

# 2019 Budget Presentation

## Mayor's Office

August 1, 2018



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# CITY OF SOUTH BEND

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

## City of South Bend 2019 Mayor's Office Budget

August 1, 2018



### **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:**

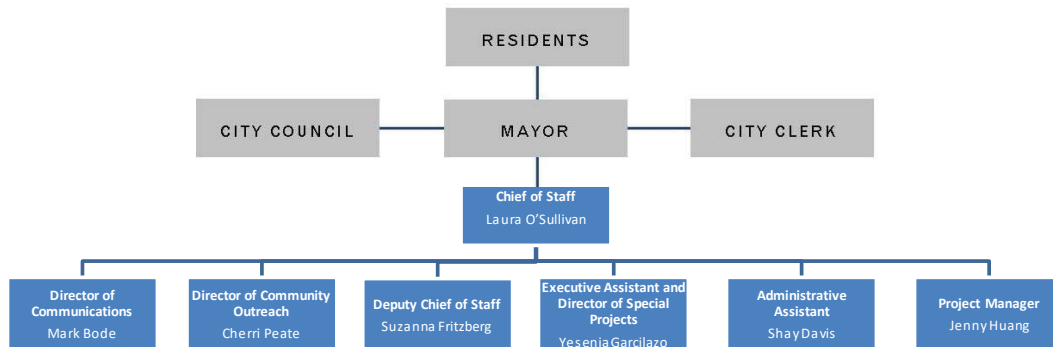
Support residents with design, policy, and programming for a strong and inclusive economy, vibrant culture, and great public spaces.

## Core Values

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## Mayor's Office Organization Chart



## Mayor's Office Budget Summary

**Overall budget**—increase of \$40,798 from \$908,142 in 2018 to \$948,940 proposed in 2019

- The overall increase due largely to rising personnel costs and request for paid interns
  - \$17,727 increase in wages due to shifting part-time benefited Project Manager position to full-time (actual salary range remains under review)
  - \$10,920 increase in wages for additional paid internships
  - \$3,840 increase due to the reduction of the salary cap vs. actual pay reduction from 2018 in order to have flexibility to increase wages throughout the year
  - \$4,563 due to 4% increase of health care costs

### **Personnel changes**

- Requesting shift from part-time to full-time project manager position – further details to be shared prior to the September 19<sup>th</sup> Salary Ordinance Review

## 2018 Accomplishments

- Expanded downtown infrastructure improvements through Cross Streets Improvement Program; Complete Streets private investment continues to climb past \$125 million (adding Hibberd, Berlin Place, new downtown office)
- Again supported weather amnesty emergency shelter and continued to deploy recommendations from Mayor's Working Group on Chronic Homelessness to assist South Bend's most vulnerable residents and improve downtown business climate and quality of life
- Secured millions of dollars in grant funding to empower residents beyond taxpayer funding, including the Bloomberg Mayors Challenge and, more recently, the Cities of Service Love Your Block grant
- Joined the Green and Healthy Homes Initiative, Global Covenant of Mayors, U.S. Conference of Mayors Task Force on Automation, Open Internet Pledge; South Bend named Silver Level Bicycle-Friendly City
- Delivered on commitment to financial stewardship by achieving AA bond rating and continuing budget transparency through award-winning PAFR and CAFR
- Completed fourth cohort of South Bend Youth Task Force and have already introduced Fall 2018 class
- Maintained a community wide response to group related gun violence, integrating the approach as part of the reorganization of SBPD
- Unveiled new user-friendly City website with online 311 Portal
- Invited ProsperityNOW to objectively evaluate community's racial wealth gap
- Unveiled Division of Economic Engagement and Empowerment, focused on targeting underserved areas for inclusive growth
- Introduced generous parental leave policy for City employees

## Youth Task Force



The City of South Bend's Youth Task Force connects South Bend student leaders with City government, enhancing municipal services and amplifying young voices.

- A community-based group open to all South Bend residents in grades 9 through 12.
- Members of the Youth Task Force design and drive an advocacy program that targets issues specific to South Bend youth.
- Completed fourth cohort this year, already introduced class for 2018-19 school year.

