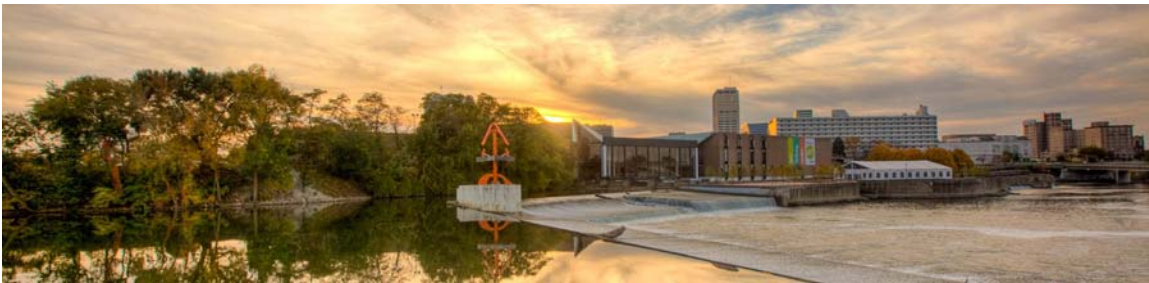


# Morris Performing Arts Center & Palais Royale

August 30, 2016



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# CITY OF SOUTH BEND

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

## MORRIS PERFORMING ARTS CENTER COMPLEX

August 30<sup>th</sup>, 2016

### MORRIS PERFORMING ARTS CENTER COMPLEX

#### Today's Agenda

- Introduction of Team
- Department Vision
- Overall Budget Summary
- Overall Staffing Changes
- 2016 Accomplishments
- 2017 Goals and Challenges
- Key Performance Indicators
- Key Programs and Costs

## MORRIS PERFORMING ARTS CENTER COMPLEX Department Vision

- The goal of Morris Performing Arts Center Complex is to be the Premier Performing Arts Center and Banquet - Meeting facility in the region, to serve as an economic catalyst.
- This goal can be achieved by:
  - Continuously increasing the economic impact that the Morris Complex has in our community.
  - Providing diverse events throughout the year fulfilling the needs and wishes of all who might use the facilities.
  - Providing an improved quality of life to the City Citizens, and foster historic preservation of landmark City.
  - Being recognized as one of the best rental venue in the nation.

## MORRIS PERFORMING ARTS CENTER COMPLEX Overall Budget Summary

- In an effort to save money, the Marketing and Maintenance expenditures are managed in the Marketing and Maintenance department of the new Venues, Parks and Arts Department.
- The 2017 budget reflects changes in expenditures in Personnel, Supplies, Printing/Advertising, Building Maintenance due to re-allocation of the same in Services and Charges within the new Venues, Parks and Arts Department (\$652,564).
- Due to the changes in the Overtime regulations, the 2017 budget includes a total of \$24,670 in personnel expenditure (no Overtime Expenditures prior to 2017).
- The 2017 budget reflects an increase in allocations of \$171,207.
- General Fund 101: The 2017 budget reflects a total revenue of 1,323,902 with an increase in revenues over 2016 in the amount of \$49,890.
- Non-Reverting Fund 273 (Marketing), Fund 416 (CIF) and Fund 450 (Historic Preservation): The 2017 budget reflects a budgeted revenue of \$139,400.
- Fund 416 is used for Capital expenditures (no general fund requests)- this year we plan to install a Fire escape ladder on stage (\$30,000), and, start 1 of 3 part project to upgrade the Dimmer Rack (lighting equipment, \$20,000).

## MORRIS PERFORMING ARTS CENTER COMPLEX Overall Staffing Changes

- The Maintenance and Marketing positions for the Morris Complex (Custodian, Director of Marketing, Manager-Assistant Facility Operations, Manager-Interactive Marketing and Manager-Facility Operations) are transferred in the Maintenance and Marketing / Promotions departments within the new Venue, Parks and Arts department.
- The Director of Financial Services position is transferred to the Administration and Finance Department and the related expenditures are part of the City Admin Fixed Allocation #1.

## MORRIS PERFORMING ARTS CENTER COMPLEX 2016 Accomplishments

- The Morris Performing Arts Center was ranked in Top 100 theatres in the United States by Pollstar Magazine for the 16<sup>th</sup> consecutive year.
- The Morris Performing Arts Center was awarded the 2016 “Prime Site Award” by Facilities Magazine for the 11<sup>th</sup> consecutive year.
- The Palais Royale was voted “Best Meeting Site for Larger Groups” in Greater South Bend/Michiana by readers of Northwest Indiana Business Quarterly Magazine.
- The Palais Royale remains the Premier Banquet / Meeting facility in this region for all events demanding superior services, fine dining, and well-maintained historical atmosphere. We are striving to increase the economic impact that the Palais Royale currently has on the downtown South Bend.

**MORRIS PERFORMING ARTS CENTER COMPLEX**  
**2016 Goals & Challenges**  
**What We Have Accomplished So Far**

2016 Goals & Challenges	How We Are Proceeding to Meet Goals
Booking major national acts at the Morris is a challenge because the number of similar competing venues across the country exceeds the number of major acts on the road to play them. Venues are being asked to do a lot more and take more financial risk than in years past.	Morris Entertainment Inc. has promoted an event in 2016 - Tedeschi Trucks. This memorable performance delighted the entire audience, some patrons are still talking about it.
Morris staff are extremely proactive in soliciting events	By attending numerous national and regional conferences to meet with promoters, phone and email contact with promoters and tour managers.
By year end, we expect to have installed four (4) new 3' x 5' digital display boards replacing the existing paper posters to better promote the multiple events available to our patrons. Morris Entertainment Inc. is underwriting the project 100%.	The fundraising part of this project is 90% completed, with the expected time frame of having this project completed by the end of October 2016.
We joined the TNO (Theater Network Organization) whose purpose is to provide greater representation to agents and information to its members with the goal of increasing venue bookings.	This membership has already aided us in securing/booking two events and strong leads on several future events.

**MORRIS PERFORMING ARTS CENTER COMPLEX**  
**2017 Goals & Challenges**

- To build upon successes and book a wide variety of events including national tours of Broadway musicals, Pop concerts, Country concerts, R&B, Christian shows, Comedians, Children’s shows, Ballet events, etc.
- To continuously be the Premier Performing Arts Center in the region while providing a safe and well maintained historical facility.
- To be recognized as one of the best theater rental venues worldwide based on the number of gross tickets sold annually
- To remain the premier banquet/meeting facility in the region for all events demanding superior service, fine dining, and well-maintained historical atmosphere.
- To continuously increase the positive economic impact the Morris Center currently has in the community:
  - Morris PAC economic impact study published in 2013 is \$8.1 million
  - Palais Royal economic impact study published in 2013 is \$2.4 million

## MORRIS PERFORMING ARTS CENTER COMPLEX Key Performance Indicators

Measure	Mayoral Goal	Type	2018 Long Term Goal	2015 Actual	2016 Estimate	2017 Target
Number of Gross tickets issued annually (MPAC)	GG	Output	120,000	96,006	102,500	100,000
Number of shows booked (MPAC)	ED	Output	95	67	90	90
Revenue earned (MPAC)	GG	Output	1,011,000	779,189	950,000	965,000
Palais Royale Revenue Earned	ED	Output	400,000	304,922	324,012	358,902
Palais Royale Hotel Rooms Generated	ED	Output	1,700	1,440	1,600	1,700

## MORRIS PERFORMING ARTS CENTER COMPLEX Key Programs and Costs

Program Name	Program Description	Estimated Program Cost
Box Office Ticketing Services	Box Office Operations-event and ticket set-up, accounting, ticketing system/software updates and maintenance, program ticket set-up, generating promoter reports, selling tickets, guest services	211,809
Historic Facility Rental	Event booking and contracts for public and private events	59,323
Historic facility Maintenance and Repairs	Upkeep and maintenance of the historic facility, repair and maintenance, inventory control, interdepartmental liaison with IT	649,692
Event Operations and Administrative Support	Day to day Administrative support	203,203
Event Operations Technical Support	Day to day Tech set-up support	122,788
Advertising and Promotions	Provide marketing and promotional support for facility and events. Public and community relations liaison.	294,725
Day to day Accounting Services Support	Provide accounting support services for facility operations, payroll. Liaison between the facility and city administration	84,675
Event Operations Accounting Service Support	Provide accounting support for Event Settlements	51,628
Food, Beverage and Catering	Outsourced to Navarre Hospitality Inc.	22,560

Morris PAC - 101-0404

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			
<b>EXPENDITURES BY PROGRAM</b>												
1											-	-
2											-	-
3											-	-
4											-	-
5											-	-
6											-	-
7											-	-
8											-	-
9											-	-
10											-	-
<b>EXPENDITURES BY TYPE</b>												
<b>Personnel</b>												
Salaries & Wages	459,503	499,447	550,921	211,709	325,414	331,922	338,561	345,332	352,238	(225,507)	-40.9%	
Fringe Benefits	194,522	227,925	272,691	107,445	177,853	192,081	207,448	224,044	241,967.09	(94,838)	-34.8%	
<b>Total Personnel</b>	<b>654,025</b>	<b>727,372</b>	<b>823,612</b>	<b>319,154</b>	<b>503,267</b>	<b>524,003</b>	<b>546,008</b>	<b>569,375</b>	<b>594,205</b>	<b>(320,345)</b>	<b>-38.9%</b>	
<b>Supplies</b>												
Supplies	18,106	21,331	22,698	4,614	3,600	3,672	3,745	3,820	3,897	(19,098)	-84.1%	
<b>Services &amp; Charges</b>												
Professional Services	-	2,007	-	-	-	-	-	-	-	-	-	
Printing & Advertising	32,472	38,991	37,713	20,122	175,315	178,821	182,398	186,046	189,767	137,602	364.9%	
Utilities	83,484	100,029	99,000	46,829	100,000	102,000	104,040	106,121	108,243	1,000	1.0%	
Education & Training	6,184	5,432	6,250	1,719	5,900	6,018	6,138	6,261	6,386	(350)	-5.6%	
Travel	13,540	15,161	20,802	5,931	13,300	13,566	13,837	14,114	14,396	(7,502)	-36.1%	
Repairs & Maintenance	66,167	46,230	63,721	23,474	226,821	231,357	235,985	240,704	245,518	163,100	256.0%	
Payment In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-	-	
Other Interfund Allocations	38,594	37,632	42,401	19,331	192,115	195,957	199,876	203,874	207,951	149,714	353.1%	
<b>Debt Service:</b>												
Principal	-	-	-	-	-	-	-	-	-	-	-	
Interest & Fees	-	-	-	-	-	-	-	-	-	-	-	
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	
Other Services & Charges	9,730	10,921	13,700	4,617	11,110	11,332	11,559	11,790	12,026	(2,590)	-18.9%	
<b>Total Services &amp; Charges</b>	<b>250,171</b>	<b>256,403</b>	<b>283,587</b>	<b>122,023</b>	<b>724,561</b>	<b>739,052</b>	<b>753,833</b>	<b>768,910</b>	<b>784,288</b>	<b>440,974</b>	<b>155.5%</b>	
<b>Capital</b>												
Capital	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Expenditures by Type</b>	<b>922,302</b>	<b>1,005,106</b>	<b>1,129,897</b>	<b>445,791</b>	<b>1,231,428</b>	<b>1,266,728</b>	<b>1,303,587</b>	<b>1,342,106</b>	<b>1,382,390</b>	<b>101,531</b>	<b>9.0%</b>	

