

BILL NO. S-12-09-03

SPECIAL ORDINANCE NO. S-_____

**AN ORDINANCE fixing the salaries of
each and every appointed officer,
employee, deputy assistant, departmental
and institutional head of the Civil
City and City Utilities of the City for the year 2013**

WHEREAS, the Mayor and the Common Council of the City of Fort Wayne, Indiana, have according to the powers outlined in IC 36-4-7-3 and IC 36-8-3-3(d) assigned to each employee of the Civil City of Fort Wayne and of City Utilities of Fort Wayne a Job Classification under the City Classification System, which Job Classification should accurately reflect the duties and responsibilities of said employees, and

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

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

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

WHEREAS, the funds of such salaries are to be provided for the 2013 City Budget and from City Utilities operating funds and other sources as may be specified by Common Council.

NOW THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA;

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

SECTION 2. That the following Grid is hereby fixed and authorized as a scale for approved Job classifications. Consistent with our compensation philosophy, it is the City's policy that no employee shall be paid below the minimum and the maximum should no 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 bonus.

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF 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 the City of Fort Wayne and City Utilities.

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

DIVISION/DEPARTMENT	JOB CLASSIFICATION	TITLE
<u>City Clerk</u>	COMOT	ADMINISTRATIVE ASSISTANT
	PAT	ASSISTANT DEPUTY CLERK
	PAT	DEPUTY CLERK
	COMOT	VIOLATIONS BUREAU SPECIALIST
	COMOT	VIOLATIONS COURT ADMINISTRATOR
<u>Parking Enforcement</u>	PAT	PARKING ENFORCEMENT SUPERVISOR
	PAT	VIOLATIONS BUREAU SUPERVISOR
<u>City Council</u>	PAT	CITY COUNCIL ADMINISTRATOR
	UC	CITY COUNCIL ATTORNEY
<u>City Utilities</u>	PAT	ACCOUNTANT
	COMOT	ACCOUNTING CLERK
	COMOT	ADMINISTRATIVE ASSISTANT
	EXE	ASSOCIATE CITY ATTORNEY
	PAT	ASSISTANT MANAGER
	PAT	ASSISTANT PROGRAM MANAGER
	PAT	ASSISTANT SUPERINTENDENT
	PAT	CMMS ADMINISTRATOR
	LTC	CONSTRUCTION SUPERVISOR
	COMOT	CUSTOMER RELATIONS REPRESENTATIVE
	SO	DEPUTY DIRECTOR
	PAT	DIRECTOR OF FINANCE
	EXE	DIRECTOR OF CITY UTILITIES
	SO	ENGINEERING PROGRAM MANAGER
	SO	ENGINEER
	PAT	ENGINEERING ASSOCIATE
	PAT	HANSEN ADMINISTRATOR
	COMOT	INTERN/SEASONAL
	LTC	INTERN/SEASONAL
	SO	MANAGER OF ENGINEERING
	PAT	MANAGER
	PAT	PROGRAM MANAGER
	PAT	PUBLIC INFORMATION OFFICER
	EXE	SUPERINTENDANT
	PAT	SUPERVISOR
	LTC	SUPERVISOR
	PAT	UTILITY SERVICES MANAGER
<u>Community Development</u>	COMOT	ADMINISTRATIVE ASSISTANT
	PAT	CD ADMINISTRATOR
	PAT	CD MANAGER
	PAT	CD SPECIALIST
	EXE	DEPUTY DIRECTOR
	EXE	DIRECTOR OF COMMUNITY DEVELOPMENT
	PAT	DIRECTOR OF FINANCE
	POLE	FIELD SUPERVISOR