## Ongoing in 2018

- Continue forward on relocation of South Shore Line
- Continue My SB Parks & Trails construction
- Promote performance-based management throughout the City Administration
- Increase diversity of city workforce and boards
- Continue disparity study to evaluate City procurement from minority/women-owned firms
- Facilitate development and implementation of strategic vision for the City, ensuring the sustainability of administration progress
- Continue to support critical infrastructure and neighborhood quality of life
- Focus economic development on inclusive growth in workforce and small business sector
- Continue to drive improvements in employee engagement and morale
- Act on resident priorities expressed through new community survey



## Mayor's Office Key Goals and Challenges for 2019

- Continue efforts to enhance quality of place: neighborhoods, parks, planning
- Protect South Bend residents and their children from lead poisoning through rental unit inspection, dedicated low-income homeowner abatement fund, and pursuit of federal grant funding for expanded remediation resources
- Implement recommendations of Mayor's Working Group on Homelessness to continue support for low-barrier housing and permanent supportive housing
- Maintain progress towards reducing gun violence through Group Violence Initiative and outreach
- Address addiction and substance issues in South Bend; enforce 2017 ordinance and work with Not In Our Community to reduce synthetic marijuana use
- Make final preparations for hitting 2020 "fiscal curb"
- Develop South Bend's national reputation as attractive place for investment and innovation
- Sustainably and equitably utilize state infrastructure funds while addressing long-term funding challenges for infrastructure
- Identify and reduce barriers to inclusive economic growth
- Complete study on MWB procurement and encourage growth of small and diverse business enterprises
- Work with South Bend schools to ensure coordinated efforts
- Continue integration of performance management and priority-based budgeting into city operations

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

Expenditures by Type	2018				2019 Proposed Budget	Forecast				Budget Variance 2018-2019	%
	2016	2017	Amended	06/30/18		2020	2021	2022	2023		
	Actual	Actual	Budget	Actual							
<b>Personnel</b>											
Salaries & Wages	448,581	461,050	516,518	241,028	543,029	553,510	564,200	575,104	586,226	26,511	5%
Fringe Benefits	179,047	197,770	219,758	100,921	254,490	263,472	271,262	279,321	287,660	34,732	16%
<b>Total Personnel</b>	<b>627,628</b>	<b>658,820</b>	<b>736,276</b>	<b>341,949</b>	<b>797,519</b>	<b>816,981</b>	<b>835,462</b>	<b>854,425</b>	<b>873,885</b>	<b>61,243</b>	<b>8%</b>
<b>Supplies</b>	<b>1,045</b>	<b>1,385</b>	<b>1,002</b>	<b>506</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>(302)</b>	<b>-30%</b>
<b>Services &amp; Charges</b>											
Professional Services	-	-	-	-	-	-	-	-	-	-	-
Printing & Advertising	29,060	24,868	20,925	19,805	20,925	20,925	20,925	20,925	20,925	-	0%
Education & Training	1,924	2,816	1,800	3,525	1,800	1,800	1,800	1,800	1,800	-	0%
Travel	1,350	2,100	2,190	3,347	2,190	2,190	2,190	2,190	2,190	-	0%
Repairs & Maintenance	848	2,250	1,000	267	1,000	1,000	1,000	1,000	1,000	-	0%
Other Interfund Allocations	14,510	127,572	140,562	70,284	118,513	120,883	123,301	125,767	128,282	(22,049)	-16%
Debt Service											
Principal	425	1,075	1,084	532	1,165	1,251	108	-	-	81	7%
Interest & Fees	16	246	225	122	144	57	1	-	-	(81)	-36%
Insurance	1,932	1,656	1,478	738	1,684	1,718	1,752	1,787	1,823	206	14%
Other Services & Charges	687	2,917	1,600	336	3,300	3,300	3,300	3,300	3,300	1,700	106%
<b>Total Services &amp; Charges</b>	<b>50,752</b>	<b>165,500</b>	<b>170,864</b>	<b>98,955</b>	<b>150,721</b>	<b>153,124</b>	<b>154,377</b>	<b>156,769</b>	<b>159,320</b>	<b>(20,143)</b>	<b>-12%</b>
<b>Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>679,425</b>	<b>825,705</b>	<b>908,142</b>	<b>441,410</b>	<b>948,940</b>	<b>970,805</b>	<b>990,539</b>	<b>1,011,894</b>	<b>1,033,906</b>	<b>40,798</b>	<b>4%</b>
<b>Revenue</b>											
Charges for Services	-	-	-	-	-	-	-	-	-	-	-
Interest Earnings	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Other Income	610	110	100	-	100	-	-	-	-	-	0%
<b>Total Revenue</b>	<b>610</b>	<b>110</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

**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.

**Explanation of Revenue Sources:**

This department is funded by property tax revenue collected in the General Fund.

**Explanation of Expenditures, Staffing, and Significant Changes/Variations:**

Increase in personnel due to the addition of a full time staff member to help with projects in the Mayor's office as well as City-wide programs. This position is offset by the removal of a part time position. Decrease in the allocations is due to a change in the overall IT allocation which put less IT overhead to the smaller departments. No other significant changes were made for 2019.

