

Mayor's Office

August 19, 2015



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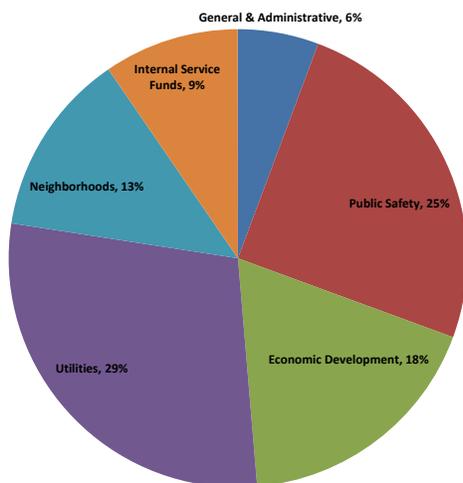
FUND 101-0101 MAYOR'S OFFICE..... 7-14



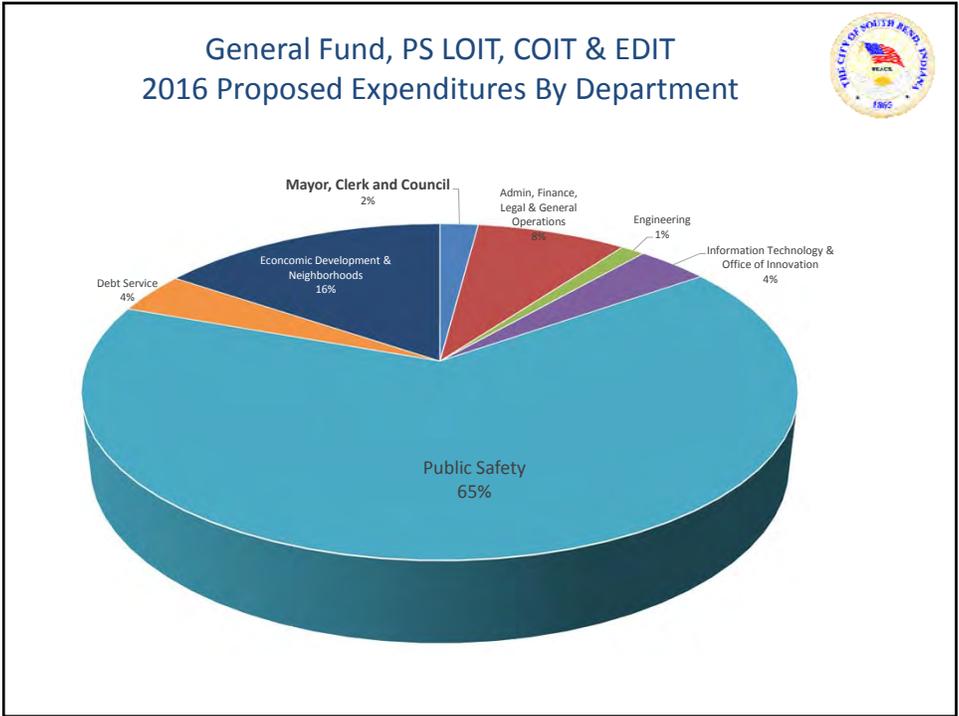
City of South Bend 2015 Budget

August 19, 2015

2016 Proposed Expenditures Across All Funds



	2016 Proposed Budget	2016 Percent of Total
General & Administrative	\$17,486,855	6%
Public Safety	76,365,255	25%
Economic Development	55,364,655	18%
Utilities	88,271,957	29%
Neighborhoods	39,843,887	13%
Internal Service Funds	29,314,879	10%
Other Costs	20,000	0%
Total Expenditures	\$306,667,488	100%



