

# 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>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>
Personal Services	5,837,454	5,460,952	5,645,633	5,658,300
Materials, Supplies & Equipment	6,624,473	5,925,585	7,013,653	6,697,253
Internal Services	1,108,613	1,206,281	1,211,905	1,244,729
Debt Service	1,572,463	3,576,686	3,959,045	4,441,742
Special Purpose	91,600	120,000	121,600	117,000
Contingent Reserves	0	0	425,000	425,000
Depreciation	753,802	818,677	960,945	967,940
<b>TOTAL</b>	<b>15,988,405</b>	<b>17,108,181</b>	<b>19,337,781</b>	<b>19,551,964</b>
<b>STAFFING LEVELS</b>	<b>57.00</b>	<b>60.00</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>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>
Personal Services	3,698,524	3,454,109	3,718,171	3,706,261
Materials, Supplies & Equipment	1,416,037	1,408,962	1,605,206	1,513,219
Internal Services	745,681	845,709	905,328	929,843
Debt Service	1,438,710	3,410,544	3,813,404	4,176,481
Special Purpose	91,600	120,000	121,600	117,000
<b>TOTAL</b>	<b>7,390,552</b>	<b>9,239,324</b>	<b>10,163,709</b>	<b>10,442,804</b>
<b>STAFFING LEVELS</b>	<b>33.50</b>	<b>36.50</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>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>
Contingency	0	0	300,000	300,000
Snow & Weather Emergencies	0	0	125,000	125,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>425,000</b>	<b>425,000</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 COMMITTEE (LEPC) FUND MAYOR'S OFFICE</b>	<b>ACTUAL FY2013</b>	<b>ACTUAL FY2014</b>	<b>BUDGET FY2015</b>	<b>PROPOSED FY2016</b>
Personal Services	61,741	143,008	64,237	65,447
Materials, Supplies & Equipment	150,545	50,959	0	0
<b>TOTAL</b>	<b>212,286</b>	<b>193,967</b>	<b>64,237</b>	<b>65,447</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 FY2013</b>	<b>ACTUAL FY2014</b>	<b>BUDGET FY2015</b>	<b>PROPOSED FY2016</b>
Personal Services	2,077,189	1,863,835	1,863,225	1,886,592
Materials, Supplies & Equipment	5,057,891	4,465,664	5,408,447	5,184,034
Internal Services	362,932	360,572	306,577	314,886
Debt Service	133,753	166,142	145,641	265,261
Depreciation	753,802	818,677	960,945	967,940
<b>TOTAL</b>	<b>8,385,567</b>	<b>7,674,890</b>	<b>8,684,835</b>	<b>8,618,713</b>
<b>STAFFING LEVELS</b>	<b>23.00</b>	<b>23.00</b>	<b>21.00</b>	<b>21.00</b>

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

- Personal Services decreased a net \$11,911, mainly attributed to employee turnover and the reorganization of employees during FY 2015. Savings in Regular Salaries (down \$24,336) and Pension costs (down \$21,589) more than offset by increases in Hospitalization (up \$29,266) and Pension-Healthcare (up \$6,163).
- Travel costs were reduced by \$10,100 across multiple Divisions (Management and Budget, Economic Development, and Cultural Affairs) in an effort to control expenditures.
- Professional Fees are budgeted to increase by \$25,000. Consultant costs will rise by \$20,000 to implement portions of the Office of Economic Development's (OED's) plan. The Temporary Agencies increase of \$5,000 will provide additional phone support for the Constituent Service Division.
- Miscellaneous Services decreased by \$26,778, as the management contract for the Emergency Operations Center will be lower in FY 2016. Additionally, the City-wide graffiti removal program was reduced \$4,500 in an effort to control expenditures.
- The Community Activities account group decreased by just under \$74,000. Miscellaneous Projects was reduced by \$61,852, which includes the cost of interns to support neighborhood development and funds to support the Sister Cities program. Other decreases occurred in the Grants To Agencies account in the division of OED.
- Debt Service costs increased by a total of \$363,077. This increase almost exclusively represents the principal payments on the taxable bonds used to finance the very successful Upstairs Fund, which created new housing and retail space along Market Street.

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

- Total Employee Benefit costs rose \$21,672, due mainly to increases in Hospitalization (\$14,475) and Pension Healthcare (\$4,725).
- Machinery & Equipment in the Data Processing Division decreased by \$270,000. Because multiple servers and switches related to network storage have been replaced in recent years, there is no anticipated need to do so in FY 2016.
- The City-wide transition to Microsoft Office 365 will contribute to a \$168,000 increase in Equipment (Software Licenses) and a \$42,500 increase in Memberships and Registrations for training costs.
- Other Non-Capitalized Equipment increased by roughly \$62,000 in the Communications Division to cover the costs of 20 new Police radios and related accessories for the new recruit class.
- Consultants decreased \$89,890, as a portion of costs were shifted to the Public Works Department for utility software and support. Also, one-time funding in the FY 2015 budget to reorganize the Help-Desk function has been eliminated.
- Internal Services increased \$8,309, due primarily to the rise in Data Processing costs.