Staffing (Full-Time Employees only)	2018			2019 Proposed Budget	Forecast			
	2017	Amended	06/30/18		2020	2021	2022	2023
	Actual	Budget	Actual					
<b>Non-Bargaining</b>								
Mayor	1	1	1	1	1	1	1	1
Chief of Staff to Mayor	1	1	1	1	1	1	1	1
Deputy Chief of Staff to Mayor	1	1	1	1	1	1	1	1
Exec Asst. & Dir of Special Projects	1	1	1	1	1	1	1	1
Director of Communications	1	1	1	1	1	1	1	1
Administrative Assistant II	1	1	1	1	1	1	1	1
Director of Community Outreach	1	1	1	1	1	1	1	1
Project Manager	0	0	0	1	1	1	1	1
<b>Total Non-Bargaining</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Proposed Expenditures
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GENERAL FUND

101-0101-413.10-01	REGULAR WAGES	431,562	448,514	469,165	469,165	253,138	235,450	524,029
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LEVEL	TEXT	TEXT AMT
BUDG	1 MAYOR	110,886
	1 CHIEF OF STAFF TO THE MAYOR	78,858
	1 DEPUTY CHIEF OF STAFF TO THE MAYOR	74,914
	1 EXECUTIVE ASST AND DIRECTOR OF SPECIAL PROJECTS	55,251
	1 DIRECTOR OF COMMUNICATIONS	67,018
	1 ADMINISTRATIVE ASSISTANT II	42,558
	1 DIRECTOR OF COMMUNITY OUTREACH	65,704
	1 PROJECT MANAGER	40,000
	TOTAL FTE - 7	
	LESS SALARIES UNDER CAP	11,160-
		524,029

101-0101-413.10-03	SEASONAL & INTERNS	0	0	8,080	8,080	1,568	1,008	19,000
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LEVEL	TEXT	TEXT AMT
BUDG	8 INTERNS X 20 HOURS X 12 WEEKS X \$10.10 PER HOUR	19,000
		19,000

101-0101-413.10-04	EXTRA AND OVERTIME	183	0	0	0	0	0	0
101-0101-413.10-09	PERMANENT PART-TIME	14,836	7,536	39,273	39,273	5,162	4,570	0
101-0101-413.10-10	HIRING BONUS	2,000	5,000	0	0	0	0	0
101-0101-413.11-01	FICA - REGULAR	34,712	35,728	36,510	36,510	19,931	18,486	41,542

LEVEL	TEXT	TEXT AMT
BUDG	WAGES - \$544,229 X 7.65%	41,542
		41,542

101-0101-413.11-04	PERF - REGULAR	48,580	50,723	52,547	52,547	29,021	26,978	60,310
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LEVEL	TEXT	TEXT AMT
BUDG	FULL TIME SALARIES \$524,029 X 11.2%	58,692
	AUTO ALLOWANCE \$14,440 X 11.2%	1,618
		60,310

101-0101-413.11-07	UNEMPLOYMENT COMP	622	0	0	0	0	0	0
101-0101-413.11-08	HEALTH INSURANCE	83,018	96,523	114,072	114,072	51,747	47,766	135,968

LEVEL	TEXT	TEXT AMT
BUDG	HEALTH - 8 BENEFITED EMPLOYEES X \$16,900 PER YEAR	135,200
	LTD - 8 BENEFITED EMPLOYEES X \$96	768
		135,968