Mayor's Office

Vision Principles for 2016 Budget



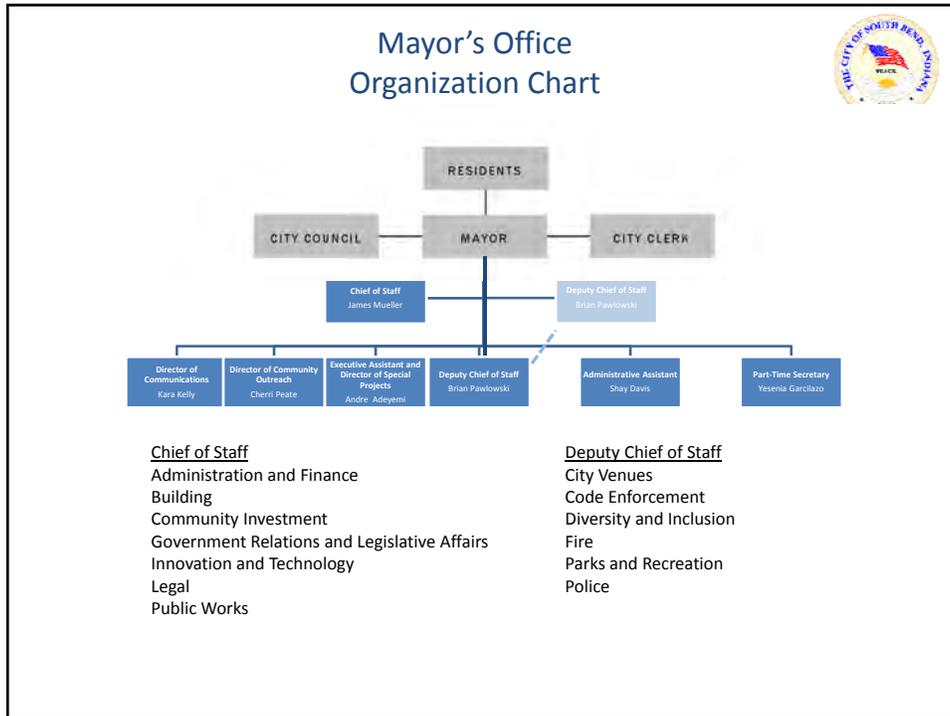
Continuing South Bend's Comeback

- **Inclusion** - ensure everyone shares in progress on jobs, safety, and quality of life
- **Innovation** - use updated practices and technologies to deliver better services more cost-effectively
- **Sustainability** – manage costs and investments to sustain long-term fiscal stability

Mayor's Office Budget Summary and Staffing Changes



- Overall budget flat at \$741,267
- Reduced other expenses to help cover rising personnel costs (mainly health insurance and 2% salary increases)
- Two proposed staffing changes for 2016
 - Administrative Assistant I to Administrative Assistant II
 - Director of Community Outreach salary ordinance raised to reflect market rate better
- Staff change increases covered by reductions in Mayor and Chief of Staff auto allowances



- ### Mayor's Office 2015 Accomplishments
- On pace to address 1,000 Vacant and Abandoned Houses in 1,000 days.
 - Group Member Involved crime down 31 percent, in part to South Bend Group Violence Intervention.
 - 311, the City's resident service line, received its 300,000th call, and expanded outreach with 5 new divisions on board in 2015.
 - Oversaw Guaranteed Energy Savings Contract at Century Center to address deferred maintenance items and to provide \$80,000 reduction of yearly operating costs.
 - Committed \$542,716 to support Project Lead the Way, the nation's largest STEM education program, over 3 years.
 - Held strong with the ban of plastics and cleaned up an entire legacy pile. South Bend "Community Kompost" is now available for use by residents and at City parks.
 - Ambassador program expanded to commercial centers along Western Avenue and Lincolnway West to promote economic development and strengthen neighborhoods.
 - Smart Streets implemented on Lincolnway West, and expected to be completed along Western Avenue in October, which makes streets safer, and provides equal access to pedestrians, bicyclists, motorists, and transit riders.
 - Year to date, South Bend has seen \$90 million in private investment bringing 629 new jobs.
 - Population growth: South Bend gained nearly 300 residents according to latest census, its largest one-year growth in more than 20 years.

Mayor's Office 2016 Goals and Challenges



- Track and improve response time on constituent needs and requests.
- Facilitate the development and implementation of a strategic vision for the City.
- Develop and implement strategic plans for communications and community outreach out of the Mayor's Office.
- Recruit outstanding talents for Chief Technology Officer and Diversity and Inclusion Officer.
- Advance innovation and information technology to ensure City alignment with global best practices.
- Increase diversity of city workforce and boards.
- Focus economic development on closing the income gap.
- Maintain a community wide response to group related gun violence.
- Create municipal ID program.
- Continue progress on Smart Streets.
- Initiate Vacant to Value program.
- Implement Parks Bond.
- Drive improvements in employee engagement and morale.
- Promote performance based management throughout the City Administration

