

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

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**Sandra Kennedy  
City Clerk**

**Council Members**

**Donald J. Schmidt  
President**

**John N. Crawford  
At-Large**

**John H. Shoaff  
At-Large**

**Samuel Talarico, Jr.  
At-Large**

**Thomas Smith  
First District**

**Donald J. Schmidt  
Second District**

**Thomas Didier  
Third District**

**Thomas E. Hayhurst  
Fourth District**

**Timothy Pape  
Fifth District**

**Glynn A. Hines  
Sixth District**

Office of the Clerk and Fort Wayne Common Council Index

City Clerk ..... 1 ~ 4  
Parking Enforcement ..... 5 ~ 8

## **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  
 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	\$ 571,829	\$ 600,167	\$ 616,122	\$ 15,955	
4115	PART TIME	-	8,518	8,946	428	
	<b>TOTAL WAGES</b>	<b>\$ 571,829</b>	<b>\$ 608,685</b>	<b>\$ 625,068</b>	<b>\$ 16,383</b>	<b>2.69%</b>
4131	PERF	22,653	37,124	39,760	2,636	
4132	FICA	40,160	46,089	47,818	1,729	
4134	GROUP HEALTH INSUR	149,150	161,500	171,000	9,500	
4136	UNEMPLOYMENT	284	603	625	22	
4137	WORKERS COMP	1,225	1,043	1,018	(25)	
413A	PERF/FRINGE	17,155	17,819	18,484	665	
<b>TOTAL 4100</b>		<b>\$ 802,456</b>	<b>\$ 872,863</b>	<b>\$ 903,773</b>	<b>\$ 30,910</b>	<b>3.54%</b>
4211	OFFCL RECORDS	\$ 1,868	\$ 6,750	\$ 6,750	-	
4212	STATIONARY/FORMS	-	1,500	1,500	-	
4213	COMPUTER SUPPL	-	250	250	-	
4219	OTHR OFFC SUPPL	3,036	5,000	5,000	-	
<b>TOTAL 4200</b>		<b>\$ 4,904</b>	<b>\$ 13,500</b>	<b>\$ 13,500</b>	<b>\$ -</b>	<b>-</b>
4322	POSTAGE	\$ 16,414	\$ 17,000	\$ 17,000	-	
4323	TELEPHONE	3,503	3,480	3,480	-	
4324	TRAVEL	564	1,500	1,500	-	
4325	BOARD TRAVEL	3,125	10,300	10,300	-	
4326	MILEAGE	250	1,000	1,000	-	
432L	LONG DISTANCE	50	144	144	-	
4331	PRINTING	5,519	7,500	7,500	-	
4332	PUB LEGAL	5,793	6,000	7,000	1,000	
4334	PUBLIC RELATIONS	298	500	500	-	
4342	LIABILITY INSUR	696	720	1,114	394	
4343	OFCL/CRIME BOND	97	93	99	6	
4363	CONT OTH REP	773	1,500	1,500	-	
4369	CONT SERVICES	103	-	672	672	
4374	OTHR EQ RENT	3,161	3,156	3,156	-	
4377	CC BLD PKG	300	400	400	-	
4391	SUBS & DUES	991	1,044	1,254	210	
4399	OTHR SRVCS	1,304	1,500	1,500	-	
<b>TOTAL 4300</b>		<b>\$ 42,941</b>	<b>\$ 55,837</b>	<b>\$ 58,119</b>	<b>\$ 2,282</b>	<b>4.09%</b>
4443	PUR OTHR EQUIP	\$ -	\$ 1,020	\$ 1,300	280	
<b>TOTAL 4400</b>		<b>\$ -</b>	<b>\$ 1,020</b>	<b>\$ 1,300</b>	<b>\$ 280</b>	<b>1020.00%</b>
<b>TOTAL EXPENSES</b>		<b>\$ 850,301</b>	<b>\$ 943,220</b>	<b>\$ 976,692</b>	<b>\$ 33,472</b>	<b>3.55%</b>

**City Clerk/City Council 2008-2012 Capital Improvement Program**

<b>FUNDING SOURCE CODE:</b>	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	Replacement of Printers						
	1) Purchase HP Laser Jet 4250 for Council Research Assistant	PT	1,000	-	-	-	-
	2) Purchase 1 HP Desk Jet Color Printer	PT	300	-	-	-	-
	3) Purchase HP Laser Jet 4250 for City Clerks Office		-	1,000	-	-	-
<b>TOTAL</b>			<b>1,300</b>	<b>1,000</b>	-	-	-

**STAFFING LEVELS**  
**BUDGETED**  
**OFFICE OF CITY CLERK**

CLASSIFICATION TITLE	EXEMPT GRID/ UNION														
		2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	
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	2	2	2	2	
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	
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	1	0	0	0	0	0	0	0	0	0	0	
Research Assistant	L	0	0	0	0	0	0	0	0	0	0.5	0.5	0.5	0.5	
<b>TOTAL</b>		<b>20</b>	<b>20</b>	<b>20</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19.5</b>	<b>19.5</b>	<b>19.5</b>	<b>19.5</b>	

## **CITY CLERK/PARKING ENFORCEMENT**

Parking Enforcement is a revenue producing department made up of the following employees: one Supervisor, one Installation and Repair person, one Assistant Installation and Repair person, five Parking Control Enforcement Officers, and one part-time supervisor for the VES Program.

Working under the control of the City Clerk this department generates revenue for the city through enforcement of applicable laws and city policies relating to vehicles parking in violation of city statutes, and city policies relating to residential parking and abandoned vehicle code infractions.

