

Mayor's Office

August 17, 2016



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CITY OF SOUTH BEND

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

City of South Bend 2017 Mayor's Office Budget

August 17, 2016



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

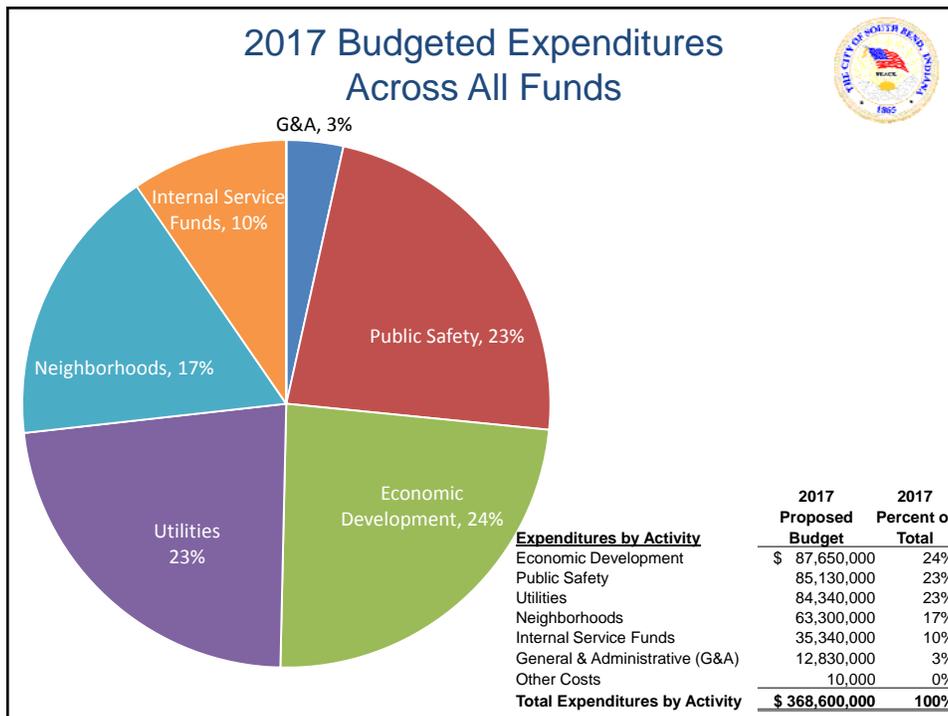
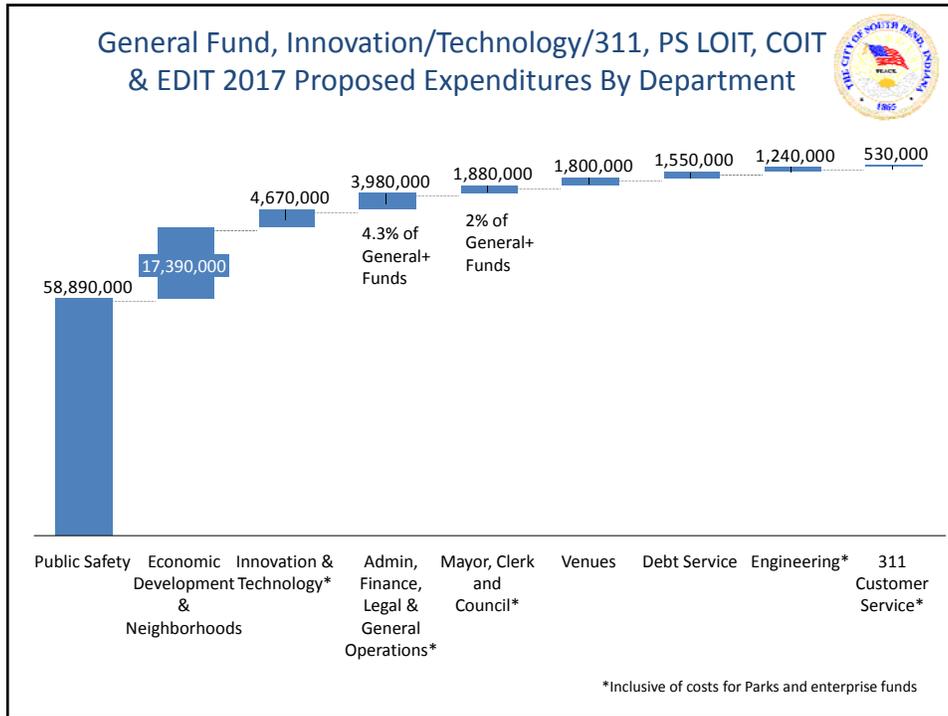