Mayor's Office - 101-0101

Fund Summary - Operating and Capital Budget

Description	2013 Actual	2014 Actual	2015 Amended Budget	30-Jun Actual	2016 Proposed Budget	Forecast				Budget Variance 2015-2016	% Change
						2017	2018	2019	2020		
EXPENDITURES BY TYPE											
Personnel											
Salaries & Wages	371,170	457,036	472,264	227,625	477,693	487,247	496,992	506,932	517,070	5,429	1.1%
Fringe Benefits	138,699	162,228	197,613	95,035	207,799	218,189	229,098	240,553	252,581	10,186	5.2%
Total Personnel	509,869	619,264	669,877	322,660	685,492	705,436	726,090	747,485	769,651	15,615	2.3%
Supplies	52,243	20,584	12,413	5,789	3,000	3,060	3,121	3,184	3,247	(9,413)	-75.8%
Services & Charges											
Professional Services	4,986	-	1,352	1,375	-	-	-	-	-	(1,352)	-100.0%
Printing & Advertising	33,627	37,550	35,000	5,527	25,000	25,000	25,000	25,000	25,000	(10,000)	-28.6%
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	500	452	1,755	1,999	1,800	1,800	1,800	1,800	1,800	45	2.6%
Travel	6,616	1,997	6,750	2,031	4,130	4,130	4,130	4,130	4,130	(2,620)	-38.8%
Repairs & Maintenance	8,413	1,241	800	454	1,600	1,632	1,665	1,698	1,732	800	100.0%
Interfund Allocations	11,736	11,863	8,782	4,390	16,449	16,778	17,113	17,456	17,805	7,667	87.3%
Administration	-	-	-	-	-	-	-	-	-	-	-
IT	-	-	-	-	2,916	2,975	3,034	3,095	3,157	-	-
Payments in Lieu of Taxes (PILOT)	-	-	-	-	-	-	-	-	-	-	-
Central Stores	-	-	-	-	169	173	176	180	183	-	-
Print Shop	-	-	-	-	9,160	9,343	9,530	9,721	9,915	-	-
GIS	-	-	-	-	2,270	2,316	2,362	2,409	2,458	-	-
Liability Insurance	-	-	-	-	1,933	1,972	2,011	2,051	2,092	-	-
Telephone	-	-	-	-	-	-	-	-	-	-	-
Unemployment Insurance	-	-	-	-	-	-	-	-	-	-	-
311 Call Center	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-
Debt Service:											
Principal	1,954	3,006	2,127	1,334	572	-	-	-	-	(1,555)	-73.1%
Interest & Fees	392	330	111	67	24	-	-	-	-	(87)	-78.4%
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-
Payment In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	1,234	1,320	2,300	1,825	3,200	3,264	3,329	3,396	3,464	900	39.1%
Total Services & Charges	69,458	57,759	58,977	19,002	52,775	52,604	53,037	53,479	53,930	(6,202)	-10.5%
Capital	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures by Type	631,570	697,607	741,267	347,451	741,267	761,100	782,249	804,148	826,829	(0)	0.0%

Explain Significant Revenue and Expenditure Changes Below:

To achieve 0% increase, department cut intern costs by \$5,800, travel by \$2,000 and promotions by \$10,000. This was done in order to offset the increased cost in health insurance and budgeted raises for employees.

Mayor's Office - 101-0101

Fund Summary - Full-Time Employees

<i>Report ONLY Full-Time positions</i>									
Position	2014	2015	6/30/2015 Actual	2016	Forecast				
	Actual	Amended Budget		Proposed Budget	2017	2018	2019	2020	
Staffing (Full-Time Employees)									
Non-Bargaining									
Mayor	1.0	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	1.0
Deputy Chief of Staff to Mayor	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Communications Director	1.0	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	1.0
Exec Asst & Dir of Special Projects	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Assistant I	1.0	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	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	7.0

