees, retirees and their dependents.
- Act as a liaison between providers, and employees and retirees, to resolve benefits issues.
- Review benefit programs and make recommendations for change and/or improvement.
- Maintain accurate records of employees and retirees relating to: health insurance, COBRA administration, life insurance, long-term disability, short-term disability, flexible spending accounts, and FMLA.
- Monitor provider billings to detect errors and contain costs.
- Continue to maintain and develop the Flexible Spending Account program in order to save employees and the City of Fort Wayne on taxable income. Flexible Spending Accounts are tax-favored accounts that allow employees to set aside money pretax for eligible Medical and Dependent Care costs. Claims are processed through the Benefits office and reimbursed on employee payroll checks bi-weekly. As an employer, the City of Fort Wayne saves on every dollar that passes through the Flex program by reducing its FICA liability.
- Develop and implement wellness programs for employees, retirees and their families, to improve the quality of life of these individuals and mitigate benefit costs, including but not limited to annual Health Fairs, monthly wellness seminars and a Smoking Cessation Program.
- Develop, maintain and comply with a benefits administration procedure manual.
- Develop and maintain good working relationships with benefit providers, HR Department, Payroll Department, Controller's Office and departmental payroll clerks in order to foster cooperation and provide good customer service to employees, retirees and family members.

BENEFITS - GROUP HEALTH INSURANCE
Dept # 403-002-BENF
2008 BUDGET COMPARISON

		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>\$ INCREASE</u>	<u>% CHANGE</u>
		<u>ACTUAL</u>	<u>APPROVED</u>	<u>SUBMITTED</u>	<u>(DECREASE)</u>	<u>FROM 2007 APPR</u>
			<u>THRU 06/30/07</u>		<u>TO 2008</u>	<u>TO 2008</u>
4111 WAGES-REG	\$	89,543	\$ 92,228	\$ 94,995	\$ 2,767	
4115 PARTTIME		3,227	3,200	3,200	-	
TOTAL WAGES		92,770	95,428	98,195	\$ 2,767	2.90%
4131 PERF		4,925	5,764	6,650	885	
4132 FICA		6,249	7,300	7,512	212	
4134 GROUP HEALTH INSUR		15,700	17,000	18,000	1,000	
4136 UNEMPLOYMENT		45	95	98	3	
4137 WORKERS COMP		194	156	156	-	
413A PERFFRINGE		2,686	2,767	2,850	83	
TOTAL 4100	\$	122,569	\$ 128,511	\$ 133,461	\$ 4,950	3.85%
4219 OTHR OFFC SUPPL	\$	965	\$ 1,200	\$ 1,200	\$ -	
4231 GASOLINE		27	-	-	-	
4299 OTHR MATERIALS		(467)	900	900	-	
TOTAL 4200	\$	525	\$ 2,100	\$ 2,100	\$ -	-
4311 LEGAL SRVCS	\$	338	\$ -	\$ -	\$ -	
4314 CONSULTING SERVICE		8,865	-	-	-	
431K SEMINAR FEES		2,328	2,000	2,000	-	
4322 POSTAGE		1,493	1,800	2,200	400	
4323 TELEPHONE		751	715	780	65	
4324 TRAVEL		1,198	600	2,000	1,400	
432L LONG DISTANCE		17	60	60	-	
4331 PRINTING		59	775	3,250	2,475	
4342 LIABILITY INSUR		72	72	111	39	
4343 OFCL/CRIME BOND		10	10	10	-	
4369 CONT SRVCS		11,986	17,000	44,000	27,000	
4374 OTHR EQ RENT		1,164	1,260	1,260	-	
4391 SUBS & DUES		419	800	800	-	
TOTAL 4300	\$	28,700	\$ 25,092	\$ 56,471	\$ 31,379	125.06%
4443 PUR OFFC EQUIP	\$	-	\$ -	\$ 250	\$ 250	
TOTAL 4400	\$	-	\$ -	\$ 250	\$ 250	100.00%
TOTAL EXPENSES	\$	151,794	\$ 155,703	\$ 192,282	\$ 36,579	23.49%

Benefits 2008-2012 Capital Improvement Program

<u>FUNDING SOURCE CODE:</u>	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				
			2008	2009	2010	2011	2012
1	Computers	MISC	-	-	-	-	-
2	Printers	MISC	-	900	-	-	1,000
3	Office Chair	MISC	250	-	-	-	-
TOTAL			250	900	-	-	1,000

1. Replacement of computers: computers to be replaced according to City guidelines
2. Replacement of printer: printers to be replaced according to City guidelines.

