

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

**Sandra Kennedy
City Clerk**

Council Members

**Thomas Smith
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**

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
 2006 BUDGET COMPARISON

		2004	2005	2006	\$ INCREASE (DECREASE)	% CHANGE
		ACTUAL	APPROVED THRU 7/31/05	SUBMITTED	FROM 2005 APPR TO 2006	FROM 2005 APPR TO 2006
4111	WAGES-REG	\$ 521,383	\$ 546,708	\$ 567,942	\$ 21,234	3.88%
4131	PERF	28,675	27,335	31,237	3,902	14.27%
4132	FICA	37,326	41,823	43,448	1,625	3.88%
4134	GROUP HEALTH INSUR	123,500	133,000	149,150	16,150	12.14%
4136	UNEMPLOYMENT	264	273	284	11	4.02%
4137	WORKERS COMP	1,278	1,284	1,225	(59)	-4.59%
413A	PERF/FRINGE	15,642	16,401	17,038	637	3.89%
TOTAL 4100		\$ 728,068	\$ 766,824	\$ 810,324	\$ 43,500	5.67%
4211	OFFCL RECORDS	\$ 6,743	\$ 6,750	\$ 6,750	\$ -	0.00%
4212	STATIONARY/FORMS	1,613	2,000	2,000	-	0.00%
4213	COMPUTER SUPPL	-	250	250	-	0.00%
4219	OTHR OFFC SUPPL	2,694	4,000	4,000	-	0.00%
TOTAL 4200		\$ 11,050	\$ 13,000	\$ 13,000	\$ -	0.00%
4322	POSTAGE	\$ 16,751	\$ 17,000	\$ 17,000	\$ -	0.00%
4323	TELEPHONE	3,435	3,480	3,526	46	1.32%
4324	TRAVEL	-	1,500	1,500	-	0.00%
4325	BOARD TRAVEL	4,793	10,300	10,300	-	0.00%
4326	MILEAGE	1,109	600	600	-	0.00%
432C	CELL PHONE	141	-	-	-	0.00%
432L	LONG DISTANCE	102	240	150	(90)	-37.50%
4331	PRINTING	5,065	7,500	7,500	-	0.00%
4332	PUB LEGAL	4,206	6,000	5,000	(1,000)	-16.67%
4334	PUBLIC RELATIONS	-	500	500	-	0.00%
4342	LIABILITY INSUR	671	671	696	25	3.73%
4343	OFCL/CRIME BOND	228	91	97	6	6.59%
4363	CONT OTH REP	1,230	1,500	1,500	-	0.00%
4374	OTHR EQ RENT	4,674	6,000	3,468	(2,532)	-42.20%
4377	CC BLD PKG	393	400	400	-	0.00%
4391	SUBS & DUES	843	828	1,044	216	26.09%
4399	OTHR SRVCS	2,042	2,000	2,000	-	0.00%
TOTAL 4300		\$ 45,683	\$ 58,610	\$ 55,281	\$ (3,329)	-5.68%
4445	PUR COMPUTER	\$ 742	\$ -	\$ -	\$ -	0.00%
TOTAL 4400		\$ 742	\$ -	\$ -	\$ -	0.00%
TOTAL EXPENSES		\$ 785,543	\$ 838,434	\$ 878,605	\$ 40,171	4.79%

City Clerk/City Council 2006-2010 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				
			2006	2007	2008	2009	2010
1	Computers	LE	770	770	770	770	770
TOTAL			770	770	770	770	770

**STAFFING LEVELS
BUDGETED
OFFICE OF CITY CLERK**

CLASSIFICATION TITLE	EXEMPT GRID/* UNION														
		98	99	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	
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	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Assistant Chief Deputy *	F	1	1	1	1	1	1	1	1	1	1	1	1	1	1
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 *	E	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Deferral Program Clerk**	D	1	1	1	1	1	0	0	0	0	0	0	0	0	0
TOTAL		20	20	20	20	20	19	19	19	19	19	19	19	19	19

* Represents Grid and Salary Ordinance changes

** Deferral Program Clerk position was deleted in 2003

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. One New Enforcement Officer will be added in 2006 due to Aboite Annexation.

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:

In 2005 we completed our 5-year program of replacing all outdated meters within the City with electronic digital meters. In 2006 we will replace our 9 year old auto-cites with an upgraded auto-cite with single unit construction, built in printer, color camera and full color display with many other options available. 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).

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.

