

2018 Budget Presentation

Mayor's Office

August 16, 2017



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CITY OF SOUTH BEND

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

City of South Bend 2018 Mayor's Office Budget

August 16, 2017



OUR MISSION:

We deliver services that
empower everyone to thrive.

HOW WE ACCOMPLISH OUR MISSION:

We make the basics easy:

Provide residents high quality services at the greatest value to the taxpayer, maintaining widespread confidence that the fundamentals are managed well.

We deliver good government:

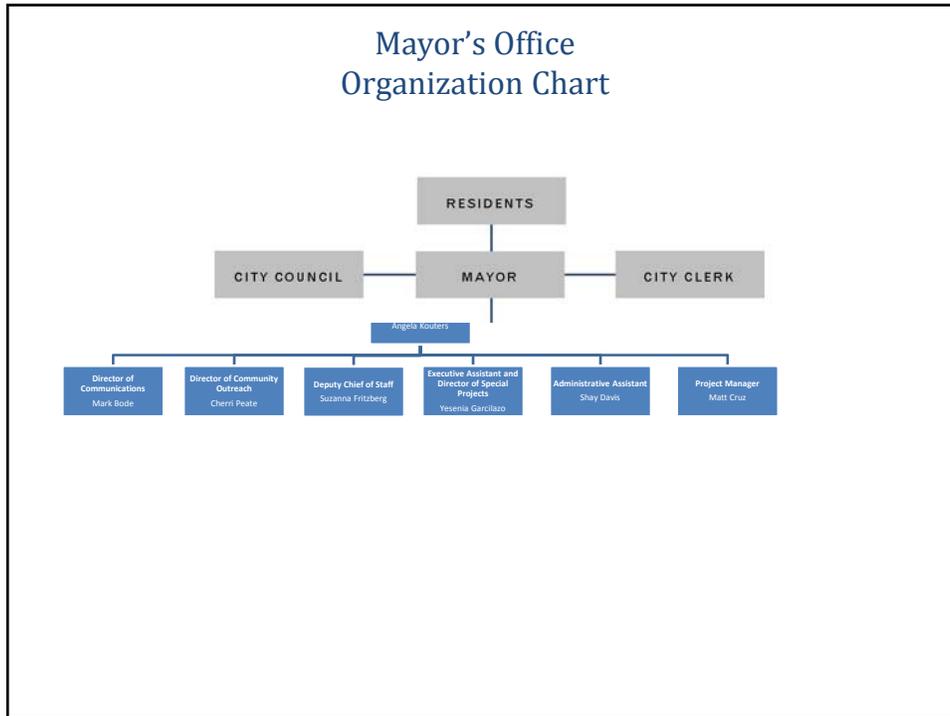
Put residents first always, leading by example, gathering input, and transparently communicating our intentions, decisions, and actions.

We invest in people and places:

Support residents with design, policy, and programming for a strong and inclusive economy, vibrant culture, and great public spaces.

Core Values





Mayor's Office Budget Summary

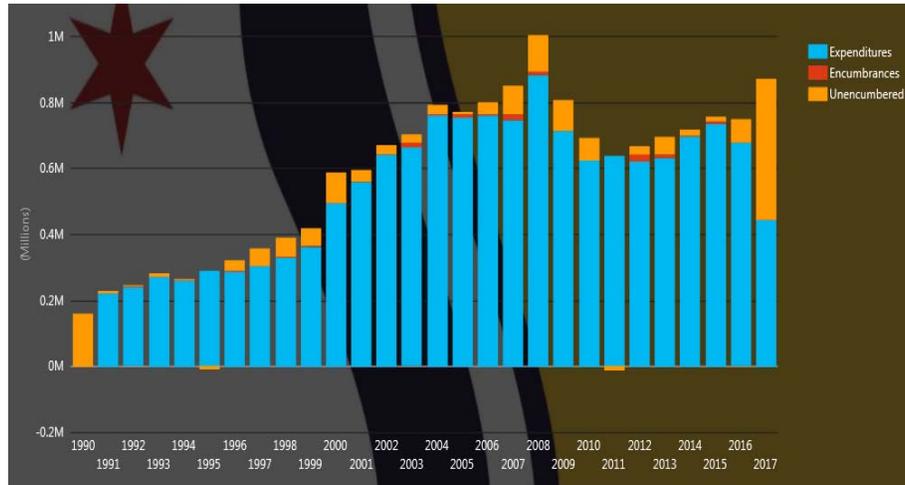
Overall budget—increase of \$34,917 from \$872,923 in 2017 to \$907,840 proposed in 2018

