

DIVISION OF FINANCE & ADMINISTRATION

**Patricia A. Roller, CPA
Controller**

FINANCE & ADMINISTRATION

CONTROLLER'S OFFICE
Valerie A. Ahr, Deputy Controller
Mark Knepper, Deputy Director

INFORMATION SYSTEMS
James Haley, Chief Technology Officer (Interim)

PAYROLL DEPARTMENT
Jacqueline Callahan, Manager

PROPERTY MANAGEMENT
Dan Brenner, Manager

PURCHASING DEPARTMENT
James Howard, Manager

BENEFITS
Laura Townsend, Administrator

CABLE
James Haley, (Interim)

RISK MANAGEMENT
Nancy McAfee, Manager

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 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 (Combined)
2009 BUDGET COMPARISON

	<u>2007</u>	<u>2008 ACTUAL</u>	<u>2008 REVISED</u>	<u>2009</u>	<u>\$ INC/(DEC)</u>	<u>% CHANGE</u>
	<u>ACTUAL</u>	<u>THRU</u>	<u>BUDGET</u>	<u>SUBMITTED</u>	<u>FROM 2008 APPR</u>	<u>FROM 2008 APPR</u>
		<u>30-Jun-08</u>			<u>TO 2009</u>	<u>TO 2009</u>
5111 WAGES-REG	\$ 1,347,073		\$ 1,390,589	\$ 1,404,514	\$ 13,925	
5115 PARTTIME	-		4,848	-	(4,848)	
TOTAL WAGES	\$ 1,347,073		\$ 1,395,437	\$ 1,404,514	\$ 9,077	0.65%
5131 PERF	84,191		97,341	101,830	4,489	
5132 FICA	98,783		106,751	107,457	706	
5134 GROUP HEALTH INSUR	221,000		225,000	225,000	-	
5136 UNEMPLOYMENT	1,367		1,395	1,395	(1)	
5137 WORKERS COMP	2,220		2,318	2,336	18	
513A PERF/FRINGE	40,412		41,718	42,131	413	
513R RETIREE HEALTH INSUR	8,500		9,000	9,000	-	
TOTAL 5100	\$ 1,803,546	\$ 983,498	\$ 1,878,960	\$ 1,893,663	\$ 14,703	0.78%
5212 STATIONARY/FORMS	\$ 8,582		\$ 17,656	\$ 19,386	\$ 1,730	
5213 COMPUTER SUPPL	20,975		30,240	30,000	(240)	
5219 OTHR OFFC SUPPL	17,709		22,286	22,822	536	
5231 GASOLINE	1,300		2,100	1,300	(800)	
5263 OTHR REP PRT	181		575	475	(100)	
5299 OTHER MTLs	1,693		1,410	1,410	-	
TOTAL 5200	\$ 50,440	\$ 56,794	\$ 74,267	\$ 75,393	\$ 1,126	1.52%
5314 CONSULT SRVCS	\$ 2,297,942		\$ 1,973,000	\$ 2,128,035	\$ 155,035	
5315 APPRAISAL/INSPECTION	1,950		8,000	8,000	-	
5318 ELECTION EXP	401,419		-	-	-	
531C AUDIT FEES	13,882		20,000	20,000	-	
531H BANK SERVICES	348		420	420	-	
531K SEMINAR FEES	5,038		25,280	19,530	(5,750)	
531S SOFTWARE TRAIN	-		250	-	(250)	
5322 POSTAGE	136,507		137,890	135,701	(2,189)	
5323 TELEPHONE	76,871		61,384	66,475	5,091	
5324 TRAVEL	11,821		18,750	11,750	(7,000)	
5326 MILEAGE	1,647		2,654	2,790	136	
532C CELL PHONE	-		600	12,000	11,400	
532L LONG DISTANCE	2,083		2,680	2,680	-	
5331 PRINTING	8,270		18,000	18,550	550	
5332 PUB LEGAL	2,701		3,705	3,630	(75)	
5342 LIABILITY INSUR	2,567		3,250	3,689	439	
5354 SEWAGE	151		372	372	-	
5363 CONT OTH REP	10,223		16,185	20,685	4,500	
5364 CONT SRF REP	19,260		38,763	38,763	-	
5367 MAINT SOFTWARE	560,423		610,610	600,000	(10,610)	
5369 CONT SRVCS	74,637		156,782	133,006	(23,776)	
536A MT. HARD WARE	33,835		118,615	242,715	124,100	
536M CONT SRVCS - MOWING	56,428		143,086	186,012	42,926	
536P CONT MNT & REP-HVAC	165,244		176,714	176,714	-	
536T GARAGE TARGET	4,556		4,646	4,758	113	
5371 BLDG RENT	904,834		928,176	965,903	37,727	
5373 COMPUTER RENT	172,728		353,364	267,000	(86,364)	
5374 OTHER EQ RENT	9,166		9,274	10,661	1,387	
5375 OTHER RENT	6,844		6,969	6,969	-	
5377 CC BLD PKG	1,765		1,200	1,200	-	
5383 AGT FEE BOND	600		250	250	-	
5391 SUBS & DUES	51,205		52,521	68,496	15,975	
5393 TAXES	327		1,000	1,000	-	
5395 GRANTS-SUBS	25,000		50,000	-	(50,000)	
5398 MICRO FICHE	348		400	400	-	
5399 OTHR SRVCS	985		3,167	1,637	(1,530)	
539A OP TRANS OUT	405,000		250,000	250,000	-	
539B MASTER LEASE	607,732		607,732	392,482	(215,250)	
539D DRAINAGE ASSMT	616		1,440	1,440	-	
TOTAL 5300	\$ 6,074,953	\$ 2,613,613	\$ 5,807,129	\$ 5,803,713	\$ (3,416)	-0.06%

