

# OFFICE OF THE MAYOR

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## **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 is comprised of: Executive Office, Public Information Office, Neighborhood Specialists, One Call Customer Service Center, Human Resources, Law Department, Benefits Department, Cable Fund, Internal Audit Department, and Information Systems.

## **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 enhancing the City's capital assets
- Addressing capital and staff needs in the public safety division
- Improving the efficiency of local government
- Responsible stewardship of public assets and infrastructure
- Improved disclosure of City finances.

It is also the goal of the Office of the Mayor to include the goals and missions of the Neighborhood and Citizens Advocate Office, the Department of Public Information, and to assist individual citizens, neighborhood associations, and members of the media with their needs and questions concerning city government. The Neighborhood and Citizens Advocate Office mission is to serve as a mediator and advocate on behalf of the public and neighborhood associations in dealings with City departments, and to communicate with the Mayor the needs and desires voiced to the Office. The One Call Customer Service Center is designed to provide citizens and businesses with outstanding customer service by quickly and accurately responding to constituent questions and requests. It is the mission of the Public Information Office to provide information regarding administrative policies and city services to a variety of audiences, including citizens, City Council, neighborhood leaders, City employees, the media, and state/national groups.

The Public Information Office accomplishes its goals by organizing news conferences; maintaining the City's website; updating the Water Quality hotline recordings; representing the Mayor at events; providing tours for the public; operating the Government Access cable television station; organizing special events; and creating the annual report, brochures, letters, proclamations, newsletters, speeches, award applications and other written material.

The Mayor's office also provides a liaison between City government and the Indiana General Assembly to ensure the interests and issues of the community are being addressed during legislative sessions as well as interim study committees. The Mayor's legislative liaison also works with state and national municipal associations to champion urban causes and exchange information innovations in governing.

The Office of the Mayor is also the home of the City's Quality Program. The goal of the program is to improve City processes and the services provided to the residents of Fort Wayne. The quality initiative has three components: B.E.S.T. (Building Excellent Service with Teams), Six Sigma and the implementation and utilization of performance measures. B.E.S.T. and Six Sigma teams can be found throughout the City sharing B.E.S.T. practices and analyzing processes to make the City more efficient and effective.

The Mayor's office provides vision and direction for technology initiatives for the total enterprise.

### **Special Projects Include but not limited to:**

Mayor's staff to the following committees or boards: Sewer Advisory Board, Senior Advisory Council, Affirmative Action Advisory Council, UEA Marketing Committee, Fort Wayne Government Access Editorial Board, Cedar Creek Watershed Alliance, Mayor's Commission on Domestic Violence, Rape & Sexual Harassment, Safety Village/Survive Alive House, HANDS Board, Citizens Advisory Committee, Three Rivers Festival, Regional Neighborhood Network Conference, Community Service Council, Area Partnerships, Youth Development Alliance, Downtown Improvement District Marketing Committee, Internal Audit Committee, Central City Housing Trust Fund, Convention and Visitors' Bureau, Workforce Investment Board, Board of Public Works, Stormwater Management Board of Directors, Liaison to the Allen County Board of Health, Cable Fund Board, Arts United Board, Hospital Authority Board, and Three Rivers Ambulance Authority Board.

- Representation at State Legislature
- Neighborhood cleanups
- National Night Out
- Metro Paint-a-Thon
- Crimestoppers Advisory Board
- Fort Wayne Government Access Television Programming
- Internet Home Page
- Annual Report
- Media Training for Employees
- City Utilities Bill Stuffers
- UEA Annual Report
- Utilities Annual Report
- Water Quality Hotline
- State of the City Address
- Assistance with UEA Newsletter & Economic Development Newsletter
- Profits on Hold
- Consumer Confidence Report
- Summit Up
- IACT and USCM Liaison
- Municipal Government Week
- Fort Wayne City Services Guide
- Fort Wayne Government Brochure
- Crisis Communication preparation and training
- Internal communication newsletter and program
- One to One with Mayor Richard
- Bottled Fort Wayne Water
- City Services Survey
- Customer Service Training
- Performance Measures Workshop
- Six Sigma Overviews
- CEO Roundtable
- Intern Luncheon Learning Series