**Explain Significant Revenue and Expenditure Changes Below:**

The 2017 budget reflects the changes in personnel expenditures:  
 - dictated by the New Overtime Regulation issued by the Department of Labor (\$8,620)  
 - due to the transfer on one position to the City Admin and Finance and it is part of the new City Administration Fee Fixed Allocation #1 (\$60,825)  
 - inclusive of an 8% increase for Health Care (\$12,530) (lower than 2015 to 2016 by 12%)  
 The 2017 budget reflects changes in expenditures in Personnel, Supplies, Printing / Advertising, Building Maintenance due to re-allocation of the same in Services and Charges payable to the new Venue, Parks and Arts Department (\$399,586).  
 The 2017 budget reflects an increase in allocations in the amount of \$153,877.

# Morris PAC - 101-0404

Fund Summary - Description, Accomplishments, Goals, KPI's

**Fund Description & Purpose**

Operating expenses of the Morris Performing Arts Center, the Premier Performing Arts Center in this region of the county. Provides improved quality of life to the City citizens, serves as an economic catalyst in the City, and fosters historic preservation of landmark City venues.

**2016 Accomplishments & Outcomes**

- Ranked in Top 100 theatres in the United States by Pollstar Magazine for the 16th consecutive year.
- Awarded the 2016 "Prime Site Award" by Facilities Magazine for the 11th consecutive year which created positive publicity (both national and local) for the Morris.
- published Spring 2016 which created positive publicity for the Morris. The award is voted on by the publication's readership of booking agents, talent buyers, promoters, as well as facility managers - demonstrating recognition by both clients and industry peers.
- outstanding service to patrons, clients, promoters, tour managers, and visitors to the area. The award created positive regional publicity for the Morris..
- 90 events booked in 2016 - Morris compared with similar theaters:
  - 84 events booked in 2016- Warner Theater in Erie, PA (2,200 seats)
  - 52 events booked in 2015 - Star Plaza in Merrillville, IL (3,400 seats)
  - 51 events booked in 2015 - Rialto Theater in Joliet, IL (1,900 seats)

**2017 Department Goals & Objectives & Linkage to City Goals**

**Basics are Easy (BE)**

- 
- 

**Good Government (GG)**

- To build upon successes and book a wide variety of events including national tours of Broadway musicals, Pop concerts, Country concerts, R&B, Christian shows, Comedians, Children's shows, Ballet events and to also use the stage and lobby for Wedding Receptions/Social events.
- To be the Premier Performing Arts Center in this region and provide a safe and well-maintained historical facility.
- To be recognized as one of the best theater rental venues worldwide based on the number of gross tickets sold annually.

**People/Places (PP)**

- To strive to increase the positive economic impact the Morris Center currently has on Downtown South Bend
- It should be remembered that the Morris Complex has a yearly economic impact of over 10.5 million Dollars on the City of South Bend. Economic Impact has grown each time on Economic Impact
- Study was published: 2004: \$3.12 million
- 2012: \$6.8 million
- 2013: \$8.1 million
- Morris Center receives NO financial support from the Hotel/Motel Tax Board.

**Key Performance Indicators (KPI's)**

Measure	City Goal	Type	2018			
			Long Term Goal	2015 Actual	2016 Estimated	2017 Target
- Number of gross tickets issued annually	GG	Output	120,000	96,006	102,500	100,000
- Number of shows booked	PP	Output	95	67	90	90
- Revenue earned	GG	Output	\$1,011,000	779,189	950,000	965,000
-						
-						
-						

Types: output, efficiency, effectiveness, quality, outcome, technology

**2017 Significant Changes/Challenges/Opportunities (with a focus on solutions)**

- Booking major national acts at the Morris is a challenge because the number of similar competing venues across the country exceeds the number of major acts on the road to play them. Booking deals are even more complicated, and venues across the country are being asked to assume some financial risk of the show as well as guarantee money to the artist and split of the profits. Venues are being asked to do a lot more and take more financial risk than in years past.
- Morris staff continue to be more proactive in soliciting events by attending national and regional conferences to meet with promoters and by phone and email contact with promoters, and tour managers. A 3-minute video was professionally produced which highlights the Morris Center. Morris staff are handing out fold-over business cards highlighting Morris event marketing support which is included in venue rental such as show messages on electronic marquee and lobby monitors, posters and signage designed and printed, website, fan club email blasts, social media/Facebook, Google+, and Twitter promo, event fliers designed and printed, and strip ads in various publications.
- The Morris Entertainment, Inc., board of directors is fundraising to install 4 new 3'x6' digital display boards to replace existing paper posters to better promote the multiple events available to patrons. Morris Entertainment, Inc., is underwriting the project 100%. It is expected that the Integration of the Venue Parks and Arts department will reduce expenditures in building maintenance and promotions.
- The Theater Network national organization membership continues to provide greater representation to agents and information to its members with the goal of increasing venue bookings. This membership has already aided in securing events AND strong leads on several future events.



Morris PAC - 101-0404

Fund Summary - Full-Time Employees

<i>Report ONLY Full-Time positions</i>									
Position	2016			2017 Proposed Budget	Forecast				
	2015 Actual	Amended Budget	6/30/2016 Actual		2018	2019	2020	2021	
<b>Staffing (Full-Time Employees)</b>									
Non-Bargaining									
Administrative Assistant	1.0	-	-	-	-	-	-	-	-
Executive Assistant	-	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Custodian	1.0	1.0	1.0	-	-	-	-	-	-
Director of Financial Services	0.6	0.7	0.7	-	-	-	-	-	-
Director of Marketing and Promotions	0.6	0.7	0.7	-	-	-	-	-	-
Executive Director Morris PAC	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6
Manager I - Assistant Box Office	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Manager II - Assistant Box Office	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Manager - Assistant Facility Operations	0.2	0.4	0.4	-	-	-	-	-	-
Manager - Interactive Marketing	1.0	1.0	1.0	-	-	-	-	-	-
Manager - Facility Operations	0.6	0.6	0.6	-	-	-	-	-	-
Manager - Production	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Director of Box Office Services	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Director of Booking & Events	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
<b>Total Non-Bargaining</b>	<b>10.6</b>	<b>11.0</b>	<b>11.0</b>	<b>6.6</b>	<b>6.6</b>	<b>6.6</b>	<b>6.6</b>	<b>6.6</b>	<b>6.6</b>
Bargaining									
	-	-	-	-	-	-	-	-	-
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<b>Total Bargaining</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Full-Time Employees</b>	<b>10.6</b>	<b>11.0</b>	<b>11.0</b>	<b>6.6</b>	<b>6.6</b>	<b>6.6</b>	<b>6.6</b>	<b>6.6</b>	<b>6.6</b>

**Explain Significant Staffing Changes Below:**

- The Maintenance and Marketing - Promotions Positions from the Morris Complex (Custodian, Director of Marketing, Manager - Assistant Facility Operations, Manager - Interactive Marketing and Manager - Facility Operations) are transferred in the Maintenance and Marketing / Promotions departments within the new Venue, Parks and Arts department.
- The Director of Financial Services position from the Morris Complex is transferred to the Administration and Finance Department and the related expenditures are part of the City Admin Fixed Allocation #1.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Estimated Revenue
101-0404-360.00-00	MISCELLANEOUS REVENUE	39,937	29,130	30,000	30,000	22,885	22,881	30,000
LEVEL	TEXT		TEXT AMT					
02	MISCELLANEOUS REVENUES FROM THE BOX OFFICE ACC. 2017 ESTIMATE		30,000					
			30,000					
101-0404-360.12-00	ROOM RENTAL	173,877	129,681	175,000	175,000	93,910	93,910	175,000
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		175,000					
			175,000					
101-0404-360.13-00	EQUIPMENT RENTAL	5,105	4,215	6,000	6,000	1,900	1,900	6,000
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		6,000					
			6,000					
101-0404-360.15-00	BOX OFFICE COMMISSIONS	33,027	37,108	35,000	35,000	29,055	29,055	40,000
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		40,000					
			40,000					
101-0404-360.16-00	TICKET HANDLING FEES	383,041	279,073	285,000	285,000	185,345	185,345	285,000
LEVEL	TEXT		TEXT AMT					
02	TICKET HANDLING FEES PHONE / INTERNET 2017 ESTIMATE		285,000					
			285,000					
101-0404-360.17-00	MERCHANDISE SALES	12,561	9,184	15,000	15,000	7,439	7,439	15,000
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		13,000					
			13,000					
101-0404-360.18-00	CONCESSION	82,115	67,051	85,000	85,000	45,528	42,368	85,000
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		85,000					
			85,000					
101-0404-360.19-00	FACILITY FEE	157,318	136,415	197,000	197,000	102,914	102,914	197,000
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		197,000					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Estimated Revenue
			197,000					
101-0404-360.21-00	CREDIT CARD FEES	50,000	20,090	50,000	50,000	10,000	10,000	50,000
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		50,000					
			50,000					
101-0404-360.22-00	SECURITY	9,944	8,569	10,000	10,000	4,427	4,427	10,000
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		10,000					
			10,000					
101-0404-360.23-00	MPAC STAGE MANAGER	17,375	23,460	20,000	20,000	14,948	14,948	30,000
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		30,000					
			30,000					
101-0404-360.25-00	THEATRE SEATING LEASING	35,000	30,000	35,000	35,000	0	0	35,000
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATED		35,000					
			35,000					
101-0404-360.90-00	SETTLEMENT FEES	449	0	0	0	0	0	0
*		999,749	773,976	943,000	943,000	518,351	515,186	958,000
101-0404-380.10-99	MISC. REIMBURSEMENTS	6,213	5,213	7,000	7,000	3,432	3,199	7,000
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		7,000					
			7,000					
*		6,213	5,213	7,000	7,000	3,432	3,199	7,000
**	MORRIS PAC	1,005,962	779,189	950,000	950,000	521,783	518,384	965,000