101-0101-413.11-09	LIFE INSURANCE	680	795	840	840	455	420	960
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LEVEL	TEXT	TEXT AMT
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Proposed Expenditures
BUDG	LIFE - 8 BENEFITED EMPLOYEES X \$120 PER YEAR		960					
			960					
	101-0101-413.11-12 AUTO ALLOWANCE	11,050	14,000	14,400	14,400	7,150	6,600	14,400
LEVEL	TEXT		TEXT AMT					
BUDG	2 EMPLOYEES X \$300 X 12 MONTHS		7,200					
	3 EMPLOYEES X \$200 X 12 MONTHS		7,200					
			14,400					
	101-0101-413.11-24 CELL PHONE ALLOWANCE	385	0	0	0	0	0	0
	101-0101-413.11-29 PARENTAL LEAVE	0	0	1,389	1,389	717	671	1,310
LEVEL	TEXT		TEXT AMT					
BUDG	WAGES \$524,029 X 0.25%		1,310					
			1,310					
		-----	-----	-----	-----	-----	-----	-----
*	PERSONNEL SERVICES	627,628	658,819	736,276	736,276	368,889	341,949	797,519
	101-0101-413.21-02 PRINT SHOP	366	243	0	0	0	0	0
	101-0101-413.21-04 OFFICE SUPPLIES	679	1,142	700	1,002	520	506	700
LEVEL	TEXT		TEXT AMT					
BUDG	2019 ESTIMATE		700					
			700					
		-----	-----	-----	-----	-----	-----	-----
*	SUPPLIES	1,045	1,385	700	1,002	520	506	700
	101-0101-413.31-71 CENTRAL STORES ALLOCATION	168	168	259	259	132	132	468
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - CENTRAL STORES		468					
			468					
	101-0101-413.31-72 GIS ALLOCATION	2,270	0	0	0	0	0	0
	101-0101-413.31-73 PRINT SHOP ALLOCATION	9,156	9,252	2,028	2,028	1,014	1,014	1,890
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - PRINT SHOP		1,890					
			1,890					
	101-0101-413.31-76 IT ALLOCATION	0	0	138,275	138,275	69,138	69,138	116,155
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - IT AND/OR 311		116,155					
			116,155					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Proposed Expenditures
101-0101-413.32-02	POSTAGE	348	117	500	500	457	148	300
LEVEL	TEXT		TEXT AMT					
BUDG	2019 ESTIMATE		300					
			300					
101-0101-413.32-03	TRAVEL	0	0	0	0	0	0	2,190
101-0101-413.32-21	TRAVEL - MILEAGE	907	0	0	0	0	0	0
101-0101-413.32-22	TRAVEL - AIRFARE	265	179	750	750	1,838	1,838	0
101-0101-413.32-23	TRAVEL - HOTEL	160	738	750	750	1,182	1,182	0
101-0101-413.32-24	TRAVEL - MEALS	18	695	250	250	252	234	0
101-0101-413.32-25	TRAVEL - OTHER	0	487	440	440	173	92	0
101-0101-413.33-03	PROMOTIONAL	29,060	24,868	20,925	20,925	21,243	19,805	20,925
101-0101-413.34-02	LIABILITY INSURANCE	1,932	1,656	1,478	1,478	738	738	1,684
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - LIABILITY INSURANCE DEPOSIT IN 226-0000-340.01-00		1,684					
			1,684					
101-0101-413.36-02	OFFICE EQUIP R&M	848	2,250	1,000	1,000	361	267	1,000
101-0101-413.36-04	COMPUTER EQUIP R&M	2,916	118,152	0	0	0	0	0
101-0101-413.37-11	CAPITAL LEASE PRINCIPAL	425	1,075	1,084	1,084	623	532	0
101-0101-413.37-12	CAPITAL LEASE INTEREST	16	246	225	225	141	122	0
101-0101-413.38-01	PRINCIPAL	0	0	0	0	0	0	1,165
LEVEL	TEXT		TEXT AMT					
BUDG	DS-159 2017 RICOH COPIER		1,165					
			1,165					
101-0101-413.38-02	INTEREST	0	0	0	0	0	0	144
LEVEL	TEXT		TEXT AMT					
BUDG	DS-159 2017 RICOH COPIER		144					
			144					
101-0101-413.39-10	SUBSCRIPTIONS	0	0	200	200	187	187	200
LEVEL	TEXT		TEXT AMT					
BUDG	SOUTH BEND TRIBUNE		200					
			200					
101-0101-413.39-11	DUES & MEMBERSHIPS	111	2,800	900	900	0	0	2,800
LEVEL	TEXT		TEXT AMT					
BUDG	AIM		700					
	NORTHERN INDIANA MAYORS ROUND TABLE		100					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Proposed Expenditures
	UNIVERSITY OF WISCONSIN (MAYORS INNOVATION)		2,000 2,800					
101-0101-413.39-70	EDUCATION & TRAINING	1,924	2,816	1,800	1,800	3,525	3,525	1,800
101-0101-413.39-89	MISC CHARGES & SVCS	228	0	0	0	0	0	0
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*	OTHER SERVICES & CHARGES	50,752	165,499	170,864	170,864	101,004	98,955	150,721
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**	MAYOR	679,425	825,703	907,840	908,142	470,413	441,410	948,940

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Estimated Revenue
101-0101-347.01-86	SALE OF MERCHANDISE	160	110	100	100	0	0	100
LEVEL	TEXT	TEXT AMT						
BUDG	EST FOR SALE OF SHIRTS		100					
			100					
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*		160	110	100	100	0	0	100
101-0101-360.00-00	MISCELLANEOUS REVENUE	450	0	0	0	0	0	0
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*		450	0	0	0	0	0	0
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**	MAYOR	610	110	100	100	0	0	100