FINANCE & ADMINISTRATION
 Dept # 010-002 (Combined)
 2009 BUDGET COMPARISON

	<u>2007</u> <u>ACTUAL</u>	<u>2008 ACTUAL</u> <u>THRU</u> <u>30-Jun-08</u>	<u>2008 REVISED</u> <u>BUDGET</u>	<u>2009</u> <u>SUBMITTED</u>	<u>\$ INC/(DEC)</u> <u>FROM 2008 APPR</u> <u>TO 2009</u>	<u>% CHANGE</u> <u>FROM 2008 APPR</u> <u>TO 2009</u>
5443 PUR OFFC EQUIP	\$ -		\$ 15,339	\$ 2,000	\$ (13,339)	
5446 PUR SOFTWARE	188		-	-	-	
5451 PUR FURNITURE	-		-	300	300	
5454 BETTERMENTS	16,400		-	-	-	
TOTAL 5400	\$ 16,588	\$ 4,198	\$ 15,339	\$ 2,300	\$ (13,039)	-85.01%
TOTAL EXPENSES	\$ 7,945,527	\$ 3,658,103	\$ 7,775,695	\$ 7,775,069	\$ (627)	-0.01%

Finance & Administration 2009-2013 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				
			2009	2010	2011	2012	2013

Controller

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

Payroll

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

Purchasing

1	Printer upgrades	PT	1,000	1,100	1,100	1,100	1,100
---	------------------	----	-------	-------	-------	-------	-------

TOTAL			2,300	1,900	3,000	2,100	1,100
--------------	--	--	--------------	--------------	--------------	--------------	--------------

Controller

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

Payroll

1. Scan documents
2. 2009 - 2011: purchase one office chair per year; replacing chairs purchased in 2007.
3. Replace fax machine

Purchasing

1. Printer upgrade: 2009 1 HP printer & 1 Okidata printer for purchase orders; 2010 - 1 HP 4000 printer; 2011 - 1 HP 4000 printer

