

2018 Budget Presentation

Venues, Parks & Arts

August 23, 2017



TABLE OF CONTENTS

MORRIS PERFORMING ARTS CENTER.....	2-33
POWERPOINT PRESENTATION	2-6
101-0404 MORRIS PERFORMING ARTS CENTER	7-22
273 MORRIS & PALAIS MARKETING	23-26
274 MORRIS & PALAIS SELF-PROMOTION	27-29
416 MORRIS PERFORMING ARTS CENTER IMPROVEMENT	30-33
PALAIS ROYALE BALLROOM	34-46
101-0405 PALAIS ROYALE BALLROOM	34-42
450 PALAIS HISTORIC PRESERVATION.....	43-46
CENTURY CENTER.....	47-104
POWERPOINT PRESENTATION	47-50
670 CENTURY CENTER OPERATING	51-97
671 CENTURY CENTER CAPITAL	98-101
672 CENTURY CENTER ENERGY CONSERVATION DEBT SERVICE	102-104
PARKS & RECREATION FUNDS	105-229
POWERPOINT PRESENTATION	105-116
201 PARKS DEPARTMENT	117-181
203 RECREATION NONREVERTING	182-198
271 EAST RACE WATERWAY	199-201
401 COVELESKI STADIUM.....	202-206
403 ZOO ENDOWMENT.....	207-209
405 PARK NONREVERTING CAPITAL	210-219
730 CITY CEMETERY	220-222
751 PARKS/EDIT BOND CAPITAL PROJECTS FUND.....	223-226
757 PARKS/EDIT BOND DEBT SERVICE FUND	227-229
601 PARKING GARAGE FUND.....	230-243



CITY OF SOUTH BEND

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

Venues Parks and Arts Morris Performing Arts Center and Palais Royale

August 23rd, 2017

Venues Parks and Arts Morris Performing Arts Center and Palais Royale Today's Agenda

- Introduction of Team
- Department Vision
- Overall Budget Summary
- Overall Staffing Changes
- 2017 Accomplishments
- 2018 Goals and Challenges
- Response to Resident Feedback
- Key Program and Costs

Venues Parks and Arts
Morris Performing Arts Center and Palais Royale
Department Vision

- The goal of Morris 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

Venues Parks and Arts
Morris Performing Arts Center and Palais Royale
Overall Budget Summary

- General Fund 101: The 2018 budget reflects a total revenue of \$1,499,972.
- Non-Reverting Fund 273 (Marketing), Fund 416 (CIF) and Fund 450 (Historic Preservation): The 2018 budget reflects a budgeted revenue of \$166,500.
- A new Non Reverting Special Revenue Fund (Fund 274) was proposed to enable Morris PAC to fund and Self-Promote events.
- Fund 416 is used for Capital expenditures (no general fund requests for Morris PAC). For 2018 we plan to upgrade the Dimmer Rack (1/3)and Fly Rail (1/3).

Venues Parks and Arts
Morris Performing Arts Center and Palais Royale
Overall Staffing Changes

- The position of Executive Director of the Morris Performing Arts Center is replaced by the position of Deputy Director of Venues Parks and Arts.

Venues Parks and Arts
Morris Performing Arts Center and Palais Royale
2017 Accomplishments

- We are striving to increase the economic impact that the Morris Complex has on Downtown South Bend (\$12.9 million in 2013).
- Morris Performing Arts Center was:
Ranked #88 theatres in the United States by Pollstar Magazine for the 17th consecutive year (based on sales).
Awarded the 2017 "Prime Site Award" by Facilities Magazine for the 12th consecutive year.
2016 represented a stellar year – \$432,625 in the black.
- The www.MorrisCenter.org and www.PalaisRoyale.org websites were upgraded to reach new audiences.
- The Palais Royale is the Premier Banquet/Meeting facility in the region for all events demanding superior service, fine dining.
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!
In 2016 Palais Royale had a record year in revenues surpassing the 2015 revenues by \$21,762.
- The Digital Display Cases project (under the Marquee) is complete.

Venues Parks and Arts Morris Performing Arts Center and Palais Royale 2018 Goals & Challenges

- To build upon successes and book a wide variety of events.
- To remain the Prime Site choice for all entertainment and family needs of our community and beyond
- The merging of MPAC and PR within the VPA is expected to reduce overall expenditures while revenues are expected to increase (MPAC by \$136,000 or 14% and PR by \$40,070 or by 11%)
- The creation of fund 274 will enable Morris PAC to book more events.
- Morris Complex staff are collaborating with Venues Parks and Arts staff to reduce expenditures in building maintenance and promotions
- Morris and VPA staff are collaborating with the contracted caterer to transform the Bistro space for a new food and beverage use on show nights.

Venues Parks and Arts Morris Performing Arts Center and Palais Royale Response to Resident Feedback

- The Morris Complex staff is working effortlessly to book a wide variety of events.
- Fridays by the Fountain (lunchtime free events to the public) events have increased from only 6 to 13 events.

Venues Parks and Arts Morris Performing Arts Center and Palais Royale Key Programs and Costs

Program Name	Program Description	Estimated 2017 Program Cost
Historic Facility Maintenance and Repairs	Upkeep and maintenance of the historic facility, repair and maintenance, inventory control	555,769
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	202,668
Advertising and Promotion	Provide marketing and promotional support for facility and events.	313,051
Event Operations Admin Support	Day to day Administrative support	240,345
Event Technical Support	Day to day technical support	159,487

Fund 101 - General Fund Department 0404 - Morris Performing Arts Center

Expenditures by Type					2018 Proposed Budget	Forecast				Budget Variance 2017-2018	% Change
	2015	2016	2017	06/30/17		2019	2020	2021	2022		
	Actual	Actual	Amended Budget	Actual							
Personnel											
Salaries & Wages	499,447	484,775	331,317	149,440	393,995	401,875	409,912	418,110	426,473	62,678	19%
Fringe Benefits	227,925	235,988	178,982	73,782	189,011	192,791	196,647	200,580	204,591	10,029	6%
Total Personnel	727,372	720,763	510,299	223,222	583,005	594,666	606,559	618,690	631,064	72,706	14%
Supplies	21,331	13,868	7,697	3,244	4,200	4,284	4,370	4,457	4,546	(3,497)	-45%
Services & Charges											
Professional Services	2,007	-	-	-	-	-	-	-	-	-	-
Printing & Advertising	38,991	30,081	182,136	4,673	172,890	176,348	179,875	183,472	187,142	(9,246)	-5%
Utilities	100,029	113,560	100,000	48,478	120,000	122,400	124,848	127,345	129,892	20,000	20%
Education & Training	5,432	4,224	5,900	1,394	4,500	4,590	4,682	4,775	4,871	(1,400)	-24%
Travel	15,161	11,627	17,782	4,129	13,950	14,229	14,514	14,804	15,100	(3,832)	-22%
Repairs & Maintenance	51,192	51,699	243,602	10,920	229,536	234,127	238,809	243,585	248,457	(14,066)	-6%
Other Interfund Allocations	10,530	17,760	171,358	85,680	160,522	163,732	167,007	170,347	173,754	(10,836)	-6%
Debt Service											
Principal	-	-	-	-	-	-	-	-	-	-	-
Interest & Fees	-	-	-	-	-	-	-	-	-	-	-
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-
Insurance	22,140	20,460	20,760	10,380	19,065	19,446	19,835	20,232	20,637	(1,695)	-8%
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	10,921	8,975	11,505	3,677	10,850	11,067	11,288	11,514	11,744	(655)	-6%
Total Services & Charges	256,403	258,386	753,043	169,331	731,313	745,939	760,858	776,075	791,597	(21,730)	-3%
Capital	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	1,005,106	993,017	1,271,039	395,796	1,318,518	1,344,889	1,371,787	1,399,222	1,427,207	47,479	4%
Revenue											
Charges for Services	346,546	611,614	478,000	252,938	540,500	554,000	574,000	594,000	614,000	62,500	13%
Interest Earnings	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Other Income	432,643	814,028	487,000	262,039	560,500	580,600	595,300	610,000	630,700	73,500	15%
Total Revenue	779,189	1,425,642	965,000	514,976	1,101,000	1,134,600	1,169,300	1,204,000	1,244,700	136,000	14%

Department Purpose:

This department accounts for the operating costs of the Morris Performing Arts Center, the Premier Performing Arts Center in this region of the country. It 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.