**MAYOR'S OFFICE**  
**Dept # 010-001-OFFC**  
**2007 BUDGET COMPARISON**

		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>\$ INCREASE</u>	<u>% CHANGE</u>
		<u>ACTUAL</u>	<u>APPROVED</u>	<u>SUBMITTED</u>	<u>(DECREASE)</u>	<u>FROM 2006 APPR</u>
			<u>THRU 06/30/06</u>		<u>FROM 2006 APPR</u>	<u>TO 2007</u>
					<u>TO 2007</u>	<u>TO 2007</u>
4111	WAGES-REG	\$ 598,062	\$ 634,295	\$ 755,881	\$ 121,586	
4115	PARTTIME	12,486	25,000	14,914	(10,086)	
	<b>TOTAL WAGES</b>	<b>\$ 610,548</b>	<b>\$ 659,295</b>	<b>\$ 770,795</b>	<b>\$ 111,499</b>	<b>16.91%</b>
4131	PERF	29,865	34,886	47,243	12,356	
4132	FICA	44,057	50,436	58,966	8,530	
4134	GROUP HEALTH INSUR	84,000	94,200	127,500	33,300	
4136	UNEMPLOYMENT	324	323	771	448	
4137	WORKERS COMP	1,404	1,295	1,968	673	
413A	PERF/FRINGE	17,919	19,029	22,676	3,648	
413R	RETIREE HEALTH INSUR	6,996	7,850	8,500	650	
<b>TOTAL 4100</b>		<b>\$ 795,113</b>	<b>\$ 867,315</b>	<b>\$ 1,038,418</b>	<b>\$ 171,104</b>	<b>19.73%</b>
4213	COMPUTER SUPPL	\$ 179	\$ 950	\$ 2,120	\$ 1,170	
4219	OTHR OFFC SUPPL	6,945	7,700	9,200	1,500	
4231	GASOLINE	887	1,080	1,700	620	
4299	OTHER MTLs	952	1,752	3,100	1,348	
<b>TOTAL 4200</b>		<b>\$ 8,963</b>	<b>\$ 11,482</b>	<b>\$ 16,120</b>	<b>\$ 4,638</b>	<b>40.39%</b>
4314	CONSULTANT SERVC	\$ 1,000	\$ -	\$ -	\$ -	
431K	SEMINAR FEES	2,521	10,000	10,000	-	
431S	SOFTWARE TRAIN	-	1,000	1,000	-	
4322	POSTAGE	5,410	6,900	9,300	2,400	
4323	TELEPHONE	6,936	7,296	17,120	9,824	
4324	TRAVEL	18,726	17,000	21,200	4,200	
4326	MILEAGE	3,359	3,000	4,350	1,350	
432C	CELL PHONE	3,582	4,300	4,500	200	
432L	LONG DISTANCE	667	900	1,100	200	
4331	PRINTING	1,168	3,300	4,800	1,500	
4332	PUBL/LEGAL NOTICE	-	1,000	1,000	-	
4333	PHOTO/BLPRNT	434	-	-	-	
4334	PUBLIC RELATIONS	9,493	18,500	30,220	11,720	
4342	LIABILITY INSUR	420	432	491	59	
4343	OFCL/CRIME BOND	193	61	64	3	
4345	AUTO INSUR	182	131	140	9	
4363	CONT OTH REP	2,322	300	600	300	
4369	CONT SRVCS	3,602	6,000	8,000	2,000	
4372	VEHICLE RENTAL	2,533	5,000	5,000	-	
4377	CC BLD PKG	564	400	500	100	
4391	SUBS & DUES	17,042	17,550	18,500	950	
4399	OTHR SRVCS	727	1,500	1,500	-	
439A	OP TRANS OUT	1,000	-	-	-	
<b>TOTAL 4300</b>		<b>\$ 81,881</b>	<b>\$ 104,570</b>	<b>\$ 139,385</b>	<b>\$ 34,815</b>	<b>33.29%</b>
4443	PUR OFFC EQP	\$ 511	\$ -	\$ 1,200	\$ 1,200	1200.00%
<b>TOTAL 4400</b>		<b>\$ 511</b>	<b>\$ -</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>1200%**</b>
<b>TOTAL EXPENSES</b>		<b>\$ 886,468</b>	<b>\$ 983,367</b>	<b>\$ 1,195,123</b>	<b>\$ 211,757</b>	<b>21.53%</b>