Finance & Administration-Property Management 2009-2013 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				
			2009	2010	2011	2012	2013
1	Fort Wayne Fire Department		380,000	3,640,000	90,000	-	-
	a. Fire Prevention Bureau - 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. Fill cracks & reseal parking lots at Fire Stations.	CC	20,000	20,000	20,000		
	h. Resurface parking lot						
	Fire Station #8 - 6035 Rothman & Fire Station #10 - 3122 N. Anthony	CC		20,000			
	i. Upgrade Workout Room - Fire Station #2, 2023 Taylor St.	CC	30,000				
	j. Upgrade Workout Room - Fire Station #9, 2530 E. Pontiac St.	CC	30,000				
	k. Upgrade Workout Room - Fire Station #11, 405 E. Rudisill Blvd.	CC	30,000				
	l. Fire Administration/Shop Parking Lot - 307 E. Murray St.	CC	30,000				
m. Rebuild of Fire Station #1 - 419 E. Main St.	CC		3,000,000				
n. Renovations - 307 E. Murray St.	CC		300,000				
o. Upgrades to Fire Station #14 - 3400 Reed Rd.	CC			30,000			
p. Upgrades to Fire Station #5 - 5801 Bluffton Rd.	CC			20,000			
q. Upgrades to Fire Station #6 - 1500 W. Coliseum Blvd.	CC			20,000			
2	Animal Care & Control - 3020 Hillegas Road		14,800	5,800	5,800	18,000	13,745
	a. Paint walls/doors	CC	4,000				
	b. Paint Building Interior	CC	8,000				
	c. Replace seating in interaction rooms.	CC	2,800				
	d. Strip/reseal metal window rounds in adoption.	CC		5,800			
	e. Strip/reseal metal window rounds in adoption.	CC			5,800		
	f. Powerwash and seal brick exterior.	CC				18,000	
	g. Remove/Replace VCT in Lobbies, Office, Ed Center, & Ed area offices.	CC					13,745
3	Police Operations Center - 1320 E. Creighton Avenue		-	203,000	516,000	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		52,000			
	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
4	Police Academy - 1903 St. Mary's Ave.		1,200	96,200	1,200	1,200	1,200
	a. Lowe's - Miscellaneous Supplies	MISC	1,200	1,200	1,200	1,200	1,200
	b. Laboratory Room for Vice & Narcotics	CC		95,000			
5	City-County Building - leased space		-	90,000	-	-	-
	a. 9th floor carpet replacement (20,000 sf)	CC		45,000			
	b. 8th floor carpet replacement (20,000 sf)	CC		45,000			
6	Fleet Management -1701 South Lafayette		30,000	-	-	-	-
a. Replace windows	CC	30,000					
7	Street Light Operations - 335 E. Murray		23,000	-	-	-	-
	a. Replace boiler in warehouse	CC	20,000				
	b. Replace buildings air compressor	CC	3,000				
8	Contingent Building Repairs - for unforeseen repairs during year Budget \$400,000 annual, less CC items 1-8 and no CEDIT	CC	(49,000)	(3,635,000)	(213,000)	364,800	369,055
TOTAL			400,000	400,000	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 2010. Fill in cracks and reseal parking lots at Fire Stations every year 2009-20011. Resurface parking lots at Fire Stations #8 & #10 in 2010. Upgrades to Fire Stations #2, #9, and #11 in 2009. Resurface the parking lot at Fire Administration Shop in 2009. Rebuild Fire Station #1, renovate Fire Administration in 2010. In 2011 upgrade Fire Stations #5, #6, and #14.
- Animal Control - Paint walls/doors in 2009. Paint interior building in 2009. Replace seating in 2009. In 2010 and 2011 strip and reseal metal window rounds in adoptions. Powerwash and seal brick exterior in 2012. In 2013 remove and replace VCT tile in lobbies, office, Ed. Center, and Ed area offices.
- Police Operations Center - New ceilings & renovations (3rd & 4th Floors) in 2010. New ceiling Records Bureau (1st Floor) in 2010. Remodel Interview Room (6th Floor) in 2010. Paint the 3rd, 5th & 6th floors in 2010. 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 2010.
- Police Academy - Purchase miscellaneous supplies for water softener and minor repairs through a Lowe's every year from 2009-2011. In 2010 construct new laboratory room for Vice & Narcotics.
- 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.
- Fleet Management - Replace windows in 2009.
- Street Light Operations - Replace boiler in warehouse in 2009. Replace the buildings air compressor in 2009.

