

# 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>FY2014</b>     | <b>FY2015</b>     | <b>FY2016</b>     | <b>FY2017</b>     |
| Personal Services               | 5,460,952         | 5,476,516         | 5,658,300         | 5,859,097         |
| Materials, Supplies & Equipment | 5,925,585         | 4,931,914         | 6,697,253         | 6,665,438         |
| Internal Services               | 1,206,281         | 1,137,229         | 1,244,729         | 1,248,559         |
| Debt Service                    | 3,576,686         | 3,931,342         | 4,441,742         | 4,303,329         |
| Special Purpose                 | 120,000           | 119,000           | 117,000           | 0                 |
| Contingent Reserves             | 0                 | 0                 | 425,000           | 672,000           |
| Depreciation                    | 818,677           | 906,648           | 967,940           | 967,940           |
| <b>TOTAL</b>                    | <b>17,108,181</b> | <b>16,502,649</b> | <b>19,551,964</b> | <b>19,716,363</b> |
| <b>STAFFING LEVELS</b>          | <b>60.00</b>      | <b>59.00</b>      | <b>59.00</b>      | <b>59.00</b>      |

| <b>GENERAL FUND</b>             | <b>ACTUAL</b>    | <b>ACTUAL</b>    | <b>BUDGET</b>     | <b>PROPOSED</b>   |
|---------------------------------|------------------|------------------|-------------------|-------------------|
| <b>MAYOR'S OFFICE</b>           | <b>FY2014</b>    | <b>FY2015</b>    | <b>FY2016</b>     | <b>FY2017</b>     |
| Personal Services               | 3,454,109        | 3,662,376        | 3,706,261         | 3,845,114         |
| Materials, Supplies & Equipment | 1,408,962        | 1,460,078        | 1,513,219         | 1,349,649         |
| Internal Services               | 845,709          | 819,858          | 929,843           | 932,598           |
| Debt Service                    | 3,410,544        | 3,794,633        | 4,176,481         | 4,081,163         |
| Special Purpose                 | 120,000          | 119,000          | 117,000           | 0                 |
| <b>TOTAL</b>                    | <b>9,239,324</b> | <b>9,855,945</b> | <b>10,442,804</b> | <b>10,208,524</b> |
| <b>STAFFING LEVELS</b>          | <b>36.50</b>     | <b>37.50</b>     | <b>37.50</b>      | <b>37.50</b>      |

| <b>CONTINGENT RESERVES</b> | <b>ACTUAL</b> | <b>ACTUAL</b> | <b>BUDGET</b>  | <b>PROPOSED</b> |
|----------------------------|---------------|---------------|----------------|-----------------|
| <b>MAYOR'S OFFICE</b>      | <b>FY2014</b> | <b>FY2015</b> | <b>FY2016</b>  | <b>FY2017</b>   |
| Contingency                | 0             | 0             | 300,000        | 500,000         |
| Snow & Weather Emergencies | 0             | 0             | 125,000        | 172,000         |
| <b>TOTAL</b>               | <b>0</b>      | <b>0</b>      | <b>425,000</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 7 due to Internal Service Funds and Contingent Reserve expenses listed separately.

| <b>LOCAL EMERGENCY PLANNING<br/>COMMITTEE (LEPC) FUND<br/>MAYOR'S OFFICE</b> | <b>ACTUAL<br/>FY2014</b> | <b>ACTUAL<br/>FY2015</b> | <b>BUDGET<br/>FY2016</b> | <b>PROPOSED<br/>FY2017</b> |
|--|--------------------------|--------------------------|--------------------------|----------------------------|
| Personal Services  | 143,008                  | 122,629                  | 65,447                   | 67,357                     |
| Materials, Supplies & Equipment  | 50,959                   | 18,173                   | 0                        | 0                          |
| <b>TOTAL</b>   | <b>193,967</b>           | <b>140,802</b>           | <b>65,447</b>            | <b>67,357</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<br/>MAYOR'S OFFICE</b> | <b>ACTUAL<br/>FY2014</b> | <b>ACTUAL<br/>FY2015</b> | <b>BUDGET<br/>FY2016</b> | <b>PROPOSED<br/>FY2017</b> |
|--|--------------------------|--------------------------|--------------------------|----------------------------|
| Personal Services                                | 1,863,835                | 1,691,511                | 1,886,592                | 1,946,626                  |
| Materials, Supplies & Equipment                  | 4,465,664                | 3,453,663                | 5,184,034                | 5,315,789                  |
| Internal Services                                | 360,572                  | 317,371                  | 314,886                  | 315,961                    |
| Debt Service                                     | 166,142                  | 136,709                  | 265,261                  | 222,166                    |
| Depreciation                                     | 818,677                  | 906,648                  | 967,940                  | 967,940                    |
| <b>TOTAL</b>                                     | <b>7,674,890</b>         | <b>6,505,902</b>         | <b>8,618,713</b>         | <b>8,768,482</b>           |
| <b>STAFFING LEVELS</b>                           | <b>23.00</b>             | <b>21.00</b>             | <b>21.00</b>             | <b>21.00</b>               |

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

- Personal Services costs increased a net total of \$138,853. Regular Salaries increased (\$37,763) mainly as a result of COLAs and step increases.
- To better meet the demands on the Constituent Service Division, the vacant Civil Appeals Director position was deleted, while a new position of Constituent Services Representative was created. The changes from these positions represent a total net decrease of \$45,226 in salaries and benefits.
- Higher Hospitalization (\$113,953) and Pension Health Care (\$7,500) increases are discussed in the Budget Summary section. Pensions decreased a net total of \$28,612, due to changes in the actuarial targets and the deletion of the Civil Appeals Director.
- Rentals-N.O.C costs were reduced by \$10,000 in Cultural Affairs in an effort to control expenditures. Additional fundraising efforts are planned to assist with Cultural Affairs event funding.
- Consultants were reduced by nearly \$22,000. Cuts shared by the Administration and Cultural Affairs divisions of \$30,000, were offset slightly by an increase in Economic Development of \$8,115.
- Temporary Agencies decreased \$29,000. Phone support for the Constituent Service Division will now be covered by the new Constituent Services Representative position.
- The Community Activities account group decreased a net total of \$90,050. Miscellaneous Projects was reduced by \$363,300, which includes a \$103,300 reduction to the annual allocation of funds to CityFest. The remaining \$260,000 was shifted from Miscellaneous Projects to Grants To Agencies in the Administration Division to better adhere to accounting policies.
- Debt Service costs decreased by a net total of \$95,318. This decrease is nearly exclusively represented in interest payments.

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

- Personal Services costs increased a net total of \$60,034. Increases in Regular Salaries (\$22,450) and Hospitalization (\$48,998) were partially offset by savings in Pensions (\$23,054). Regular Salaries increased as a result of step increases and COLAs, and the Hospitalization increase is discussed in the Budget Summary section. Pensions decreased due to changes in the actuarial targets.
- Total MS&E rose \$131,755 solely due to the Data Processing Division. Numerous large cuts were made throughout the Department, such as Consultants (\$169,000), Workshop/Training (\$35,000) and Machinery & Equipment (\$47,000). However, savings were offset by high cost upgrades such as Network Switch Infrastructure (\$250,000) and Repairs to Mechanical Office Equipment (\$163,908).
- There were three major increases in the Repairs to Mechanical Office Equipment account. KRONOS support and maintenance increased just over \$35,000, Police and Fire Telestaff increased \$44,000 to complete the transition of all employees to KRONOS, and the needed expansion of network storage accounted for \$86,000.
- Internal Services increased \$1,075, due primarily to the rise in Data Processing costs.