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BILL NO. S-11-09-17
As Amended

SPECIAL ORDINANCE NO. S- 192-11

1 AN ORDINANCE fixing the salaries of each and every
2 appointed officer, employee, deputy assistant,
3 departmental and institutional head of the Civil
4 City and City Utilities of the City for the year 2012.

5 WHEREAS, the Mayor and the Common Council of the City of Fort Wayne,
6 Indiana, have according to the powers outlined in IC 36-4-7-3 and IC 36-8-3-3(d) assigned to
7 each employee of the Civil City of Fort Wayne and of City Utilities of Fort Wayne a Job
8 Classification under the City Classification System established by Bill No. R-96-09-04
9 Resolution No. R-52-96, which Job Classification should accurately reflect the duties and
10 responsibilities of said employees, and

11 WHEREAS, the Mayor of the City of Fort Wayne has recommended a
12 maximum salary level for each Job Classification should accurately reflect the duties and
13 responsibilities of said employees, and

14 WHEREAS, the Clerk of the City of Fort Wayne, the Park Department Board
15 and the Metropolitan Human Relations Commission have recommended Job Class
16 designations for positions within their respective jurisdictions, and

17 WHEREAS, the Common Council must assure that salaries reflect the
18 duties and responsibilities assigned to each employee, and to be certain that such salaries
19 are fair and equitable, and

20 WHEREAS, the funds of such salaries are to be provided for the 2012 City
21 Budget and from City Utilities operating funds and other sources as may be specified by
22 Common Council.

23 NOW THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF
24 THE CITY OF FORT WAYNE, INDIANA:

25 SECTION 1. That all employees of the Civil City of Fort Wayne
26 and of City Utilities shall be classified by the division/department, job classification and titles.

27 SECTION 2. That the following Grid is hereby fixed and
28 authorized as a scale for approved Job Classifications. Consistent with our compensation
29 philosophy, it is the City's policy that no employee shall be paid below the minimum and the
30 maximum should not be exceeded, except for approved special occupations, shift
differentials, approved longevity pay, approved overtime pay, approved technical skill pay,
approved clothing allowance, approved previously accrued vacation payoff, sick time, FLSA
earned compensatory time, approved car allowance or approved productivity and gain
sharing bonuses.

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PARTHEREOF IN ITS ENTIRETY
This Grid, as reflected on Exhibit "A", is an attempt to maintain an orderly, consistent and
competitive pay policy that includes a "bonus" program for superior performance and a "Grid
System" that represents the actual market range for the Non-Union positions within City
Government and its Utilities.

1 **SECTION 3.** The following job classifications are a true and
 2 complete listing of all Civil City and City Utilities non-bargaining unit positions by
 3 division/department, job classification, and titles. It does not include those positions which
 4 are specified as part of a bargaining unit having a written economic agreement with the City
 or Utilities.

DIVISION/ DEPARTMENT	JOB CLASSIFICATION	TITLE
<u>City Clerk</u>	COMOT PAT PAT PAT COMOT COMOT UC	ADMINISTRATIVE ASSISTANT ASSISTANT CHIEF DEPUTY DEPUTY CLERK LEGIS AFFAIRS ADMINISTRATOR VIOLATIONS BUREAU SPECIALIST VIOLATIONS COURT ADMINISTRATOR COUNCIL ATTORNEY
<u>Parking Administration</u>	PAT PAT	PARKING CONTROL ASST SUPERVISOR PARKING CONTROL SUPERVISOR
<u>City Utilities</u>	PAT COMOT COMOT EXE PAT PAT PAT LTC PAT SO EXE PAT SO PAT SO PAT EXE PAT LTC PAT EXE	ACCOUNTANT ACCOUNTING CLERK ADMINISTRATIVE ASSISTANT ASSOCIATE CITY ATTORNEY ASSISTANT PROGRAM MANAGER BILLING SYSTEM MANAGER CMMS ADMINISTRATOR CONSTRUCTION SUPERVISOR CUSTOMER RELATIONS MANAGER DEPUTY DIRECTOR DIRECTOR OF CITY UTILITIES DIRECTOR OF FINANCE MANAGER OF ENGINEERING MANAGER PROGRAM MANAGER PUBLIC INFORMATION OFFICER SUPERINTENDANT SUPERVISOR SUPERVISOR UTILITY SERVICES MANAGER DEPUTY DIRECTOR
<u>Community Development</u>	PAT COMOT PAT PAT PAT EXE EXE POLE PAT	ACCOUNTANT ADMINISTRATIVE ASSISTANT CD ADMINISTRATOR CD MANAGER CD SPECIALIST DEPUTY DIRECTOR DIRECTOR OF COMMUNITY DEVELOPMENT FIELD SUPERVISOR OFFICE SUPERVISOR
<u>Redevelopment</u>	COMOT PAT PAT PAT	ADMINISTRATIVE ASSISTANT CD ADMINISTRATOR CD MANAGER CD SPECIALIST