Explain Significant Revenue, Expenditure and Staffing Changes/Variations Below:

The Operations Manager position was created in 2017 to fulfill and replace the need for office manager / event operations, replacing the Executive Assistant position.
The position of Executive Director of Morris Performing Arts Center is replaced by the position of Deputy Director of Venues Parks and Arts (fka Executive Director of Morris Performing Arts Center).

Department 101-0404 - Morris Performing Arts Center

Accomplishments, Goals, KPI's

2017 Accomplishments & Outcomes

- Ranked in Top 100 theatres in the United States by Pollstar Magazine for the 17th consecutive year (based on ticket sales).
- Awarded the 2017 "Prime Site Award" by Facilities Magazine for the 12th consecutive year. The award is voted on by the publication's
- WICKED returned to the Morris for another 16 performances. PHANTOM OF THE OPERA will go on stage in 2018 with 16 performances
- The www.MorrisCenter.org website was upgraded to reach new audiences. New Visitors has increased from 94,549 to 98,490.
- Morris Complex was part of the "Best. Week. Ever." celebration.
- Louie's Tux Shop and The Wedding Magazine chose the Morris Grand Lobby and Jon R. Hunt Plaza fountain for their 2017 prom season.

2018 Department Goals & Objectives and Linkage to City Results

- Governance Results
 - To build upon successes and book a wide variety of events including national tours of Broadway musicals, Pop concerts, County concerts, R&B, Christian shows, Comedians, Children's shows, Ballet events and to also use the stage and Grand Lobby for Wedding Ceremonies, receptions, and social events.
 - To be the Premier Performing Arts Center in this region and provide a safe and well-maintained historic facility.
 - To be recognized as one of the best venues worldwide based on the number of gross tickets sold annually.
- Community Results
 - To strive to increase the positive economic impact the Morris Center currently has on downtown South Bend.
 - 2007: \$5.6 million
 - 2012: \$6.8 million
 - 2013: \$10.5 million
- Morris Website Visitors: 98,490 "Unique Visitors" as of 6/20/2017 compared to 94,549 in 2016.
- Morris Fan Club Members: 34,390 as of 6/6/2017 compared to 26,560 in 2016 and 23,345 in 2015.
- Morris Facebook "Likes": 21,115 as of 6/6/2017 compared to 20,290 in 2016 and 17,075 in 2015.
- Morris Text Club Members: 663 as of 06/06/2017 compared to 618 in 2016 and 585 in 2015.
- Morris Center received NO financial support from the Hotel / Motel Tax Board.

Key Performance Indicators (KPI's)

Measure	Type	2019	2016	2017	2018
		Long Term Goal	Actual	Estimated	Target
- Number of gross tickets issued annually	GG	130,000	131,380	100,000	125,000
- Number of shows booked	PP	95	94	90	90
- Revenue Earned	GG	1,134,060	1,425,642	965,000	1,101,000
-					
-					
-					
-					

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

2018 Significant Changes/Challenges/Opportunities

- Morris staff are collaborating with Venues, Parks and Arts staff to reduce expenditures in building maintenance and promotions.
- Morris Bistro Dinner prior to shows have been discontinued. Morris staff are collaborating with the contracted caterer staff to transform the the space for a new food and beverage use on show nights. Staff and promoters are working with downtown restaurants to create Morris dinner/show packages and special offers from the restaurants to Morris patrons.
- Booking major national acts continues to be 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 continues to be 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 ever before. We are working on funding/promoting a few events during 2018.
- Morris staff continue to be proactive in soliciting events by attending national conferences, meeting with promoters and tour managers.
- The Morris Entertainment Inc. fundraised and installed 4 new 3'x6' digital display boards to replace existing paper posters.

Department 101-0404 - Morris Performing Arts Center

Staffing (Full-Time Employees only)

Position (* New title or additional position)	2017			2018 Proposed Budget	Forecast			
	2016 Actual	Amended Budget	06/30/17 Actual		2019	2020	2021	2022
Non-Bargaining								
Deputy Director VPA (fka Executive Dir	-	-	-	0.6	0.6	0.6	0.6	0.6
Director of Booking & Event Services	-	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
Executive Assistant	-	1.0	-	-	-	-	-	-
Manager - Production	-	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Assistant Box Office I	-	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Assistant Box Office II	-	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Operations Manager	-	-	1.0	1.0	0.6	0.6	0.6	0.6
Executive Director of Morris PAC	-	0.6	-	-	-	-	-	-
Total Non-Bargaining	-	6.6	6.0	6.6	6.2	6.2	6.2	6.2
Bargaining								
Total Bargaining	-	-	-	-	-	-	-	-
Total Full-Time Employees	-	6.6	6.0	6.6	6.2	6.2	6.2	6.2

Explain Significant Staffing Changes Below:

The position of Executive Director of MPAC is replaced by Deputy Executive Director of Venues Parks and Arts (fka Executive Director MPAC).
 The position of Executive Director Morris Performing Arts Center) is currently vacant; the Director of Box Office Services is the active interim.
 The position of Operations Manager was created during 2016 to fulfill and replace the need of Executive Assistant / Office Manager / Event Operations.

101-0404 - Morris Performing Arts Center

City of South Bend

Revenue

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Estimated Revenue
101-0404-360.00-00	MISCELLANEOUS REVENUE	29,130	34,941	30,000	30,000	27,632	26,308	30,000
LEVEL 02	TEXT MISCELLANEOUS REVENUES FROM THE BOX OFFICE ACC. 2018 ESTIMATE		TEXT AMT 30,000 30,000					
101-0404-360.12-00	ROOM RENTAL	129,681	230,822	175,000	175,000	80,246	79,396	225,000
LEVEL 02	TEXT 2018 ESTIMATE		TEXT AMT 225,000 225,000					
101-0404-360.13-00	EQUIPMENT RENTAL	4,215	3,228	6,000	6,000	2,925	2,550	3,000
LEVEL 02	TEXT 2018 ESTIMATE		TEXT AMT 3,000 3,000					
101-0404-360.15-00	BOX OFFICE COMMISSIONS	37,108	68,064	40,000	40,000	31,891	28,225	45,000
LEVEL 02	TEXT 2018 ESTIMATE		TEXT AMT 45,000 45,000					
101-0404-360.16-00	TICKET HANDLING FEES	279,073	580,345	285,000	285,000	154,860	154,860	350,000
LEVEL 02	TEXT TICKET HANDLING FEES PHONE / INTERNET 2018 ESTIMATE		TEXT AMT 350,000 350,000					
101-0404-360.17-00	MERCHANDISE SALES	9,184	28,266	15,000	15,000	15,977	8,382	25,000
LEVEL 02	TEXT 2018 ESTIMATE		TEXT AMT 25,000 25,000					
101-0404-360.18-00	CONCESSION	67,051	96,319	85,000	85,000	55,745	50,256	100,000
LEVEL 02	TEXT 2018 ESTIMATE		TEXT AMT 100,000 100,000					
101-0404-360.19-00	FACILITY FEE	136,415	252,979	197,000	197,000	123,081	112,354	187,500
LEVEL 02	TEXT 2018 ESTIMATE		TEXT AMT 312,500					

101-0404 - Morris Performing Arts Center

City of South Bend

Revenue

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Estimated Revenue
			312,500					
101-0404-360.21-00	CREDIT CARD FEES	20,090	50,000	50,000	50,000	25,388	25,388	50,000
LEVEL	TEXT		TEXT AMT					
02	2018 ESTIMATE		50,000					
			50,000					
101-0404-360.22-00	SECURITY	8,569	10,872	10,000	10,000	6,366	5,230	11,000
LEVEL	TEXT		TEXT AMT					
02	2018 ESTIMATE		11,000					
			11,000					
101-0404-360.23-00	MPAC STAGE MANAGER	23,460	32,183	30,000	30,000	17,505	15,885	32,000
LEVEL	TEXT		TEXT AMT					
02	2018 ESTIMATE		32,000					
			32,000					
101-0404-360.25-00	THEATRE SEATING LEASING	30,000	30,000	35,000	35,000	0	0	35,000
LEVEL	TEXT		TEXT AMT					
02	2018 ESTIMATED		35,000					
			35,000					
101-0404-360.51-00	INSURANCE REIMBURSEMENT	0	0	0	0	1,645	1,645	0
*		773,976	1,418,019	958,000	958,000	543,261	510,478	1,093,500
101-0404-380.10-99	MISC. REIMBURSEMENTS	5,213	7,623	7,000	7,000	5,002	4,499	7,500
LEVEL	TEXT		TEXT AMT					
02	2018 ESTIMATE		7,500					
			7,500					
*		5,213	7,623	7,000	7,000	5,002	4,499	7,500
**	MORRIS PAC	779,189	1,425,642	965,000	965,000	548,263	514,976	1,101,000

