

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, Community Liaisons, 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
- 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 Center is designed to provide the constituents of Fort Wayne with easy access to City services and information through courteous, accurate, and responsive customer service. The 311 Center also provides performance measurement and improvement services to governmental and non-governmental agencies in their goal to improve customer service and facilitates citizen engagement. In times of emergency, the 311 Center serves as a standby emergency operating center (EOC), ready to take non-emergency calls in a matter of minutes. 311's experienced operators relieve EOC staff by taking the high volume of resident's calls in disasters so EOC staff can concentrate on working with field employees.

Community Liaisons

The two Community Liaisons 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 liaisons provide constituent advocacy by keeping the Mayor, City Council, and City departments apprised of neighborhood concerns.

Other duties of the Community Liaisons 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 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.

MAYOR
 Dept # 0001
 2012 BUDGET COMPARISON

	2010 ACTUAL	2011 ACTUAL THRU 30-Jun-2011	2011 REVISED BUDGET	2012 SUBMITTED	\$ INCREASE (DECREASE) FROM 2011 REVISED	% CHANGE FROM 2011 REV TO 2012
5111 TOTAL WAGES	852,283		911,186	919,941	8,755	0.96%
5131 PERF - EMPLOYERS SHARE	66,122		77,451	91,994	14,543	
5132 FICA	62,313		69,705	70,375	670	
5134 LIFE MEDICAL & HEALTH INSURAN	188,100		173,400	200,600	27,200	
5136 UNEMPLOYMENT COMPENSATION	880		911	919	8	
5137 WORKERS COMP INSURANCE	1,413		1,521	1,159	(362)	
513A PERF - EMPLOYEES/PD BY CITY	25,596		27,336	27,598	262	
513R RETIREES HEALTH INSURANCE	9,900		10,200	11,800	1,600	
Total 5100	\$1,206,607	\$658,069	\$1,271,710	\$1,324,386	\$52,676	4.14%
5213 COMPUTER SUPPLIES	-		200	-	(200)	
5219 OTHER OFFICE SUPPLIES	3,282		7,000	3,200	(3,800)	
5231 GASOLINE	1,995		2,090	2,754	664	
5299 OTHER MATERIALS & SUPPLIES	2,550		1,900	2,550	650	
Total 5200	\$7,827	\$5,184	\$11,190	\$8,504	(\$2,686)	- 24.00%
531K SEMINAR FEES	-		4,000	-	(4,000)	
5322 POSTAGE	3,290		7,200	3,000	(4,200)	
5323 TELEPHONE & TELEGRAPH	6,829		7,100	-	(7,100)	
5324 TRAVEL EXPENSES	3,616		8,000	3,700	(4,300)	
5326 MILEAGE	1,723		3,000	1,700	(1,300)	
532C CELL PHONE	3,424		1,000	3,500	2,500	
532L LONG DISTANCE CHARGES	765		900	-	(900)	
5331 PRINTING OTHER THAN OFFC SUPPL	435		2,000	1,200	(800)	
5332 PUBLIC OF LEGAL NOTICES/ADVTER	2,190		-	-	-	
5334 PUBLIC RELATIONS	9,039		15,000	10,000	(5,000)	
5342 LIABILITY INSURANCE	5,857		3,809	4,606	797	
5363 CONTRACTED OTHER EQUIPMT REPAI	-		600	-	(600)	
5369 CONTRACTED SERVICE	6,458		8,000	6,500	(1,500)	
536N GARAGE CONTRACT - NONTARGET	370		1,999	1,897	(102)	
536T GARAGE CONTRACT - TARGET	510		1,006	2,400	1,394	
5374 OTHER EQUIPMENT RENTAL	3,270		-	-	-	
5377 CC BUILDING PARKING	900		600	-	(600)	
5391 SUBSCRIPTIONS AND DUES	1,604		8,000	2,000	(6,000)	
5399 OTHER SERVICES AND CHARGES	-		300	-	(300)	
Total 5300	\$50,279	\$29,367	\$72,514	\$40,503	(\$32,011)	- 44.14%
Total 5400	\$-	\$-	\$-	\$-	\$-	
Total	\$1,264,713	\$692,620	\$1,355,414	\$1,373,393	\$17,979	1.33%