Goals for the Community

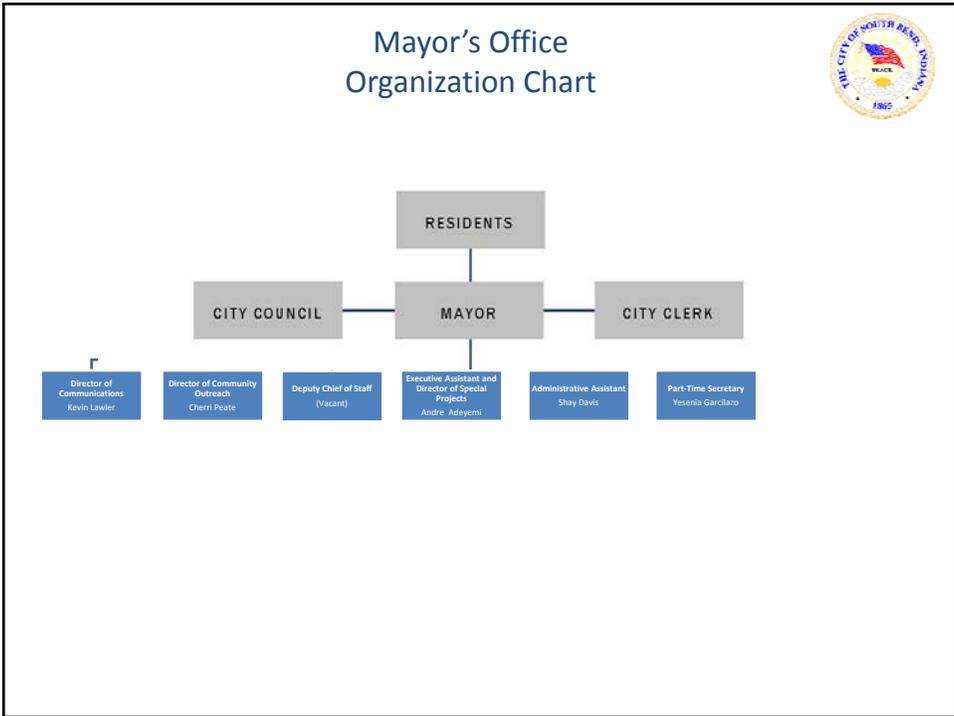
- ✓ Safe Community for Everyone
- ✓ Strong, Inclusive Economy
- ✓ Thriving Public Spaces
- ✓ Vibrant, Welcoming Neighborhoods
- ✓ Robust and Well-Planned Infrastructure
- ✓ All Residents Empowered with Education, Mobility and Technology

Goals for the City

- ✓ Great Employer with Great Employees
- ✓ Enduring Financial Strength
- ✓ Excellent Services and Efficient Processes
- ✓ Modeling our Values (Excellence, Accountability, Innovation, Inclusion and Empowerment)
- ✓ Robust Physical and Technological Capital Assets
- ✓ Reliable Compliance with Regulations and Well-Managed Risk
- ✓ Effective, Responsive Leadership and Communication



Mayor's Office



Mayor's Office Budget Summary



Overall budget—increase of \$124,093 from \$741,267 in 2016 to \$865,360 proposed in 2017