101-0404 - Morris Performing Arts Center

City of South Bend

Expenditures

		2015	2016	2017	2017	2017	6/30/17	2018
		Actual	Actual	Original Budget	Amended Budget	YTD Actual	YTD Actual	Proposed Expenditures
	101-0404-453.10-01 REGULAR WAGES	477,515	458,152	300,438	300,438	154,087	133,778	355,574
LEVEL	TEXT		TEXT AMT					
02	1 DEPUTY DIRECTOR VPA AT 60%		58,451					
	1 DIRECTOR OF BOOKING & EVENT SERVICES		59,995					
	1 DIRECTOR OF BOX OFFICE SERVICES		59,995					
	1 DIRECTOR OF FINANCIAL SERVICES-ADMIN DEPARTMENT MANAGER - OPERATIONS		69,994					
	1 PRODUCTION MANAGER		48,850					
	1 MANAGER - ASSISTANT BOX OFFICE II		38,679					
	1 MANAGER - ASSISTANT BOX OFFICE I FULL TIME 7 PART TIME BOX OFFICE 4X.5=2		34,610					
	SALARY ADJUSTMENT		15,000-					
			355,574					
	101-0404-453.10-04 EXTRA AND OVERTIME	0	0	6,218	6,218	0	0	6,342
LEVEL	TEXT		TEXT AMT					
02	1 MANAGER-ASSIS. BOX OFFICE I - OT		2,995					
	1 MANAGER-ASSIS. BOX OFFICE II- OT		3,347					
			6,342					
	101-0404-453.10-05 TEMPORARY SERVICES	0	486	0	0	0	0	0
	101-0404-453.10-09 PERMANENT PART-TIME	21,932	26,137	24,661	24,661	17,738	15,661	32,078
LEVEL	TEXT		TEXT AMT					
02	BOX OFFICE PART TIME TEMPORARY AND SEASONAL		32,078					
			32,078					
	101-0404-453.11-01 FICA - REGULAR	36,716	35,857	28,559	28,559	12,680	11,032	31,288
LEVEL	TEXT		TEXT AMT					
02	TOTAL SALARIES INCLUDING PART TIME @7.65%		31,288					
			31,288					
	101-0404-453.11-04 PERF - REGULAR	53,482	51,314	39,050	39,050	17,258	14,983	42,215
LEVEL	TEXT		TEXT AMT					
02	ELIGIBLE SALARIES FULL TIME @11.2%		42,215					
			42,215					
	101-0404-453.11-07 UNEMPLOYMENT COMP	1,313	712	999	999	0	0	0
	101-0404-453.11-08 HEALTH INSURANCE	127,147	139,180	103,264	103,264	51,762	44,461	107,554
LEVEL	TEXT		TEXT AMT					
02	LONG-TERM DISABILITY: 6 EMP X \$96.00		576					

101-0404 - Morris Performing Arts Center

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
	1 EMP X \$96.00 X 60.00% HEALTH INSURANCE COVERAGE:		58					
	6 EMP X \$16,200.00		97,200					
	1 EMP X \$16,200.00 X 60.00% HEALTH INSURANCE REBATE:		9,720					
	N/A							
			107,554					
101-0404-453.11-09	LIFE INSURANCE	1,267	1,143	792	792	397	341	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	4,472	4,653	3,942	3,942	2,522	1,897	3,696
LEVEL	TEXT		TEXT AMT					
02	5 EMPLOYEES X 12 MONTHS X \$55.00		3,300					
	1 EMPLOYEE X 12 MONTHS X \$55.00 X 60.00%		396					
			3,696					
101-0404-453.11-24	CELL PHONE ALLOWANCE	3,528	3,129	2,376	2,376	1,246	1,068	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					
101-0404-453.11-29	PARENTAL LEAVE	0	0	0	0	0	0	1,090
LEVEL	TEXT		TEXT AMT					
02	SALARIES AT .25%		1,090					
			1,090					
*	PERSONNEL SERVICES	727,372	720,763	510,299	510,299	257,690	223,222	583,005
101-0404-453.21-02	PRINT SHOP	6,650	445	0	0	0	0	0
101-0404-453.21-03	C.S. OFFICE SUPPLIES	448	552	500	500	168	168	600
LEVEL	TEXT		TEXT AMT					
02	CS OFFICE SUPPLIES		600					
			600					
101-0404-453.21-04	OTHER OFFICE SUPPLIES	2,972	2,258	2,000	2,941	1,513	1,477	2,500
LEVEL	TEXT		TEXT AMT					

101-0404 - Morris Performing Arts Center

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
02	OUTSIDE SOURCE FOR OFFICE SUPPLIES		2,500					
			2,500					
101-0404-453.21-05	SMALL OFFICE EQUIPMENT	201	671	400	400	126	126	400
LEVEL	TEXT		TEXT AMT					
02	SMALL OFFICE EQUIPMENT		400					
			400					
101-0404-453.22-05	UNIFORMS	1,621	475	400	656	261	261	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	CLEANING SUPPLIES	5,169	4,638	0	2,006	469	469	0
101-0404-453.22-24	OTHER OPERATING SUPPLIES	273	130	300	300	0	0	300
LEVEL	TEXT		TEXT AMT					
02	OTHER OPERATIONAL SUPPLIES		300					
			300					
101-0404-453.23-01	BUILDING MATERIALS	2,478	3,172	0	438	437	437	0
101-0404-453.23-20	SMALL TOOLS & EQUIPMENT	652	740	0	57	57	57	0
101-0404-453.23-99	OTHER R&M SUPPLIES	867	787	0	399	367	249	0
		-----	-----	-----	-----	-----	-----	-----
*	SUPPLIES	21,331	13,868	3,600	7,697	3,398	3,244	4,200
101-0404-453.31-06	OTHER PROFESSIONAL SVCS	2,007	0	0	0	0	0	0
101-0404-453.31-70	ADM FEE ALLOCATION	0	0	38,343	38,343	22,365	19,170	41,721
LEVEL	TEXT		TEXT AMT					
02	2018 FIXED ALLOCATION #1 CITY ADMINISTRATION FEE		41,721					
			41,721					
101-0404-453.31-71	CENIRAL STORES ALLOCATION	2,671	2,388	2,566	2,566	1,498	1,284	5,012
LEVEL	TEXT		TEXT AMT					
02	2018 FIXED COST ALLOCATION #3 CENIRAL STORES		5,012					
			5,012					
101-0404-453.31-73	PRINT SHOP ALLOCATION	0	7,044	8,337	8,337	4,865	4,170	4,652
LEVEL	TEXT		TEXT AMT					
02	2018 FIXED ALLOCATION #4		4,652					