1		COMOT	INTERN/SEASONAL
2		PAT	OFFICE SUPERVISOR
		COMOT	WEED PROGRAM INSPECTOR
3	<u>REDEVELOPMENT</u>	COMOT	ADMINISTRATIVE ASSISTANT
4		PAT	CD ADMINISTRATOR
		PAT	CD MANAGER
		PAT	CD SPECIALIST
5	<u>Finance and Administration</u>		
6		PAT	ACCOUNTANT
		COMOT	ACCOUNTING CLERK
7		COMOT	ADMINISTRATIVE ASSISTANT
		EXE	CHIEF INFORMATION OFFICER
8		EXE	CITY CONTROLLER
		PAT	COMPLIANCE ADMINISTRATOR
9		COMOT	COMPLIANCE INVESTIGATOR
		PAT	COMPLIANCE OFFICER
10		EXE	DEPUTY CONTROLLER
		PAT	DEPUTY DIRECTOR
11		PAT	DIRECTOR OF PURCHASING SERVICES
12		COMOT	INTERN/SEASONAL
		PAT	PAYROLL COORDINATOR
13		PAT	PAYROLL MANAGER
		PAT	PAYROLL PRACTITIONER
		PAT	PROPERTY MANAGER
		PAT	PURCHASING SUPERVISOR
		PAT	SENIOR ACCOUNTANT/ANALYST
		COMOT	SENIOR BUYER
14	<u>Benefits</u>		
15		PAT	BENEFITS & COMMUNICATIONS MANAGER
		PAT	BENEFITS& WELLNESS COORDINATOR
		COMOT	INTERN/SEASONAL
16	<u>Risk Management</u>		
17		COMOT	ADMINISTRATIVE ASSISTANT
		PAT	DIRECTOR OF RISK MANAGEMENT
18		PAT	RISK MANAGEMENT SPECIALIST
		PAT	SAFETY CLAIMS/INVESTIGATOR
19	<u>Mayor's Office</u>		
20		COMOT	ADMINISTRATIVE ASSISTANT
		PAT	CITIZEN SERVICES SUPERVISOR
21		PAT	CITIZEN SERVICES SPECIALIST
		PAT	COMMUNITY LIAISON
22		PAT	DIRECTOR OF CITIZEN SERVICES
		EXE	DIRECTOR OF HUMAN RESOURCES
23		EXE	DEPUTY MAYOR
		PAT	DIRECTOR OF PUBLIC INFORMATION
24		COMOT	EXECUTIVE ASSISTANT
		PAT	HR GENERALIST
25		COMOT	HR SPECIALIST
		COMOT	INTERN/SEASONAL
26		PAT	LABOR RELATIONS MANAGER
		PAT	LEGISLATIVE & BUSINESS LIAISON
27		PAT	PDQ MANAGER
		PAT	PUBLIC INFORMATION OFFICER
28	<u>Law Department</u>		
29		COMOT	ADMINISTRATIVE ASSISTANT
		EXE	ASSOCIATE CITY ATTORNEY
30		EXE	CITY ATTORNEY

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Internal Audit

EXE
PAT

DIRECTOR OF INTERNAL AUDIT
STAFF AUDITOR

Metro Human Relation Commission

COMOT
EXE
COMOT
COMOT
PAT
PAT

ADMINISTRATIVE ASSISTANT
EXECUTIVE DIRECTOR
INTERN/SEASONAL
INVESTIGATOR
LEAD INVESTIGATOR
STAFF COUNSEL

Parks and Recreation

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ADMINISTRATIVE ASSISTANT
ASSISTANT GOLF SUPERINTENDENT
ASSISTANT SUPERVISOR
DEPUTY DIRECTOR
DIRECTOR OF PARKS
GOLF COURSE PRO/MANAGER
GOLF GREEN SUPERINTENDENT
LANDSCAPE ARCHITECT
MANAGER
OUTDOOR RECREATION COORDINATOR
PROGRAM FACILITY COORDINATOR
PROJECT MANAGEMENT TECHNICIAN
PUBLIC INFORMATION OFFICER
SUPERINTENDENT
SUPERVISOR
SUPERVISOR
AQUATIC CENTER MANAGER
AQUATIC SUPERVISOR
ASSISTANT GOLF PRO MANAGER
BASKETBALL PROGRAM COORDINATOR
BASKETBALL SITE SUPERVISOR
BASKETBALL STAFF
CAMP ASSISTANT SUPERVISOR
CAMP COUNSELOR
CAMP SUPERVISOR
CLERICAL
GOLF ASSISTANT GREEN SUPERINTENDENT
GOLF CASHIER/STARTER
GOLF COURSE MAINTENANCE
HURSHTOWN ATTENDANT
HURSHTOWN SUPERVISOR
INTERN/SEASONAL
PROJECT MANAGEMENT TECHNICIAN
LIFEGUARD
LIFETIME SPORTS ACADEMY COORDINATOR
LINDENWOOD STAFF
MAINTENANCE – UTILITY SECURITY PERSON
MAINTENANCE – SEASONAL
NATURALIST
PLAYGROUND LEADER
PLAYGROUND STAFF
PLAYGROUND SUPERVISOR
POOL STAFF (NON-CERTIFIED)
POOL-HEAD LIFEGUARD
PRESCHOOL/YOUTH SPORTS COORDINATOR
PRESCHOOL/YOUTH STAFF
RECREATION CENTER LEADER
RECREATION LEADER

