

# MAYOR'S OFFICE

The mission of the Mayor's Office is to provide the executive and administrative management necessary for the coordination and direction of overall City activities and policies. In addition to the executive function, the Mayor's Office houses the Offices of Public Safety, Constituent Services, Cultural Affairs, Management and Budget, Integrated Technologies, Communications, and Economic Development.

## SUMMARY OF FUNDING FOR THE MAYOR'S OFFICE

<b>TOTAL ALL FUNDS*</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>
<b>MAYOR'S OFFICE</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
Personal Services	5,476,516	5,867,438	5,913,758	6,037,470
Materials, Supplies & Equipment	4,931,914	6,050,000	6,848,438	6,831,222
Internal Services	1,137,229	1,051,544	1,248,559	1,187,340
Debt Service	3,931,342	4,374,120	4,303,329	3,517,614
Special Purpose	119,000	117,000	0	0
Contingent Reserves	0	0	127,360	672,000
Depreciation	906,648	931,395	967,940	931,394
<b>TOTAL</b>	<b>16,502,649</b>	<b>18,391,497</b>	<b>19,409,384</b>	<b>19,177,040</b>
<b>STAFFING LEVELS</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>	<b>57.00</b>

<b>GENERAL FUND</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>
<b>MAYOR'S OFFICE</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
Personal Services	3,662,376	3,956,712	3,773,241	3,793,994
Materials, Supplies & Equipment	1,460,078	1,788,533	1,674,649	1,630,523
Internal Services	819,858	723,244	932,598	880,927
Debt Service	3,794,633	4,258,774	4,081,163	3,443,669
Special Purpose	119,000	117,000	0	0
<b>TOTAL</b>	<b>9,855,945</b>	<b>10,844,263</b>	<b>10,461,651</b>	<b>9,749,113</b>
<b>STAFFING LEVELS</b>	<b>37.50</b>	<b>37.50</b>	<b>36.50</b>	<b>34.50</b>

<b>CONTINGENT RESERVES</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>
<b>MAYOR'S OFFICE</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
Contingency	0	0	(44,640)	500,000
Snow & Weather Emergencies	0	0	172,000	172,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>127,360</b>	<b>672,000</b>
<b>STAFFING LEVELS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\* Differs from Summary of All funds Combined – Expenditures table on page 8 due to Internal Service Funds and Contingent Reserve expenses listed separately.

<b>LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) FUND MAYOR'S OFFICE</b>	<b>ACTUAL FY2015</b>	<b>ACTUAL FY2016</b>	<b>BUDGET FY2017</b>	<b>PROPOSED FY2018</b>
Personal Services	122,629	126,816	67,357	65,879
Materials, Supplies & Equipment	18,173	23,930	0	0
<b>TOTAL</b>	<b>140,802</b>	<b>150,746</b>	<b>67,357</b>	<b>65,879</b>
<b>STAFFING LEVELS</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>

<b>INTERNAL SERVICES FUND MAYOR'S OFFICE</b>	<b>ACTUAL FY2015</b>	<b>ACTUAL FY2016</b>	<b>BUDGET FY2017</b>	<b>PROPOSED FY2018</b>
Personal Services	1,691,511	1,783,910	2,073,160	2,177,597
Materials, Supplies & Equipment	3,453,663	4,237,537	5,173,789	5,200,699
Internal Services	317,371	328,300	315,961	306,413
Debt Service	136,709	115,346	222,166	73,945
Depreciation	906,648	931,395	967,940	931,394
<b>TOTAL</b>	<b>6,505,902</b>	<b>7,396,488</b>	<b>8,753,016</b>	<b>8,690,048</b>
<b>STAFFING LEVELS</b>	<b>21.00</b>	<b>21.00</b>	<b>22.00</b>	<b>22.00</b>

**MAJOR FUNDING CHANGES FROM PRIOR YEAR  
GENERAL FUND**

- Personal Services costs increased a net total of \$20,753.
- Several job title changes and adjustments to salaries took place during the mid-year transition process following the 2016 election that resulted in savings of \$60,000.
- Two vacant positions were eliminated, a Senior Economic Research & Development Manager and an Administrative Assistant position in the Administrative Division. These deletions result in savings of \$212,000 in salaries and benefits.
- The allocation in Personal Services Adjustment is due to a one-time payment of \$500 for all non-union employees.
- Community Activities decreased a net total of \$63,000. Grants to Agencies was reduced by \$160,000, while Miscellaneous Projects was increased by \$97,000 and returns the annual allocation to City Fest to the FY 2016 level.
- Miscellaneous Services rose \$29,398, mainly to expand the City-wide graffiti removal program.
- Consultant costs increased slightly by \$6,300. A reduction in the Office of Management and Budget of \$75,000 mostly offset increases in the Administration, Office of Economic Development, and Cultural Affairs Divisions.
- Debt Service costs decreased by a net total of \$637,494, as older debt issues have matured, and more recent debts have been refinanced at a lower interest rate.

**MAJOR FUNDING CHANGES FROM PRIOR YEAR  
INTERNAL SERVICE FUNDS**

- Personal Services costs increased a net total of \$104,437.
- Total Salaries rose by \$37,803, as a result of annual salary step increases and position upgrades for three Information Help Desk Engineer's and one Information Systems Administrator through the biennial appeals process. The remaining portion of the increase to salaries is due to the successive 1% COLA and a \$500 one-time payment for all employees.
- Total Employee Benefits increased by \$54,791, led by higher Hospitalization, Pension, and Pension-Healthcare.
- Significant cuts were made throughout the Department's MS&E accounts. Printing, Communications and Utilities, and Contracted Maintenance were reduced to better align with the three-year trends, decreasing by \$31,000, \$38,860, and \$38,565, respectively.
- Professional Fees increased by \$47,000 for project management consultants to efficiently and effectively implement ongoing IT related projects City-wide.
- Equipment increased by \$94,345 to support a new Permitting Technology Improvements program, a pilot program for Digital Signatures, and the Microsoft 365 contract.
- Internal Services decreased \$9,548, due primarily to Data Processing costs.