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
101-0404-453.10-01	REGULAR	440,299	477,515	525,921	525,921	292,043	217,706	294,664
LEVEL	TEXT		TEXT AMT					
02	1 EXECUTIVE DIRECTOR MPAC AT 60% OF \$93,636		56,182					
	1 DIRECTOR OF BOOKING & EVENT SERVICES		57,665					
	1 DIRECTOR OF BOX OFFICE SERVICES		57,665					
	1 DIRECTOR OF FINANCIAL SERVICES-ADMIN DEPARTMENT							
	1 EXECUTIVE ASSISTANT		46,818					
	1 PRODUCTION MANAGER		47,892					
	1 MANAGER - ASSISTANT BOX OFFICE II		37,177					
	1 MANAGER - ASSISTANT BOX OFFICE I		33,265					
	FULL TIME 7							
	PART TIME BOX OFFICE 4X.5=2							
	SALARY ADJUSTMENT		42,000-					
			294,664					
101-0404-453.10-04	EXTRA AND OVERTIME	0	0	0	0	0	0	6,095
LEVEL	TEXT		TEXT AMT					
02	1 MANAGER-ASSIS. BOX OFFICE I - OT 120 HRS		2,879					
	1 MANAGER-ASSIS. BOX OFFICE II- OT 120 HRS		3,216					
			6,095					
101-0404-453.10-05	TEMPORARY SERVICES	984	0	2,000	2,000	384	384	0
101-0404-453.10-09	PERMANENT PART TIME	18,220	21,932	23,000	23,000	15,880	11,391	24,655
LEVEL	TEXT		TEXT AMT					
02	BOX OFFICE PART TIME TEMPORARY AND SEASONAL		24,655					
			24,655					
101-0404-453.11-01	FICA - REGULAR	33,720	36,716	41,992	41,992	22,771	16,905	28,107
LEVEL	TEXT		TEXT AMT					
02	TOTAL SALARIES INCLUDING PART TIME @7.65%		28,107					
			28,107					
101-0404-453.11-04	PERF - REGULAR	49,313	53,482	58,903	58,903	32,709	24,383	38,389
LEVEL	TEXT		TEXT AMT					
02	ELIGIBLE SALARIES FULL TIME @11.2%		38,389					
			38,389					
101-0404-453.11-07	UNEMPLOYMENT COMP	1,242	1,313	1,372	1,372	509	311	983
LEVEL	TEXT		TEXT AMT					
02	AT .25%		983					
			983					

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
101-0404-453.11-08	GROUP INSURANCE - HEALTH	101,368	127,147	159,456	159,456	89,594	70,757	103,264
LEVEL	TEXT		TEXT AMT					
02	LONG-TERM DISABILITY:							
	6 EMP X \$96.00		576					
	1 EMP X \$96.00 X 60.00%		58					
	HEALTH INSURANCE COVERAGE:							
	6 EMP X \$15,500.00		93,300					
	1 EMP X \$15,500.00 X 60.00%		9,330					
	HEALTH INSURANCE REBATE:							
	N/A							
			103,264					
101-0404-453.11-09	GROUP INSURANCE - LIFE	1,232	1,267	1,320	1,320	732	576	792
LEVEL	TEXT		TEXT AMT					
02	6 EMP X \$120.00		720					
	1 EMP X \$120.00 X 60.00%		72					
			792					
101-0404-453.11-22	PARKING ALLOWANCE	4,884	4,472	5,940	5,940	3,015	2,223	3,942
LEVEL	TEXT		TEXT AMT					
02	6 EMPLOYEES X 12 MONTHS X \$45.00		3,240					
	1 EMPLOYEE X 12 MONTHS X \$45.00 X 60.00%		324					
	1 EMPLOYEE X 12 MONTHS X \$45.00 X 70.00%		378					
			3,942					
101-0404-453.11-24	CELL PHONE ALLOWANCE	2,763	3,528	3,708	3,708	1,896	1,609	2,376
LEVEL	TEXT		TEXT AMT					
02	3 EMP WITH \$55.00 PER MONTH FOR 12 MONTH		1,980					
	1 EMP WITH \$55.00 PER MONTH FOR 12 MONTH AT 60%		396					
			2,376					
*	PERSONNEL SERVICES	654,025	727,372	823,612	823,612	459,533	346,245	503,267
101-0404-453.21-02	PRINT SHOP	3,657	6,650	651	651	117	113	0
101-0404-453.21-03	C.S.OTHER OFFICE SUPPLIES	530	448	600	600	301	234	500
LEVEL	TEXT		TEXT AMT					
02	CS OFFICE SUPPLIES		500					
			500					
101-0404-453.21-04	OTHER - OFFICE SUPPLIES	2,934	2,972	3,200	3,200	1,355	1,249	2,000
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	OUTSIDE SOURCE FOR OFFICE SUPPLIES		2,000 2,000					
	101-0404-453.21-05 SMALL OFFICE EQUIPMENT	284	201	750	1,050	595	595	400
LEVEL	TEXT		TEXT AMT					
02	SMALL OFFICE EQUIPMENT		400 400					
	101-0404-453.22-05 UNIFORMS	984	1,621	1,000	1,197	475	475	400
LEVEL	TEXT		TEXT AMT					
02	VESTS,PINS AND NAME TAGS FOR USHERS		200					
	LOGO SHIRTS FOR STAFF USE DURING EVENTS		200 400					
	101-0404-453.22-21 HOUSEHOLD,LAUNDRY,CLEAN	3,488	5,169	8,000	8,000	1,161	1,161	0
	101-0404-453.22-24 OTHER OPERATING SUPPLIES	516	273	700	700	127	127	300
LEVEL	TEXT		TEXT AMT					
02	OTHER OPERATIONAL SUPPLIES		300 300					
	101-0404-453.23-01 BUILDING MATERIALS	4,318	2,478	4,500	4,500	2,099	1,976	0
	101-0404-453.23-20 SMALL TOOLS & EQUIPMENT	352	652	800	800	391	353	0
	101-0404-453.23-99 OTHER REPAIR & MAINT. SUP	1,043	867	2,000	2,000	466	36	0
	* SUPPLIES	18,106	21,331	22,201	22,698	7,087	6,318	3,600
	101-0404-453.31-06 OTHER PROFESSIONAL SVCS	0	2,007	0	0	0	0	0
	101-0404-453.31-70 CITY ADMINISTRATION ALLOC	0	0	0	0	0	0	38,343
LEVEL	TEXT		TEXT AMT					
02	2017 FIXED ALLOCATION #1 CITY ADMINISTRATION FEE		38,343 38,343					
	101-0404-453.31-71 CENTRAL STORES ALLOCATION	2,232	2,671	2,391	2,391	1,393	1,194	2,566
LEVEL	TEXT		TEXT AMT					
02	2017 FIXED COST ALLOCATION #3 CENTRAL STORES		2,566 2,566					
	101-0404-453.31-73 PRINT SHOP ALLOCATION	0	0	7,049	7,049	4,109	3,522	8,337
LEVEL	TEXT		TEXT AMT					
02	2017 FIXED ALLOCATION #4		8,337					

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
	PRINT SHOP		8,337					
101-0404-453.32-02	POSTAGE	4,711	6,091	8,500	8,500	3,675	2,266	7,200
LEVEL	TEXT		TEXT AMT					
02	POSTAGE-EXPECT MASS MAILING		7,200					
			7,200					
101-0404-453.32-05	OTHER COMM/TRANS	678	680	780	780	516	516	0
101-0404-453.32-21	TRAVEL - MILEAGE	0	459	250	250	132	132	250
LEVEL	TEXT		TEXT AMT					
02	MILEAGE		250					
			250					
101-0404-453.32-22	TRAVEL - AIRFARE	3,633	3,218	4,250	4,750	869	747	3,250
LEVEL	TEXT		TEXT AMT					
02	AIRFARE		3,250					
	APAP, CIC, IVAM NAT., INTIX, IEBA, LHAT CONFERENCE/WORKSHOPS		3,250					
101-0404-453.32-23	TRAVEL - HOTEL	7,327	8,609	7,500	10,870	5,358	4,095	7,000
LEVEL	TEXT		TEXT AMT					
02	HOTEL		7,000					
	APAP, CIC, IVAM NAT., INTIX, IEBA, LHAT CONFERENCE/WORKSHOPS		7,000					
101-0404-453.32-24	TRAVEL - MEALS	965	1,028	1,250	2,102	707	583	1,250
LEVEL	TEXT		TEXT AMT					
02	MEALS		1,250					
	APAP, CIC, IVAM NAT., INTIX, IEBA, LHAT CONFERENCE/WORKSHOPS		1,250					
101-0404-453.32-25	TRAVEL - OTHER	937	1,167	1,500	2,050	903	758	1,550
LEVEL	TEXT		TEXT AMT					
02	OTHER		1,550					
	APAP, CIC, IVAM NAT., INTIX, IEBA, LHAT CONFERENCE/WORKSHOPS		1,550					