\*\* Percentage high due to the fact that 4400's in 2006 were covered with lease dollars.

**Mayor's Office 2007-2011 Capital Improvement Program**

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

Item #	Project Title & Description	Funding Source	Expenditure				
			2007	2008	2009	2010	2011
1	Equipment Purchases		-	1,400	2,500	-	2,500
	a. Fax Machine	PT	-	1,400	-	-	
	b. Printer	PT	-	-	2,500	-	
2	Office Equipment	PT	1,200	-	-	-	-
2	Computer Replacement	PT	-	1,000	8,000	-	1,000
<b>TOTAL</b>			<b>1,200</b>	<b>2,400</b>	<b>10,500</b>	<b>-</b>	<b>3,500</b>

1. a. Purchase of replacement fax machine purchased in 1996. Fax will be replaced only if the equipment fails.
1. b. Purchase of replacement printer for Mayor according to City guidelines. Printer will be replaced only if the the equipment fails.
2. Office equipment additions for One Call operation.
3. Purchase of 8 computers for planned rotation, according to City replacement guidelines.

**STAFFING LEVELS  
BUDGETED  
OFFICE OF THE MAYOR**

CLASSIFICATION TITLE	EXEMPT GRID/ UNION														
		99	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	
Mayor	UC	1	1	1	1	1	1	1	1	1	1	1	1	1	
Staff Director/Chief of Staff	I	1	1	0.5	1	1	1	1	1	0	0	0	0	0	
Deputy Mayor	I	0	0	0	0	0	0	0	0	1	1	1	1	1	
Strategic Planner	K	1	0	0	0	0	0	0	0	0	0	0	0	0	
Director, Neighborhood/Citizens Advocate	J	1	0	0	0	0	0	0	0	0	0	0	0	0	
Executive Assistant	C	2	1	0	0	0	0	0	0	0	0	0	0	0	
Director Public Information	H	1	1	1	1	1	1	1	1	1	1	1	1	1	
Administrative Asst.	A	1	1	2	2	1.25	2	2	2	2	3	3	3	3	
Public Info. Officer	E	2	2	2	3	1	1	1	1	1	1	1	1	1	
Executive Secretary	A	1	0	0	0	0	0	0	0	0	0	0	0	0	
Asst. Citizens Advocate	D	2	0	0	0	0	0	0	0	0	0	0	0	0	
Receptionist/Administrative Asst.	A	1	1	1	1	1	1	1	1	1	1	1	1	1	
Executive Secretary	A	0	1	1	1	2	1	1	1	1	0	0	0	0	
Neighborhood Specialist/Citizens Advocate	E	0	4	4	4	4	4	4	4	0	0	0	0	0	
Mayor's Area Advocate	E	0	0	0	0	0	0	0	0	4	4	4	4	4	
Quality Enhancement Manager	I	0	1	1	1	0	0	0	0	0	0	0	0	0	
Graphic Artist	C	0	0	0	0.83	0	0	0	0	0	0	0	0	0	
City Services Specialist	E	0	0	0	0	0	0	0	0	0	3	3	3	3	
<b>TOTAL</b>		14	14	13.5	15.83	12.25	12.00	12.00	12.00	12.00	15.00	15.00	15.00	15.00	