1		COMOT	RECREATION SITE SUPERVISOR
2		COMOT	RECREATION SPECIALIST
3		COMOT	SPECIAL EVENTS COORDINATOR
4		LTC	TENNIS INSTRUCTOR
5		LTC	TENNIS PROGRAM COORDINATOR
6	<u>Public Works</u>	PAT	THEATRE MANAGER
7		LTC	THEATRE ASSISTANT MANAGER
8		LTC	THEATRE ATTENDANT
9		LTC	THEATRE TECHNICIAN
10		COMOT	WEEKEND/EVENING
11			RECEPTIONIST/HOST(ESS)
12		PAT	ACCOUNTANT
13		COMOT	ADMINISTRATIVE ASSISTANT
14		PAT	BOARD OF PUBLIC WORKS MANAGER
15		COMOT	CLERK TO BOARD
16		EXE	DIRECTOR OF PUBLIC WORKS
17		PAT	DIRECTOR TRANSPORTATION ADMIN
18			SUPPORT
19		PAT	FLOOD CONTROL MANAGER
20		PAT	FLOOD MAINTENANCE MANAGER
21		PAT	GREENWAYS MANAGER
22		LTC	INTERN/SEASONAL
23		COMOT	INTERN/SEASONAL
24		LTC	LIGHTING FOREMAN
25		PAT	MANAGER
26		PAT	PROGRAM MANAGER
27		LTC	SUPERVISOR STREET LIGHT WAREHOUSE
28	<u>Fleet Management</u>		
29		COMOT	ADMINISTRATIVE ASSISTANT
30		PAT	DIRECTOR OF FLEET MANAGEMENT
31		PAT	FLEET SYSTEM ANALYST
32	<u>Street Department</u>		
33		COMOT	ADMINISTRATIVE ASSISTANT
34		LTC	ASSISTANT STREET COMMISSIONER
35		EXE	DIRECTOR TRANSPORTATION OPERATIONS
36		LTC	GENERAL FOREMAN
37	<u>Street Project Management; Transportation Engineering</u>		
38		PAT	ASSISTANT CITY ENGINEER
39		EXE	CITY ENGINEER
40		PAT	MANAGER
41	<u>Traffic Engineering</u>		
42		COMOT	ADMINISTRATIVE ASSISTANT
43		PAT	ASSISTANT TRAFFIC ENGINEER
44		COMOT	CLERICAL
45		PAT	DIRECTOR TRAFFIC OPERATIONS
46		LTC	INTERN/SEASONAL
47		LTC	SIGN & MARK FOREMAN
48		LTC	SIGN & MARKING SUPERVISOR
49		LTC	SIGN DIVISION HELPER
50		LTC	SIGNAL DIVISION HELPER
51		LTC	SIGNAL FOREMAN
52		PAT	TRAFFIC ENGINEER
53		LTC	TRAFFIC OPERATIONS SUPERVISOR

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

1 and monetary fringe benefits. These matters will be negotiated by and between the City and the
2 appropriate bargaining unit for the year 2013. Upon conclusion of such negotiations the appropriate
3 Ordinances shall be submitted to the Common Council for approval.

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

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

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

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

18 **SECTION 8.** From and after the first day of January, 2013 all appointed
19 officers, employees, deputies, assistants, departmental and institutional heads of the Civil City and City
20 Utilities will be paid according to this, the above and following provisions of this ordinance, subject to
21 budgetary limitations, collective bargaining agreements, future changes or amendments enacted by
22 Common Council.

23 **SECTION 9.** That all Departments subject to this Ordinance will conform to
24 the Official City's Personnel Policies and Procedures relating to hiring, pay, and other related practices,
25 approved by the Mayor and administered by the City's Human Resources Department.

26 **SECTION 10.** If any section, clause, sentence, paragraph or part or provisions
27 of this Ordinance be found invalid or void by a Court of competent jurisdiction, it shall be conclusively
28 presumed that this ordinance would have passed by the Common Council without such invalid section,
29 clauses, paragraph, part or provisions, and the remaining parts of the Ordinance will remain in effect.

30 **SECTION 11.** 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 a duration of one year and thus, with the exception of the 2012 salary ordinances, have
expired. Commencing January 1, 2013, any conflict between the terms and conditions hereof and any
previous ordinance shall be resolved in favor of the most recently enacted ordinance.

SECTION 12. 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.

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SECTION 13. This ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

COUNCILMEMBER

APPROVED AS TO FORM AND LEGALITY

CAROL HELTON, CITY ATTORNEY

2013 SALARY GRID

EXHIBIT "A"

<u>JOB CLASSIFICATION</u>	<u>MIN</u>	<u>MAX</u>
COMOT (Temp/Seasonal)	\$ 7.25/hr	\$ 15.00/hr
COMOT	\$24,097.76	\$54,185.69
POLE (Temp/Seasonal)	\$ 7.25/hr	\$ 15.00/hr
POLE	\$29,802.75	\$87,111.01
LTC (Temp/Seasonal)	\$ 7.25/hr	\$ 15.00/hr
LTC	\$31,687.05	\$62,126.02
PAT (Temp/Seasonal)	\$ 7.25/hr	\$ 15.00/hr
PAT	\$30,742.93	\$79,266.69
EXE	\$69,184.49	\$128,763.01
SO	\$63,470.90	\$108,934.08