

OFFICE OF THE MAYOR

Mission Statement

It is the mission of the Office of the Mayor to assist the Mayor in serving the public by gathering information on important issues, assisting in analyzing those issues and developing policies to guide the course of the City for the future. At the direction of the Mayor, the office implements policy by coordinating and guiding the actions of the various divisions of the City government, and working cooperatively with other units of government, business, and other organizations to accomplish the goals of the City.

The Mayor's Office consists of: Executive Office, 311 One Call Customer Service Center, Area Advocates, and Public Information Office.

Goals and Objectives

The goals of the Office of the Mayor include those goals as determined by the Comprehensive Plan:

- Retain and gain jobs
- Strategic Plan implementation
- Maintain and enhance the City's capital assets
- Addressing capital needs in the public safety division
- Responsible stewardship of public assets and infrastructure
- Improved disclosure of City finances

EXECUTIVE OFFICE

The Executive Office carries out the direct duties and serves a support role for the Mayor of the City of Fort Wayne. It also oversees the strategic direction of the administration. The Mayor directs appointments to specified boards and commissions as well as some non-profit organizations.

311 CUSTOMER SERVICE CENTER

The 311 Customer Service Center is designed to provide citizens and businesses with outstanding customer service by being "One Call to City Hall" for 17 City departments with scripts written specifically for each department. Every service request is given a tracking number for the caller and City staff to ensure follow-through. The Center also takes informational calls from the public about City services. It is staffed from 7:30 a.m. to 5:30 p.m. weekdays with an automated system for after-hours calls. 311 is also a standby Emergency Operations Call Center, ready to take non-emergency calls in a matter of minutes. 311's experienced operators relieve EOC staff by taking the high volumes of citizens' calls in disasters so EOC staff can concentrate on working with field employees.

MAYOR'S AREA ADVOCATES

The four Mayor's Area Advocates work with constituents within their respective quadrant. With contacts and knowledge of City services, they serve as by mediating complex issues between residents and City departments or other community entities. The advocates provide constituent advocacy by keeping the Mayor, City Council, and City departments apprised of neighborhood concerns.

Other duties of the Mayor's Area Advocates include:

- Communicating the City's message and information to neighborhoods
- Representing the Mayor by serving on various boards and commissions, performing ribbon cuttings, reading proclamations, and making public appearances

- Actively participating on the Crisis Management Team that responds to City-wide emergencies by helping to coordinate local shelters, disseminating crucial information to communities, and providing pertinent information to City leaders regarding affected areas.
- Raising funds, planning and coordinating special projects and events

PUBLIC INFORMATION OFFICE

The Public Information Office provides accurate and timely information about City administrative policies, services, programs, events and matters of public interest to a variety of audiences, including media, taxpayers, City Council, community partners, other units of government, neighborhood leaders, City employees and state/national groups. The Office distributes content electronically to local, statewide and niche/specialty newspapers and publications, radio stations, television news outlets and other media to provide the public with pertinent information, especially in times of emergencies.

Public Information supports City divisions and departments to help effectively communicate information about City government to media through news releases and press conferences and the public. They are tasked with taking complex and specialized subject matter and synthesizing it into easily understandable content.

The Office accomplishes its goals by:

- assisting with maintaining the City's website;
- working with community partners;
- representing the Mayor at events;
- coordinating the City TV cable television station;
- responding to requests for public information;
- organizing and coordinating special events;
- drafting letters, proclamations, newsletters, speeches, award applications and other written material as needed.

BUSINESS AND LEGISLATIVE LIAISON

The Business and Legislative Liaison acts as the Mayor's aide and assistant by working closely with the Mayor and Mayor's staff to achieve goals that benefit the City of Fort Wayne. This position works with Division Heads and the Public Information Director and serves as a liaison between the Mayor's Office, leaders of the business community, legislators and the media. The liaison tracks local, State, and Federal legislation on issues that affect Fort Wayne. The Business and Legislative Liaison fosters positive relationships between local, State, and Federal representatives and the City of Fort Wayne to further the policies and goals of the City.