### **Goals and Objectives:**

Upon recommendation of City Fleet Manager, we will continue to replace vehicles on our "Vehicle Cycle Program" with hybrid vehicles to save in fuel costs; continue to educate the public regarding disabled parking through the VES (Volunteer Enforcement Specialist); continue to work with downtown patrons in regards to parking problems, act as ambassadors in assisting the general public, and at the same time, maintain efficiency and professionalism in carrying out our works and responsibilities pertaining to our job.

### **Services Provided**

- Install, maintain & collect revenue from parking meters
- Enforce and issue citations to vehicles parked in violation of city statutes;
- Enforce city policies relating to residential parking and abandoned vehicle code infractions;
- Respond to citizen complaints concerning abandoned vehicles and issue ticket(s) and /or warnings when necessary;
- Report illegal vehicles and other illegal activities to appropriate department;
- Post "No Parking" signs and bag meters for merchants in downtown area when needed;
- Post "No Parking" signs for construction on streets in city and maintain the "No Parking" on these streets by either ticketing or towing of vehicles when milling or repaving.

**PARKING ENFORCEMENT**  
**Dept # 132-132-PARK**  
**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	\$ 283,302	\$ 332,506	\$ 342,459	\$ 9,953	
4115 PARTTIME	11,028	11,876	12,232	356	
<b>TOTAL WAGES</b>	<b>\$ 294,330</b>	<b>\$ 344,382</b>	<b>\$ 354,691</b>	<b>\$ 10,309</b>	<b>2.99%</b>
4131 PERF	15,615	20,782	23,972	3,190	
4132 FICA	21,421	26,345	27,134	789	
4134 GROUP HEALTH INSUR	70,650	76,500	81,000	4,500	
4136 UNEMPLOYMENT	165	344	355	10	
4137 WORKERS COMP	2,280	3,096	3,245	149	
4138 CLOTHING ALLOW	3,312	4,500	4,500	-	
413A PERFFRINGE	8,517	9,975	10,274	299	
413R RETIREE HEALTH INSUR	7,850	8,500	9,000	500	
<b>TOTAL 4100</b>	<b>\$ 424,140</b>	<b>\$ 494,424</b>	<b>\$ 514,170</b>	<b>\$ 19,746</b>	<b>3.99%</b>
4219 OTHR OFFC SUPPL	\$ 338	\$ 1,000	\$ 1,000	\$ -	
4231 GASOLINE	13,732	20,892	20,892	-	
4299 OTHER MTLS	1,655	2,500	2,500	-	
<b>TOTAL 4200</b>	<b>\$ 15,725</b>	<b>\$ 24,392</b>	<b>\$ 24,392</b>	<b>\$ -</b>	<b>-</b>
431E DRUG TEST	\$ -	\$ 200	\$ -	\$ (200)	
432C CELL PHONE	300	300	300	-	
4331 PRINTING	626	1,000	1,000	-	
4342 LIABILITY INSUR	252	336	446	110	
4343 OFCL/CRIME BOND	36	44	40	(4)	
4345 AUTO INSUR	900	872	904	32	
4369 CONT SRVCS	522	5,090	5,100	10	
436N GARAGE NON-TARGET	696	4,392	4,524	132	
436T GARAGE TARGET	9,984	9,252	10,040	788	
4399 OTHR SRVCS	-	2,000	2,000	-	
439B MASTER LEASE	20,753	38,323	47,169	8,846	
<b>TOTAL 4300</b>	<b>\$ 34,069</b>	<b>\$ 61,809</b>	<b>\$ 71,523</b>	<b>\$ 9,714</b>	<b>15.72%</b>
4444 PUR EQUIP	\$ 33,799	\$ -	\$ -	\$ -	
<b>TOTAL 4400</b>	<b>\$ 33,799</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>\$ 507,733</b>	<b>\$ 580,625</b>	<b>\$ 610,085</b>	<b>\$ 29,460</b>	<b>5.07%</b>



**Parking Enforcement 2008-2012 Capital Improvement Program**

<u>FUNDING SOURCE CODE:</u>	GRP-Grant Pending	PT-Property Tax
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Item #	Project Title & Description	Funding Source	Expenditure				
			2008	2009	2010	2011	2012
1	Vehicle Replacement		26,000	27,000	-	-	29,000
	1) 2000 Chevrolet C1500 - Vehicle #20306	LE	26,000	-	-	-	-
	2) 2002 Ford Ranger - Vehicle #22012	LE	-	27,000	-	-	-
	3) 2005 GMC Sierra 2500 HD	LE	-	-	-	-	29,000
<b>TOTAL</b>			<b>26,000</b>	<b>27,000</b>	<b>-</b>	<b>-</b>	<b>29,000</b>

**STAFFING LEVELS**  
**BUDGETED**  
**CITY CLERK/PARKING ENFORCEMENT**

CLASSIFICATION TITLE	EXEMPT GRID/ UNION														
		2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	
Parking Control Supervisor	F	1	1	1	1	1	1	1	1	1	1	1	1	1	
Installation - Repair	IAM	1	1	1	1	1	1	1	1	1	1	1	1	1	
Assistant Installation - Repair	IAM	1	1	1	1	1	1	1	1	1	1	1	1	1	
Parking Enforcement Officers	IAM	5	5	5	5	5	5	5	6	6	6	6	6	6	
Part-time Supervisor for Volunteer Program	IAM	0	0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	
<b>TOTAL</b>		<b>8</b>	<b>8</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	