STAFFING LEVELS
BUDGETED
BENEFITS ADMINISTRATION

CLASSIFICATION TITLE	EXEMPT GRID/ UNION														
		2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	
Benefits & Employee Communications Manager	G	1	1	1	1	1	1	1	1	1	1	1	1	1	
Benefits & Wellness Specialist	B	0	0	0.8	1	1	1	1	1	1	1	1	1	1	
TOTAL		1	1	1.8	2	2	2	2	2	2	2	2	2	2	

CABLE FUND

Mission Statement

The primary purpose of the cable fund is to enhance public, educational, and government access television within the City of Fort Wayne, through the effective use of cable television franchise fee receipts.

1. Effectively and efficiently administer the grant program.
2. Continually monitor the cable provider's compliance with the franchise agreement.
3. Respond to citizen complaints regarding cable television service and resolve any cable television issues as quickly and equitably as possible.

General Information

These budgets represent 40% of the franchise fee revenues collected by Comcast Cablevision and Verizon. The balance of the franchise receipts are deposited into the General Fund and used to offset other City non-cable related operating expenses. During year 2008, it is anticipated that \$796,472 will be receipted to the Cable Fund and \$1,194,708 will be receipted to the General Fund. Franchise fee based disbursements from the Cable Fund are allocated based on a formula, as established by ordinance G-27-95.

The Cable Fund supports the four programs detailed below.

Access Originator grants: General ordinance G-27-95 stipulates that 80% of the cable franchise fees receipted to the Cable Fund be disbursed, as recommended by the Cable Fund Access Board, to the four access channel originators in our community: college access television, operated by Indiana University/Purdue University; public access Channel 55 and Channel 57, operated by the Allen County Public Library; government access Channel 58, managed by the City of Fort Wayne with daily operations subcontracted to the Allen County Public Library; and educational access Channel 54, operated by Fort Wayne Community Schools. For 2008, it is estimated and budgeted (166-006-ACTR) that each access originator will receive \$159,294, for a total program budget of \$637,176 dollars.

Non-access originator grants: G-27-95 also specifies that 10% of franchise fees receipted to the Cable Fund be available as grants to not-for-profit organizations located within Fort Wayne that do not originate an access station, for the purpose of enhancing local access. These grants can be used in a variety of ways, as long as it relates to access television and/or enhancing public access. These grants can be used to reimburse personnel expenses, overhead costs, production costs, operation expenses, and equipment expenses. For 2008, \$79,648 has been budgeted (166-006-NFPG) for these grants.

City administrative expenses: The remaining 10% of franchise fees receipted to the Cable Fund are used to offset administrative expenses related to the grant program, cable television franchising issues, and information dissemination. For 2008, \$15,000 has been budgeted for contracted services related to information dissemination; \$3,500 has been budgeted for supplies, advertising, copy costs, hardware and software; \$11,000 has been budgeted for seminars and fees. An operating transfer of \$45,000 has been budgeted to reimburse the General Fund salary expenses associated with the administration of the Cable Fund and associated with web maintenance activities. Total program expenses are anticipated to be \$74,500 dollars.

CABLE
 Dept # 166-006
 2008 BUDGET COMPARISON

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>\$ INCREASE</u>	<u>% CHANGE</u>
	<u>ACTUAL</u>	<u>APPROVED</u>	<u>SUBMITTED</u>	<u>(DECREASE)</u>	<u>FROM 2007 APPR</u>
		<u>THRU 6/30/07</u>		<u>FROM 2007 APPR</u>	<u>TO 2008</u>
				<u>TO 2008</u>	<u>TO 2008</u>
4219 OTHR OFFC SUPPL	\$ -	\$ 600	\$ 400	\$ (200)	
4299 OTHR MTLs	800	400	400	-	
TOTAL 4200	\$ 800	\$ 1,000	\$ 800	\$ (200)	-20.00%
431K SEMINAR FEES	\$ -	\$ 3,000	\$ 3,000	\$ -	
431S SFTWARE TRAIN	-	8,000	8,000	-	
4324 TRAVEL	649	2,000	2,000	-	
4332 PUB LEGAL	39	400	200	(200)	
4369 CONT SRVC	2,580	40,000	15,000	(25,000)	
4391 SUBS & DUES	495	500	500	-	
4395 GRANTS-SUBS	681,969	687,848	716,824	28,976	
439A OP TRANS OUT	45,000	45,000	45,000	-	
TOTAL 4300	\$ 730,732	\$ 786,748	\$ 790,524	\$ 3,776	0.48%
4444 PUR OTHR EQP	\$ -	\$ -	\$ -	\$ -	
TOTAL 4400	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENSES	\$ 731,532	\$ 787,748	\$ 791,324	\$ 3,576	0.45%

