

## **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  
 2014 BUDGET COMPARISON

	2012 ACTUAL	2013 ACTUAL THRU 30-Jun-2013	2013 REVISED BUDGET	2014 SUBMITTED	\$ INCREASE (DECREASE) FROM 2013 REVISED	% CHANGE FROM 2013 REV TO 2014
5111 TOTAL WAGES	342,433		343,985	333,458	(10,527)	- 3.06%
5131 PERF - EMPLOYERS SHARE	11,626		29,391	37,347	7,956	
5132 FICA	24,722		26,315	25,510	(805)	
5134 LIFE MEDICAL & HEALTH INSURAN	82,600		82,600	82,600	-	
5136 UNEMPLOYMENT COMPENSATION	337		344	333	(11)	
5137 WORKERS COMP INSURANCE	425		366	346	(20)	
513A PERF - EMPLOYEES/PD BY CITY	10,275		10,320	10,004	(316)	
5161 WAGE SETTLEMENT/SEVERANCE PAY	74		-	-	-	
<b>Total 5100</b>	<b>\$472,492</b>	<b>\$252,470</b>	<b>\$493,321</b>	<b>\$489,598</b>	<b>(\$3,723)</b>	<b>- 0.75%</b>
5211 OFFICIAL RECORDS	6,927		6,550	6,550	-	
5212 STATIONERY & PRINTED FORMS	161		-	-	-	
5219 OTHER OFFICE SUPPLIES	5,263		4,000	4,000	-	
<b>Total 5200</b>	<b>\$12,351</b>	<b>\$5,070</b>	<b>\$10,550</b>	<b>\$10,550</b>	<b>\$-</b>	<b>0.00%</b>
531H BANK SERVICE CHARGES	8,330		8,004	8,004	-	
5322 POSTAGE	4,857		6,000	6,000	-	
5331 PRINTING OTHER THAN OFFC SUPPL	3,326		6,000	6,000	-	
5332 PUBLIC OF LEGAL NOTICES/ADVTER	1,601		4,000	4,000	-	
5334 PUBLIC RELATIONS	85		-	-	-	
5342 LIABILITY INSURANCE	5,377		4,081	4,646	565	
5363 CONTRACTED OTHER EQUIPMT REPAI	1,205		1,000	1,000	-	
5391 SUBSCRIPTIONS AND DUES	1,211		1,000	1,000	-	
5399 OTHER SERVICES AND CHARGES	130		1,500	1,500	-	
<b>Total 5300</b>	<b>\$26,122</b>	<b>\$18,352</b>	<b>\$31,585</b>	<b>\$32,150</b>	<b>\$565</b>	<b>1.79%</b>
<b>Total 5400</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	
<b>Total</b>	<b>\$510,966</b>	<b>\$275,891</b>	<b>\$535,456</b>	<b>\$532,298</b>	<b>(\$3,158)</b>	<b>- 0.59%</b>