101-0404 - Morris Performing Arts Center

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
	PRINT SHOP		4,652					
101-0404-453.31-76	IT ALLOCATION	0	0	0	0	0	0	109,137
LEVEL	TEXT		TEXT AMT					
02	2018 FIXED ALLOCATION #7 IT ALLOCATION		109,137					
			109,137					
101-0404-453.32-02	POSTAGE	6,091	5,011	7,200	7,200	1,819	1,649	7,200
LEVEL	TEXT		TEXT AMT					
02	POSTAGE-EXPECT MASS MAILING		7,200					
			7,200					
101-0404-453.32-05	OTHER COMM/TRANS	680	516	0	172	0	0	0
101-0404-453.32-21	TRAVEL - MILEAGE	459	132	250	250	0	0	250
LEVEL	TEXT		TEXT AMT					
02	MILEAGE		250					
			250					
101-0404-453.32-22	TRAVEL - AIRFARE	3,218	2,102	3,250	4,187	1,112	1,112	4,500
LEVEL	TEXT		TEXT AMT					
02	AIRFARE APAP, CIC, IVAM NAT., INTIX, IEBA, LHAT CONFERENCE/WORKSHOPS		4,500					
			4,500					
101-0404-453.32-23	TRAVEL - HOTEL	8,609	7,132	7,000	9,501	2,276	2,276	6,500
LEVEL	TEXT		TEXT AMT					
02	HOTEL IVAM NAT. IEBA, INTIX, RIGGING CONFERENCE/WORKSHOPS		6,500					
			6,500					
101-0404-453.32-24	TRAVEL - MEALS	1,028	782	1,250	1,722	413	413	1,500
LEVEL	TEXT		TEXT AMT					
02	MEALS		1,500					
			1,500					
101-0404-453.32-25	TRAVEL - OTHER	1,167	963	1,550	1,950	327	327	1,200
LEVEL	TEXT		TEXT AMT					

101-0404 - Morris Performing Arts Center

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
02	OTHER		1,200 1,200					
101-0404-453.33-01	OTHER THAN OFFICE SUPPLY	2,839	1,426	250	698	448	448	250
LEVEL	TEXT		TEXT AMT					
02	MISC. PRINTING		250 250					
101-0404-453.33-03	PROMOTIONAL	36,152	28,655	176,916	181,438	4,224	4,224	172,640
LEVEL	TEXT		TEXT AMT					
02	2018 MARKETING/PROMOTIONAL SERVICES		172,640 172,640					
101-0404-453.34-02	LIABILITY INSURANCE	22,140	20,460	20,760	20,760	12,110	10,380	19,065
LEVEL	TEXT		TEXT AMT					
02	2018 FIXED COST ALLOCATION #5 LIABILITY INSURANCE		19,065 19,065					
101-0404-453.35-01	ELECTRIC	73,108	84,021	70,000	70,000	40,361	31,553	87,000
LEVEL	TEXT		TEXT AMT					
02	ELECTRIC, INCLUDING MONTHLY ALLOCATION		87,000 87,000					
101-0404-453.35-02	GAS	14,135	14,466	16,000	16,000	9,734	9,531	16,000
LEVEL	TEXT		TEXT AMT					
02	GAS, INCLUDING MONTHLY ALLOCATIONS		16,000 16,000					
101-0404-453.35-04	WATER	12,786	15,073	14,000	14,000	8,787	7,394	17,000
LEVEL	TEXT		TEXT AMT					
02	WATER		17,000 17,000					
101-0404-453.36-01	BUILDING R&M	43,688	45,340	226,387	240,677	8,658	8,658	229,536
LEVEL	TEXT		TEXT AMT					
02	2018 MAINTENANCE SERVICES		229,536 229,536					
101-0404-453.36-04	COMPUTER EQUIP R&M	12,821	12,834	122,109	122,234	72,195	62,019	0
101-0404-453.36-05	OTHER EQUIP R&M	2,542	1,853	2,300	2,803	1,300	1,300	0

101-0404 - Morris Performing Arts Center

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
101-0404-453.39-10	SUBSCRIPTIONS	1,071	1,071	1,200	1,200	897	598	1,250
LEVEL	TEXT		TEXT AMT					
02	SB TRIBUNE DAILY & WEEKEND, BILLBOARD, POLLSTAR VENUES TODAY, ARTS REACH UNLIMITED		1,250					
			1,250					
101-0404-453.39-11	DUES & MEMBERSHIPS	2,776	2,153	2,710	2,985	1,310	1,310	2,400
LEVEL	TEXT		TEXT AMT					
02	LHAT, IVAM, INTIX, SAMS CLUB IEBA, ETC.		2,400					
			2,400					
101-0404-453.39-70	EDUCATION & TRAINING	5,432	4,224	5,900	5,900	1,394	1,394	4,500
LEVEL	TEXT		TEXT AMT					
02	CONF/WORKSHOP REGISTRATION FEES		4,500					
			4,500					
101-0404-453.39-89	MISC CHARGES & SVCS	983	740	0	120	120	120	0
*	OTHER SERVICES & CHARGES	256,403	258,386	728,278	753,043	196,213	169,331	731,313
**	MORRIS PAC	1,005,106	993,017	1,242,177	1,271,039	457,301	395,796	1,318,518

101-0404 - Morris Performing Arts Center

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
101-0405-453.10-01	REGULAR WAGES	150,366	163,464	81,279	75,779	34,494	28,849	95,601
LEVEL	TEXT		TEXT AMT					
02	1 DEPUTY DIRECTOR VPA AT 40%		38,968					
	1 DIRECTOR OF FINANACIAL SERVICES-ADMIN FINANCE							
	1 EVENT SERVICE TECHNICIAN I		28,109					
	1 ADMINISTRATIVE ASSISTANT		40,524					
	FULL TIME -2							
	SALARY ADJUSTMENT		12,000-					
			95,601					
101-0405-453.10-04	EXTRA AND OVERTIME	0	3	0	0	0	0	0
101-0405-453.10-05	TEMPORARY SERVICES	0	2,247	0	5,500	5,500	5,500	0
101-0405-453.10-09	PERMANENT PART-TIME	15,528	0	0	0	0	0	0
101-0405-453.11-01	FICA - REGULAR	12,683	12,156	8,360	8,360	2,886	2,484	8,231
LEVEL	TEXT		TEXT AMT					
02	REGULAR SALARIES X 7.65%		8,231					
			8,231					
101-0405-453.11-04	PERF - REGULAR	16,821	18,309	12,239	12,239	3,863	3,231	12,051
LEVEL	TEXT		TEXT AMT					
02	SALARIES 11.2%		12,051					
			12,051					
101-0405-453.11-07	UNEMPLOYMENT COMP	473	248	273	273	0	0	0
101-0405-453.11-08	HEALTH INSURANCE	38,097	42,048	37,550	37,550	15,369	12,248	39,110
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 \$16,200.00		32,400					
	1 EMP X \$16,200.00 X 40.00%		6,480					
			39,110					
101-0405-453.11-09	LIFE INSURANCE	393	458	288	288	118	94	288
LEVEL	TEXT		TEXT AMT					
02	LIFE INSURANCE:							
	2 EMP X \$120.00		240					
	1 EMP X \$120.00 X 40.00%		48					
			288					
101-0405-453.11-22	PARKING ALLOWANCE	1,863	1,332	1,458	1,458	933	648	1,584
LEVEL	TEXT		TEXT AMT					

101-0404 - Morris Performing Arts Center

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
02	PARKING ALLOWANCE:							
	2 EMP X \$55.00 X 12 MONTHS		1,320					
	1 EMP X \$45.00 X 12 MONTHS X 40.00%		264					
			1,584					
101-0405-453.11-24	CELL PHONE ALLOWANCE	1,382	1,236	684	684	154	132	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					
101-0405-453.11-29	PARENTAL LEAVE	0	0	0	0	0	0	269
LEVEL	TEXT		TEXT AMT					
02	SALARIES AT .25%		269					
			269					
* PERSONNEL SERVICES		237,606	241,501	142,131	142,131	63,317	53,186	157,818
101-0405-453.21-02	PRINT SHOP	3,920	192	0	0	0	0	0
101-0405-453.21-03	C.S. OFFICE SUPPLIES	88	146	250	250	0	0	300
LEVEL	TEXT		TEXT AMT					
02	OTHER OFFICE SUPPLIES -CS		300					
			300					
101-0405-453.21-04	OTHER OFFICE SUPPLIES	16	98	550	1,187	637	637	800
LEVEL	TEXT		TEXT AMT					
02	OTHER OFFICE SUPPLIES		800					
			800					
101-0405-453.21-05	SMALL OFFICE EQUIPMENT	1,982	352	200	200	0	0	200
LEVEL	TEXT		TEXT AMT					
02	SMALL OFFICE EQUIPMENT		200					
			200					
101-0405-453.22-05	UNIFORMS	83	505	500	635	135	135	500
LEVEL	TEXT		TEXT AMT					
02	UNIFORMS		500					
			500					
101-0405-453.22-21	CLEANING SUPPLIES	2,772	8,765	0	1,017	13	13	0
101-0405-453.22-24	OTHER OPERATING SUPPLIES	70	8	100	99	0	0	100