RISK MANAGEMENT

The City of Fort Wayne is self-insured for General, Auto and Professional Police Liabilities. An ordinance was passed in July 1989 establishing the self-insurance fund for General, Auto and Professional Police Liabilities. An additional ordinance was passed in July 1991 establishing the Workers' Compensation Fund. All functions budgeted for the Risk Management Department are paid from this fund. Risk Management will be comprised of five people. Third party expenses for actuarial costs, attorney fees and administrative costs for the program, claims processing and loss-control engineering are budgeted through the fund.

In addition, Risk Management monitors all other insurance policies for the city of Fort Wayne.

Goals and Objectives

The focus of Risk Management will continue to be Safety. Regular participation by employees within their departments on all safety-related issues through safety meetings, training and awareness will be the goal. Continuing to strive, through training and safety education, the prevention of workplace accidents and injuries is our objective. Development of safety training classes to specific exposure areas as well as compliance with OSHA mandated training, working with departments in reviewing injuries and implementation of preventative methods to reduce injuries, and ongoing accident review to lesson both cost and liability will also be the goals of the department.

Risk Management will provide each department with the resources and direction to ensure the financial stability, proper training, and safe operation of the City of Fort Wayne. We will strive to promote fiscal responsibility and to minimize potential liability risks. To this end Risk Managements Safety staff will lead the Safety BEST group for the City, and will champion the Voluntary Protection Program as the first municipality in Indiana to do so under the guidance of IOSHA.

The Risk Management Department will continue funding the General, Auto, Professional Police, Workers' Compensation and Hurt on Duty Liability Reserves under a comprehensive risk management program. Through employee safety training, safety meetings, accident investigations, safety inspections, and a sound loss control program, efforts will continue in reducing liability claims.

SELF INSURANCE-LIABILITY
 Dept # 404-404-SELF
 2008 BUDGET COMPARISON

		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>\$ INCREASE</u>	<u>% CHANGE</u>	
		<u>ACTUAL</u>	<u>APPROVED</u>	<u>SUBMITTED</u>	<u>(DECREASE)</u>	<u>FROM 2007 APPR</u>	
			<u>THRU 06/30/07</u>		<u>TO 2008</u>	<u>TO 2008</u>	
4111 WAGES-REG	\$	130,952	\$ 133,073	\$ 137,930	\$	4,857	
4115 PARTTIME		-	2,388	-		(2,388)	
TOTAL WAGES	\$	130,952	\$ 135,461	\$ 137,930	\$	2,469	1.82%
4131 PERF		6,916	8,317	9,655		1,338	
4132 FICA		9,956	10,363	10,552		189	
4134 GRP INS		19,625	25,500	27,000		1,500	
4136 UNEMPLOYMENT		54	135	138		2	
4137 WORKERS COMP		113	900	898		(2)	
413A PERF/FRINGE		3,772	3,992	4,138		146	
413R RETIREE HEALTH		7,848	-	-		-	
4161 STLMT/SEVRNC		-	-	-		-	
TOTAL 4100	\$	179,236	\$ 184,668	\$ 190,311	\$	5,642	3.06%
4212 STATIONARY/FORMS	\$	36	\$ 185	\$ 185	\$	-	
4214 SAFETY ITEMS		1,498	1,500	-		(1,500)	
4219 OTHR OFFC SUPPL		3,480	2,000	2,000		-	
TOTAL 4200	\$	5,014	\$ 3,685	\$ 2,185	\$	(1,500)	-40.71%
4311 LEGAL SRVCS	\$	723,112	\$ 400,000	\$ 700,000	\$	300,000	
4314 CONSULT SRVCS		70,703	50,455	50,455		-	
431K SEMINAR FEES		778	1,000	1,000		-	
431S SOFTWARE TRAIN		294	360	360		-	
4322 POSTAGE		680	720	720		-	
4323 TELEPHONE		762	780	780		-	
4326 MILEAGE		57	-	-		-	
432C CELL PHONE		82	-	-		-	
4342 LIABILITY INSUR		72	84	167		83	
4343 OFCL/CRIME BOND		10	10	15		5	
4391 SUBS & DUES		804	905	905		-	
TOTAL 4300	\$	797,354	\$ 454,314	\$ 754,402	\$	300,088	66.05%
4443 PUR OFFC EQP	\$	980	\$ 500	\$ 1,050	\$	550	
4445 PUR COMPUTER		-	-	500		500	
TOTAL 4400	\$	980	\$ 500	\$ 1,550	\$	1,050	210.00%
TOTAL EXPENSES	\$	982,584	\$ 643,167	\$ 948,448	\$	305,280	47.47%