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Finance and Administration

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PAT ACCOUNTANT
COMOT ACCOUNTING CLERK
COMOT ADMINISTRATIVE ASSISTANT
EXE CHIEF INFORMATION OFFICER
EXE CITY CONTROLLER
PAT COMPLIANCE ADMINISTRATOR
PAT COMPLIANCE OFFICER
COMOT COMPLIANCE INVESTIGATOR
EXE DEPUTY CONTROLLER
PAT DEPUTY DIRECTOR
PAT DIRECTOR OF PURCHASING SERVICES
EXE DIRECTOR OF HUMAN RESOURCES
PAT LABOR RELATIONS MANAGER
PAT PAYROLL COORDINATOR
PAT PAYROLL MANAGER
PAT PDQ MANAGER
PAT PDQ COORDINATOR
PAT PROPERTY MANAGER
PAT PURCHASING SUPERVISOR
PAT SENIOR ACCOUNTANT/ANALYST
COMOT SENIOR BUYER
PAT STAFFING & RECRUITMENT MANAGER
COMOT STAFFING & RECRUITMENT SPECIALIST
PAT STAFFING & RECRUITMENT COORDINATOR

Benefits

PAT BENEFITS & COMMUNICATIONS MANAGER
PAT BENEFITS & WELLNESS COORDINATOR

Risk Management

COMOT ADMINISTRATIVE ASSISTANT
PAT DIRECTOR OF RISK MGMT
PAT RISK MANAGEMENT SPECIALIST
PAT SAFETY CLAIMS/INVESTIGATOR

Mayor's Office

COMOT ADMINISTRATIVE ASSISTANT
PAT CITY SERVICES MANAGER
PAT CITY SERVICES SPECIALIST
EXE DEPUTY MAYOR
PAT DIRECTOR OF PUBLIC INFORMATION
COMOT EXECUTIVE ASSISTANT
PAT LEGISLATIVE & BUSINESS LIASION
PAT COMMUNITIY LIASION
PAT PUBLIC INFORMATION OFFICER

Internal Audit

PAT DIRECTOR OF INTERNAL AUDIT
PAT STAFF AUDITOR

Law Department

COMOT ADMINISTRATIVE ASSISTANT
EXE ASSOCIATE CITY ATTORNEY
EXE CITY ATTORNEY

Metro Human Relation Commission

COMOT ADMINISTRATIVE ASSISTANT
EXE EXECUTIVE DIRECTOR
COMOT INVESTIGATOR
PAT LEAD INVESTIGATOR
PAT LEGAL COUNSEL

Parks and Recreation

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COMOT
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EXE
EXE
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EXE
PAT
LTC
ADMINISTRATIVE ASSISTANT
ASSISTANT GOLF SUPERINTENDENT
ASSISTANT SUPERVISOR
DEPUTY DIRECTOR
DIRECTOR OF PARKS
GOLF COURSE PRO/MANAGER
GOLF GREENS SUPERINTENDENT
LANDSCAPE ARCHITECT
MANAGER
OUTDOOR RECREATION COORDINATOR
PROGRAM FACILITY COORDINATOR
PROJECT MANAGEMENT TECHNCIAN
PUBLIC INFORMATION OFFICER
SUPERINTENDENT
SUPERVISOR
SUPERVISOR

