

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/CITY COUNCIL
 Dept # 010-004-OFFC
 2007 BUDGET COMPARISON

		2005	2006	2007	\$ INCREASE (DECREASE)	% CHANGE
		ACTUAL	APPROVED THRU 06/30/06	SUBMITTED	FROM 2006 APPR TO 2007	FROM 2006 APPR TO 2007
4111	WAGES-REG	\$ 549,439	\$ 567,942	\$ 593,959	\$ 26,017	
4115	PART TIME	-	-	8,518	8,518	
	TOTAL WAGES	\$ 549,439	\$ 567,942	\$ 602,477	\$ 34,534	6.08%
4131	PERF	27,470	31,237	37,122	5,886	
4132	FICA	38,628	43,448	46,089	2,642	
4134	GROUP HEALTH INSUR	132,996	149,150	161,500	12,350	
4136	UNEMPLOYMENT	276	284	602	319	
4137	WORKERS COMP	1,284	1,225	1,044	(181)	
413A	PERF/FRINGE	16,485	17,038	17,819	781	
TOTAL 4100		\$ 766,578	\$ 810,324	\$ 866,654	\$ 56,330	6.95%
4211	OFFCL RECORDS	\$ 3,302	\$ 6,750	\$ 6,750	\$ -	
4212	STATIONARY/FORMS	119	2,000	1,500	(500)	
4213	COMPUTER SUPPL	22	250	250	-	
4219	OTHR OFFC SUPPL	2,216	4,000	5,000	1,000	
TOTAL 4200		\$ 5,659	\$ 13,000	\$ 13,500	\$ 500	3.85%
4322	POSTAGE	\$ 14,604	\$ 17,000	\$ 17,000	\$ -	
4323	TELEPHONE	3,486	3,526	3,480	(46)	
4324	TRAVEL	795	1,500	1,500	-	
4325	BOARD TRAVEL	8,008	10,300	10,300	-	
4326	MILEAGE	225	600	1,000	400	
432L	LONG DISTANCE	114	150	144	(6)	
4331	PRINTING	3,193	7,500	7,500	-	
4332	PUB LEGAL	8,383	5,000	6,000	1,000	
4334	PUBLIC RELATIONS	223	500	500	-	
4342	LIABILITY INSUR	672	696	720	24	
4343	OFCL/CRIME BOND	91	97	93	(4)	
4363	CONT OTH REP	858	1,500	1,500	-	
4374	OTHR EQ RENT	3,461	3,468	3,156	(312)	
4377	CC BLD PKG	300	400	400	-	
4391	SUBS & DUES	938	1,044	1,044	-	
4399	OTHR SRVCS	794	2,000	1,500	(500)	
TOTAL 4300		\$ 46,145	\$ 55,281	\$ 55,837	\$ 556	1.01%
4443	PUR OTHR EQUIP	\$ -	\$ -	\$ 1,020	\$ 1,020	
4445	PUR COMPUTER	-	-	-	-	
TOTAL 4400		\$ -	\$ -	\$ 1,020	\$ 1,020	1020%**
TOTAL EXPENSES		\$ 818,382	\$ 878,605	\$ 937,011	\$ 58,406	6.65%

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

City Clerk/City Council 2007-2011 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				
			2007	2008	2009	2010	2011
1	Replacement of Computers	PT	-	3,000	3,000	1,500	1,500
2	Replacement of Printers						
a)	2 HP Laser Jet 1160	PT	620	-	-	-	-
b)	1 HP Desk Jet Color Printer	PT	400	-	-	-	-
c)	1 HP Laser Jet 4250	PT	-	1,205			
Total			1,020	4,205	3,000	1,500	1,500

STAFFING LEVELS
BUDGETED
OFFICE OF CITY CLERK

CLASSIFICATION TITLE	EXEMPT GRID/* UNION														
		99	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	
City Council	UC	9	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	2	2	2	2	2
Research Assistant	E	1	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	1
Deputy Clerk	F	1	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	2
Receptionist/Clerk	A	1	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	1
Violations Court Administrator	B	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Deferral Program Clerk**	D	1	1	1	1	0	0	0	0	0	0	0	0	0	0
TOTAL		20	20	20	20	19	19	19	19	19	19	19	19	19	19

* Represents Grid and Salary Ordinance changes

** Deferral Program Clerk position was deleted in 2003