**WORKERS COMPENSATION
Dept # 405-405-WCOM
2008 BUDGET COMPARISON**

	2006		2007		2008		\$ INCREASE (DECREASE)	% CHANGE	
	ACTUAL		APPROVED THRU 06/30/07		SUBMITTED		FROM 2007 APPR TO 2008	FROM 2007 APPR TO 2008	
4111 WAGES-REG	\$	59,757	\$	82,455	\$	84,269	\$	1,814	2.20%
4131 PERF		3,660		5,153		5,899		745	
4132 FICA		4,932		6,308		6,447		139	
4134 GROUP HEALTH INSUR		19,625		17,000		18,000		1,000	
4136 UNEMPLOYMENT		54		82		84		2	
4137 WORKERS COMP		180		60		138		78	
413A PERF/FRINGE		1,996		2,474		2,528		54	
413R RETIREE HEALTH INSUR		7,848		8,496		9,000		504	
4161 SETTLEMENT		6,563		-		-		-	
TOTAL 4100	\$	104,615	\$	122,029	\$	126,365	\$	4,336	3.55%
4212 STATIONARY/FORMS	\$	54	\$	350	\$	350	\$	-	
4214 SAFETY ITEMS		1,430		1,500		7,000		5,500	
4219 OTHER OFFICE SUPPLIES		2,135		2,000		2,000		-	
4231 GASOLINE		392		1,200		1,200		-	
TOTAL 4200	\$	4,011	\$	5,050	\$	10,550	\$	5,500	108.91%
4312 MEDIC SERVICES	\$	31,339	\$	37,000	\$	37,000	\$	-	
4314 CONSULT SERVICES		73,698		81,870		81,870		-	
431H BANK SERVICE		58		120		120		-	
431K SEMINAR FEES		590		1,000		1,000		-	
431S SOFTWARE TRAINING		150		360		360		-	
4322 POSTAGE		175		240		240		-	
4323 TELEPHONE		137		240		240		-	
4324 TRAVEL		331		400		400		-	
4326 MILEAGE		254		690		960		270	
432C CELL PHONE		94		240		-		(240)	
432L LONG DISTANCE		60		120		120		-	
4342 LIABILITY INSUR		72		84		111		27	
4343 OFCL/CRIME BOND		80		10		10		-	
4345 AUTO INSUR		102		58		54		(4)	
436N GARAGE NON-TARGET		3,335		600		1,000		400	
436T GARAGE TARGET		1,176		588		599		11	
4377 CC BLD PKG		-		300		300		-	
4391 SUBS & DUES		860		850		850		-	
4392 LICENSES		-		100		100		-	
4399 OTHER SERVICES		70		-		-		-	
439B MASTER LEASE		1,921		3,841		3,841		-	
TOTAL 4300	\$	114,502	\$	128,711	\$	129,175	\$	464	0.36%
4443 PUR OFFC EQP	\$	-	\$	1,100	\$	1,000	\$	(100)	
4445 PUR COMPUTER		-		-		600		600	
4451 PUR OFFC FURN		-		-		1,000		1,000	
TOTAL 4400	\$	-	\$	1,100	\$	2,600	\$	1,500	136.36%
TOTAL EXPENSES	\$	223,128	\$	256,890	\$	268,690	\$	11,800	4.59%

Self Insurance 2008-2012 Capital Improvement Program

<u>FUNDING SOURCE CODE:</u>	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				
			2008	2009	2010	2011	2012
1	Purchase Computer	MISC	500	1,000	-	-	-
2	Purchase Printer	MISC	-	600	-	-	-
3	Purchase Fax	MISC	-	300	-	-	-
4	Purchase Office Equipment	MISC	1,050	-	-	-	-
TOTAL			1,550	1,900	-	-	-

1. Replace computer for Safety Investigator
2. Replace printer for Safety Investigator

Workers Compensation 2008-2012 Capital Improvement Program

<u>FUNDING SOURCE CODE:</u>	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				
			2008	2009	2010	2011	2012
1	Computers	MISC	1,000	-	1,000	-	-
2	Printers	MISC	-	-	1,000	-	-
3	File Cabinet	MISC	1,000	-	-	-	-
4	Fax Machine	MISC	600	-	600	-	-
5	Vehicle	LE	-	-	-	-	-
TOTAL			2,600	-	2,600	-	-