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
101-0404-453.33-01	OTHER THAN OFFICE SUPPLY	3,093	2,839	3,100	3,376	820	820	250
LEVEL	TEXT		TEXT AMT					
02	MISC. PRINTING		250					
			250					
101-0404-453.33-03	PROMOTIONAL	29,379	36,152	30,000	34,337	21,134	19,689	175,065
LEVEL	TEXT		TEXT AMT					
02	2017 MARKETING/PROMOTIONAL SERVICES		175,065					
			175,065					
101-0404-453.34-02	LIABILITY INSURANCE	23,436	22,140	20,466	20,466	11,935	10,230	20,760
LEVEL	TEXT		TEXT AMT					
02	2017 FIXED COST ALLOCATION #5 LIABILITY INSURANCE		20,760					
			20,760					
101-0404-453.35-01	ELECTRIC	56,747	73,108	70,000	70,000	44,786	35,041	70,000
LEVEL	TEXT		TEXT AMT					
02	ELECTRIC, INCLUDING MONTHLY ALLOCATION		70,000					
			70,000					
101-0404-453.35-02	GAS	15,441	14,135	16,000	16,000	12,253	11,921	16,000
LEVEL	TEXT		TEXT AMT					
02	GAS, INCLUDING MONTHLY ALLOCATIONS		16,000					
			16,000					
101-0404-453.35-04	WATER	11,296	12,786	13,000	13,000	10,028	7,616	14,000
LEVEL	TEXT		TEXT AMT					
02	WATER		14,000					
			14,000					
101-0404-453.36-01	BUILDING SERVICES	59,479	43,688	52,019	56,956	25,497	23,908	224,521
LEVEL	TEXT		TEXT AMT					
02	2017 MAINTENANCE SERVICES		224,521					
			224,521					
101-0404-453.36-04	COMPUTER EQUIPMENT	12,926	12,821	8,332	12,495	8,764	7,720	122,109
LEVEL	TEXT		TEXT AMT					
02	2017 FIXED ALLOCATION #7 IT ALLOCATION		122,109					



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
			122,109					
101-0404-453.36-05	OTHER EQUIPMENT	6,688	2,542	6,600	6,765	1,613	1,613	2,300
LEVEL	TEXT		TEXT AMT					
02	TICKET FORCE ANNUAL FEES		1,300					
	EVENT BOOKING ANNUAL FEES		1,000					
			2,300					
101-0404-453.39-10	SUBSCRIPTIONS	1,071	1,071	1,200	1,200	971	971	1,200
LEVEL	TEXT		TEXT AMT					
02	SB TRIBUNE DAILY & WEEKEND, BILLBOARD, POLLSTAR		1,200					
	VENUES TODAY, ARTS REACH UNLIMITED		1,200					
101-0404-453.39-11	DUES	2,940	2,776	3,000	3,000	1,488	1,260	2,710
LEVEL	TEXT		TEXT AMT					
02	LHAT, IVAM, INTIX, SAMS CLUB		2,710					
	IEBA, ETC.		2,710					
101-0404-453.39-70	EDUCATION & TRAINING	6,184	5,432	6,250	6,250	1,841	1,719	5,900
LEVEL	TEXT		TEXT AMT					
02	APAP, CIC, IAAM NATIONAL, INTIX,		5,900					
	IEBA, LHAT- CONF/WORKSHOP REGISTRATION FEES		5,900					
101-0404-453.39-89	MISC. CHARGES & SERVICES	1,008	983	1,000	1,000	240	240	0
*	OTHER SERVICES & CHARGES	250,171	256,403	264,437	283,587	159,032	136,560	724,561
**	MORRIS PAC	922,302	1,005,106	1,110,250	1,129,897	625,652	489,124	1,231,428

Morris & Palais Marketing - 273

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		
<b>REVENUES</b>											
Property Taxes	-	-	-	-	-	-	-	-	-	-	-
Local Income Taxes	-	-	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-	-	-	-	-
Grants/Intergovernmental	-	-	-	-	-	-	-	-	-	-	-
Charges for Services	10,610	11,021	18,000	8,318	18,000	18,360	18,727	19,102	19,483.78	-	0.0%
Interfund Allocations	-	-	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Other Income	75	158	250	158	300	306	312	318	324.73	50	20.0%
Transfers In	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>10,685</b>	<b>11,179</b>	<b>18,250</b>	<b>8,476</b>	<b>18,300</b>	<b>18,666</b>	<b>19,039</b>	<b>19,420</b>	<b>19,809</b>	<b>50</b>	<b>0.3%</b>
<b>EXPENDITURES BY PROGRAM</b>											
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
<b>EXPENDITURES BY TYPE</b>											
<b>Personnel</b>											
Salaries & Wages	-	-	-	-	-	-	-	-	-	-	-
Fringe Benefits	-	-	-	-	-	-	-	-	-	-	-
<b>Total Personnel</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Supplies</b>											
-	-	-	-	-	-	-	-	-	-	-	-
<b>Services &amp; Charges</b>											
Professional Services	-	-	-	-	-	-	-	-	-	-	-
Printing & Advertising	11,957	7,541	18,878	2,457	18,000	18,360	18,727	19,102	19,483.78	(878)	-4.7%
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	-	-	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-
Payment In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-	-
Other Interfund Allocations	-	-	-	-	-	-	-	-	-	-	-
<b>Debt Service:</b>											
Principal	-	-	-	-	-	-	-	-	-	-	-
Interest & Fees	-	-	-	-	-	-	-	-	-	-	-
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	-	-	-	-	-	-	-	-	-	-	-
<b>Total Services &amp; Charges</b>	<b>11,957</b>	<b>7,541</b>	<b>18,878</b>	<b>2,457</b>	<b>18,000</b>	<b>18,360</b>	<b>18,727</b>	<b>19,102</b>	<b>19,484</b>	<b>(878)</b>	<b>-4.7%</b>
<b>Capital</b>											
-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures by Type</b>	<b>11,957</b>	<b>7,541</b>	<b>18,878</b>	<b>2,457</b>	<b>18,000</b>	<b>18,360</b>	<b>18,727</b>	<b>19,102</b>	<b>19,484</b>	<b>(878)</b>	<b>-4.7%</b>
<b>Net Surplus / (Deficit)</b>	<b>(1,272)</b>	<b>3,638</b>	<b>(628)</b>	<b>6,019</b>	<b>300</b>	<b>306</b>	<b>312</b>	<b>318</b>	<b>325</b>		
Beginning Cash Balance	27,985	26,729	30,391	30,391	29,763	30,063	30,369	30,681	31,000		
Cash Adjustments	(1,256)	3,662	-	(39)	-	-	-	-	-		
<b>Ending Cash Balance</b>	<b>26,729</b>	<b>30,391</b>	<b>29,763</b>	<b>36,372</b>	<b>30,063</b>	<b>30,369</b>	<b>30,681</b>	<b>31,000</b>	<b>31,324</b>		
Cash Reserves Target	2,989	1,885	4,720	614	4,500	4,590	4,682	4,775	4,871		25.00%
<b>Explain Significant Revenue and Expenditure Changes Below:</b>											
<p>- Revenue for this fund is collected through donations and sponsorships and used to assist with continued promotions of and within the Morris Complex. Starting 2013, we were able to not only advertise on the Electronic Billboard at the Linebacker, but to secure sponsorships to help fund the advertising for it.</p> <p>Note: The Cash Reserves Target for this fund is equal to 25% of annual expenditures.</p>											

## Morris & Palais Marketing - 273

Fund Summary - Description, Accomplishments, Goals, KPI's

**Fund Description & Purpose**

The Morris Performing Arts Center and Palais Royale Marketing Fund was established as a separate, non-reverting fund to receive monies from the selling of commercial promotions and advertising on the marquee attached to The Morris Performing Arts Center; to receive monies from marketing sponsorships such as commercial ads on the ticket envelopes; and to accept donations to the Morris Performing Arts Center and Palais Royale (Morris Complex). All sums collected are used for the sole purpose of assisting with continued promotions for both the Morris PAC and the Palais Royale (Morris Complex).

**2016 Accomplishments & Outcomes**

- Secured sponsors for Ticket Stock
- Secured sponsors for Ticket Envelopes
- Renewed 5 sponsors for the TV Monitors in the Lobby
- Gave approximately 7 tours which included over 70 people
- Secured sponsors for the DTSB Electronic Billboard message Co-Op
- 
- 
- 
- 

**2017 Department Goals & Objectives & Linkage to City Goals**

**Basics are Easy (BE)**

- 
- 
- 
- 
- 
- 
- 

**Good Government (GG)**

- 
- 
- 
- 
- 
- 
- 

**People/Places (PP)**

- 
- 
- 
- 
- 
- 
- 

**Key Performance Indicators (KPI's)**

Measure	City		2018	2015	2016	2017
	Goal	Type	Long Term Goal			
- Number sponsorships ticket stock and outer envelopes	GG	Output	2	2	2	2
- Secure Sponsorships for the TV monitors in the Lobby	GG	Outcome	5	5	5	5
- Give tours of the Morris Complex (Note: 450 tours in 2015 were part of SB150 celebration.)	GG	Outcome	70	712	100	100
- Secure future Sponsorships for the DTSB billboard (weeks)	GG	Outcome	45	25	35	40
-						
-						
-						
-						
-						
-						
-						

Types: output, efficiency, effectiveness, quality, outcome, technology

**2017 Significant Changes/Challenges/Opportunities (with a focus on solutions)**

- Revenue for the fund is collected through donations and sponsorships and used to assist with continued promotion of and within the Morris Complex.
- Challenge: Securing business sponsorships when many NFP also seeking funds. Solutions - Will inquire and ask for the support from multiple businesses when deemed appropriate.
- 
-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Estimated Revenue
MORRIS & PALAIS MARKETING								
273-0000-361.00-00	INTEREST EARNINGS	75	158	150	250	174	158	300
LEVEL	TEXT	TEXT AMT						
02	2017 ESTIMATED INTEREST ON FUND BALANCES		300					300
			300					
*		75	158	150	250	174	158	300
**	MORRIS & PALAIS MARKETING	75	158	150	250	174	158	300