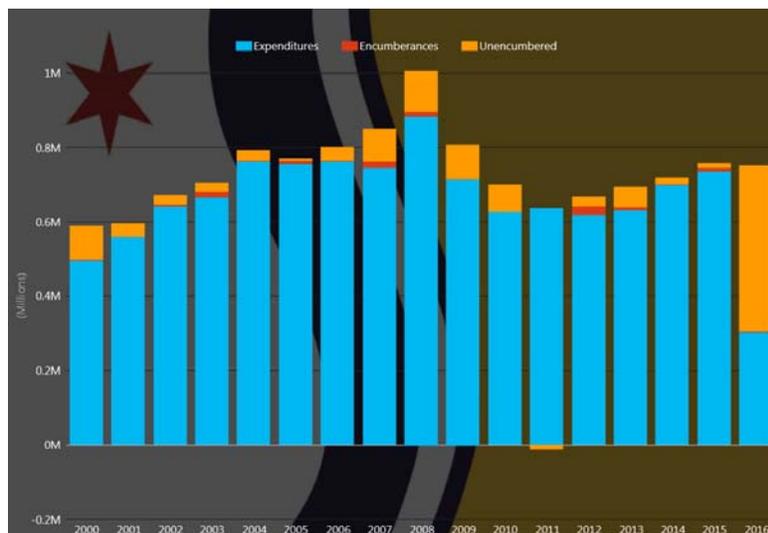
- Roughly 10% of increase due to rising personnel costs
 - \$3,853 increase in wages and fringe (not including health care)
 - \$8,050 due to 8% increase of health care costs
- Roughly 90% of increase due to the change in accounting for internal services that promotes transparency and shared ownership of their costs
 - \$112,463 increase in computer, GIS, print shop allocations
 - \$276 decrease in liability insurance

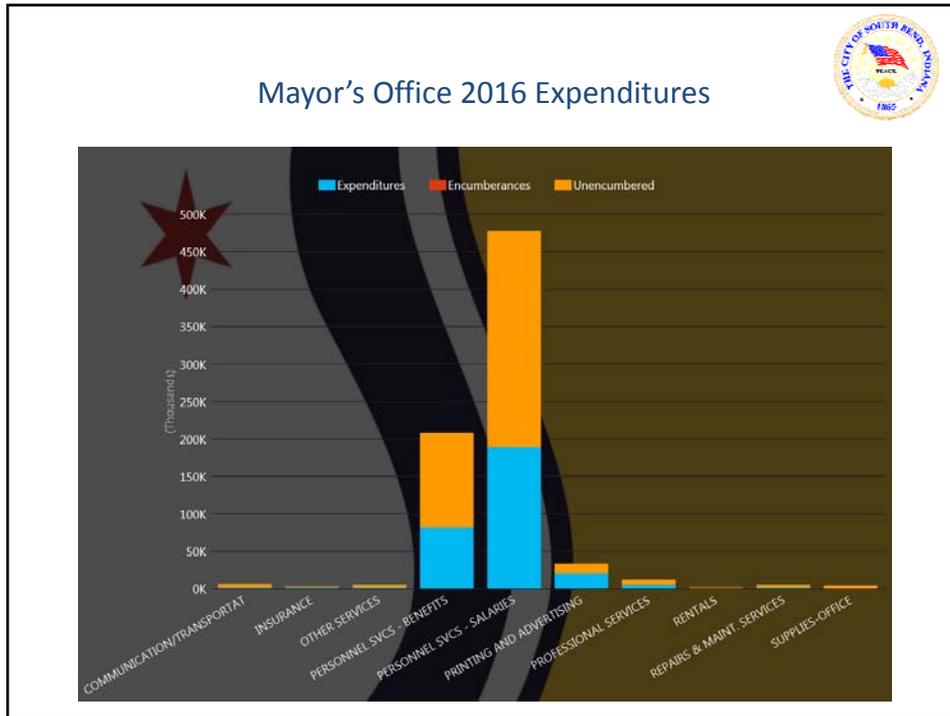
Salary changes

- No salary increase for the Mayor, Chief of Staff to the Mayor, Deputy Chief of Staff to the Mayor, and Communications Director
- 2% increase for the Director of Community Outreach, Executive Assistant/Director of Special Projects, Administrative Assistant, and part-time Secretary

