

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 Citizen Service Center, Community Liaison, Public Information Office, and Human Resources.

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
- Open 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 Citizen 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 City's Community Liaison works with constituents across the city. With contacts and knowledge of City services, they serve by mediating complex issues between residents and City departments or other community entities. The liaison provides constituent advocacy by keeping the Mayor, City Council, and City departments apprised of neighborhood concerns.

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.

Human Resources

The goal of the Human Resources Department is to provide services efficiently to employees, applicants, and the public at the least cost to the City's taxpayers. Services include the facilitation of positive employee and labor relations, employee communications, benefits administration, training and counseling; employee recordkeeping; classification of employee positions; policy and procedure development; union contract negotiations, interpretations and enforcement; recruiting; and testing of applicants.

MAYOR
Dept # 0001
2013 BUDGET COMPARISON

	2011 ACTUAL	2012 ACTUAL THRU 30-Jun-2012	2012 REVISED BUDGET	2013 SUBMITTED	\$ INCREASE (DECREASE) FROM 2012 REVISED	% CHANGE FROM 2012 REV TO 2013
5111 WAGES-REG	1,337,785		1,344,775	1,476,768	131,993	9.82%
5131 PERF	112,842		133,412	146,051	12,639	
5132 FICA	97,772		102,869	112,972	10,103	
5134 GROUP HEALTH INSUR	244,800		295,000	330,400	35,400	
5136 UNEMPLOYMENT	1,271		1,343	1,477	134	
5137 WORKERS COMP	2,201		1,682	1,441	(241)	
513A PERFFRINGE	39,825		40,020	43,815	3,795	
513R RETIREE HEALTH INSUR	20,400		23,600	23,600	-	
5161 STLMT/SEVRNC	18,245		-	-	-	
Total 5100	\$ 1,875,141	\$ 964,557	\$ 1,942,701	\$ 2,136,524	\$ 193,823	9.98%
5213 COMPUTER SUPPL	117		400	400	-	
5219 OTHR OFFC SUPPL	9,012		6,200	6,700	500	
5231 GASOLINE	2,526		2,754	2,654	(100)	
5263 OTHR RPR PARTS	162		-	-	-	
5299 OTHER MTLs	3,959		3,050	3,050	-	
Total 5200	\$ 15,776	\$ 4,883	\$ 12,404	\$ 12,804	\$ 400	3.22%
5314 CONSULTANT SRVCS	6,790		24,048	12,800	(11,248)	
5317 INSTRUCTIONAL SVCS	8,577		11,105	9,440	(1,665)	
531K SEMINAR FEES	1,249		1,200	4,100	2,900	
5322 POSTAGE	2,261		3,288	3,488	200	
5323 TELEPHONE	5,330		-	-	-	
5324 TRAVEL	10,225		3,700	6,200	2,500	
5326 MILEAGE	2,456		1,823	2,300	477	
532C CELL PHONE	4,829		3,500	3,860	360	
532L LONG DISTANCE	756		-	-	-	
5331 PRINTING	2,157		2,844	6,200	3,356	
5332 PUB LEGAL	145		225	1,800	1,575	
5334 PUB RELATION	12,282		10,000	12,500	2,500	
5342 LIABILITY INSUR	5,518		6,996	5,975	(1,021)	
5363 CONTRACTED OTHER RPR	1,628		1,788	1,788	-	
5369 CONT SRVCS	21,887		27,333	26,750	(583)	
536N GARAGE-NONTARGET	2,161		1,897	742	(1,155)	
536T GARAGE TARGET	1,006		2,400	1,162	(1,238)	
5374 OTHER EQ RENT	4,776		2,040	2,040	-	
5377 CC BLD PKG	421		-	-	-	
5391 SUBS & DUES	2,632		3,000	3,000	-	
5399 OTHR SRVCS	2,123		380	380	-	
Total 5300	\$ 99,209	\$ 51,632	\$ 107,567	\$ 104,525	\$ (3,042)	-2.83%
Total 5400	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total	\$ 1,990,126	\$ 1,021,072	\$ 2,062,672	\$ 2,253,853	\$ 191,181	9.27%