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Estimated Revenue
273-0404-360.24-00	MARQUEE SALES	10,610	11,021	18,000	18,000	9,753	8,318	18,000
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		18,000					
	SPONSORED TICKET STOCK							
	SPONSORED TICKET ENVELOPES							
	SPONSORED DTSB/BILLBOARD ADS							
	TOUR DONATIONS							
	SPONSORS FOR THE LOBBY MONITORS							
	DONATIONS IN THE BOX OFFICE		18,000					
		-----	-----	-----	-----	-----	-----	-----
*		10,610	11,021	18,000	18,000	9,753	8,318	18,000
		-----	-----	-----	-----	-----	-----	-----
**	MORRIS PAC	10,610	11,021	18,000	18,000	9,753	8,318	18,000
		-----	-----	-----	-----	-----	-----	-----
***	MORRIS & PALAIS MARKETING	10,685	11,179	18,150	18,250	9,927	8,476	18,300

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
MORRIS & PALAIS MARKETING								
273-0404-415.33-01	OUTSIDE PRINTING SERVICES	11,957	7,541	18,000	18,878	2,457	2,457	18,000
LEVEL	TEXT	TEXT AMT						
02	PRINTING AND ADVERTISING TICKET ENVELOPES	3,800						
	PRINTING AND ADVERTISING TICKET STOCK	3,000						
	DTSB ELECTRONIC BILLBOARD MESSAGE CO-OP	3,600						
	DTSB CO-OP COMMERCIALS ON WSBT	4,000						
	MISCELLANEOUS	3,600						
		18,000						
-----		-----						
*	OTHER SERVICES & CHARGES	11,957	7,541	18,000	18,878	2,457	2,457	18,000
-----		-----						
**	MORRIS PAC	11,957	7,541	18,000	18,878	2,457	2,457	18,000
-----		-----						
***	MORRIS & PALAIS MARKETING	11,957	7,541	18,000	18,878	2,457	2,457	18,000

### Morris PAC Improvement - 416

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		
<b>REVENUES</b>											
Property Taxes	-	-	-	-	-	-	-	-	-	-	-
Local Income Taxes	-	-	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-	-	-	-	-
Grants/Intergovernmental	-	-	-	-	-	-	-	-	-	-	-
Charges for Services	79,779	61,164	100,000	41,755	100,000	102,000	104,040	106,121	108,243.22	-	0.0%
Interfund Allocations	-	-	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Other Income	1,353	2,969	3,000	2,551	4,000	4,080	4,162	4,245	4,329.73	1,000	33.3%
Transfers In	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>81,132</b>	<b>64,133</b>	<b>103,000</b>	<b>44,306</b>	<b>104,000</b>	<b>106,080</b>	<b>108,202</b>	<b>110,366</b>	<b>112,573</b>	<b>1,000</b>	<b>1.0%</b>
<b>EXPENDITURES BY PROGRAM</b>											
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
<b>EXPENDITURES BY TYPE</b>											
<b>Personnel</b>											
Salaries & Wages	-	-	-	-	-	-	-	-	-	-	-
Fringe Benefits	-	-	-	-	-	-	-	-	-	-	-
<b>Total Personnel</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Supplies</b>	9,583	30,025	30,000	6,080	20,000	20,000	20,000	20,000	20,000.00	(10,000)	-33.3%
<b>Services &amp; Charges</b>											
Professional Services	-	-	-	-	-	-	-	-	-	-	-
Printing & Advertising	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	-	-	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	5,056	32,803	48,923	13,743	27,500	25,000	25,000	25,000	25,000.00	(21,423)	-43.8%
Payment In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-	-
Other Interfund Allocations	-	-	-	-	-	-	-	-	-	-	-
<b>Debt Service:</b>											
Principal	-	-	-	-	-	-	-	-	-	-	-
Interest & Fees	-	-	-	-	-	-	-	-	-	-	-
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	7,883	-	-	-	-	-	-	-	-	-	-
<b>Total Services &amp; Charges</b>	12,939	32,803	48,923	13,743	27,500	25,000	25,000	25,000	25,000	(21,423)	-43.8%
<b>Capital</b>	-	-	-	-	50,000	15,000	30,000	50,000	20,000	50,000	-
<b>Total Expenditures by Type</b>	<b>22,522</b>	<b>62,828</b>	<b>78,923</b>	<b>19,824</b>	<b>97,500</b>	<b>60,000</b>	<b>75,000</b>	<b>95,000</b>	<b>65,000</b>	<b>18,577</b>	<b>23.5%</b>
<b>Net Surplus / (Deficit)</b>	<b>58,610</b>	<b>1,305</b>	<b>24,077</b>	<b>24,482</b>	<b>6,500</b>	<b>46,080</b>	<b>33,202</b>	<b>15,366</b>	<b>47,573</b>		
Beginning Cash Balance	456,810	515,718	517,398	517,398	541,475	547,975	594,055	627,257	642,623		
Cash Adjustments	58,908	1,680	-	(672)	-	-	-	-	-		
<b>Ending Cash Balance</b>	<b>515,718</b>	<b>517,398</b>	<b>541,475</b>	<b>541,208</b>	<b>547,975</b>	<b>594,055</b>	<b>627,257</b>	<b>642,623</b>	<b>690,196</b>		
Cash Reserves Target	5,631	15,707	19,731	4,956	24,375	15,000	18,750	23,750	16,250		25.00%

**Explain Significant Revenue and Expenditure Changes Below:**

- Lighting Equipment Upgrade much needed as the existing one is more than 15 years old and out of date with current production needs - this capital expenditure replacement is projected to phase out over 3 years.
- Fire prevention Regulations require that a fire escape to be installed on each side of the house stage right and left.

**Note:** The Cash Reserves Target for this fund is equal to 25% of annual expenditures.

## Morris PAC Improvement - 416

Fund Summary - Description, Accomplishments, Goals, KPI's

**Fund Description & Purpose**

This fund was established for the purpose of renovating, remodeling, or, otherwise improving the facilities and / or services to the patrons of the Morris Performing Arts Center. Funds are received from a per ticket surcharge included on every sold ticket.

**2016 Accomplishments & Outcomes**

- Decorative Painting repairs were completed on the South Interstitial wall
- Loading Dock Door Upgrade were completed
- Re-cable the First Electric project was completed
- Purchased 5 tents to replace the existing damaged ones used for Fridays by the Fountain
- In the process of replacing the Carpet in the Box Office administrative offices
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**2017 Department Goals & Objectives & Linkage to City Goals**

- Basics are Easy (BE)**
- - 
  -
- Good Government (GG)**
- - 
  -
- People/Places (PP)**
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**Key Performance Indicators (KPI's)**

Measure	City Goal	Type	2018	2015	2016	2017
			Long Term Goal	Actual	Estimated	Target
- Surcharge Collected	GG	Outcome	\$100,000	61,164	100,000	100,000
-						
-						
-						
-						
-						
-						
-						
-						
-						
-						
-						
-						

Types: output, efficiency, effectiveness, quality, outcome, technology

**2017 Significant Changes/Challenges/Opportunities (with a focus on solutions)**

- One of the challenges of attracting more acts / performances depends on our marketability and availability of house equipment to be up to date.
- 
- Morris electronic marquee was originally installed in November 2005 and electronic physical panels are becoming obsolete with limited replacement supply from manufacturer. Electronic components, outside physical electronic panels, computer equipment and operating system are in need of upgrade.
- 
-



Morris PAC Improvement - 416

Fund Summary - Five-Year Capital Improvement Plan

		Minimum Thresholds		Equipment	\$10,000						
				Buildings	\$100,000						
Name	Funding Source	2016 Budget	BUDGET		FORECAST					Total	Justification
			2017	2018	2019	2020	2021				
<b>Replacement Capital</b>											
Dimmer Rack Upgrade (Lighting 1/3)	Cash	-	20,000	-	-	-	-	-	-	20,000	Existing equipment is 15 yrs old & out of date with current production needs
ETC Console Replacement (Lighting 2/3)	Cash	-	-	15,000	-	-	-	-	-	-	Existing equipment is 15 yrs old & out of date with current production needs
Unison Control Upgrade (Lighting 3/3)	Cash	-	-	-	30,000	-	-	-	-	30,000	Existing equipment is 15 yrs old & out of date with current production needs
Main Stage Curtain Replacement	Cash	-	-	-	-	-	50,000	-	-	50,000	Existing curtains have exceeded life expectancy and are showing signs of dry-rot
Main Stage hardwood floor re-finishing	Cash	-	-	-	-	-	-	-	20,000	20,000	Existing floor is showing signs of deterioration and need to be sanded and refinished
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
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-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
<b>Project Capital</b>											
Full Arrest System & Escape Ladders for the House Left & Right (Torms)	Cash	-	30,000	-	-	-	-	-	-	30,000	Required by regulations - Fire escape ladders for staff and Union workers
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
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-	-	-	-	-	-	-	-	-	-	-	-
<b>Totals</b>		-	50,000	15,000	30,000	50,000	20,000			150,000	

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Estimated Revenue
MORRIS CIVIC IMPROVEMENT								
416-0000-347.02-01	TICKET SURCHARGE	79,779	61,164	100,000	100,000	41,755	41,755	100,000
LEVEL	TEXT	TEXT AMT						
02	2017 ESTIMATED BASED ON HISTORICAL TRENDS	100,000						
		100,000						
-----								
*		79,779	61,164	100,000	100,000	41,755	41,755	100,000
-----								
416-0000-361.00-00	INTEREST EARNINGS	1,353	2,969	2,000	3,000	2,799	2,551	4,000
LEVEL	TEXT	TEXT AMT						
02	2017 ESTIMATED INTEREST	4,000						
		4,000						
-----								
*		1,353	2,969	2,000	3,000	2,799	2,551	4,000
-----								
**	MORRIS CIVIC IMPROVEMENT	81,132	64,133	102,000	103,000	44,554	44,306	104,000
-----								
***	MORRIS CIVIC IMPROVEMENT	81,132	64,133	102,000	103,000	44,554	44,306	104,000