- Roughly 90% of increase due to rising personnel costs and request for paid interns
 - \$29,299 increase in wages and fringe (not including health care) for paid internships and change from PT secretary to PT Project Manager
 - \$4,550 due to 4% increase of health care costs
- Roughly 10% of increase due to the change in accounting for internal services that promotes transparency and shared ownership of their costs
 - \$12,994 increase in computer, GIS, print shop allocations

Salary changes

- 2% increase for most current positions; Director of Community Outreach increase request of 14.8%
- Change from Part Time Secretary to Part Time Project Manager

Mayor's Office Budgeted Expenditures by Year



2017 Accomplishments

- Guided completion of Smart Streets infrastructure improvements, unlocking over \$90 million in private investment downtown
- Ensured support for weather amnesty emergency shelter, and convened Mayor's Working Group on Chronic Homelessness to generate strategic recommendations for assisting South Bend's most vulnerable residents and improving downtown business climate and quality of life
- Collaborated with community partners to create the "LaSalle Park Summer Fest: People Coming Together", an event that promotes unity between the African American and Latino community
- Joined the Lead Exposure Affinity Group, the St. Joseph County Fetal Infant Mortality Community Action Team, Mayor's Against LGBTQ Discrimination, the St Joseph County Juvenile Detention Alternatives Initiative (JDAI) Steering Committee and signed onto the "We Are With Dreamers" support letter
- Convened transit working group to guide access initiatives, including one of the country's first dockless bike share systems (implemented at no cost to the city)
- South Bend Youth Task Force finished its third cohort and will bring a new class in Fall 2017
- Maintained a community wide response to group related gun violence, integrating the approach as part of the reorganization of SBPD
- Municipal ID Program: Over 1000 IDs dispensed through partnership with La Casa de Amistad
- Implemented Diversity and Inclusion plan, including staff diversity training and small business development partnership with Latin American Chamber of Commerce
- Focused economic development strategy on inclusive growth, targeting workforce development and small and diverse business development
- Advocated for legislative action on early childhood education, road funding, and mental health, contributing to unprecedented state funding for Pre-K and nursing

Youth Task Force



The City of South Bend's Youth Task Force gives the youth of South Bend an opportunity to make a positive impact in their community and lets their voices be heard.

- A community-based group open to all South Bend residents in grades 9th through 12th
- Members of the Youth Task Force design and drive an advocacy program that targets issues that specifically affect the youth in our community
- Held rolling town halls in 2017 at South Bend schools to talk about ending youth violence in our community
- Presented findings to the South Bend Community School Corporation Board

Ongoing in 2017

- Continue rollout of PSAP coordinated dispatch
- Municipal ID program
- Bike share
- My SB Parks & Trails rollout
- Promote performance-based management throughout the City Administration
- Increase diversity of city workforce and boards
- Facilitate development and implementation of strategic vision for the City, ensuring the sustainability of administration progress
- Develop and implement strategic plan for community outreach and neighborhood advocacy
- Focus economic development on inclusive growth in workforce and small business sector
- Continue to drive improvements in employee engagement and morale



Mayor's Office Key Goals and Challenges for 2018

- Combat opioid crisis in South Bend, decreasing fatal drug overdoses through investments in harm reduction and treatment. Support implementation of synthetic marijuana ordinance.
- Protect South Bend residents and their children from environmental lead poisoning through rental unit inspection and dedicated low-income homeowner abatement fund
- Implement recommendations of Mayor's Working Group on Homelessness to establish a low-barrier shelter and additional supportive housing
- Maintain progress towards reducing gun violence through Group Violence Initiative and outreach
- Stay ahead of the 2020 "fiscal curb"
- Sustainably and equitably utilize state infrastructure funds while addressing long-term funding challenges for infrastructure
- Identify and reduce barriers to inclusive economic growth.
- Continue to implement diversity and inclusion plan. Implement strategic plan on city purchasing and encouraging growth of small and diverse business enterprises
- Work with South Bend schools to ensure efforts are coordinated; ratify Schools Compact
- Finalize integration of performance management and priority-based budgeting into city operations
- Continue efforts to enhance quality of place: neighborhoods, parks, planning