No staffing level or title changes

Mayor's Office Budgeted Expenditures by Year





- ### 2016 Accomplishments
- Facilitated the development and rollout of the City's mission, vision, and values.
 - Rallied city around new flag without design expense to the city.
 - Developed communications protocols that, when fully implemented, will enhance information sharing and notice for events.
 - Recruited outstanding talents for Chief Technology Officer and Diversity and Inclusion Officer.
 - Advanced innovation and information technology through major reorganization to ensure City alignment with global best practices as identified in the IT strategic plan.
 - Delivered Executive Order on Diversity and Inclusion and helped to craft draft plan.
 - Focusing economic development strategy on closing the income gap.
 - Maintained a community wide response to group related gun violence, integrating the approach as part of the reorganization of PD.
 - 112 visitors to the 5 Mayor's Night Out Events so far in 2016.
 - Continued progress on Smart Streets.
 - Successful Youth Task Force cohort was recognized by South Bend Schools

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.

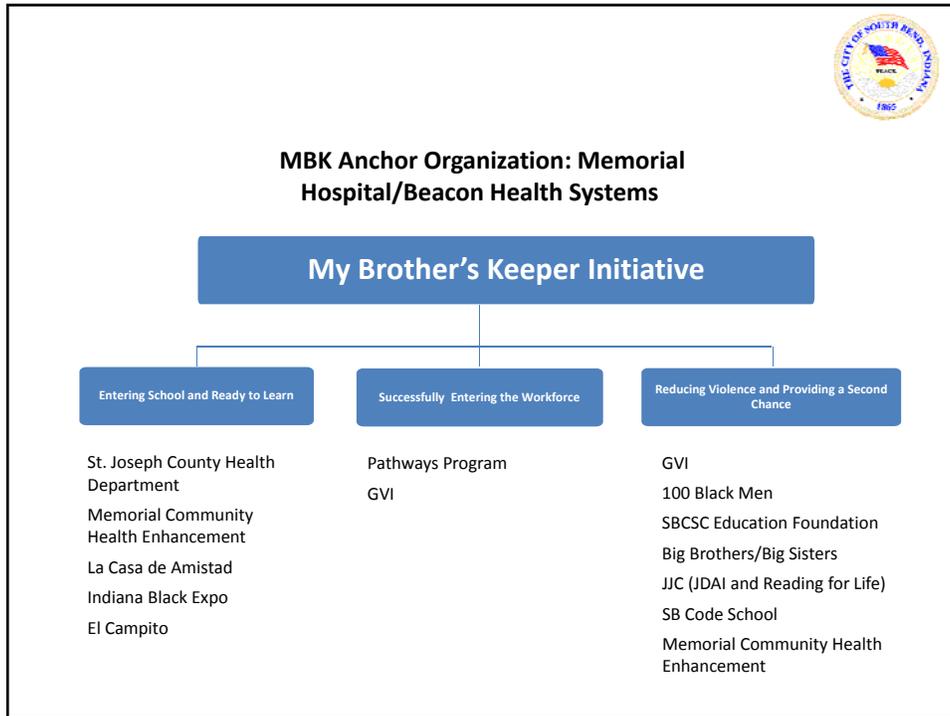
- A community-based group open to all South Bend residents in grades 9th through 12th
- Members of the Youth Task Force design and drive an advocacy program that targets issues that specifically affect the youth in our community.
- Held rolling town halls in 2016 at South Bend schools to talk about ending youth violence in our community.
- Videos on Facebook have reached more than 10,000 people

Ongoing in 2016



- Get PSAP on track.
- Municipal ID program.
- Recruit outstanding talent to Executive Director of DCI.
- Partner with DCI and Council to establish plan for neighborhoods.
- Implement Parks Bond (Charles Black improvements delayed by EPA testing).
- Promote performance based management throughout the City Administration.
- Increase diversity of city workforce and boards.
- Facilitate the development and implementation of a strategic vision for the City.
- Develop and implement strategic plan for community outreach.
- Focus economic development on closing the income gap.
- Release *My Brothers' Keeper* Plan
- Continue to drive improvements in employee engagement and morale.





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- Mayor's Office
Key Goals and Challenges for 2017**
- Build upon Group Violence Intervention.
 - Stay ahead of the 2020 "fiscal curb."
 - Address long-term funding challenges for infrastructure.
 - Identify and reduce barriers to inclusive economic growth.
 - Put diversity and inclusion plan into action.
 - Work with South Bend schools to ensure efforts are coordinated.
 - Integrate performance management and priority-based budgeting into city operations.
 - Develop a strategic plan on city purchasing.
 - Continue efforts to enhance quality of place.