101-0404 - Morris Performing Arts Center

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
LEVEL	TEXT		TEXT AMT					
02	OTHER OPERATING SUPPLIES (OUTSIDE)		100					
			100					
	101-0405-453.23-01 BUILDING MATERIALS	5,223	1,443	0	0	0	0	0
	101-0405-453.23-10 REPAIR PARTS	0	232	0	0	0	0	0
	101-0405-453.23-20 SMALL TOOLS & EQUIPMENT	310	734	0	0	0	0	0
	101-0405-453.23-99 OTHER R&M SUPPLIES	224	96	0	10	10	10	0
		-----	-----	-----	-----	-----	-----	-----
*	SUPPLIES	14,688	12,571	1,600	3,398	795	794	1,900
	101-0405-453.31-06 OTHER PROFESSIONAL SVCS	892	0	0	0	0	0	0
	101-0405-453.31-70 ADM FEE ALLOCATION	0	0	16,311	16,311	9,513	8,154	17,002
LEVEL	TEXT		TEXT AMT					
02	2018 FIXED COST ALLOCATION #1 CITY ADMINISTRATION FEE		17,002					
			17,002					
	101-0405-453.31-71 CENTRAL STORES ALLOCATION	341	288	271	271	161	138	235
LEVEL	TEXT		TEXT AMT					
02	2018 FIXED COST ALLOCATION #3 CENTRAL STORES		235					
			235					
	101-0405-453.31-73 PRINT SHOP ALLOCATION	0	1,860	2,499	2,499	1,456	1,248	2,409
LEVEL	TEXT		TEXT AMT					
02	2018 FIXED ALLOCATION #4 PRINT SHOP		2,409					
			2,409					
	101-0405-453.32-02 POSTAGE	256	398	1,000	1,000	184	169	1,000
LEVEL	TEXT		TEXT AMT					
02	POSTAGE		1,000					
			1,000					
	101-0405-453.32-05 OTHER COMM/TRANS	301	226	0	75	0	0	0
	101-0405-453.32-22 TRAVEL - AIRFARE	0	356	0	0	0	0	0
	101-0405-453.32-23 TRAVEL - HOTEL	185	618	0	0	0	0	0
	101-0405-453.32-24 TRAVEL - MEALS	130	0	0	0	0	0	0
	101-0405-453.33-01 OTHER THAN OFFICE SUPPLY	1,416	1,408	250	344	94	94	250
LEVEL	TEXT		TEXT AMT					
02	MISC. PRINTING ITEMS		250					

101-0404 - Morris Performing Arts Center

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
			250					
101-0405-453.33-03	PROMOTIONAL	38,003	36,054	80,147	93,023	7,464	7,464	80,147
LEVEL	TEXT		TEXT AMT					
02	2017 MARKETING / PROMOTIONAL SERVICES		80,147					
			80,147					
101-0405-453.34-02	LIABILITY INSURANCE	10,668	9,792	10,188	10,188	5,943	5,094	10,034
LEVEL	TEXT		TEXT AMT					
02	2018 FIXED COST ALLOCATION #5 LIABILITY INSURANCE		10,034					
			10,034					
101-0405-453.35-01	ELECTRIC	43,416	48,032	45,000	45,000	28,291	24,605	50,000
LEVEL	TEXT		TEXT AMT					
02	INCLUDES COST ALLOCATION		50,000					
			50,000					
101-0405-453.35-02	GAS	10,663	9,421	15,000	15,000	7,344	7,190	12,000
LEVEL	TEXT		TEXT AMT					
02	INCLUDES COST ALLOCATION		12,000					
			12,000					
101-0405-453.35-04	WATER	13,625	14,137	15,000	15,000	8,571	7,082	16,000
LEVEL	TEXT		TEXT AMT					
02	WATER USAGE		16,000					
			16,000					
101-0405-453.36-01	BUILDING R&M	43,565	45,779	174,469	182,962	7,409	7,409	174,469
LEVEL	TEXT		TEXT AMT					
02	2017 MAINTENANCE SERVICES		174,469					
			174,469					
101-0405-453.36-04	COMPUTER EQUIP R&M	1,488	2,183	1,500	1,500	788	788	500
LEVEL	TEXT		TEXT AMT					
02	MISC. SERVICES		500					
			500					
101-0405-453.36-05	OTHER EQUIP R&M	1,668	1,430	0	647	0	0	0
101-0405-453.39-10	SUBSCRIPTIONS	100	100	200	200	0	0	200
LEVEL	TEXT		TEXT AMT					

101-0404 - Morris Performing Arts Center

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
02	SUBSCRIPTIONS		200					
			200					
	101-0405-453.39-11 DUES & MEMBERSHIPS	460	290	0	0	0	0	0
	101-0405-453.39-70 EDUCATION & TRAINING	240	349	651	651	0	0	400
LEVEL	TEXT		TEXT AMT					
02	EDUCATION, TRAINING		400					
			400					
	101-0405-453.39-89 MISC CHARGES & SVCS	743	675	0	0	0	0	0
*	OTHER SERVICES & CHARGES	168,160	173,396	362,486	384,671	77,218	69,435	364,646
	101-0405-453.43-08 THEATER EQUIPMENT	12,072	0	0	0	0	0	15,000
LEVEL	TEXT		TEXT AMT					
02	AV UPGRADE		15,000					
			15,000					
*	CAPITAL	12,072	0	0	0	0	0	15,000
**	PALAIS ROYALE BALLROOM	432,526	427,468	506,217	530,200	141,330	123,415	539,364

Fund 273 - Morris PAC / Palais Royale Marketing

Fund Type	Special Revenue				Control	City Funds					
	2015	2016	2017		2018	Forecast				Budget	
	Actual	Actual	Amended	06/30/17	Proposed	2019	2020	2021	2022	Variance	%
			Budget	Actual	Budget					2017-2018	Change
Revenue											
Charges for Services	11,021	20,624	18,000	7,021	20,000	20,000	20,000	20,000	20,000	2,000	11%
Interest Earnings	158	323	300	201	400	400	400	400	400	100	33%
Other Income	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	11,179	20,947	18,300	7,222	20,400	20,400	20,400	20,400	20,400	2,100	11%
Expenditures by Type											
Supplies	-	-	-	-	-	-	-	-	-	-	-
Services & Charges											
Professional Services	-	-	-	-	-	-	-	-	-	-	-
Printing & Advertising	7,541	4,212	21,675	5,673	18,000	18,000	18,000	18,000	18,000	(3,675)	-17%
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	-	-	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-
Debt Service											
Principal	-	-	-	-	-	-	-	-	-	-	-
Interest & Fees	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	-	-	-	-	-	-	-	-	-	-	-
Total Services & Charges	7,541	4,212	21,675	5,673	18,000	18,000	18,000	18,000	18,000	(3,675)	-17%
Capital	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	7,541	4,212	21,675	5,673	18,000	18,000	18,000	18,000	18,000	(3,675)	-17%
Net Surplus / (Deficit)	3,638	16,735	(3,375)	1,550	2,400	2,400	2,400	2,400	2,400		
Beginning Cash Balance	26,685	30,306	47,005		43,630	46,030	48,430	50,830	53,230		
Cash Adjustments	(17)	(36)	-		-	-	-	-	-		
Ending Cash Balance	30,306	47,005	43,630		46,030	48,430	50,830	53,230	55,630		
Cash Reserves Target	1,508	1,053	5,419		4,500	4,500	4,500	4,500	4,500		
										Cash Reserve	
										25% of Annual expenditures	

Fund Purpose:

The Morris Performing Arts Center and Palais Royale Marketing Fund was established as a separate, non-reverting fund to receive monies from solicitation of funds for commercial promotion sponsorships such as commercial ads on ticket envelopes and Morris Marquee sponsorships; and to accept donations to The Morris Performing Arts Center and Palais Royale. All sums so collected and deposited in this fund are to be used for the sole purpose of assisting with continued promotions of and within both the Morris Performing Arts Center and Palais Royale.

