

**OFFICE OF THE CITY CLERK
AND
FORT WAYNE COMMON COUNCIL**

**Sandra Kennedy
City Clerk**

Council Members

**Thomas Didier
President**

**Marty Bender
At-Large**

**Elizabeth Brown
At-Large**

**John Shoaff
At-Large**

**Thomas Smith
First District**

**Karen Goldner
Second District**

**Thomas Didier
Third District**

**Mitch Harper
Fourth District**

**Timothy Pape
Fifth District**

**Glynn A. Hines
Sixth District**

CITY CLERK/COUNCIL

The City Clerk is a position elected by the citizens of Ft. Wayne and serves as a liaison between the citizens of Ft. Wayne and the Common Council. The City Clerk has the responsibility to keep all documents & books entrusted to him or her by statute or ordinance. The City Clerk also serves as the administrator of the City of Fort Wayne Violations Bureau; Director of the Parking Enforcement Officers of the City of Fort Wayne; Director of the Volunteer Enforcement Program for the disabled parking; and responsible for the operation of the Municipal Violation Deferral Program.

The Fort Wayne Common Council consists of nine part-time elected officials who serve as the legislative body for the city. This body has the responsibility of passing ordinances & resolutions for the city, control of the city's property & finance and the appropriation of monies. The objective of the Common Council is to provide the ways and means to ensure the safety and security of the Fort Wayne citizens and to maintain a high quality of life.

Goals and Objectives:

The goal for the Office of the City Clerk is to provide the best service possible to the citizens of Fort Wayne in the most economical way. Also continually strive to increase efficiency in all phases of the City Clerk's Office and Parking Enforcement.

Services Provided

- Provide copies of ordinances and/or resolutions passed by City Council to Department Heads and general public;
- Schedule all meetings of Common Council and provide Agenda for these meetings;
- Administer oath to police and fire officers and all appointments made by Mayor and City Council;
- Schedule use of Council Chambers and Conference Room for various department meetings;
- Provide supplements of City Code to Department heads and City Council;
- Distribute all correspondence to members of City Council;
- Schedule appointments for anyone wishing to view video tapes of City Council meetings;
- Provide notification of meetings to News Media;
- Collection of all violations paid through Violations Bureau for the city's general fund;
- Filing, processing and collection of fees for street and alley vacations;
- Filing and processing enrollment in the Municipal Violation Deferral Program;
- Maintains website with information concerning City Clerks Office, Violations Bureau, including agenda for City Council meetings, and needed forms;

CITY CLERK
 Dept # 0004
 2009 BUDGET COMPARISON

	2007 ACTUAL	2008 ACTUAL THRU 30-Jun-2008	2008 REVISED BUDGET	2009 SUBMITTED	\$ INCREASE (DECREASE) FROM 2008 APPR	% CHANGE FROM 2008 APPR TO 2009
5111 TOTAL WAGES	598,974		625,068	626,041	973	0.16%
5131 PERF - EMPLOYERS SHARE	26,634		39,760	41,207	1,447	
5132 FICA	42,416		47,818	47,892	74	
5134 LIFE MEDICAL & HEALTH INSURAN	161,500		171,000	171,000	-	
5136 UNEMPLOYMENT COMPENSATION	602		625	626	1	
5137 WORKERS COMP INSURANCE	1,044		1,018	1,030	12	
513A PERF - EMPLOYEES/PD BY CITY	17,727		18,484	18,517	33	
Total 5100	\$848,897	\$440,210	\$903,773	\$906,313	\$2,540	0.28%
5211 OFFICIAL RECORDS	6,618		6,750	6,750	-	
5212 STATIONERY & PRINTED FORMS	1,187		1,500	1,500	-	
5213 COMPUTER SUPPLIES	-		250	250	-	
5219 OTHER OFFICE SUPPLIES	4,682		5,000	5,000	-	
Total 5200	\$12,487	\$2,513	\$13,500	\$13,500	\$-	0.00%
5311 LEGAL SERVICES	-		-	50,000	50,000	
5322 POSTAGE	9,673		17,000	17,000	-	
5323 TELEPHONE & TELEGRAPH	3,861		3,480	3,480	-	
5324 TRAVEL EXPENSES	1,146		1,500	1,500	-	
5325 COUNCIL AND/OR BOARD TRAVEL	4,753		10,300	10,300	-	
5326 MILEAGE	149		1,000	1,000	-	
532L LONG DISTANCE CHARGES	57		144	144	-	
5331 PRINTING OTHER THAN OFFC SUPPL	11,415		7,500	7,500	-	
5332 PUBLIC OF LEGAL NOTICES/ADVTER	12,143		7,000	7,000	-	
5334 PUBLIC RELATIONS	156		500	500	-	
5342 LIABILITY INSURANCE	813		1,213	1,423	210	
5363 CONTRACTED OTHER EQUIPMT REPAI	737		1,500	1,500	-	
5369 CONTRACTED SERVICE	1,812		672	672	-	
5374 OTHER EQUIPMENT RENTAL	3,161		3,156	3,156	-	
5377 CC BUILDING PARKING	300		400	400	-	
5391 SUBSCRIPTIONS AND DUES	1,160		1,254	1,254	-	
5399 OTHER SERVICES AND CHARGES	2,053		1,500	1,500	-	
Total 5300	\$53,389	\$14,168	\$58,119	\$108,329	\$50,210	86.39%
5443 PURCHASE OF OFFICE EQUIPMENT	-		1,300	-	(1,300)	
5445 PURCHASE OF COMPUTER EQUIP	135		-	-	-	
Total 5400	\$135	\$-	\$1,300	\$-	(\$1,300)	-100.00%
Total	\$914,909	\$456,891	\$976,692	\$1,028,142	\$51,450	5.27%