Information Systems 2009-2013 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				
			2009	2010	2011	2012	2013
1	Software for City Webmaster	CC	-	-	-	-	-
2	Telephone Replacements	CC	420,000	500,000	500,000	500,000	500,000
3	Additional Disk Space for Servers (Cubis, Cyborg, Spillman, video, photos, data storage)	CC	-	-	-	-	-
4	Network Tools	CC	-	-	-	100,000	100,000
5	Analytical tools/development tools	CC	-	-	-	-	-
6	Billing Inventory System Replacement - Radio Shop	CC	80,000	-	-	-	-
7	Messaging Switch upgrade (replace an aging 800 switch w/EDVO)	CC	-	-	-	-	-
8	Servers (SAN - Application migration continuation)	CC	-	150,000	-	-	-
9	Network Upgrades	CC	-	-	250,000	150,000	150,000
10	Hansen - Modules/CAL's	CC	-	-	-	-	-
11	Spillman Software Upgrades	CC	15,000	100,000	-	-	-
12	Disaster Recovery	CC	-	-	-	-	-
13	Mobile Computing AVL for CU	WU	-	50,000	50,000	50,000	50,000
14	Parks Upgrade phase 2 maintainance module for Rec trac	CC	25,000	-	-	-	-
15	Accela Additional Licenses/Resources	CC	60,000	-	-	-	-
TOTAL			600,000	800,000	800,000	800,000	800,000

STAFFING LEVELS
BUDGETED
FINANCE & ADMINISTRATION

CLASSIFICATION TITLE	EXEMPT GRID/* UNION														
		2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	
CONTROLLERS OFFICE															
Director of Finance & Administration	I	1	1	1	1	1	1	1	0	0	0	0	0	0	
City Controller	I	0	0	0	0	0	0	0	1	1	1	1	1	1	
Deputy Controller	H	2	2	2	2	2	2	2	2	2	2	2	2	2	
Deputy Director - Financial Systems	G*	0	0	0	0	0	0	0	0	0	0	0	0	0	
Deputy Director - Financial Operations	G*	0	0	0	0	0	0	0	1	1	1	1	1	1	
Accounting Manager	G	1	1	1	1	0	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	1	1	1	1	1	1	
Senior Financial Accountant	E	0	0	0	0	5	5	5	3	2	2	2	2	2	
Financial Accountant	E	3	4	4	4	1	1	1	1	2	2	2	2	2	
Financial Accountant/Investments	E	1	1	1	1	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	0	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	2	2	2	2	2	2	2	2	2	2	2	2	2	
Intern	L	1	1	0.5	0.5	0.5	0	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	0	0	0	0	0	0	0	0	0	0	0	
Administrative Assistant**	A	0	0.5	1	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	0	0	0	0	0	0	0	0	0	0	0	
Purchasing Supervisor	F	0	0	1	1	1	1	1	1	1	1	1	1	1	
Bid Specialist/Buyer	B	1	2	2	2	2	2	2	2	2	2	2	2	2	
Mail Center Operator	F	1	0	0	0	0	0	0	0	0	0	0	0	0	
Copy Center Operator	F	1	0	0	0	0	0	0	0	0	0	0	0	0	
Supply Clerk/Accountant	B	1	1	0	0	0	0	0	0	0	0	0	0	0	
Administrative Assistant	A	0	0.5	1	1	1	1	1	1	1	1	1	1	1	
Jr. Buyer/Secretary	A	0.5	0	0	0	0	0	0	0	0	0	0	0	0	
Jr. Buyer/Data Entry	A	1	1	0	0	0	0	0	0	0	0	0	0	0	
Buyer/Information Management	A	0	0	1	1	1	1	1	0	0	0	0	0	0	
Information Specialist/Support	A	3	1	1	1	1	1	1	1	1	1	1	1	1	
INFORMATION SYSTEMS															
Webmaster	E	0	0	1	1	1	1	1	1	1	1	1	1	1	
Chief Technology Officer /Chief Information Officer	I	0	0	1	1	1	1	1	1	1	1	1	1	1	
TOTAL		28	25	26.5	26.5	26.5	26	26	25	25	25	25	25	25	