Explain Significant Revenue and Expenditure Changes/Variations Below:

Revenue for this fund is collected through donations and sponsorships and used to assist with continued promotions of and within the Morris Complex. Starting in 2013, the City was able to not only advertise on the local area digital billboards, but also secure sponsorships to help fund the advertising displayed on them.

Fund 273 - Morris & Palais Marketing

City of South Bend

Revenue

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Estimated Revenue
MORRIS & PALAIS MARKETING								
273-0000-361.00-00	INTEREST EARNINGS	158	323	300	300	259	201	400
LEVEL	TEXT	TEXT AMT						
02	2018 ESTIMATED INTEREST ON FUND BALANCES		400					
			400					
		-----	-----	-----	-----	-----	-----	-----
*		158	323	300	300	259	201	400
		-----	-----	-----	-----	-----	-----	-----
**	MORRIS & PALAIS MARKETING	158	323	300	300	259	201	400

Fund 273 - Morris & Palais Marketing

City of South Bend

Revenue

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Estimated Revenue
273-0404-360.24-00	MARQUEE SALES	11,021	20,624	18,000	18,000	7,021	7,021	20,000
LEVEL	TEXT		TEXT AMT					
02	2018 ESTIMATE		20,000					
	SPONSORED TICKET STOCK							
	SPONSORED TICKET ENVELOPES							
	SPONSORED DTSB/BILLBOARD ADS							
	TOUR DONATIONS							
	SPONSORS FOR THE LOBBY MONITORS							
	DONATIONS IN THE BOX OFFICE		20,000					
*		11,021	20,624	18,000	18,000	7,021	7,021	20,000
**	MORRIS PAC	11,021	20,624	18,000	18,000	7,021	7,021	20,000
***	MORRIS & PALAIS MARKETING	11,179	20,947	18,300	18,300	7,280	7,222	20,400

Fund 273 - Morris & Palais Marketing

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
MORRIS & PALAIS MARKETING								
273-0404-415.33-01	OUTSIDE PRINTING SERVICES	7,541	4,212	18,000	21,675	5,673	5,673	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	7,541	4,212	18,000	21,675	5,673	5,673	18,000
-----		-----						
**	MORRIS PAC	7,541	4,212	18,000	21,675	5,673	5,673	18,000
-----		-----						
***	MORRIS & PALAIS MARKETING	7,541	4,212	18,000	21,675	5,673	5,673	18,000

Fund 274 - Morris PAC Self-Promotion

Fund Type	Special Revenue				Control	City Funds					
	2015 Actual	2016 Actual	2017 Amended Budget	06/30/17 Actual	2018 Proposed Budget	Forecast				Budget Variance 2017-2018	% Change
						2019	2020	2021	2022		
Revenue											
Charges for Services	-	-	-	-	99,000	109,000	119,000	129,000	99,000	99,000	-
Interest Earnings	-	-	-	-	1,000	1,000	1,000	1,000	1,000	1,000	-
Other Income	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	-	-	-	-	100,000	110,000	120,000	130,000	100,000	100,000	-
Expenditures by Type											
Supplies	-	-	-	-	-	-	-	-	-	-	-
Services & Charges											
Professional Services	-	-	-	-	-	-	-	-	-	-	-
Printing & Advertising	-	-	-	-	50,000	100,000	100,000	100,000	100,000	50,000	-
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	-	-	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-
Debt Service											
Principal	-	-	-	-	-	-	-	-	-	-	-
Interest & Fees	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	-	-	-	-	-	-	-	-	-	-	-
Total Services & Charges	-	-	-	-	50,000	100,000	100,000	100,000	100,000	50,000	-
Capital	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	50,000	100,000	100,000	100,000	100,000	50,000	-
Net Surplus / (Deficit)	-	-	-	-	50,000	10,000	20,000	30,000	-		
Beginning Cash Balance	-	-	-	-	-	50,000	60,000	80,000	110,000		Cash Reserve
Cash Adjustments	-	-	-	-	-	-	-	-	-		No reserve requirement
Ending Cash Balance	-	-	-	-	50,000	60,000	80,000	110,000	110,000		
Cash Reserves Target	-	-	-	-	-	-	-	-	-		

Fund Purpose:
 This is a Special Revenue Fund created to account for Self Promoter Events. A fee of \$1.00 per ticket sold will be deposited into this fund. Earnings on self-promoted events will be retained in this fund.

Explain Significant Revenue and Expenditure Changes/Variations Below:

Fund 274 - Morris PAC Self-Promotion

City of South Bend

Revenue

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Estimated Revenue
MORRIS PAC SELF-PROMOTION								
274-0404-347.02-00	EVENT SALES	0	0	0	0	0	0	50,000
LEVEL	TEXT	TEXT AMT						
02	ESTIMATED FOR 2018	50,000						
		50,000						
274-0404-347.02-01	TICKET SURCHARGE	0	0	0	0	0	0	49,000
LEVEL	TEXT	TEXT AMT						
02	ESTIMATED FOR 2018	49,000						
		49,000						
-----		0	0	0	0	0	0	99,000
*								
274-0404-361.00-00	INTEREST EARNINGS	0	0	0	0	0	0	1,000
LEVEL	TEXT	TEXT AMT						
02	ESTIMATED FOR 2018	1,000						
		1,000						
-----		0	0	0	0	0	0	1,000
*								
**	MORRIS PAC	0	0	0	0	0	0	100,000
-----		0	0	0	0	0	0	100,000
***	MORRIS PAC SELF-PROMOTION	0	0	0	0	0	0	100,000

Fund 274 - Morris PAC Self-Promotion

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
MORRIS PAC SELF-PROMOTION								
274-0404-453.33-03	PROMOTIONAL	0	0	0	0	0	0	50,000
LEVEL	TEXT	TEXT AMT						
02	ESTIMATED FOR 2018		50,000					
			50,000					

*	OTHER SERVICES & CHARGES	0	0	0	0	0	0	50,000

**	MORRIS PAC	0	0	0	0	0	0	50,000

***	MORRIS PAC SELF-PROMOTION	0	0	0	0	0	0	50,000

Fund 416 - Morris Performing Arts Center Capital

Fund Type	Capital Project				Control	City Funds					
	2015 Actual	2016 Actual	2017 Amended Budget	06/30/17 Actual	2018 Proposed Budget	Forecast				Budget Variance 2017-2018	%
						2019	2020	2021	2022		Change
Revenue											
Charges for Services	61,164	101,781	100,000	45,125	125,000	125,000	125,000	125,000	125,000	25,000	25%
Interest Earnings	2,969	4,856	4,000	2,700	4,000	4,000	4,000	4,000	4,000	-	0%
Other Income	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	64,133	106,637	104,000	47,825	129,000	129,000	129,000	129,000	129,000	25,000	24%
Expenditures by Type											
Supplies	30,025	9,534	20,958	3,199	25,000	20,000	20,000	20,000	20,000	4,042	19%
Services & Charges											
Professional Services	-	-	-	-	-	-	-	-	-	-	-
Printing & Advertising	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	32,803	23,996	80,186	817	27,500	25,000	25,000	45,000	25,000	(52,686)	-66%
Debt Service											
Principal	-	-	-	-	-	-	-	-	-	-	-
Interest & Fees	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	-	-	-	-	-	-	-	-	-	-	-
Total Services & Charges	32,803	23,996	80,186	817	27,500	25,000	25,000	45,000	25,000	(52,686)	-66%
Capital											
Land	-	-	-	-	-	-	-	-	-	-	-
Land Improvements	-	-	-	-	-	-	-	-	-	-	-
Buildings & Bldg Improve.	-	-	-	-	-	-	-	-	-	-	-
Motor Equipment	-	-	-	-	-	-	-	-	-	-	-
Machinery & Equipment	-	-	300,000	-	38,000	33,000	65,000	50,000	-	(262,000)	-87%
Infrastructure	-	-	-	-	-	-	-	-	-	-	-
Total Capital	-	-	300,000	-	38,000	33,000	65,000	50,000	-	(262,000)	-87%
Total Expenditures	62,828	33,530	401,144	4,016	90,500	78,000	110,000	115,000	45,000	(310,644)	-77%
Net Surplus / (Deficit)	1,305	73,107	(297,144)	43,809	38,500	51,000	19,000	14,000	84,000		
Beginning Cash Balance	514,868	515,940	588,797		291,653	330,153	381,153	400,153	414,153	Cash Reserve 25% of Annual expenditures	
Cash Adjustments	(233)	(250)	-		-	-	-	-	-		
Ending Cash Balance	515,940	588,797	291,653		330,153	381,153	400,153	414,153	498,153		
Cash Reserves Target	15,707	8,382	100,286		22,625	19,500	27,500	28,750	11,250		

Fund Purpose:

This fund accounts for capital projects at the Morris Performing Arts Center (MPAC).

