

## **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  
 2011 BUDGET COMPARISON

	2009 ACTUAL	2010 ACTUAL THRU 30-Jun-2010	2010 REVISED BUDGET	2011 SUBMITTED	\$ INCREASE (DECREASE) FROM 2010 APPR	% CHANGE FROM 2010 APPR TO 2011
5111 TOTAL WAGES	617,228		610,072	618,170	8,098	1.33%
5131 PERF - EMPLOYERS SHARE	30,901		43,639	48,371	4,732	
5132 FICA	44,302		46,795	47,290	495	
5134 LIFE MEDICAL & HEALTH INSURAN	171,000		178,200	183,600	5,400	
5136 UNEMPLOYMENT COMPENSATION	617		612	618	6	
5137 WORKERS COMP INSURANCE	1,030		964	1,039	75	
513A PERF - EMPLOYEES/PD BY CITY	17,682		18,351	18,545	194	
<b>Total 5100</b>	<b>\$882,760</b>	<b>\$442,003</b>	<b>\$898,633</b>	<b>\$917,633</b>	<b>\$19,000</b>	<b>2.11%</b>
5211 OFFICIAL RECORDS	7,694		2,550	6,550	4,000	
5212 STATIONERY & PRINTED FORMS	241		1,500	1,500	-	
5213 COMPUTER SUPPLIES	-		250	250	-	
5219 OTHER OFFICE SUPPLIES	3,137		5,000	5,000	-	
<b>Total 5200</b>	<b>\$11,072</b>	<b>\$1,680</b>	<b>\$9,300</b>	<b>\$13,300</b>	<b>\$4,000</b>	<b>43.01%</b>
5322 POSTAGE	14,215		17,000	17,000	-	
5323 TELEPHONE & TELEGRAPH	3,957		3,480	3,960	480	
5324 TRAVEL EXPENSES	163		-	-	-	
5325 COUNCIL AND/OR BOARD TRAVEL	-		-	5,000	5,000	
5326 MILEAGE	308		-	-	-	
532L LONG DISTANCE CHARGES	91		144	144	-	
5331 PRINTING OTHER THAN OFFC SUPPL	5,504		7,500	7,500	-	
5332 PUBLIC OF LEGAL NOTICES/ADVTER	3,773		7,000	6,000	(1,000)	
5334 PUBLIC RELATIONS	27		500	500	-	
5342 LIABILITY INSURANCE	1,423		5,085	3,846	(1,239)	
5363 CONTRACTED OTHER EQUIPMT REPAI	564		1,500	1,500	-	
5369 CONTRACTED SERVICE	2,704		672	2,700	2,028	
5374 OTHER EQUIPMENT RENTAL	1,089		3,156	3,168	12	
5377 CC BUILDING PARKING	300		400	400	-	
5391 SUBSCRIPTIONS AND DUES	1,031		1,285	1,285	-	
5399 OTHER SERVICES AND CHARGES	245		1,500	1,500	-	
<b>Total 5300</b>	<b>\$35,393</b>	<b>\$13,262</b>	<b>\$49,222</b>	<b>\$54,503</b>	<b>\$5,281</b>	<b>10.73%</b>
<b>Total 5400</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	
<b>Total</b>	<b>\$929,225</b>	<b>\$456,945</b>	<b>\$957,155</b>	<b>\$985,436</b>	<b>\$28,281</b>	<b>2.95%</b>