Public Works

PAT
COMOT
COMOT
EXE
PAT
PAT
PAT
PAT
LTC
LTC
ACCOUNTANT
ADMINISTRATIVE ASSISTANT
CLERK TO BOARD
DIRECTOR OF PUBLIC WORKS
DIRECTOR OF TRANS ADMIN SUPPORT
FLOOD CONTROL MANAGER
FLOOD MAINTENANCE MANAGER
GREENWAY MANAGER
LIGHTING FOREMAN
SUPERVISOR STREET LIGHT WAREHOUSE

Fleet Management

COMOT
PAT
PAT
ADMINISTRATIVE ASSISTANT
DIRECTOR OF FLEET MANAGEMENT
FLEET SYSTEM ANALYST

Solid Waste

PAT
PAT
MANAGER
PROGRAM MANAGER

Street Department

COMOT
LTC
EXE
LTC
ADMINISTRATIVE ASSISTANT
ASSISTANT STREET COMMISSIONER
DIRECTOR OF TRANSPORTATION OPS
GENERAL FOREMAN

Street Project Management;
Transportation Engineering

PAT
EXE
PAT
ASSISTANT CITY ENGINEER
CITY ENGINEER
MANAGER

Traffic Engineering

COMOT
PAT
PAT
LTC
LTC
LTC
PAT
LTC
ADMINISTRATIVE ASSISTANT
ASSISTANT TRAFFIC ENGINEER
DIRECTOR OF TRAFFIC OPERATIONS
SIGN & MARKING FOREMAN
SIGN & MARKING SUPERVISOR
SIGNAL FOREMAN
TRAFFIC ENGINEER
TRAFFIC OPERATIONS SUPERVISOR

PART-TIME/SEASONAL/TEMPORARY POSITIONS

City Clerk

COMOT ADMINISTRATIVE ASSISTANT

City Utilities

COMOT ADMINISTRATIVE ASSISTANT
COMOT CUSTOMER RELATIONS REPRESENTATIVE
PAT PROGRAM MANAGER
COMOT INTERN/SEASONAL

Community Development

COMOT INTERN/SEASONAL
COMOT WEED PROGRAM INSPECTOR

Metro Human Relation Commission

COMOT INTERN/SEASONAL
COMOT INVESTIGATOR

Parks and Recreation

COMOT AQUATIC CENTER MGR
COMOT AQUATIC SUPERVISOR
COMOT ASSIST GOLF PRO MGR
COMOT BASKETBALL PRG COORD
COMOT BASKETBALL SITE SUPV
COMOT BASKETBALL STAFF
COMOT CAMP AIDE
PAT CAMP ASST SUPERVISOR
LTC CAMP BEFORE/AFTER CARE
LTC CAMP COUNSELOR
PAT CAMP SUPERVISOR
COMOT CLERICAL
LTC GOLF ASST GREEN SUPT
COMOT GOLF CASHIER/STARTER
LTC GOLF COURSE MAINT
COMOT HURSHTOWN ATTENDANT
COMOT HURSHTOWN SUPERVISOR
COMOT PROJECT MGMT TECHNICIAN
LTC LIFEGUARD
COMOT LIFETIME SPTS ACYD C
LTC LINDENWOOD STAFF
LTC MAINTENANCE-SEASONAL
LTC NATURALIST
PAT OUTDOOR EDUCATION COORDINATOR
COMOT PLAYGROUND LEADER
COMOT PLAYGROUND STAFF
PAT PLAYGROUND SUPV
COMOT POOL STAFF (NON-CERT)
COMOT POOL-HEAD LIFEGUARD
COMOT PRESCH/YTH SPRT COOR
COMOT PRESCHOOL/YOUTHSTAFF
COMOT RECREATION CTR LDR
COMOT RECREATION LEADER
COMOT RECREATION SITE SUPERVISOR
COMOT RECREATION SPECIALIST
COMOT SPECIAL EVENTS COORDINATOR
PAT SUPERVISOR/NATURALIST
LTC TENNIS INSTRUCTOR
COMOT TENNIS PROGRAM COORDINATOR
PAT THEATRE MANAGER
LTC THEATRE ASST MANAGER
LTC THEATRE ATTENDANT
LTC THEATRE TECHNICIAN
COMOT WEEKEND/EVE RECP