Explain Significant Revenue and Expenditure Changes/Variations Below:

Some of the existing equipment is becoming obsolete - the projects are forecasted to be completed over the next three years.

Fund 416 - Morris Performing Arts Center Capital

Five-Year Capital Improvement Plan

Name	Funding Source	2018 Budget	Forecast				Total	Justification
			2019	2020	2021	2022		
Replacement Capital								
Dimmer Rack Upgrade (1/3)	Cash	23,000	-	-	-	-	23,000	Out of date with current production needs
Fly Rail Upgrade (1/3)	Cash	15,000	-	-	-	-	15,000	Out of date with current production needs
Dimmer Rack Upgrade (3/3)	Cash	-	18,000	-	-	-	18,000	Out of date with current production needs
Fly Rail Upgrade (2/3)	Cash	-	15,000	-	-	-	15,000	Out of date with current production needs
Main Stage Curtain	Cash	-	-	50,000	-	-	50,000	Existing is 16 years old, signs of wear and dry rot
Fly Rail Upgrade (3/3)	Cash	-	-	15,000	-	-	15,000	Out of date with current production needs
Main Stage Soft Goods (Curtains)	Cash	-	-	-	50,000	-	50,000	Existing is 16 years old, signs of wear and dry rot
Total Replacement Capital		38,000	33,000	65,000	50,000	-	186,000	
Project Capital								
Total Project Capital		-	-	-	-	-	-	
Total Capital		38,000	33,000	65,000	50,000	-	186,000	Minimum Thresholds: Equipment \$10,000 Buildings \$100,000

Explain Significant Spending on Capital Projects Below:

The existing Dimmer Rack and Fly Rail is becoming obsolete for the current production needs - this project is forecasted to be completed in three phases over the next three years.

Fund 416 - Morris PAC Improvement

City of South Bend

Revenue

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Estimated Revenue
MORRIS CIVIC IMPROVEMENT								
416-0000-347.02-01	TICKET SURCHARGE	61,164	101,781	100,000	100,000	49,416	45,125	125,000
LEVEL	TEXT	TEXT AMT						
02	2018 ESTIMATED BASED ON HISTORICAL TRENDS PHANTOM OF THE OPERA WITH 16 PERFORMANCES INCREASED NUMBER OF EVENTS BY BROADWAY TL	125,000						
		125,000						
		-----	-----	-----	-----	-----	-----	-----
*		61,164	101,781	100,000	100,000	49,416	45,125	125,000
416-0000-361.00-00	INTEREST EARNINGS	2,969	4,856	4,000	4,000	3,499	2,700	4,000
LEVEL	TEXT	TEXT AMT						
02	2018 ESTIMATED INTEREST	4,000						
		4,000						
		-----	-----	-----	-----	-----	-----	-----
*		2,969	4,856	4,000	4,000	3,499	2,700	4,000
**	MORRIS CIVIC IMPROVEMENT	64,133	106,637	104,000	104,000	52,915	47,825	129,000
***	MORRIS CIVIC IMPROVEMENT	64,133	106,637	104,000	104,000	52,915	47,825	129,000

Fund 416 - Morris PAC Improvement

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
MORRIS CIVIC IMPROVEMENT								
416-0404-453.23-20	SMALL TOOLS & EQUIPMENT	30,025	9,534	20,000	20,958	3,533	3,199	25,000
LEVEL	TEXT	TEXT AMT						
02	MISC. & UNEXPECTED REPAIRS/IMPROVEMENTS	20,000						
	AUDIO CONSOLE REPLACEMENT/UPGRADE	5,000						
		25,000						

*	SUPPLIES	30,025	9,534	20,000	20,958	3,533	3,199	25,000

416-0404-453.36-01	BUILDING R&M	32,803	23,996	27,500	80,186	817	817	27,500
LEVEL	TEXT	TEXT AMT						
02	DECORATIVE PAINTING / REPAIRS	7,500						
	MISC. & UNEXPECTED REPAIRS/IMPROVEMENTS	20,000						
		27,500						

*	OTHER SERVICES & CHARGES	32,803	23,996	27,500	80,186	817	817	27,500

416-0404-453.43-08	THEATER EQUIPMENT	0	0	50,000	300,000	0	0	38,000
LEVEL	TEXT	TEXT AMT						
02	DIMMER RACK UPGRADES (LIGHTING 2/3)	23,000						
	FLY RAIL UPGRADE (1/3)	15,000						
		38,000						

*	CAPITAL	0	0	50,000	300,000	0	0	38,000

**	MORRIS PAC	62,828	33,530	97,500	401,144	4,350	4,016	90,500

***	MORRIS CIVIC IMPROVEMENT	62,828	33,530	97,500	401,144	4,350	4,016	90,500

Fund 101 - General Fund Department 0405 - Palais Royale

Expenditures by Type					2018 Proposed Budget	Forecast				Budget Variance 2017-2018	% Change
	2015	2016	2017	06/30/17		2019	2020	2021	2022		
	Actual	Actual	Amended Budget	Actual							
Personnel											
Salaries & Wages	165,894	165,714	81,279	34,349	95,601	97,513	99,463	101,452	103,481	14,322	18%
Fringe Benefits	71,712	75,787	60,852	18,837	62,218	63,143	64,360	65,602	66,869	1,366	2%
Total Personnel	237,606	241,501	142,131	53,186	157,819	160,656	163,823	167,054	170,350	15,688	11%
Supplies	14,688	12,571	3,398	794	1,900	1,938	1,977	2,016	2,057	(1,498)	-44%
Services & Charges											
Professional Services	892	-	-	-	-	-	-	-	-	-	-
Printing & Advertising	39,419	37,462	93,367	7,558	80,397	82,005	83,645	85,318	87,024	(12,970)	-14%
Utilities	67,704	71,590	75,000	38,877	78,000	79,560	81,151	82,774	84,430	3,000	4%
Education & Training	240	349	651	-	400	408	416	424	433	(251)	-39%
Travel	616	1,200	75	-	-	-	-	-	-	(75)	-100%
Repairs & Maintenance	46,721	49,392	185,109	8,197	174,969	178,468	182,038	185,679	189,392	(10,140)	-5%
Other Interfund Allocations	341	2,148	19,081	9,540	19,646	20,039	20,440	20,848	21,265	565	3%
Debt Service											
Principal	-	-	-	-	-	-	-	-	-	-	-
Interest & Fees	-	-	-	-	-	-	-	-	-	-	-
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-
Insurance	10,668	9,792	10,188	5,094	10,034	10,235	10,439	10,648	10,861	(154)	-2%
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	1,559	1,463	1,200	169	1,200	1,224	1,248	1,273	1,299	-	0%
Total Services & Charges	168,160	173,396	384,671	69,435	364,646	371,939	379,378	386,965	394,705	(20,025)	-5%
Capital	12,072	-	-	-	15,000	25,000	25,000	-	-	15,000	-
Total Expenditures	432,526	427,468	530,200	123,415	539,365	559,532	570,178	556,036	567,111	9,165	2%
Revenue											
Charges for Services	273,245	297,475	332,072	115,153	374,572	404,572	419,572	434,572	449,572	42,500	13%
Interest Earnings	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Other Income	31,677	29,210	26,830	7,824	24,400	23,000	23,500	24,000	24,500	(2,430)	-9%
Total Revenue	304,922	326,685	358,902	122,977	398,972	427,572	443,072	458,572	474,072	40,070	11%

Department Purpose:

This department accounts for the operating expenses of the Palais Royale, a premier banquet/meeting facility. It provides exquisite food and beverage catering service, for both social events and business events, and supports South Bend's downtown economy. The Palais Royale is distinguished by its history and ambiance.