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
MORRIS CIVIC IMPROVEMENT								
416-0404-453.23-20	SMALL TOOLS & EQUIPMENT	9,583	30,025	25,000	30,000	6,080	6,080	20,000
LEVEL	TEXT	TEXT AMT						
02	MISC. & UNEXPECTED REPAIRS/IMPROVEMENTS	20,000						
		20,000						
-----								
*	SUPPLIES	9,583	30,025	25,000	30,000	6,080	6,080	20,000
416-0404-453.36-01	BUILDING SERVICES	5,056	32,803	39,000	48,923	20,523	13,743	27,500
LEVEL	TEXT	TEXT AMT						
02	DECORATIVE PAINTING / REPAIRS	7,500						
	MISC. & UNEXPECTED REPAIRS/IMPROVEMENTS	20,000						
		27,500						
416-0404-453.39-89	MISC. CHARGES & SERVICES	7,883	0	0	0	0	0	0
-----								
*	OTHER SERVICES & CHARGES	12,939	32,803	39,000	48,923	20,523	13,743	27,500
416-0404-453.43-08	THEATER EQUIPMENT	0	0	0	0	0	0	50,000
LEVEL	TEXT	TEXT AMT						
02	DIMMER RACK UPGRADES (LIGHTING 1/3)	20,000						
	FALL ARREST SYS. & ESCAPE LADDERS FOR THEATER	30,000						
	HOUSE LEFT AND RIGHT (REQUIRED BY REGULATIONS)	50,000						
-----								
*	CAPITAL	0	0	0	0	0	0	50,000
-----								
**	MORRIS PAC	22,522	62,828	64,000	78,923	26,603	19,824	97,500
-----								
***	MORRIS CIVIC IMPROVEMENT	22,522	62,828	64,000	78,923	26,603	19,824	97,500

Palais Royale - 101-0405

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			
<b>EXPENDITURES BY PROGRAM</b>												
1 Historic Facility Rental											-	-
2 Box Office Ticketing Services											-	-
3 Historic Facility Maintenance and Repairs											-	-
4 Event Operations Administrative Support											-	-
5 Event Operations Technical Support											-	-
6 Advertising and Promotions											-	-
7 Day to day Accounting Services Support											-	-
8 Event Operations Accounting Services Support											-	-
9 Food, Beverage and Catering											-	-
10 Retail Space											-	-
<b>EXPENDITURES BY TYPE</b>												
<b>Personnel</b>												
Salaries & Wages	162,316	165,894	167,529	75,577	79,137	80,720	82,334	83,981	85,660	(88,392)	-52.8%	
Fringe Benefits	66,905	71,712	77,028	38,221	60,443	65,279	70,501	76,141	82,233	(16,585)	-21.5%	
<b>Total Personnel</b>	<b>229,221</b>	<b>237,606</b>	<b>244,557</b>	<b>113,798</b>	<b>139,580</b>	<b>145,999</b>	<b>152,835</b>	<b>160,122</b>	<b>167,893</b>	<b>(104,977)</b>	<b>-42.9%</b>	
<b>Supplies</b>												
	8,026	14,688	28,855	8,822	1,600	1,632	1,665	1,698	1,732	(27,255)	-94.5%	
<b>Services &amp; Charges</b>												
Professional Services	-	892	-	-	-	-	-	-	-	-	-	
Printing & Advertising	36,961	39,419	54,472	13,770	80,006	81,606	83,238	84,903	86,601	25,534	46.9%	
Utilities	67,146	67,704	75,000	34,865	75,000	76,500	78,030	79,591	81,182	-	0.0%	
Education & Training	805	240	1,000	349	651	664	677	691	705	(349)	-34.9%	
Travel	1,718	616	1,952	507	-	-	-	-	-	(1,952)	-100.0%	
Repairs & Maintenance	46,068	46,721	78,163	25,431	174,732	178,227	181,791	185,427	189,136	96,569	123.5%	
Payment In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-	-	
Other Interfund Allocations	10,176	11,009	11,939	4,975	29,269	14,073	14,355	14,642	14,935	17,330	145.2%	
<b>Debt Service:</b>												
Principal	-	-	-	-	-	-	-	-	-	-	-	
Interest & Fees	-	-	-	-	-	-	-	-	-	-	-	
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	
Other Services & Charges	1,205	1,559	2,500	606	1,200	1,224	1,248	1,273	1,299	(1,300)	-52.0%	
<b>Total Services &amp; Charges</b>	<b>164,079</b>	<b>168,160</b>	<b>225,026</b>	<b>80,503</b>	<b>360,858</b>	<b>352,294</b>	<b>359,340</b>	<b>366,527</b>	<b>373,857</b>	<b>135,832</b>	<b>60.4%</b>	
<b>Capital</b>												
	-	12,072	-	-	-	40,000	25,000	35,000	20,000	-	-	
<b>Total Expenditures by Type</b>	<b>401,326</b>	<b>432,526</b>	<b>498,438</b>	<b>203,123</b>	<b>502,038</b>	<b>539,925</b>	<b>538,840</b>	<b>563,347</b>	<b>563,482</b>	<b>3,600</b>	<b>0.7%</b>	

**Explain Significant Revenue and Expenditure Changes Below:**

The 2017 budget reflects an increase in revenues of \$37,500 (Catering Commission) due to a projected increase in catering sales (total conservative projections from \$650,000 to \$800,000 of catering sales).

The 2017 budget reflects changes in personnel costs:

- dictated by the New Overtime Regulations issued by the Department of Labor (\$9,358)
- due to the transfer on one position to the City Admin and Finance and it is part of the new City Administration Fixed Allocation #1 (\$26,068).
- inclusive of an 8% increase for Health Care (\$14,335) (lower than 2015 to 2016 by 12%).

The 2017 budget reflects overall, changes in expenditures in Personnel, Supplies, Printing / Advertising, Building Maintenance due to re-allocation of the same in Services and

Charges payable to the new Venues, Parks and Arts Department (\$252,988).  
 The 2017 budget reflects an increase in allocations in the amount of \$17,330.

## Palais Royale - 101-0405

Fund Summary - Description, Accomplishments, Goals, KPI's

**Fund Description & Purpose**

Operating expenses of the Palais Royale, Premier banquet/meeting facility in the region; provide exquisite food and beverage catering service, support the economy and growth of downtown South Bend. Palais Royale is distinguish by its history and ambiance and expects to serve a wide and far reaching customer base-social and business.

**2016 Accomplishments & Outcomes**

- The Palais Royale was voted "Best Meeting Site for Larger Groups" in Greater South Bend/Michiana by readers of Northwest Indiana Business Quarterly Magazine announced Spring 2016.
- The Palais Royale has received many unsolicited positive comments on the facility, food and especially the service.
- We are building upon success and booking a wide variety of events including wedding receptions, corporate events, trade shows, fundraising events, proms, reunions, holiday parties and more!
- We remain the Premier banquet/meeting facility in this region for all events demanding superior services, fine dining, and well-maintained historical atmosphere.
- We are striving to increase the positive economic impact the Palais Royale currently has on the downtown South Bend.
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**2017 Department Goals & Objectives & Linkage to City Goals**

**Basics are Easy (BE)**

- To build upon successes and book a wide variety of events.
- Today, after being returned to its 1920s grandeur, the Palais Royale is now the preferred venue in the area for wedding receptions, corporate events, trade shows, fund-raising events, Proms, reunions, holiday parties and more!
- 

**Good Government (GG)**

- To remain the premier banquet/meeting facility in the region for all events demanding superior service, fine dining, and well-maintained historical atmosphere.
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**People/Places (PP)**

- Economic Development (ED)
- To strive to increase the positive economic impact the Palais Royale currently has on the downtown South Bend.
- The Palais Royale has a yearly economic impact of over 2.4 million Dollars on the City of South Bend.
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**Key Performance Indicators (KPI's)**

Measure	City Goal	Type	2018			
			Long Term Goal	2015 Actual	2016 Estimated	2017 Target
- Palais Royale Revenue Earned	ED	Output	400,000	304,922	324,012	358,902
- Palais Royale Hotel Rooms Generated	ED	Output	1,700	1,440	1,600	1,700
-						
-						
-						
-						
-						
-						
-						
-						

Types: output, efficiency, effectiveness, quality, outcome, technology

**2017 Significant Changes/Challenges/Opportunities (with a focus on solutions)**

- The Renovated Morris Inn located at the University of Notre Dame is a competitor for Notre Dame Basilica wedding receptions and guests can book hotel room at that location
- Palais continue to collaborate with DoubleTree Hotel staff to negotiate special room rates to help entice new clients to hold events at the Palais Royale.
- Revenues has increased yearly towards being self sufficient. In February 2016, the newly contracted catering company took the reins - it is projected that catering sales will significantly increase (from \$650,000 to more than \$800,000), hence, revenues generated by the catering commissions are expected to increase. Hotel rooms generated is under reported as we are unable to get exact numbers from hotels, but the numbers we do capture are excellent. Once again, the Palais does not receive support from the Hotel/Motel Tax Board.
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Palais Royale - 101-0405

Fund Summary - Full-Time Employees

Report ONLY Full-Time positions								
Position	2016			2017 Proposed Budget	Forecast			
	2015 Actual	Amended Budget	6/30/2016 Actual		2018	2019	2020	2021
<b>Staffing (Full-Time Employees)</b>								
Non-Bargaining								
Director of Financial Services	0.4	0.3	0.3	-	-	-	-	-
Director of Marketing and Promotions	0.4	0.3	0.3	-	-	-	-	-
Event Service Technician I	1.0	-	-	-	-	-	-	-
Executive Director Morris PAC	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4
Manager - Assistant Facility Operations	0.8	0.6	0.6	-	-	-	-	-
Manager - Facility Operations	0.4	0.4	0.4	-	-	-	-	-
Event Service Technician II	-	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Assistant	-	-	1.0	1.0	1.0	1.0	1.0	1.0
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Total Non-Bargaining</b>	<b>3.4</b>	<b>3.0</b>	<b>4.0</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>
Bargaining								
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Total Bargaining</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Full-Time Employees</b>	<b>3.4</b>	<b>3.0</b>	<b>4.0</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>

**Explain Significant Staffing Changes Below:**

- The Maintenance and Marketing - Promotions Positions for the Morris Complex (Director of Marketing, Manager - Assisting Facility Operations and Manager - Facility Operations) are transferred to the Maintenance and Marketing / Promotions departments within the new Venues, Parks and Arts department.
- The Director of Financial Services for the Morris Complex is transferred to the Administration Finance Department and the related expenditures are part of the City Admin Fixed Allocation #1.

