

CITY CLERK

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.

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 Administration.

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 - 0100
 2013 BUDGET COMPARISON

	2011 ACTUAL	2012 ACTUAL THRU 30-Jun-2012	2012 REVISED BUDGET	2013 SUBMITTED	\$ INCREASE (DECREASE) FROM 2012 REVISED	% CHANGE FROM 2012 REV TO 2013
5111 TOTAL WAGES	607,017		337,240	343,985	6,745	2.00%
5131 PERF - EMPLOYERS SHARE	35,906		28,815	29,391	576	
5132 FICA	44,314		25,799	26,315	516	
5134 LIFE MEDICAL & HEALTH INSURAN	183,600		82,600	82,600	-	
5136 UNEMPLOYMENT COMPENSATION	616		337	344	7	
5137 WORKERS COMP INSURANCE	1,039		425	366	(59)	
513A PERF - EMPLOYEES/PD BY CITY	17,585		10,117	10,320	203	
5161 WAGE SETTLEMENT/SEVERANCE PAY	6,899		-	-	-	
Total 5100	\$896,975	\$223,565	\$485,333	\$493,321	\$7,988	1.65%
5211 OFFICIAL RECORDS	7,106		6,550	6,550	-	
5212 STATIONERY & PRINTED FORMS	755		1,500	-	(1,500)	
5213 COMPUTER SUPPLIES	190		440	-	(440)	
5219 OTHER OFFICE SUPPLIES	4,175		5,000	4,000	(1,000)	
Total 5200	\$12,226	\$4,761	\$13,490	\$10,550	(\$2,940)	- 21.79%
531H BANK SERVICE CHARGES	-		-	8,004	8,004	
5322 POSTAGE	17,164		12,000	6,000	(6,000)	
5323 TELEPHONE & TELEGRAPH	2,086		-	-	-	
5325 COUNCIL AND/OR BOARD TRAVEL	2,390		-	-	-	
532L LONG DISTANCE CHARGES	40		-	-	-	
5331 PRINTING OTHER THAN OFFC SUPPL	9,187		7,500	6,000	(1,500)	
5332 PUBLIC OF LEGAL NOTICES/ADVTER	2,796		4,000	4,000	-	
5334 PUBLIC RELATIONS	85		500	-	(500)	
5342 LIABILITY INSURANCE	3,846		5,377	4,081	(1,296)	
5363 CONTRACTED OTHER EQUIPMT REPAI	407		1,008	1,000	(8)	
5369 CONTRACTED SERVICE	2,471		2,700	-	(2,700)	
5374 OTHER EQUIPMENT RENTAL	-		3,168	-	(3,168)	
5377 CC BUILDING PARKING	300		-	-	-	
5391 SUBSCRIPTIONS AND DUES	1,078		1,285	1,000	(285)	
5399 OTHER SERVICES AND CHARGES	1,218		1,500	1,500	-	
Total 5300	\$43,067	\$14,978	\$39,038	\$31,585	(\$7,453)	- 19.09%
Total 5400	\$-	\$-	\$-	\$-	\$-	
Total	\$952,268	\$243,303	\$537,861	\$535,456	(\$2,405)	- 0.45%