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Public Works

COMOT ADMINISTRATIVE ASSISTANT
COMOT INTERN/SEASONAL

Street Department

LTC LEAF PICK-UP LABORER

Traffic Engineering

COMOT CLERICAL
LTC SIGN DIVISION HELPER
LTC SIGNAL DIVISON HELPER
LTC INTERN/SEASONAL – STREET LIGHTING

SECTION. 4. Pursuant to State Statute economic conditions must be approved by the Common Council. Such economic conditions include, but are not limited to, base pay and monetary fringe benefits. These matters will be negotiated by and between the City and the appropriate bargaining unit for the year 2012. Upon conclusion of such negotiations the appropriate Ordinances shall be submitted to the Common Council for approval.

SECTION. 5. Moving Expenses for new employees moving into Allen County may be reimbursed up to a maximum of \$5,000 with the approval of the City Controller. The new employee shall pay for all expenses up front and will present receipts for reimbursement.

SECTION 6. In addition to the compensation for positions listed herein the City shall contribute 3% of employees' salary to the Public Employees Retirement Fund (PERF).

SECTION 7. That, in addition to the compensation provided for herein: The City of Fort Wayne Law Department shall receive not more than \$6,500 for services performed in connection with the operations of the municipally owned utilities pursuant to I.C. 36-4-74 which additional compensation shall be paid from the revenues of the appropriate utility or function. The City of Fort Wayne Law Department shall also receive an additional sum not to exceed \$13,000 for services provided in connection with the City Self-Insurance Program involving matters not in litigation.

That, in addition, the following legal services are recognized as extraordinary services and shall entitle the City of Fort Wayne Law Department performing such services to charge respective departments additional compensation at the rate of 120% of the hourly compensation of the classified City Attorney or Associate City Attorney performing such services, or ~~such other appropriate compensation as determined by the~~

~~Board of Public Works:~~

- A.) Bond issues and related financial matters, including Bond issues related to the Economic Development Commission where the fees for said issues are paid by the Bond applicant.
- B.) Annexation litigation following the filing of a remonstrance.
- C.) Condemnation litigation following the filing of exceptions to the appraisers' report.

Delet

1 D.) All matters relating to defense of claims against the Fort Wayne Police
2 Department following the filing of a complaint.

3 E.) All matters involving a challenge to the constitutionality of any act or
4 omission by the City or one of its employees following the filing of a
5 complaint in court.

6 F.) All matters relating to intervention in utility rate cases following the filing
7 of a petition to intervene, or other appearances before the Indiana Utility
8 Regulatory Commission (I.U.R.C).

9 G.) All matters relating to litigation where the amount in controversy
10 exceeds \$50,000, following the filing of a complaint in court.

11 H.) All matters relating to litigation where any recovery against the City or
12 its employees would be paid from the City's Self-Insurance Fund.

13 I.) All matters involving collective bargaining arbitration.

14 J.) Matters relating to the Fort Wayne Redevelopment Commission
15 covered by a separate contract.

16 Any and all payments to be made hereunder for extraordinary services shall be subject to
17 the final approval by the City Controller. Nothing in this agreement shall prevent the use of
18 other attorneys or firms to perform extraordinary services, subject, however, to the
19 provisions of I.C. 36-4-9-12.

20 **SECTION 8.** From and after the first day of January, 2012 all
21 appointed officers, employees, deputies, assistants, departmental and institutional heads of
22 the Civil City and City Utilities will be paid according to this, the above and following
23 provisions of this ordinance, subject to budgetary limitations, collective bargaining
24 agreements, future changes or amendments enacted by Common Council.