Fund 101 - General Fund Department 0101 - Mayor's Office

Expenditures by Type	2017				2018	Forecast				Budget	
	2015	2016	Amended	06/30/17	Proposed					Variance	%
	Actual	Actual	Budget	Actual	Budget	2019	2020	2021	2022	2017-2018	Change
Personnel											
Salaries & Wages	486,062	448,581	487,219	211,629	516,518	526,687	537,059	547,638	558,430	29,299	6%
Fringe Benefits	196,005	179,047	217,630	89,876	219,758	226,130	232,720	239,538	246,590	2,128	1%
Total Personnel	682,067	627,628	704,849	301,504	736,276	752,817	769,779	787,176	805,019	31,427	4%
Supplies	11,666	1,045	3,119	741	700	700	700	700	700	(2,419)	-78%
Services & Charges											
Professional Services	1,412	-	-	-	-	-	-	-	-	-	-
Printing & Advertising	21,895	29,060	25,000	6,730	20,925	20,925	20,925	20,925	20,925	(4,075)	-16%
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	1,999	1,924	1,800	650	1,800	1,800	1,800	1,800	1,800	-	0%
Travel	2,512	1,350	4,130	179	2,190	2,190	2,190	2,190	2,190	(1,940)	-47%
Repairs & Maintenance	966	848	1,600	263	1,000	1,000	1,000	1,000	1,000	(600)	-38%
Other Interfund Allocations	7,063	14,510	127,568	63,786	140,562	143,373	146,241	149,166	152,149	12,994	10%
Debt Service											
Principal	1,608	425	-	562	1,084	1,165	1,251	108	-	1,084	-
Interest & Fees	88	16	-	105	225	145	58	1	-	225	-
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-
Insurance	1,716	1,932	1,657	828	1,478	1,508	1,538	1,568	1,600	(179)	-11%
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	2,194	687	3,200	42	1,600	1,600	2,700	2,700	2,700	(1,600)	-50%
Total Services & Charges	41,453	50,752	164,955	73,145	170,864	173,705	177,702	179,458	182,364	5,909	4%
Capital	-	-									
Total Expenditures	735,186	679,425	872,923	375,390	907,840	927,222	948,182	967,334	988,083	34,917	4%
Revenue											
Charges for Services	-	-	-	-	-	-	-	-	-	-	-
Interest Earnings	-	-	-	-	-	-	-	-	-	-	-
Donations	65	-	-	-	-	-	-	-	-	-	-
Other Income	113	610	600	70	600	100	100	100	100	-	0%
Total Revenue	178	610	600	70	600	100	100	100	100	-	0%

Department Purpose:

Leading the community to become a model city through formulating policy, directing operations, and responding to customer concerns. The Mayor is the elected chief executive officer of the city.

Explain Significant Revenue, Expenditure and Staffing Changes/Variations Below:

In 2018, planning for a paid internship program. Significant increase in expenditures due to the increase in the allocation for Technology. No other significant changes are planned for 2018.

Department 101-0101 - Mayor's Office

Staffing (Full-Time Employees only)

Position (* New title or additional position)	2017			2018 Proposed Budget	Forecast			
	2016 Actual	Amended Budget	06/30/17 Actual		2019	2020	2021	2022
Non-Bargaining								
Mayor	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Chief of Staff to Mayor	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Deputy Chief of Staff to Mayor	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Exec Asst & Dir of Special Projects	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Director of Communications	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Assistant II	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Director of Community Outreach	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Total Non-Bargaining	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0
Bargaining								
Total Bargaining	-	-	-	-	-	-	-	-
Total Full-Time Employees	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0

