

MAYOR'S OFFICE
1310

SUMMARY INFORMATION

DEPARTMENT MANAGER: Jeffrey Scrima, Mayor (Elected)

LINKAGE TO STRATEGIC PLAN GOAL AREAS: All goal areas

PROGRAM DESCRIPTION:

The Mayor is the elected chief executive officer for the City, the presiding officer for the Common Council, the Chair of the Plan Commission, and a member of the Water Utility Commission. The Mayor has a statutory duty to assure that City ordinances and State laws are observed and enforced. The mayor negotiates on behalf of the City with other elected officials, organizations, and individuals on City related issues.

SERVICES:

- Prepare special reports and surveys and recommend program and policy alternatives for consideration by the Common Council
- Oversee the enforcement of City policies, ordinances, administrative rules, or other legal requirements
- Maintain an open communication with residents and business interests and respond to citizen requests and concerns
- Advocates at the state and national level on behalf of the city

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	\$134,736	\$136,184	\$171,313	\$141,100	3.61%
Contractual Services	\$456	\$615	\$615	\$500	-18.70%
Supplies & Expenses	\$28,467	\$23,373	\$23,962	\$21,829	-6.61%
Total	\$163,659	\$160,172	\$195,890	\$163,429	2.03%

Mayor's Office Personnel

STAFFING:

Full-Time Equivalent Employees

Position	2011 Actual	2012 Actual	2013 Adopted
Mayor (Elected)	1.00	1.00	1.00
Confidential Secretary	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total	1.50	1.50	1.50

Budget Note:

The Confidential Secretary is a full-time position. One-half of salary and benefits is charged to the Mayor's Office and one-half to the City Administrator's Office (1330).