

2016 Civil City Budget – proposed

Items of Inquiry

Mayor

1. “Two proposed staffing changes for 2016”
 - Provide a summary of increased duties/responsibilities supporting the request
 - o **Admin I to Admin II – This position has been doing higher level work since the Mayor came into office. In addition to her existing duties, she also handles all Mayor’s Night Out events, all inter-office admin work, as well as retirements, scheduling and miscellaneous events. Therefore, it is deemed appropriate to increase the title of the position to reflect the added level of work requirements.**
 - o **Director of Community Outreach – the job description has not changed for this position. The salary is being proposed at an increase above 2% to be more in line with market averages.**
2. “Mayor’s Office Organization Chart”
 - a. Provide copies of the current job descriptions for the Chief of Staff and Deputy Chief of Staff so they can be compared to the next listed item **Attached**
 - b. Reflects the first time that the Chief of Staff and the Deputy Chief of Staff have proposed managerial/supervisory duties/responsibilities – need background information
 - i. **The Chief of Staff has consistently had managerial/supervisory duties/responsibilities. The position supervises other staff and helps the Mayor manage the department heads.**
 - ii. **The Deputy Chief of Staff is now also helping in the role of point person for many department heads to reduce bottlenecks and to allow the Mayor and Chief of Staff to spend more time on other duties.**
3. Mayor’s Office 2016 Goals & Challenges
 - a. Elaborate on “Focus economic development on closing the income gap”
Every neighborhood must share in the city’s progress on jobs, safety, and quality of life. This budget makes strategic investments that will continue South Bend’s comeback and focuses on advancing economic opportunities throughout the city.
 - b. Elaborate on “create municipal ID program”
 - i. Doesn’t the City need enabling legislation to move forward with such a program?
 - ii. Why would SB want a program involving a charge of \$15 for an ID when the State of Indiana only charges \$8 for an ID card?
 - iii. What would be the costs and benefits of such a program? - i. **This program is still in the planning phases. Due to the various program designs being considered, the need for enabling legislation is not yet clear. Some designs likely would need enabling legislation, while others may not. We hope to work with Councilmembers on the program regardless whether an enabling ordinance is needed.**

ii. The municipal ID could be tied to discounts and other benefits not available to holders of a state ID card. This change reflects conservative budgeting and may be lower in practice.

iii. The municipal ID program will be designed to pay for itself from fees associated with the IDs. The benefits include discounts at city businesses and continuing the civic pride expressed during the SB150 celebration.

c. Elaborate on “Initiate Vacant to Value program”.

Recognizing that the vacant and abandoned housing initiative is a parcel-by-parcel issue, the 2016 budget includes a variety of proposed tools and programs to be piloted in the coming year to address issues of ownership, maintenance and rehabilitation. These programs will help to resolve the lingering ownership issues for many of those parcels owned by unresponsive, and often out of town land-lords to get these properties back onto the market for rehabilitation or infill housing. In the meantime, a critical step to advance the City’s housing policy will be a review of the 1,000 houses in 1,000 days initiative to assess what was learned, what unforeseen challenges were overcome, what remains to be done and how the City can address these issues better based upon the experience of the past 3 years. A report to the Vacant and Abandoned Task Force on the internal assessment will conclude with a public presentation in early December. The internal assessment will entail engagement with the residents in those neighborhoods that saw the most activity during the 1,000 houses in 1,000 days initiative. These results will in turn inform future program development and policies.

d. Why is “consolidate PSAPs while ensuring highest level of service for residents” no listed as it was listed in the “Mayor’s office 2015 Goals & Challenges” and there are growing public safety concerns regarding this consolidation?

We take this goal from last year’s budget seriously. It wasn’t included in 2016 goals and challenges due to the expectation that the consolidated PSAP would be live in December 2015. However, this work remains a priority for the Mayor’s Office.



**City of South Bend
Position Description**

Title	Chief of Staff to the Mayor	Position Code:	2008
Department:	Mayor's Office		
Reports To:	Mayor		
FLSA Status:	Exempt	Collective Bargaining Representation:	None
Driver's License:	<u>X</u> Operator License is required		
Other:	Security Sensitive: Yes	Safety Sensitive: No	Child Related: No
Effective:		Revisions:	
HR Director Approval:		Date:	

POSITION SUMMARY:

Supports the Mayor and Department Heads in the planning, directing, coordinating, and evaluating the overall operations of the City. Acts as liaison to City Council, constituents, business leaders, and City staff.

SUPERVISION EXERCISED:

Department Heads and/or office staff, as delegated by the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responds promptly to constituent inquiries and complaints including gathering information and finding solutions to solve them. Solutions may include new city-wide programs or enlisting specific departments to address the issue.
- Liaison to department heads regarding strategic decisions and plans to ensure City policies and objectives are successfully implemented.
- Assists Mayor with special media events, as required.
- Represents the Mayor and the City of South Bend at meetings and events.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

- Perform other duties and assume other responsibilities as apparent or as delegated.

EDUCATION / QUALIFICATIONS:

- Bachelor Degree in Public Administration, Business Management, Communications, or equivalent required.
- Minimum three years' experience in project management, relationship building, communications, and/or data analysis. Public sector experience a plus.

KNOWLEDGE AND ABILITY:

- Skilled at establishing and maintaining effective working relationships.

- Well-honed people management skills, poised and capable of gaining trust while influencing positive organizational outcomes.
- Experience in project management including data gathering and analysis, formulation of plans, and overall management of major initiatives.
- Knowledge of research methods, data analysis, and preparation of reports.
- Ability to balance conflicting priorities in a public office environment.

CERTIFICATES, LICENSE, REGISTRATION:

- Valid Driver's License and acceptable driving record.

EQUIPMENT:

Desktop and laptop computer; landline and cellular; facsimile machine; copier, and scanner.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in office setting, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office and may be quiet to loud in the field. Exposure to adverse weather conditions such as cold or heat may prevail in situations involving outside meeting engagements. Entire office is smoke free.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at will employer.

REQUIRED:

Pre-Employment Drug Screen
Comprehensive Background Check

Equal Employment Opportunity Employer



**City of South Bend
Position Description**

Title	Deputy Chief of Staff to the Mayor	Position Code:	2004
Department:	Mayor's Office		
Reports To:	Mayor		
FLSA Status:	Exempt	Collective Bargaining Representation:	None
Driver's License:	<input checked="" type="checkbox"/> Operator License is required		
Other:	Security Sensitive: Yes	Safety Sensitive: No	Child Related: No
Effective:		Revisions:	
HR Director Approval:		Date:	

POSITION SUMMARY:

In partnership with the Chief of Staff, supports the Mayor and Department Heads in the planning, directing, coordinating, and evaluating the overall operations of the City. Acts as liaison to City Council, constituents, business leaders, and City staff.

SUPERVISION EXERCISED:

Department Heads and/or office staff, as delegated by the Mayor.

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