Updated 7/11/05

PARKING ENFORCEMENT
Dept # 132-132-PARK
2006 BUDGET COMPARISON

		<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>\$ INCREASE</u>	<u>% CHANGE</u>
		<u>ACTUAL</u>	<u>APPROVED</u>	<u>SUBMITTED</u>	<u>FROM 2005 APPR</u>	<u>FROM 2005 APPR</u>
			<u>THRU 7/31/05</u>		<u>TO 2006</u>	<u>TO 2006</u>
4111 WAGES-REG	\$	243,181	\$ 270,380	\$ 318,154	\$ 47,774	17.67%
4115 PARTTIME		10,479	11,167	11,530	363	3.25%
TOTAL WAGES	\$	253,660	\$ 281,547	\$ 329,684	\$ 48,137	17.10%
4131 PERF		13,375	13,519	17,498	3,979	29.44%
4132 FICA		18,543	21,538	25,221	3,683	17.10%
4134 GROUP HEALTH INSUR		52,000	56,000	70,650	14,650	26.16%
4136 UNEMPLOYMENT		134	140	165	25	17.74%
4137 WORKERS COMP		3,032	3,036	2,280	(756)	-24.90%
4138 CLOTHING ALLOW		2,028	4,000	4,000	-	0.00%
413A PERF/FRINGE		7,296	8,111	9,545	1,434	17.67%
413R RETIREE HEALTH INSUR		6,500	7,000	7,850	850	12.14%
4161 STLMT/SEVRNC		227	-	-	-	0.00%
TOTAL 4100	\$	356,795	\$ 394,891	\$ 466,892	\$ 72,001	18.23%
4219 OTHR OFFC SUPPL	\$	793	\$ 1,000	\$ 1,000	\$ -	0.00%
4231 GASOLINE		11,008	10,800	10,800	-	0.00%
4299 OTHER MTLs		1,949	2,500	2,500	-	0.00%
TOTAL 4200	\$	13,750	\$ 14,300	\$ 14,300	\$ -	0.00%
431E DRUG TEST	\$	-	\$ 250	\$ 250	\$ -	0.00%
432C CELL PHONE		329	360	360	-	0.00%
4331 PRINTING		606	1,000	1,000	-	0.00%
4342 LIABILITY INSUR		319	318	252	(66)	-20.75%
4343 OFCL/CRIME BOND		73	41	36	(5)	-12.20%
4344 OTHR CASUALTY INSUR		21	-	-	-	0.00%
4345 AUTO INSUR		624	616	900	284	46.10%
4369 CONT SRVCS		3,732	4,160	4,185	25	0.60%
436N GARAGE NON-TARGET		2,587	2,040	4,400	2,360	115.69%
436T GARAGE TARGET		9,056	9,864	9,984	120	1.22%
4399 OTHR SRVCS		993	2,000	2,000	-	0.00%
439B MASTER LEASE		1,930	8,259	24,124	15,865	192.09%
TOTAL 4300	\$	20,270	\$ 28,908	\$ 47,491	\$ 18,583	64.28%
4444 PUR EQUIP	\$	37,201	\$ 33,255	\$ -	\$ (33,255)	-100.00%
TOTAL 4400	\$	37,201	\$ 33,255	\$ -	\$ (33,255)	-100.00%
TOTAL EXPENSES	\$	428,016	\$ 471,354	\$ 528,683	\$ 57,329	12.16%

Parking Enforcement 2006-2010 Capital Improvement Program

FUNDING SOURCE CODE:	GRP-Grant Pending	PT-Property Tax
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GRA-Grant Approved	PS-Private Source	WU-Water Utility

Item #	Project Title & Description	Funding Source	Expenditure				
			2006	2007	2008	2009	2010
1	Vehicle Replacement		52,000	25,750	53,045	27,317	-
	a. Purchase truck for new officer -Ford Escape -Hybrid (Aboite Annexation commitment)	LE	25,000	-	-	-	-
	b. Purchase truck to replace 1999 Ford-F 150 truck with lift (Vehicle recommended being replaced by Fleet Manager Larry Campbell) Purchase Ford truck with lift	LE	27,000	-	-	-	-
	Purchase Ford Escape - Hybrids to replace following:						
	c. 2000 Chevy 1500	LE	-	25,750	-	-	-
	d. (2) Two 2000 Chevy 1500	LE	-	-	53,045	-	-
	e. 2002 Ford Ranger	LE	-	-	-	27,317	-
2	Motorla XTS Radio for New Officer	LE	2,100	-	-	-	-
3	Auto-cite Replacement (Ticket writers) (replace 9 year old auto-cites)	LE	20,000	-	-	-	-
TOTAL			74,100	25,750	53,045	27,317	-

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

CLASSIFICATION TITLE	EXEMPT GRID/ UNION														
		98	99	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	
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	5	6	6	6	6	6	
Part-time Supervisor for Volunteer Program	IAM	0	0	0	0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	
TOTAL		8	8	8	8	8.5	8.5	8.5	8.5	9.5	9.5	9.5	9.5	9.5	

* Reflects Grid and Salary Ordinance changes