Explain Significant Staffing Changes Below:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
GENERAL FUND								
101-0101-413.10-01	REGULAR	366,360	443,851	448,906	448,906	290,337	218,997	459,713
LEVEL	TEXT	TEXT AMT						
01	1 MAYOR	104,489						
	1 CHIEF OF STAFF TO THE MAYOR	74,309						
	1 DEPUTY CHIEF OF STAFF TO THE MAYOR	70,593						
	1 EXECUTIVE ASST AND DIRECTOR OF SPECIAL PROJECTS	52,065						
	1 DIRECTOR OF COMMUNICATIONS	63,153						
	1 ADMINISTRATIVE ASSISTANT II	40,104						
	1 DIRECTOR OF COMMUNITY OUTREACH	55,000						
	TOTAL FTE - 7	459,713						
101-0101-413.10-03	SEASONAL & INTERNS	865	110	7,000	7,000	2,290	0	1,200
LEVEL	TEXT	TEXT AMT						
01	2016 EST - 1 INTERN X 6 WEEKS X 20 HOURS @\$10/HR	1,200						
		1,200						
101-0101-413.10-04	EXTRA AND OVERTIME	463	331	300	300	1,624	1,500	400
LEVEL	TEXT	TEXT AMT						
01	OVERTIME FOR HOURLY STAFF FOR HOURS WORKED DURING PEAK TIMES OF THE YEAR	400						
		400						
101-0101-413.10-09	PERMANENT PART-TIME	3,482	12,744	16,058	16,058	9,504	7,128	16,380
LEVEL	TEXT	TEXT AMT						
01	PART-TIME SECRETARY V (20 HOURS PER WEEK) FTE - .5	16,380						
		16,380						
101-0101-413.11-01	FICA - REGULAR	29,022	35,117	36,671	36,671	23,466	17,571	36,544
LEVEL	TEXT	TEXT AMT						
01	WAGES - \$477,693 X 7.65%	36,544						
		36,544						
101-0101-413.11-04	PERF - REGULAR	36,696	49,748	51,889	51,889	32,656	24,696	51,488
LEVEL	TEXT	TEXT AMT						
01	FULL TIME SALARIES \$459,713 X 11.2%	51,488						
		51,488						
101-0101-413.11-07	UNEMPLOYMENT COMP	3,106	1,134	2,397	1,977	699	599	1,195
LEVEL	TEXT	TEXT AMT						