Mayor's Office - 101-0101

Fund Summary - Operating and Capital Budget

Description	2014 Actual	2015 Actual	2016 Amended Budget	30-Jun Actual	2017 Proposed Budget	Forecast				Budget Variance 2016-2017	% Change	
						2018	2019	2020	2021			
EXPENDITURES BY PROGRAM												
1 External Communications											-	-
2 Internal Communications											-	-
3 Strategic Planning and Policy Implementation											-	-
4 Mayor's Night Out											-	-
5 Special Events											-	-
6 Youth Task Force											-	-
7 Other Resident and Stakeholder Engagement											-	-
8											-	-
9											-	-
10											-	-
EXPENDITURES BY TYPE												
Personnel												
Salaries & Wages	457,036	486,062	477,693	174,499	480,968	490,587	500,399	510,407	520,615	3,275	0.7%	
Fringe Benefits	162,228	196,005	207,799	74,190	216,437	233,752	252,452	272,648	294,460	8,638	4.2%	
Total Personnel	619,264	682,067	685,492	248,689	697,405	724,339	752,851	783,055	815,075	11,913	1.7%	
Supplies												
	20,584	11,666	3,662	792	3,000	3,060	3,121	3,184	3,247	(662)	-18.1%	
Services & Charges												
Professional Services	-	1,412	14	-	-	-	-	-	-	(14)	-100.0%	
Printing & Advertising	37,550	21,895	32,741	17,649	25,000	25,000	25,000	25,000	25,000	(7,741)	-23.6%	
Utilities	-	-	-	-	-	-	-	-	-	-	-	
Education & Training	452	1,999	1,800	1,599	1,800	1,800	1,800	1,800	1,800	-	0.0%	
Travel	1,997	2,512	4,130	807	4,130	4,130	4,130	4,130	4,130	-	0.0%	
Repairs & Maintenance	1,241	966	1,600	353	1,600	1,680	1,764	1,852	1,945	-	0.0%	
Payment In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-	-	
Other Interfund Allocations	11,863	8,779	16,455	6,851	129,225	131,810	134,446	137,135	139,878	112,770	685.3%	
Debt Service:												
Principal	3,006	1,608	572	281	-	-	-	-	-	(572)	-100.0%	
Interest & Fees	330	88	18	13	-	-	-	-	-	(18)	-100.0%	
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	
Other Services & Charges	1,320	2,194	3,399	448	3,200	3,200	3,200	3,200	3,200	(199)	-5.9%	
Total Services & Charges	57,759	41,453	60,729	28,001	164,955	167,620	170,340	173,117	175,953	104,226	171.6%	
Capital												
	-	-	-	-	-	-	-	-	-	-	-	
Total Expenditures by Type	697,607	735,186	749,883	277,482	865,360	895,019	926,313	959,356	994,275	115,477	15.4%	

Explain Significant Revenue and Expenditure Changes Below:

