

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
 2014 BUDGET COMPARISON

	2012 ACTUAL	2013 ACTUAL THRU 30-Jun-2013	2013 REVISED BUDGET	2014 SUBMITTED	\$ INCREASE (DECREASE) FROM 2013 REVISED	% CHANGE FROM 2013 REV TO 2014
5111 TOTAL WAGES	1,352,818		1,456,768	1,492,533	35,765	2.46%
5131 PERF - EMPLOYERS SHARE	130,646		146,051	160,852	14,801	
5132 FICA	97,743		112,972	114,182	1,210	
5134 LIFE MEDICAL & HEALTH INSURAN	295,000		330,400	342,200	11,800	
5136 UNEMPLOYMENT COMPENSATION	1,343		1,477	1,495	18	
5137 WORKERS COMP INSURANCE	1,682		1,441	1,382	(59)	
513A PERF - EMPLOYEES/PD BY CITY	39,194		43,815	44,416	601	
513R RETIREES HEALTH INSURANCE	23,600		23,600	11,800	(11,800)	
Total 5100	\$1,942,025	\$1,011,439	\$2,116,524	\$2,168,860	\$52,336	2.47%
5213 COMPUTER SUPPLIES	227		400	400	-	
5219 OTHER OFFICE SUPPLIES	6,275		6,700	6,700	-	
5231 GASOLINE	2,150		2,654	2,868	214	
5299 OTHER MATERIALS & SUPPLIES	1,338		3,050	3,050	-	
Total 5200	\$9,990	\$3,953	\$12,804	\$13,018	\$214	1.67%
5314 CONSULTANT SERVICES	11,695		12,800	18,425	5,625	
5317 INSTRUCTIONAL SERVICES	8,207		9,440	9,440	-	
531K SEMINAR FEES	328		4,100	4,100	-	
5322 POSTAGE	1,198		3,488	3,488	-	
5323 TELEPHONE & TELEGRAPH	363		-	-	-	
5324 TRAVEL EXPENSES	1,871		6,200	6,200	-	
5326 MILEAGE	1,238		2,300	2,300	-	
532C CELL PHONE	3,987		3,860	3,980	120	
5331 PRINTING OTHER THAN OFFC SUPPL	655		6,200	6,200	-	
5332 PUBLIC OF LEGAL NOTICES/ADVTER	4,272		1,800	2,500	700	
5334 PUBLIC RELATIONS	13,685		12,500	12,500	-	
5342 LIABILITY INSURANCE	6,996		5,975	6,227	252	
535M MOVING COSTS	1,335		-	-	-	
5363 CONTRACTED OTHER EQUIPMT REPAI	1,763		1,788	1,788	-	
5369 CONTRACTED SERVICE	18,043		29,150	49,942	20,792	
536N GARAGE CONTRACT - NONTARGET	550		742	851	109	
536T GARAGE CONTRACT - TARGET	2,400		1,162	587	(575)	
5374 OTHER EQUIPMENT RENTAL	4,826		2,040	2,040	-	
5391 SUBSCRIPTIONS AND DUES	4,711		3,000	3,500	500	
5399 OTHER SERVICES AND CHARGES	143		380	380	-	
Total 5300	\$88,266	\$47,851	\$106,925	\$134,448	\$27,523	25.74%
Total 5400	\$-	\$-	\$-	\$-	\$-	
Total	\$2,040,281	\$1,063,242	\$2,236,253	\$2,316,326	\$80,073	3.58%