1. Replacement of Computers: Computers will be replaced according to City guidelines
2. Replacement of Printers: Printers will be replaced according to City guidelines
3. File Cabinets: Additional storage space required for confidential information
4. Replacement of Fax: Fax will be replaced only if equipment fails.
5. Replacement of Vehicle. Recommendation from Fleet

STAFFING LEVELS
BUDGETED
RISK MANAGEMENT DEPARTMENT

CLASSIFICATION TITLE	EXEMPT GRID/ UNION														
		2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	
General Liability - 404:															
Risk Manager	G	1	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Executive Secretary/Receptionist	A	1	1	1	1	1	1	1	1	0	0	0	0	0	0
Administrative Assistant	A	0	0	0	0	0	0	0	0	1	1	1	1	1	1
Safety Claims Investigator	E	0	0	0.5	0.5	0.5	0.5	1	1	1	1	1	1	1	1
Workers Compensation - 405:															
Safety Claims Investigator	E	1	1	0.5	0.5	0.5	0.5	1	1	1	1	1	1	1	1
Risk Management Specialist	B	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Medical Coordinator	D	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Risk Manager	G	0	0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
TOTAL		4	4	4	4	4	4	4	5	5	5	5	5	5	5

CUMULATIVE CAPITAL IMPROVEMENT FUND

This capital projects type fund is used to account for receipts and disbursements of state cigarette tax distributions. The fund is established by IC 6-7-1-31.1.

The City may only use money in its cumulative capital improvement fund to:

1. Purchase land, easements, or rights-of-way
2. Purchase buildings
3. Construct or improve city owned property
4. Retire general obligation bonds
5. To purchase, lease, upgrade, maintain or repair one of the following:
 - Computer hardware or computer software
 - Wiring and computer networks
 - Communication access systems used to connect with computer networks or electronic gateways
 - To pay for the services of full-time or part-time computer maintenance employees.
 - To conduct nonrecurring inservice technology training of unit employees

The City of Fort Wayne has passed a local ordinance, which allows the monies received in the Cumulative Capital Improvement fund to be transferred to the City's General fund.

CUMULATIVE CAPITAL IMPROVEMENT
Dept #345-002, 345-019, 345-021
2008 BUDGET COMPARISON

	<u>2006</u> <u>ACTUAL</u>	<u>2007</u> <u>APPROVED</u> <u>THRU 6/30/07</u>	<u>2008</u> <u>SUBMITTED</u>	<u>\$ CHANGE</u> <u>FROM 2007 APPR</u> <u>TO 2008</u>	<u>% CHANGE</u> <u>FROM 2007 APPR</u> <u>TO 2008</u>
TECHNOLOGY BUDGET					
4367 SOFTWARE MAINTENANCE	\$ 183,863	\$ -	\$ -	\$ -	
4369 CONTRACTED SERVICES	142,889	-	-	-	
4444 PURCHASE OTHER EQUIP	105,605	840,000	800,000	(40,000)	
4445 PURCHASE COMPUTERS	164,905	-	-	-	
TOTAL TECHNOLOGY	\$ 597,263	\$ 840,000	\$ 800,000	\$ (40,000)	-4.76%
COMPUTER PURCHASE					
PURCHASE COMPUTERS	\$ -	\$ 200,000	\$ 200,000	\$ -	
TOTAL CONTROLLER	\$ -	\$ 200,000	\$ 200,000	\$ -	200000.00%
TRANSFER TO GENERAL FUND					
439A OPERATING TRANS	\$ -	\$ -	\$ -	\$ -	
TOTAL CONTROLLER	\$ -	\$ -	\$ -	\$ -	0.00%
PROPERTY MANAGEMENT					
4369 CONTRACTED SERVICES	\$ 64,842	\$ 65,000	\$ 65,000	\$ -	
4435 CONTINGENCY	-	280,376	100,000	(180,376)	
4454 BETTERMENTS	255,075	431,600	336,200	(95,400)	
TOTAL PROP MGMT	\$ 319,917	\$ 776,976	\$ 501,200	\$ (275,776)	-35.49%
LIGHT LEASE					
4395 Grants	\$ 1,135,000	\$ 1,322,500	\$ 1,322,500	\$ -	
TOTAL LIGHT LEASE	\$ 1,135,000	\$ 1,322,500	\$ 1,322,500	\$ -	0.00%
TOTAL EXPENSES	\$ 2,052,180	\$ 3,139,476	\$ 2,823,700	\$ (315,776)	-10.06%