City Clerk/City-Council 2009-2013 Capital Improvement Program

FUNDING SOURCE CODE:							
CC-Cumulative Capital Fund	GRP-Grant Pending	PT-Property Tax					
CDBG-Community Development Block Grant	LE-Lease	RB-Revenue Bond					
CEDIT-Co. Economic Development Income Tax	InfraBd-Infrastructure Bond	ST-State Source					
CO-County Source	LRS-Local Roads & Streets	SU-Sewer Utility					
FED-Federal Source	MISC-Miscellaneous	SWU-Stormwater Utility					
GOB-General Obligation Bond	MVH-Motor Vehicle Highway	TIF-Tax Increment Financing					
GRA-Grant Approved	PCBF-Park Cumulative Bldg. Fund	UF-User Fee					
	PS-Private Source	WU-Water Utility					
Item #	Project Title & Description	Funding Source	Expenditure				
			2009	2010	2011	2012	2013
1	Replacement of Computers	CC	3,000	1,500	1,500	1,500	1,500
TOTAL			3,000	1,500	1,500	1,500	1,500

Explanations of above (detail)

- 1 Replacement of computers: Computers replaced per City guidelines.

STAFFING LEVELS
BUDGETED
OFFICE OF CITY CLERK

CLASSIFICATION TITLE	EXEMPT GRID/ UNION														
		2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	
City Council	UC	9	9	9	9	9	9	9	9	9	9	9	9	9	
Council Attorney	UC	2	2	2	2	2	2	2	2	2	1	1	1	1	
Legislative Affairs Administrator	E	1	1	1	1	1	1	1	1	1	1	1	1	1	
City Clerk	UC	1	1	1	1	1	1	1	1	1	1	1	1	1	
Deputy Clerk	F	1	1	1	1	1	1	1	1	1	1	1	1	1	
Assistant Chief Deputy	F	2	2	2	2	2	2	2	2	2	2	2	2	2	
Assistant Supervisor	F	0	0	0	0	0	0	0	0	0	1	1	1	1	
Receptionist/Clerk	A	1	1	1	1	1	1	1	1	1	1	1	1	1	
Violations Bureau Specialist	A	1	1	1	1	1	1	1	1	1	1	1	1	1	
Violations Court Administrator	B	1	1	1	1	1	1	1	1	1	1	1	1	1	
Deferral Program Clerk*	D	1	1	0	0	0	0	0	0	0	0	0	0	0	
Research Assistant	L	0	0	0	0	0	0	0	0	0.5	0.5	0.5	0.5	0.5	
TOTAL		20	20	19	19	19	19	19	19	19.5	19.5	19.5	19.5	19.5	