Palais Royale - 101-0405

Fund Summary - Five-Year Capital Improvement Plan

Name	Funding Source	2016 Budget	BUDGET FORECAST					Total	Justification
			2017	2018	2019	2020	2021		
			Minimum Thresholds		Equipment Buildings	\$10,000	\$100,000		
<b>Replacement Capital</b>									
AV Upgrade - Lighting	Cash	-	-	15,000	-	-	-	15,000	Upgrading existing lights to LED reducing energy costs
Curtain Replacement (1/3)	Cash	-	-	25,000	-	-	-	25,000	Existing curtains have exceeded life expectancy and are showing signs of dry-rot
Curtain Replacement (2/3)	Cash	-	-	-	25,000	-	-	25,000	Existing curtains have exceeded life expectancy and are showing signs of dry-rot
Masonry Repairs (exterior)	Cash	-	-	-	-	10,000	-	10,000	Repairs needed to protect against weathered related damages
Curtain Replacement (3/3)	Cash	-	-	-	-	25,000	-	25,000	Existing curtains have exceeded life expectancy and are showing signs of dry-rot
Ballroom Hardwood floor re-finish	Cash	-	-	-	-	-	20,000	20,000	Existing floor is showing signs of deterioration and need to be sanded and refinished
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
<b>Project Capital</b>									
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
<b>Totals</b>		-	-	40,000	25,000	35,000	20,000	120,000	

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Estimated Revenue
101-0405-360.00-00	MISCELLANEOUS REVENUE	3,454	13,145	7,000	7,000	4,661	4,661	7,000
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		7,000					
	HOLOWEEN PARTY, BOB AND TOM, ETC.		7,000					
101-0405-360.12-00	ROOM RENTAL	38,357	41,310	49,572	49,572	24,786	24,786	49,572
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		49,572					
	RENTAL OF THE RETAIL SPACE		49,572					
101-0405-360.18-00	CONCESSION	123,980	169,967	162,500	162,500	72,697	51,919	200,000
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		200,000					
	INCREASE IN CATERING SALES PROJECTED FOR 2017		200,000					
*		165,791	224,422	219,072	219,072	102,144	81,366	256,572
101-0405-362.02-00	BALLROOM RENTAL	41,829	61,968	82,500	82,500	40,646	29,233	82,500
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		82,500					
	MORE WR, LUNCHEONS, HOLIDAY PARTIES, NFP		82,500					
	AVERAGE OF 55 EVENTS AT \$1,500.00		82,500					
*		41,829	61,968	82,500	82,500	40,646	29,233	82,500
101-0405-380.10-99	MISC. REIMBURSEMENTS	14,794	18,532	22,440	22,440	8,545	6,855	19,830
LEVEL	TEXT		TEXT AMT					
02	2% \$750,000 MINIMUM OF CATERING SALES		15,000					
	MISC. REIMBURSEMENTS-DUMPSTER		3,330					
	MISC. REIMBURSEMENTS-PHONE, EMAIL, ETC.		1,500					
	2017 ESTIMATE		19,830					
*		14,794	18,532	22,440	22,440	8,545	6,855	19,830



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Estimated Revenue
**	PALAIS ROYALE BALLROOM	222,414	304,922	324,012	324,012	151,335	117,454	358,902

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
101-0405-453.10-01	REGULAR	146,743	150,366	146,529	166,529	105,526	82,190	79,137
LEVEL	TEXT		TEXT AMT					
02	1 EXECUTIVE DIRECTOR-MORRIS PAC AT X.40 OF \$93,636		37,454					
	1 DIRECTOR OF FINANACIAL SERVICES-ADMIN FINANCE							
	1 EVENT SERVICE TECHNICIAN II		30,733					
	1 ADMINISTRATIVE ASSISTANT		38,950					
	FULL TIME -2							
	SALARY ADJUSTMENT		28,000-					
			79,137					
101-0405-453.10-04	EXTRA AND OVERTIME	0	0	0	0	3	0	0
101-0405-453.10-05	TEMPORARY SERVICES	0	0	1,000	1,000	256	256	0
101-0405-453.10-09	PERMANENT PART TIME	15,573	15,528	20,000	0	0	0	0
101-0405-453.11-01	FICA - REGULAR	12,119	12,683	12,740	12,740	7,765	6,048	8,196
LEVEL	TEXT		TEXT AMT					
02	REGULAR SALARIES X 7.65%		8,196					
			8,196					
101-0405-453.11-04	PERF - REGULAR	16,435	16,821	16,411	16,411	11,819	9,205	11,999
LEVEL	TEXT		TEXT AMT					
02	SALARIES 11.2%		11,999					
			11,999					
101-0405-453.11-07	UNEMPLOYMENT COMP	450	473	416	416	171	113	268
LEVEL	TEXT		TEXT AMT					
02	SALARIES X .25%		268					
			268					
101-0405-453.11-08	GROUP INSURANCE - HEALTH	34,285	38,097	43,489	43,489	29,390	24,667	37,550
LEVEL	TEXT		TEXT AMT					
02	LONG TERM DISABILITY:							
	2 EMP X \$96.00		192					
	1 EMP X \$96.00 X 40.00%		38					
	HEALTH INSURANCE COVERAGE:							
	2 EMP X \$15,550.00		31,100					
	1 EMP X \$15,550.00 X 40.00%		6,220					
			37,550					
101-0405-453.11-09	GROUP INSURANCE - LIFE	408	393	360	360	308	254	288
LEVEL	TEXT		TEXT AMT					
02	LIFE INSURANCE:							
	2 EMP X \$120.00		240					

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
	1 EMP X \$120.00 X 40.00%		48 288					
101-0405-453.11-22	PARKING ALLOWANCE	1,836	1,863	2,160	2,160	900	702	1,458
LEVEL	TEXT		TEXT AMT					
02	PARKING ALLOWANCE:							
	2 EMP X \$45.00 X 12 MONTHS		1,080					
	1 EMP X \$45.00 X 12 MONTHS X 40.00%		216					
	1 EMP X \$45.00 X 12 MONTHS X 30.00%		162					
			1,458					
101-0405-453.11-24	CELL PHONE ALLOWANCE	1,372	1,382	1,452	1,452	819	726	684
LEVEL	TEXT		TEXT AMT					
02	1 EMP WITH \$55.00 AT 40% FOR 12 MONTHS		264					
	1 EMP WITH \$35.00 AT 100% FOR 12 MONTHS		420					
			684					
		-----	-----	-----	-----	-----	-----	-----
*	PERSONNEL SERVICES	229,221	237,606	244,557	244,557	156,957	124,161	139,580
	101-0405-453.21-02 PRINT SHOP	3,820	3,920	1,000	1,000	167	65	0
	101-0405-453.21-03 C.S.OTHER OFFICE SUPPLIES	58	88	300	300	85	85	250
LEVEL	TEXT		TEXT AMT					
02	OTHER OFFICE SUPPLIES -CS		250					
			250					
101-0405-453.21-04	OTHER - OFFICE SUPPLIES	301	16	750	750	98	98	550
LEVEL	TEXT		TEXT AMT					
02	OTHER OFFICE SUPPLIES		550					
			550					
101-0405-453.21-05	SMALL OFFICE EQUIPMENT	0	1,982	500	500	0	0	200
LEVEL	TEXT		TEXT AMT					
02	SMALL OFFICE EQUIPMENT		200					
			200					
101-0405-453.22-05	UNIFORMS	517	83	600	1,105	505	505	500
LEVEL	TEXT		TEXT AMT					
02	UNIFORMS		500					
			500					
101-0405-453.22-21	HOUSEHOLD, LAUNDRY, CLEAN	1,854	2,772	11,500	11,500	7,068	7,068	0

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
101-0405-453.22-24	OTHER OPERATING SUPPLIES	106	70	200	200	8	8	100
LEVEL	TEXT		TEXT AMT					
02	OTHER OPERATING SUPPLIES (OUTSIDE)		100					
			100					
101-0405-453.23-01	BUILDING MATERIALS	775	5,223	2,000	2,000	1,426	1,426	0
101-0405-453.23-10	REPAIR PARTS	0	0	500	500	232	232	0
101-0405-453.23-20	SMALL TOOLS & EQUIPMENT	351	310	10,000	10,000	672	672	0
101-0405-453.23-99	OTHER REPAIR & MAINT. SUP	244	224	1,000	1,000	90	90	0
		-----	-----	-----	-----	-----	-----	-----
*	SUPPLIES	8,026	14,688	28,350	28,855	10,351	10,248	1,600
101-0405-453.31-06	OTHER PROFESSIONAL SVCS	0	892	0	0	0	0	0
101-0405-453.31-70	CITY ADMINISTRATION ALLOC	0	0	0	0	0	0	16,311
LEVEL	TEXT		TEXT AMT					
02	CITY ALLOCATION #1		16,311					
			16,311					
101-0405-453.31-71	CENTRAL STORES ALLOCATION	180	341	289	289	168	144	271
LEVEL	TEXT		TEXT AMT					
02	2017 FIXED COST ALLOCATION #3 CENTRAL STORES		271					
			271					
101-0405-453.31-73	PRINT SHOP ALLOCATION	0	0	1,861	1,861	1,085	930	2,499
LEVEL	TEXT		TEXT AMT					
02	2017 PRINT SHOP FIXED ALLOCATION #4		2,499					
			2,499					
101-0405-453.32-02	POSTAGE	269	256	1,000	1,000	236	196	1,000
LEVEL	TEXT		TEXT AMT					
02	POSTAGE		1,000					
			1,000					
101-0405-453.32-05	OTHER COMM/TRANS	300	301	300	302	226	226	0
101-0405-453.32-22	TRAVEL - AIRFARE	576	0	600	600	356	356	0
101-0405-453.32-23	TRAVEL - HOTEL	637	185	650	650	618	618	0
101-0405-453.32-24	TRAVEL - MEALS	75	130	200	200	0	0	0
101-0405-453.32-25	TRAVEL - OTHER	130	0	200	200	0	0	0
101-0405-453.33-01	OTHER THAN OFFICE SUPPLY	1,482	1,416	1,500	2,402	902	902	250
LEVEL	TEXT		TEXT AMT					
02	MISC. PRINTING ITEMS		250					