Explain Significant Staffing Changes Below:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
GENERAL FUND								
101-0101-413.10-01	REGULAR WAGES	467,284	431,562	468,909	468,909	237,985	201,093	469,165
LEVEL	TEXT	TEXT AMT						
02	1 MAYOR	108,711						
	1 CHIEF OF STAFF TO THE MAYOR	77,281						
	1 DEPUTY CHIEF OF STAFF TO THE MAYOR	73,446						
	1 EXECUTIVE ASST AND DIRECTOR OF SPECIAL PROJECTS	54,169						
	1 DIRECTOR OF COMMUNICATIONS	64,416						
	1 ADMINISTRATIVE ASSISTANT II	41,726						
	1 DIRECTOR OF COMMUNITY OUTREACH	64,416						
	LESS ADJUSTMENT FOR SALARIES UNDER CAP	15,000-						
	TOTAL FTE - 7	469,165						
101-0101-413.10-03	SEASONAL & INTERNS	2,290	0	1,200	1,200	0	0	8,080
LEVEL	TEXT	TEXT AMT						
02	2 INTERNS X 40 HOURS X 10 WEEKS X \$10.10 PER HOUR	8,080						
		8,080						
101-0101-413.10-04	EXTRA AND OVERTIME	1,638	183	400	400	0	0	0
101-0101-413.10-09	PERMANENT PART-TIME	14,850	14,836	16,710	16,710	7,536	7,536	39,273
LEVEL	TEXT	TEXT AMT						
02	PART-TIME PROJECT MANAGER (29 HOURS PER WEEK)	39,273						
		39,273						
101-0101-413.10-10	HIRING BONUS	0	2,000	0	0	3,000	3,000	0
101-0101-413.11-01	FICA - REGULAR	37,821	34,712	37,272	37,272	19,248	16,371	36,510
LEVEL	TEXT	TEXT AMT						
02	WAGES - \$477,245 X 7.65%	36,510						
		36,510						
101-0101-413.11-04	PERF - REGULAR	52,476	48,580	52,518	52,518	26,920	22,858	52,547
LEVEL	TEXT	TEXT AMT						
02	FULL TIME SALARIES \$469,165 X 11.2%	52,547						
		52,547						
101-0101-413.11-07	UNEMPLOYMENT COMP	1,199	622	1,218	1,218	0	0	0
101-0101-413.11-08	HEALTH INSURANCE	83,296	83,018	109,522	109,522	52,195	44,307	114,072
LEVEL	TEXT	TEXT AMT						
02	HEALTH - 7 EMPLOYEES X \$16,200 PER YEAR	113,400						
	LTD - 7 EMPLOYEES X \$96	672						
		114,072						

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
101-0101-413.11-09	LIFE INSURANCE	705	680	840	840	410	340	840
LEVEL	TEXT		TEXT AMT					
02	LIFE - 7 EMPLOYEES X \$120 PER YEAR		840					
			840					
101-0101-413.11-12	AUTO ALLOWANCE	18,188	11,050	15,600	15,600	7,300	6,000	14,400
LEVEL	TEXT		TEXT AMT					
02	2 EMPLOYEES X \$300 X 12 MONTHS		7,200					
	3 EMPLOYEES X \$200 X 12 MONTHS		7,200					
			14,400					
101-0101-413.11-22	PARKING ALLOWANCE	1,660	0	0	0	0	0	0
LEVEL	TEXT		TEXT AMT					
02	PARKING - MOVING ALL EES TO SHILLINGS PARKING							
	101-0101-413.11-24 CELL PHONE ALLOWANCE	660	385	660	660	0	0	0
	101-0101-413.11-29 PARENTAL LEAVE	0	0	0	0	0	0	1,389
LEVEL	TEXT		TEXT AMT					
02	WAGES \$555,261 X 0.25%		1,389					
			1,389					
* PERSONNEL SERVICES		682,067	627,628	704,849	704,849	354,594	301,504	736,276
101-0101-413.21-02	PRINT SHOP	9,788	366	1,000	1,000	167	167	0
101-0101-413.21-04	OTHER OFFICE SUPPLIES	1,878	679	2,000	2,119	584	574	700
LEVEL	TEXT		TEXT AMT					
02	2018 ESTIMATED		700					
			700					
* SUPPLIES		11,666	1,045	3,000	3,119	751	741	700
101-0101-413.31-06	OTHER PROFESSIONAL SVCS	1,412	0	0	0	0	0	0
101-0101-413.31-71	CENTRAL STORES ALLOCATION	185	168	162	162	98	84	259
LEVEL	TEXT		TEXT AMT					
02	2018 FIXED COST ALLOCATION #3		259					
	CENTRAL STORES		259					
101-0101-413.31-72	GIS ALLOCATION	2,162	2,270	0	0	0	0	0
101-0101-413.31-73	PRINT SHOP ALLOCATION	0	9,156	9,250	9,250	5,397	4,626	2,028