MAYOR
 Dept # 0001
 2010 BUDGET COMPARISON

	2008 ACTUAL	2009 ACTUAL THRU 30-Jun-2009	2009 REVISED BUDGET	2010 SUBMITTED	\$ INCREASE (DECREASE) FROM 2009 APPR	% CHANGE FROM 2009 APPR TO 2010
5111 TOTAL WAGES	920,824		960,356	980,995	20,639	2.15%
5131 PERF - EMPLOYERS SHARE	63,868		69,625	76,027	6,402	
5132 FICA	67,603		73,468	75,046	1,578	
5134 LIFE MEDICAL & HEALTH INSURAN	162,000		171,000	188,100	17,100	
5136 UNEMPLOYMENT COMPENSATION	914		960	981	21	
5137 WORKERS COMP INSURANCE	1,547		1,672	1,413	(259)	
513A PERF - EMPLOYEES/PD BY CITY	27,371		28,811	29,430	619	
513R RETIREES HEALTH INSURANCE	9,000		9,000	9,900	900	
5161 WAGE SETTLEMENT/SEVERANCE PAY	8,071		-	-	-	
Total 5100	\$1,261,198	\$665,323	\$1,314,892	\$1,361,892	\$47,000	3.57%
5213 COMPUTER SUPPLIES	32		2,120	1,220	(900)	
5219 OTHER OFFICE SUPPLIES	6,952		9,200	8,200	(1,000)	
5231 GASOLINE	2,186		1,381	2,047	666	
5299 OTHER MATERIALS & SUPPLIES	1,856		3,100	3,100	-	
Total 5200	\$11,026	\$2,632	\$15,801	\$14,567	(\$1,234)	- 7.81%
531K SEMINAR FEES	1,315		8,000	4,000	(4,000)	
531S SOFTWARE TRAINING	-		1,000	-	(1,000)	
5322 POSTAGE	7,412		9,300	9,300	-	
5323 TELEPHONE & TELEGRAPH	7,883		17,120	17,120	-	
5324 TRAVEL EXPENSES	7,031		12,000	8,000	(4,000)	
5326 MILEAGE	2,145		4,350	3,000	(1,350)	
532C CELL PHONE	518		4,500	1,000	(3,500)	
532L LONG DISTANCE CHARGES	628		1,100	900	(200)	
5331 PRINTING OTHER THAN OFFC SUPPL	1,624		4,800	3,200	(1,600)	
5332 PUBLIC OF LEGAL NOTICES/ADVTER	12,054		1,000	-	(1,000)	
5334 PUBLIC RELATIONS	22,681		10,220	15,000	4,780	
5342 LIABILITY INSURANCE	1,349		1,665	5,857	4,192	
5363 CONTRACTED OTHER EQUIPMT REPAI	165		600	600	-	
5367 MAINT. AGREEMENT - SOFTWARE	1,857		-	-	-	
5369 CONTRACTED SERVICE	16,011		8,000	8,000	-	
536N GARAGE CONTRACT - NONTARGET	476		-	5,559	5,559	
536T GARAGE CONTRACT - TARGET	-		614	510	(104)	
5372 VEHICLE RENTAL	2,829		-	-	-	
5374 OTHER EQUIPMENT RENTAL	675		-	-	-	
5377 CC BUILDING PARKING	508		600	600	-	
5391 SUBSCRIPTIONS AND DUES	8,359		16,000	8,000	(8,000)	
5399 OTHER SERVICES AND CHARGES	1,458		1,500	300	(1,200)	
Total 5300	\$96,975	\$29,629	\$102,369	\$90,946	(\$11,423)	- 11.16%
5443 PURCHASE OF OFFICE EQUIPMENT	-		1,400	-	(1,400)	
Total 5400	\$-	\$-	\$1,400	\$-	(\$1,400)	-100.00%
Total	\$1,369,199	\$697,584	\$1,434,462	\$1,467,405	\$32,943	2.30%

Mayor 2010-2014 Capital Improvement Program

<u>FUNDING SOURCE CODE:</u> CC-Cumulative Capital Fund CDBG-Community Development Block Grant CEDIT-Co. Economic Development Income Tax CO-County Source FED-Federal Source GOB-General Obligation Bond GRA-Grant Approved	GRP-Grant Pending LE-Lease InfraBd-Infrastructure Bond LRS-Local Roads & Streets MISC-Miscellaneous MVH-Motor Vehicle Highway PCBF-Park Cumulative Bldg. Fund PS-Private Source	PT-Property Tax RB-Revenue Bond ST-State Source SU-Sewer Utility SWU-Stormwater Utility TIF-Tax Increment Financing UF-User Fee WU-Water Utility
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Item #	Project Title & Description	Funding Source	Expenditure				
			2010	2011	2012	2013	2014
1	Office Equipment	PT	-	-	-	-	-
TOTAL			-	-	-	-	-