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
01	SALARIES \$477,693 X 0.25%		1,195 1,195					
101-0101-413.11-08	HEALTH INSURANCE	51,762	59,014	84,633	84,633	51,027	42,271	101,472
LEVEL	TEXT		TEXT AMT					
01	HEALTH - 7 EMPLOYEES X \$14,400 PER YEAR		100,800					
	LTD - 7 EMPLOYEES X \$96		672					
			101,472					
101-0101-413.11-09	LIFE INSURANCE	650	710	840	840	440	360	840
LEVEL	TEXT		TEXT AMT					
01	LIFE - 7 EMPLOYEES X 120.00 PER YEAR		840					
			840					
101-0101-413.11-12	AUTO ALLOWANCE	14,988	14,025	19,200	19,200	10,238	8,338	15,600
LEVEL	TEXT		TEXT AMT					
01	3 EMPLOYEES X \$300 X 12 MONTHS		10,800					
	2 EMPLOYEES X \$200 X 12 MONTHS		4,800					
			15,600					
101-0101-413.11-22	PARKING ALLOWANCE	1,595	1,820	1,323	1,743	1,160	870	0
LEVEL	TEXT		TEXT AMT					
01	PARKING - MOVING ALL EES TO SHILLINGS PARKING							
101-0101-413.11-24	CELL PHONE ALLOWANCE	880	660	660	660	385	330	660
LEVEL	TEXT		TEXT AMT					
01	\$55 PER MONTH X 1 EMPLOYEE X 12 MONTHS		660					
			660					
* PERSONNEL SERVICES		509,869	619,264	669,877	669,877	423,826	322,659	685,492
101-0101-413.21-02	PRINT SHOP	36,517	18,190	9,752	9,752	5,864	5,063	1,000
LEVEL	TEXT		TEXT AMT					
01	PRINT SHOP - MISC CHARGES		1,000					
			1,000					
101-0101-413.21-04	OTHER - OFFICE SUPPLIES	4,700	2,394	2,000	2,661	726	726	2,000
LEVEL	TEXT		TEXT AMT					
01	2016 ESTIMATED		2,000					
			2,000					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
101-0101-413.22-24	OTHER SUPPLIES	11,026	0	0	0	0	0	0
* SUPPLIES		52,243	20,584	11,752	12,413	6,590	5,789	3,000
101-0101-413.31-06	OTHER PROFESSIONAL SVC	4,986	0	0	1,352	1,375	1,375	0
101-0101-413.31-71	CENTRAL STORES ALLOCATION	264	180	185	185	108	93	169
LEVEL	TEXT		TEXT AMT					
01	2016 FIXED COST ALLOCATION #4 CENTRAL STORES		169					
			169					
101-0101-413.31-72	GIS ALLOCATION	2,004	2,059	2,162	2,162	1,261	1,081	2,271
LEVEL	TEXT		TEXT AMT					
01	2016 FIXED COST ALLOCATION #6 GIS ADM FEE		2,271					
			2,271					
101-0101-413.31-73	PRINT SHOP ALLOCATION	0	0	0	0	0	0	9,160
LEVEL	TEXT		TEXT AMT					
01	2016 PRINT SHOP ALLOCATION		9,160					
			9,160					
101-0101-413.32-02	POSTAGE	922	993	1,500	1,500	1,034	848	1,000
LEVEL	TEXT		TEXT AMT					
01	2016 ESTIMATE		1,000					
			1,000					
101-0101-413.32-05	OTHER COMM/TRANS	444	444	0	0	0	0	0
101-0101-413.32-21	TRAVEL - MILEAGE	0	916	0	0	0	0	0
101-0101-413.32-22	TRAVEL - AIRFARE	2,759	526	3,000	3,000	777	777	1,500
LEVEL	TEXT		TEXT AMT					
01	2016 ESTIMATE		1,500					
			1,500					
101-0101-413.32-23	TRAVEL - HOTEL	2,412	0	2,500	2,500	1,533	1,204	1,500
LEVEL	TEXT		TEXT AMT					
01	2016 ESTIMATE		1,500					
			1,500					
101-0101-413.32-24	TRAVEL - MEALS	321	5	500	500	30	30	250
LEVEL	TEXT		TEXT AMT					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
01	2016 ESTIMATE		250 250					
	101-0101-413.32-25 TRAVEL - OTHER	680	106	750	750	20	20	880
LEVEL	TEXT		TEXT AMT					
01	2016 ESTIMATE		880 880					
	101-0101-413.33-03 PROMOTIONAL	33,627	37,550	35,000	35,000	11,424	5,527	25,000
LEVEL	TEXT		TEXT AMT					
01	2016 ESTIMATE FOR PROMOTIONAL ACCOUNT		25,000 25,000					
	101-0101-413.34-02 LIABILITY INSURANCE	4,848	1,164	1,719	1,719	1,001	858	1,933
LEVEL	TEXT		TEXT AMT					
01	2016 FIXED COST ALLOCATION #7 LIABILITY INSURANCE		1,933 1,933					
	101-0101-413.36-01 BUILDINGS	6,285	0	0	0	0	0	0
	101-0101-413.36-02 OFFICE EQUIPMENT	2,128	1,241	800	800	454	454	1,600
LEVEL	TEXT		TEXT AMT					
01	2016 ESTIMATE		1,600 1,600					
	101-0101-413.36-04 COMPUTER EQUIPMENT	4,620	8,460	4,716	4,716	2,751	2,358	2,922
LEVEL	TEXT		TEXT AMT					
01	2016 FIXED COST ALLOCATION #2 INFORMATION TECHNOLOGY		2,922 2,922					
	101-0101-413.37-11 CAPITAL LEASE PRINCIPAL	1,954	3,006	2,127	2,127	1,334	1,334	572
LEVEL	TEXT		TEXT AMT					
01	2016 LEASE PAYMENTS, PRINCIPAL RICOH MP2851 SP COPIER		572 572					
	101-0101-413.37-12 CAPITAL LEASE INTEREST	392	330	111	111	67	67	18
LEVEL	TEXT		TEXT AMT					
01	2016 LEASE PAYMENTS, INTEREST RICOH MP2851 SP COPIER		18					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
			18					
101-0101-413.39-10	SUBSCRIPTIONS	162	177	200	200	177	177	200
LEVEL	TEXT		TEXT AMT					
01	SOUTH BEND TRIBUNE		200					
			200					
101-0101-413.39-11	DUES & MEMBERSHIPS	150	150	600	600	800	800	2,000
LEVEL	TEXT		TEXT AMT					
01	2016 ESTIMATE							
	IACT		800					
	NORTHERN INDIANA MAYORS ROUNDTABLE		100					
	US CONFERENCE OF MAYORS		1,100					
			2,000					
101-0101-413.39-70	EDUCATION & TRAINING	500	452	1,755	1,755	1,999	1,999	1,800
LEVEL	TEXT		TEXT AMT					
01	2016 ESTIMATE		1,800					
			1,800					
* OTHER SERVICES & CHARGES		69,458	57,759	57,625	58,977	26,145	19,003	52,775
** MAYOR		631,570	697,607	739,254	741,267	456,561	347,451	741,267
*** GENERAL FUND		631,570	697,607	739,254	741,267	456,561	347,451	741,267
		631,570	697,607	739,254	741,267	456,561	347,451	741,267