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
LEVEL	TEXT		TEXT AMT					
02	2018 PRINT SHOP ALLOCATION		2,028					
			2,028					
	101-0101-413.31-76 IT ALLOCATION	0	0	0	0	0	0	138,275
LEVEL	TEXT		TEXT AMT					
02	IT ALLOCATION #7		138,275					
			138,275					
	101-0101-413.32-02 POSTAGE	1,217	348	1,000	1,000	66	42	500
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		500					
			500					
	101-0101-413.32-21 TRAVEL - MILEAGE	0	907	0	0	0	0	0
	101-0101-413.32-22 TRAVEL - AIRFARE	777	265	1,500	1,500	179	179	750
LEVEL	TEXT		TEXT AMT					
02	2018 ESTIMATE		750					
			750					
	101-0101-413.32-23 TRAVEL - HOTEL	1,685	160	1,500	1,500	343	0	750
LEVEL	TEXT		TEXT AMT					
02	2018 ESTIMATE		750					
			750					
	101-0101-413.32-24 TRAVEL - MEALS	30	18	250	250	118	0	250
LEVEL	TEXT		TEXT AMT					
02	2018 ESTIMATE		250					
			250					
	101-0101-413.32-25 TRAVEL - OTHER	20	0	880	880	81	0	440
LEVEL	TEXT		TEXT AMT					
02	2018 ESTIMATE		440					
			440					
	101-0101-413.33-03 PROMOTIONAL	21,895	29,060	25,000	25,000	10,369	6,730	20,925
LEVEL	TEXT		TEXT AMT					
02	2018 ESTIMATE FOR PROMOTIONAL ACCOUNT		20,925					
			20,925					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
101-0101-413.34-02	LIABILITY INSURANCE	1,716	1,932	1,657	1,657	966	828	1,478
LEVEL	TEXT		TEXT AMT					
02	2018 FIXED COST ALLOCATION #5 LIABILITY INSURANCE		1,478					
			1,478					
101-0101-413.36-02	OFFICE EQUIP R&M	966	848	1,600	1,600	513	263	1,000
LEVEL	TEXT		TEXT AMT					
02	2018 ESTIMATE		1,000					
			1,000					
101-0101-413.36-04	COMPUTER EQUIP R&M	4,716	2,916	118,156	118,156	68,922	59,076	0
101-0101-413.37-11	CAPITAL LEASE PRINCIPAL	1,608	425	0	0	646	562	1,084
LEVEL	TEXT		TEXT AMT					
02	2017 RICOH COPIER #159		1,084					
			1,084					
101-0101-413.37-12	CAPITAL LEASE INTEREST	88	16	0	0	130	105	225
LEVEL	TEXT		TEXT AMT					
02	2017 RICOH COPIER #159		225					
			225					
101-0101-413.39-10	SUBSCRIPTIONS	177	0	200	200	0	0	200
LEVEL	TEXT		TEXT AMT					
02	SOUTH BEND TRIBUNE		200					
			200					
101-0101-413.39-11	DUES & MEMBERSHIPS	800	111	2,000	2,000	100	0	900
LEVEL	TEXT		TEXT AMT					
02	2018 ESTIMATE							
	AIM		800					
	NORTHERN INDIANA MAYORS ROUNDTABLE		100					
	US CONFERENCE OF MAYORS (\$1,100 REMOVED; MAY NEED TO ADD BACK IN 2020)		900					
101-0101-413.39-70	EDUCATION & TRAINING	1,999	1,924	1,800	1,800	2,591	650	1,800
LEVEL	TEXT		TEXT AMT					
02	2016 ESTIMATE		1,800					
			1,800					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
101-0101-413.39-89	MISC CHARGES & SVCS	0	228	0	0	0	0	0
*	OTHER SERVICES & CHARGES	41,453	50,752	164,955	164,955	90,519	73,145	170,864
**	MAYOR	735,186	679,425	872,804	872,923	445,864	375,390	907,840
***	GENERAL FUND	735,186	679,425	872,804	872,923	445,864	375,390	907,840
		735,186	679,425	872,804	872,923	445,864	375,390	907,840