Increase over 2016 due mainly to the increase in Interfund allocations for IT which allow all departments to see the full cost of IT and other administration functions that they would not have seen in the past. Also, health insurance rose approx. 8% per employee. No other major changes are expected for 2017.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Proposed Expenditures
GENERAL FUND								
101-0101-413.10-01	REGULAR	443,851	467,284	459,713	459,713	238,764	182,914	462,658
LEVEL	TEXT	TEXT AMT						
02	1 MAYOR (NO INCREASE FOR 2017)	104,489						
	1 CHIEF OF STAFF TO THE MAYOR (NO INCREASE FOR 17)	74,309						
	1 DEPUTY CHIEF OF STAFF TO THE MAYOR (NO INCREASE)	70,593						
	1 EXECUTIVE ASST AND DIRECTOR OF SPECIAL PROJECTS	53,107						
	1 DIRECTOR OF COMMUNICATIONS (NO INCREASE FOR 2017)	63,153						
	1 ADMINISTRATIVE ASSISTANT II	40,907						
	1 DIRECTOR OF COMMUNITY OUTREACH	56,100						
	TOTAL FTE - 7	462,658						
101-0101-413.10-03	SEASONAL & INTERNS	110	2,290	1,200	1,200	0	0	1,200
LEVEL	TEXT	TEXT AMT						
02	2017 EST - 1 INTERN X 6 WEEKS X 20 HOURS @\$10/HR	1,200						
		1,200						
101-0101-413.10-04	EXTRA AND OVERTIME	331	1,638	400	400	183	183	400
LEVEL	TEXT	TEXT AMT						
02	OVERTIME FOR HOURLY STAFF FOR HOURS WORKED DURING PEAK TIMES OF THE YEAR	400						
		400						
101-0101-413.10-09	PERMANENT PART-TIME	12,744	14,850	16,380	16,380	8,680	6,833	16,710
LEVEL	TEXT	TEXT AMT						
02	PART-TIME SECRETARY V (20 HOURS PER WEEK) FTE - .5 (2% INCREASE FOR 2017)	16,710						
		16,710						
101-0101-413.11-01	FICA - REGULAR	35,117	37,821	36,544	36,544	19,314	14,847	36,794
LEVEL	TEXT	TEXT AMT						
02	WAGES - \$480,968 X 7.65%	36,794						
		36,794						
101-0101-413.11-04	PERF - REGULAR	49,748	52,476	51,488	51,488	26,762	20,507	51,818
LEVEL	TEXT	TEXT AMT						
02	FULL TIME SALARIES \$462,658 X 11.2%	51,818						
		51,818						
101-0101-413.11-07	UNEMPLOYMENT COMP	1,134	1,199	1,195	1,195	408	260	1,203
LEVEL	TEXT	TEXT AMT						