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
			250					
101-0405-453.33-03	PROMOTIONAL	35,479	38,003	35,000	52,070	18,491	18,166	79,756
LEVEL	TEXT		TEXT AMT					
02	2017 MARKETING / PROMOTIONAL SERVICES		79,756					
			79,756					
101-0405-453.34-02	LIABILITY INSURANCE	9,996	10,668	9,789	9,789	5,712	4,896	10,188
LEVEL	TEXT		TEXT AMT					
02	2017 FIXED COST ALLOCATION #5 LIABILITY INSURANCE		10,188					
			10,188					
101-0405-453.35-01	ELECTRIC	40,834	43,416	45,000	45,000	28,622	25,022	45,000
LEVEL	TEXT		TEXT AMT					
02	INCLUDES COST ALLOCATION		45,000					
			45,000					
101-0405-453.35-02	GAS	11,648	10,663	15,000	15,000	7,752	7,501	15,000
LEVEL	TEXT		TEXT AMT					
02	INCLUDES COST ALLOCATION		15,000					
			15,000					
101-0405-453.35-04	WATER	14,664	13,625	15,000	15,000	9,654	7,500	15,000
LEVEL	TEXT		TEXT AMT					
02	WATER USAGE		15,000					
			15,000					
101-0405-453.36-01	BUILDING SERVICES	43,039	43,565	65,000	72,365	26,668	25,119	173,232
LEVEL	TEXT		TEXT AMT					
02	2017 MAINTENANCE SERVICES		173,232					
			173,232					
101-0405-453.36-04	COMPUTER EQUIPMENT	2,200	1,488	3,000	3,000	1,933	1,833	1,500
LEVEL	TEXT		TEXT AMT					
02	EVENT BOOKING ANNUAL FEES		1,250					
	MISC. SERVICES		250					
			1,500					
101-0405-453.36-05	OTHER EQUIPMENT	829	1,668	2,500	2,798	1,309	1,309	0
101-0405-453.39-10	SUBSCRIPTIONS	100	100	200	200	0	0	200

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	SUBSCRIPTIONS		200					
			200					
	101-0405-453.39-11 DUES	45	460	300	300	290	290	0
	101-0405-453.39-70 EDUCATION & TRAINING	805	240	1,000	1,000	349	349	651
LEVEL	TEXT		TEXT AMT					
02	EDUCATION, TRAINING		651					
			651					
	101-0405-453.39-89 MISC. CHARGES & SERVICES	791	743	1,000	1,000	120	120	0
*	OTHER SERVICES & CHARGES	164,079	168,160	199,389	225,026	104,491	95,478	360,858
	101-0405-453.43-08 THEATER EQUIPMENT	0	12,072	0	0	0	0	0
*	CAPITAL	0	12,072	0	0	0	0	0
**	PALAIS ROYALE BALLROOM	401,326	432,526	472,296	498,438	271,799	229,887	502,038

Palais Historic Preservation - 450

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		
<b>REVENUES</b>											
Property Taxes	-	-	-	-	-	-	-	-	-	-	-
Local Income Taxes	-	-	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-	-	-	-	-
Grants/Intergovernmental	-	-	-	-	-	-	-	-	-	-	-
Charges for Services	9,607	12,864	17,000	5,597	16,500	17,300	17,646	17,999	18,358.90	(500)	-2.9%
Interfund Allocations	-	-	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Other Income	159	388	450	382	600	700	714	728	742.85	150	33.3%
Transfers In	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>9,766</b>	<b>13,252</b>	<b>17,450</b>	<b>5,979</b>	<b>17,100</b>	<b>18,000</b>	<b>18,360</b>	<b>18,727</b>	<b>19,102</b>	<b>(350)</b>	<b>-2.0%</b>
<b>EXPENDITURES BY PROGRAM</b>											
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
<b>EXPENDITURES BY TYPE</b>											
<b>Personnel</b>											
Salaries & Wages	-	-	-	-	-	-	-	-	-	-	-
Fringe Benefits	-	-	-	-	-	-	-	-	-	-	-
<b>Total Personnel</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Supplies</b>											
-	-	-	-	-	-	-	-	-	-	-	-
<b>Services &amp; Charges</b>											
Professional Services	-	-	-	-	-	-	-	-	-	-	-
Printing & Advertising	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	-	-	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	5,000	5,200	5,400	5,600	5,800	5,000	-
Payment In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-	-
Other Interfund Allocations	-	-	-	-	-	-	-	-	-	-	-
<b>Debt Service:</b>											
Principal	-	-	-	-	-	-	-	-	-	-	-
Interest & Fees	-	-	-	-	-	-	-	-	-	-	-
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	-	-	-	-	-	-	-	-	-	-	-
<b>Total Services &amp; Charges</b>	-	-	-	-	<b>5,000</b>	<b>5,200</b>	<b>5,400</b>	<b>5,600</b>	<b>5,800</b>	<b>5,000</b>	-
<b>Capital</b>											
-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures by Type</b>	-	-	-	-	<b>5,000</b>	<b>5,200</b>	<b>5,400</b>	<b>5,600</b>	<b>5,800</b>	<b>5,000</b>	-
<b>Net Surplus / (Deficit)</b>	<b>9,766</b>	<b>13,252</b>	<b>17,450</b>	<b>5,979</b>	<b>12,100</b>	<b>12,800</b>	<b>12,960</b>	<b>13,127</b>	<b>13,302</b>		
Beginning Cash Balance	58,304	63,198	76,450	76,450	93,900	106,000	118,800	131,760	144,887		
Cash Adjustments	36	13,252	-	-	-	-	-	-	-		
<b>Ending Cash Balance</b>	<b>63,198</b>	<b>76,450</b>	<b>93,900</b>	<b>82,429</b>	<b>106,000</b>	<b>118,800</b>	<b>131,760</b>	<b>144,887</b>	<b>158,189</b>		
Cash Reserves Target	-	-	-	-	1,250	1,300	1,350	1,400	1,450		25.00%

**Explain Significant Revenue and Expenditure Changes Below:**

There are no staffing or other operations related expenditures - this fund was created to be able to help maintain the Historical nature of the multimillion dollar building - at this point there is a need for small repairs of the plaster/decorative paint.

Note: The Cash Reserves Target for this fund is equal to 25% of annual expenditures.

## Palais Historic Preservation - 450

Fund Summary - Description, Accomplishments, Goals, KPI's

**Fund Description & Purpose**

The Palais Royale Historic Preservation Fund was established as a separate non-reverting fund to receive monies from a 2% charge assessed on all services provided in connection with the use and rental of the Palais Royale facilities, and to receive monies from donations to the Palais Royale. All sums so collected and deposited in this fund are to be used for the sole purpose of assisting with the continued historic preservation, maintenance and repair of the Palais Royale and related facilities.

**2016 Accomplishments & Outcomes**

-  
-  
-  
-  
-  
-  
-  
-  
-  
-

**2017 Department Goals & Objectives & Linkage to City Goals**

**Basics are Easy (BE)**

-  
-  
-  
-  
-  
-  
-  
-

**Good Government (GG)**

-  
-  
-  
-  
-  
-  
-  
-

**People/Places (PP)**

-  
-  
-  
-  
-  
-  
-  
-

**Key Performance Indicators (KPI's)**

Measure	City Goal	Type	2018			
			Long Term Goal	2015 Actual	2016 Estimated	2017 Target
- Increase fund balances to be able to maintain the historic building	GG	Efficiency	129,063	76,513	93,963	111,063
-						
-						
-						

Types: output, efficiency, effectiveness, quality, outcome, technology

**2017 Significant Changes/Challenges/Opportunities (with a focus on solutions)**

- N/A  
-  
-  
-  
-



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Estimated Revenue
PALAIS HISTORIC PRESV FUN								
450-0000-361.00-00	INTEREST EARNINGS	159	388	300	450	420	382	600
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATED INTEREST		600					
			600					
*		-----	-----	-----	-----	-----	-----	-----
		159	388	300	450	420	382	600
**	PALAIS HISTORIC PRESV FUN	-----	-----	-----	-----	-----	-----	-----
		159	388	300	450	420	382	600

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Estimated Revenue
450-0405-368.00-00	HISTORIC PRESERVATION FND	9,607	12,864	17,000	17,000	6,854	5,597	16,500
LEVEL	TEXT	TEXT AMT						
02	2017 ESTIMATE							
	2% OF \$750,000 MINIMUM CATERING SALES		15,000					
	2% OF \$75,000 CHARGES FOR RENT (EXCLUDING NFP)		1,500					
			16,500					
*		9,607	12,864	17,000	17,000	6,854	5,597	16,500
**	PALAIS ROYALE BALLROOM	9,607	12,864	17,000	17,000	6,854	5,597	16,500
***	PALAIS HISTORIC PRESV FUN	9,766	13,252	17,300	17,450	7,274	5,979	17,100

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
PALAIS HISTORIC PRESV FUN								
450-0405-453.36-01	BUILDING SERVICES	0	0	0	0	0	0	5,000
LEVEL	TEXT	TEXT AMT						
02	PLASTER / PAINT REPAIRS		5,000					
			5,000					
-----								
*	OTHER SERVICES & CHARGES	0	0	0	0	0	0	5,000
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**	PALAIS ROYALE BALLROOM	0	0	0	0	0	0	5,000
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***	PALAIS HISTORIC PRESV FUN	0	0	0	0	0	0	5,000