25 **SECTION 9.** Nothing in this Salary Ordinance shall limit the
26 capacity of Utility Management at the Filtration Plant to participate in the Gain Sharing Plan
27 under the Memorandum of Understanding approved by Common Council under Ordinance
28 No. R-26-99.

29 **SECTION 10.** That all Departments subject to this Ordinance will
30 conform to the Official City's Personnel Policies and Procedures relating to hiring, pay, and
other related practices, approved by the Mayor and administered by the City's Human
Resources Department.

SECTION 11. If any section, clause, sentence, paragraph or part
or provisions of this Ordinance be found invalid or void by a Court of competent jurisdiction,
it shall be conclusively presumed that this ordinance would have passed by the Common
Council without such invalid section, clauses, paragraph, part or provisions, and the
remaining parts of the Ordinance will remain in effect.

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SECTION 12. The Municipal Code of the City of Fort Wayne references, in codification form, salary ordinances previously adopted by the City Council for past years. Such salary ordinances have duration of one year and thus, with the exception of the 2011 salary ordinances, have expired. Commencing January 1, 2012, any conflict between the terms and conditions hereof and any previous ordinance shall be resolved in favor of the most recently enacted ordinance.

SECTION 13. Two copies of all attachments and Exhibits referred to in this Ordinance shall be kept on file with the City Clerk of Fort Wayne for the purpose of public inspection.

SECTION 14. This ordinance shall be in full force and effect from and after its passage and approval by the Mayor.



Council Member

APPROVED AS TO FORM AND LEGALITY
Carol Helton, City Attorney

2012 SALARY GRID

EXHIBIT "A"

<u>JOB CLASSIFICATION</u>	<u>MIN</u>	<u>MAX</u>
COMOT (Temp/Seasonal)	\$ 7.25/hr	\$ 15.00/hr
COMOT	\$23,487.10	\$52,812.56
POLE (Temp/Seasonal)	\$ 7.25/hr	\$ 15.00/hr
POLE	\$29,075.86	\$84,986.35
LTC (Temp/Seasonal)	\$ 7.25/hr	\$ 15.00/hr
LTC	\$31,212.61	\$61,195.84
PAT (Temp/Seasonal)	\$ 7.25/hr	\$ 15.00/hr
PAT	\$30,087.04	\$77,575.54
EXE	\$69,184.49	\$128,763.01
SO	\$63,470.90	\$108,934.08

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Read the first time in full and on motion by J. Brown, and duly adopted, read the second time by title and referred to the Committee on Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Common Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 2011, at _____ o'clock _____ M.E.S.T.

DATED: 9-13-11

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Brown, and duly adopted, placed on its passage. PASSED LESP by the following vote:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
<u>TOTAL VOTES</u>	<u>7</u>	_____	_____	<u>2</u>
<u>BENDER</u>	<u>✓</u>	_____	_____	_____
<u>BROWN</u>	<u>✓</u>	_____	_____	_____
<u>DIDIER</u>	_____	_____	_____	<u>✓</u>
<u>GOLDNER</u>	<u>✓</u>	_____	_____	_____
<u>HARPER</u>	<u>✓</u>	_____	_____	_____
<u>HINES</u>	<u>✓</u>	_____	_____	_____
<u>PAPE</u>	_____	_____	_____	<u>✓</u>
<u>SHOAFF</u>	<u>✓</u>	_____	_____	_____
<u>SMITH</u>	<u>✓</u>	_____	_____	_____

DATED: 9-27-11

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING) ORDINANCE (RESOLUTION) NO. 3-192-11 on the 27th day of September, 2011

ATTEST:
Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

SEAL
Matthew Henry
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 28th day of September, 2011, at the hour of 11:30 o'clock PM, M.E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 28th day of September, 2011, at the hour of 3:00 o'clock PM, M.E.S.T.

Thomas C. Henry
THOMAS C. HENRY, MAYOR