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Proposed Expenditures
02	SALARIES \$480,968 X 0.25%		1,203 1,203					
101-0101-413.11-08	HEALTH INSURANCE	59,014	83,296	101,472	101,472	44,398	38,228	109,522
LEVEL	TEXT		TEXT AMT					
02	HEALTH - 7 EMPLOYEES X \$15,550 PER YEAR		108,850					
	LTD - 7 EMPLOYEES X \$96		672					
			109,522					
101-0101-413.11-09	LIFE INSURANCE	710	705	840	840	360	310	840
LEVEL	TEXT		TEXT AMT					
02	LIFE - 7 EMPLOYEES X \$120 PER YEAR		840					
			840					
101-0101-413.11-12	AUTO ALLOWANCE	14,025	18,188	15,600	15,600	7,550	6,550	15,600
LEVEL	TEXT		TEXT AMT					
02	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	1,820	1,660	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	660	660	660	385	330	660
LEVEL	TEXT		TEXT AMT					
02	\$55 PER MONTH X 1 EMPLOYEE X 12 MONTHS		660					
			660					
* PERSONNEL SERVICES		619,264	682,067	685,492	685,492	346,804	270,962	697,405
101-0101-413.21-02	PRINT SHOP	18,190	9,788	1,000	1,000	202	202	1,000
LEVEL	TEXT		TEXT AMT					
02	PRINT SHOP - MISC CHARGES		1,000					
			1,000					
101-0101-413.21-04	OTHER - OFFICE SUPPLIES	2,394	1,878	2,000	2,662	595	595	2,000
LEVEL	TEXT		TEXT AMT					
02	2016 ESTIMATED		2,000					
			2,000					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Proposed Expenditures
*	SUPPLIES	20,584	11,666	3,000	3,662	797	797	3,000
101-0101-413.31-06	OTHER PROFESSIONAL SVC	0	1,412	0	14	0	0	0
101-0101-413.31-71	CENTRAL STORES ALLOCATION	180	185	169	169	98	84	162
LEVEL	TEXT		TEXT AMT					
02	2017 FIXED COST ALLOCATION #3		162					
	CENTRAL STORES		162					
101-0101-413.31-72	GIS ALLOCATION	2,059	2,162	2,271	2,271	1,324	1,135	0
101-0101-413.31-73	PRINT SHOP ALLOCATION	0	0	9,160	9,160	5,341	4,578	9,250
LEVEL	TEXT		TEXT AMT					
02	2017 PRINT SHOP ALLOCATION		9,250					
			9,250					
101-0101-413.32-02	POSTAGE	993	1,217	1,000	1,000	145	138	1,000
LEVEL	TEXT		TEXT AMT					
02	2016 ESTIMATE		1,000					
			1,000					
101-0101-413.32-05	OTHER COMM/TRANS	444	0	0	0	0	0	0
101-0101-413.32-21	TRAVEL - MILEAGE	916	0	0	300	364	364	0
101-0101-413.32-22	TRAVEL - AIRFARE	526	777	1,500	1,500	265	265	1,500
LEVEL	TEXT		TEXT AMT					
02	2016 ESTIMATE		1,500					
			1,500					
101-0101-413.32-23	TRAVEL - HOTEL	0	1,685	1,500	1,500	160	160	1,500
LEVEL	TEXT		TEXT AMT					
02	2016 ESTIMATE		1,500					
			1,500					
101-0101-413.32-24	TRAVEL - MEALS	5	30	250	250	18	18	250
LEVEL	TEXT		TEXT AMT					
02	2016 ESTIMATE		250					
			250					
101-0101-413.32-25	TRAVEL - OTHER	106	20	880	580	0	0	880
LEVEL	TEXT		TEXT AMT					
02	2016 ESTIMATE		880					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Proposed Expenditures
			880					
101-0101-413.33-03	PROMOTIONAL	37,550	21,895	25,000	32,741	25,285	19,885	25,000
LEVEL	TEXT		TEXT AMT					
02	2016 ESTIMATE FOR PROMOTIONAL ACCOUNT		25,000					
			25,000					
101-0101-413.34-02	LIABILITY INSURANCE	1,164	1,716	1,933	1,933	1,127	966	1,657
LEVEL	TEXT		TEXT AMT					
02	2017 FIXED COST ALLOCATION #5		1,657					
	LIABILITY INSURANCE		1,657					
101-0101-413.36-02	OFFICE EQUIPMENT	1,241	966	1,600	1,600	616	356	1,600
LEVEL	TEXT		TEXT AMT					
02	2016 ESTIMATE		1,600					
			1,600					
101-0101-413.36-04	COMPUTER EQUIPMENT	8,460	4,716	2,922	2,922	1,701	1,458	118,156
LEVEL	TEXT		TEXT AMT					
02	IT ALLOCATION #7		118,156					
			118,156					
101-0101-413.37-11	CAPITAL LEASE PRINCIPAL	3,006	1,608	572	572	425	281	0
LEVEL	TEXT		TEXT AMT					
02	PAID OFF 2016							
	101-0101-413.37-12 CAPITAL LEASE INTEREST	330	88	18	18	16	13	0
	101-0101-413.39-10 SUBSCRIPTIONS	177	177	200	200	0	0	200
LEVEL	TEXT		TEXT AMT					
02	SOUTH BEND TRIBUNE		200					
			200					
101-0101-413.39-11	DUES & MEMBERSHIPS	150	800	2,000	2,000	111	111	2,000
LEVEL	TEXT		TEXT AMT					
02	2016 ESTIMATE							
	IACF		800					
	NORTHERN INDIANA MAYORS ROUNDTABLE		100					
	US CONFERENCE OF MAYORS		1,100					
			2,000					
101-0101-413.39-70	EDUCATION & TRAINING	452	1,999	1,800	1,800	1,599	1,599	1,800

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Proposed Expenditures
LEVEL	TEXT		TEXT AMT					
02	2016 ESTIMATE		1,800					
			1,800					
101-0101-413.39-89	MISC CHARGES & SERVICES	0	0	0	199	228	199	0
*	OTHER SERVICES & CHARGES	57,759	41,453	52,775	60,729	38,823	31,610	164,955
**	MAYOR	697,607	735,186	741,267	749,883	386,424	303,369	865,360
***	GENERAL FUND	697,607	735,186	741,267	749,883	386,424	303,369	865,360
		697,607	735,186	741,267	749,883	386,424	303,369	865,360