Explain Significant Revenue, Expenditure and Staffing Changes/Variations Below:

Capital Expenditures:

- AV Upgrade in the amount of \$15,000.00 - existing equipment is 15 years old and out of date with current production needs

Staffing:

The position of Executive Director of Morris Performing Arts Center is replaced by the position of Deputy Director of Venues Parks and Arts (fka Executive Director Morris Performing Arts Center).

Department 101-0405 - Palais Royale

Accomplishments, Goals, KPI's

2017 Accomplishments & Outcomes

- As part of the "Best. Week.Ever." celebration, a book signing by author Ann Nyberg and songwriting forum were held in the Palais Royale. Free tours of the Palais Royale and Morris Center were given.
- 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!
- The Palais Royale is the premier banquet/meeting facility in the region for all events demanding superior service, fine dining, and well-maintained **historical** atmosphere.
- We are striving to increase the positive economic impact the Palais Royale has on downtown South Bend.
-
-

2018 Department Goals & Objectives and Linkage to City Results

- Basics are Easy:
To build upon success 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, fundraising events, proms, reunions, holiday parties and more.
- Good Government:
To remain the premier banquet/meeting facility in the region for all events demanding superior service, dine dining and well - maintained **historical** atmosphere.
- People/Places:
Economic Development
The Palais Royale has a yearly economic impact of over \$2.4 million on the City of South Bend
-
-
-
-
-

Key Performance Indicators (KPI's)

Measure	Type	2019 Long Term Goal	2016 Actual	2017 Estimated	2018 Target
- Palais Royale Revenue Earned	Output	\$347,572	\$326,684	\$358,902	\$323,972
- Hotel Rooms Generated for PR events	Output	1,700	1,448	1,700	1,700
-					
-					
-					
-					

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

2018 Significant Changes/Challenges/Opportunities

- Palais continue to collaborate with Double Tree 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. Since February 2016, Navarre Hospitality has been the in-house food and beverage provider at the Palais Royale. The name recognition is expected to increase the revenue generated by increasing the number of events/rental, hence, catering commission.
- The hotel rooms generated is under reported as we are unable to get exact numbers from other hotels, but the numbers we do capture are excellent.
- The Palais Royale receives NO financial support from the Hotel/Motel Tax Board.
-
-
-

Department 101-0405 - Palais Royale

Staffing (Full-Time Employees only)

Position (* New title or additional position)	2017			2018 Proposed Budget	Forecast			
	2016 Actual	Amended Budget	06/30/17 Actual		2019	2020	2021	2022
Non-Bargaining								
Executive Director of Morris PAC	-	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	1.0
Deputy Director VPA (fka Executive Director Morris Performing Arts Center)	-	-	-	0.4	0.4	0.4	0.4	0.4
Total Non-Bargaining	-	2.4	2.0	2.4	2.4	2.4	2.4	2.4
Bargaining								
Total Bargaining	-	-	-	-	-	-	-	-
Total Full-Time Employees	-	2.4	2.0	2.4	2.4	2.4	2.4	2.4

Explain Significant Staffing Changes Below:

The position of Executive Director of MPAC is replaced by Deputy Director of Venues Parks and Arts (fka Executive Director MPAC)
 The position of Executive Director of Morris Performing Arts Center is currently vacant; the Director of Box Office Services is the active interim.

101-0405 - Palais Royale

City of South Bend

Revenue

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Estimated Revenue
101-0405-360.00-00	MISCELLANEOUS REVENUE	13,145	9,123	7,000	7,000	1,895	0	4,000
LEVEL 02	TEXT 2018 ESTIMATE SMALL COMEDY EVENT, ETC.		4,000					
			4,000					
101-0405-360.12-00	ROOM RENTAL	41,310	28,917	49,572	49,572	23,753	19,622	49,572
LEVEL 02	TEXT 2018 ESTIMATE RENTAL OF THE RETAIL SPACE		49,572					
			49,572					
101-0405-360.18-00	CONCESSION	169,967	197,548	200,000	200,000	93,050	64,274	250,000
LEVEL 02	TEXT 2018 ESTIMATE INCREASE IN CATERING SALES PROJECTED FOR 2018		250,000					
			250,000					
*		224,422	235,588	256,572	256,572	118,698	83,896	303,572
101-0405-362.02-00	BALLROOM RENTAL	61,968	71,010	82,500	82,500	41,748	31,257	75,000
LEVEL 02	TEXT 2018 ESTIMATE WR, LUNCHEONS, HOLIDAY PARTIES, NFP AVERAGE OF 50 EVENTS AT \$1,500.00		75,000					
			75,000					
*		61,968	71,010	82,500	82,500	41,748	31,257	75,000
101-0405-380.10-99	MISC. REIMBURSEMENTS	18,532	20,087	19,830	19,830	10,399	7,824	20,400
LEVEL 02	TEXT 2% ON \$750,000 OF CATERING SALES MISC. REIMBURSEMENTS-DUMPSTER MISC. REIMBURSEMENTS-PHONE, EMAIL, ETC. 2018 ESTIMATE		15,000					
			4,200					
			1,200					
			20,400					
*		18,532	20,087	19,830	19,830	10,399	7,824	20,400
**	PALAIS ROYALE BALLROOM	304,922	326,685	358,902	358,902	170,845	122,977	398,972

101-0405 - Palais Royale

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
101-0405-453.10-01	REGULAR WAGES	150,366	163,464	81,279	75,779	34,494	28,849	95,601
LEVEL	TEXT		TEXT AMT					
02	1 DEPUTY DIRECTOR VPA AT 40%		38,968					
	1 DIRECTOR OF FINANACIAL SERVICES-ADMIN FINANCE							
	1 EVENT SERVICE TECHNICIAN I		28,109					
	1 ADMINISTRATIVE ASSISTANT FULL TIME -2		40,524					
	SALARY ADJUSTMENT		12,000-					
			95,601					
101-0405-453.10-04	EXTRA AND OVERTIME	0	3	0	0	0	0	0
101-0405-453.10-05	TEMPORARY SERVICES	0	2,247	0	5,500	5,500	5,500	0
101-0405-453.10-09	PERMANENT PART-TIME	15,528	0	0	0	0	0	0
101-0405-453.11-01	FICA - REGULAR	12,683	12,156	8,360	8,360	2,886	2,484	8,231
LEVEL	TEXT		TEXT AMT					
02	REGULAR SALARIES X 7.65%		8,231					
			8,231					
101-0405-453.11-04	PERF - REGULAR	16,821	18,309	12,239	12,239	3,863	3,231	12,051
LEVEL	TEXT		TEXT AMT					
02	SALARIES 11.2%		12,051					
			12,051					
101-0405-453.11-07	UNEMPLOYMENT COMP	473	248	273	273	0	0	0
101-0405-453.11-08	HEALTH INSURANCE	38,097	42,048	37,550	37,550	15,369	12,248	39,110
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 \$16,200.00		32,400					
	1 EMP X \$16,200.00 X 40.00%		6,480					
			39,110					
101-0405-453.11-09	LIFE INSURANCE	393	458	288	288	118	94	288
LEVEL	TEXT		TEXT AMT					
02	LIFE INSURANCE:							
	2 EMP X \$120.00		240					
	1 EMP X \$120.00 X 40.00%		48					
			288					
101-0405-453.11-22	PARKING ALLOWANCE	1,863	1,332	1,458	1,458	933	648	1,584
LEVEL	TEXT		TEXT AMT					

101-0405 - Palais Royale

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
02	PARKING ALLOWANCE:							
	2 EMP X \$55.00 X 12 MONTHS		1,320					
	1 EMP X \$45.00 X 12 MONTHS X 40.00%		264					
			1,584					
	101-0405-453.11-24 CELL PHONE ALLOWANCE	1,382	1,236	684	684	154	132	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					
	101-0405-453.11-29 PARENTAL LEAVE	0	0	0	0	0	0	269
LEVEL	TEXT		TEXT AMT					
02	SALARIES AT .25%		269					
			269					
		-----	-----	-----	-----	-----	-----	-----
*	PERSONNEL SERVICES	237,606	241,501	142,131	142,131	63,317	53,186	157,818
	101-0405-453.21-02 PRINT SHOP	3,920	192	0	0	0	0	0
	101-0405-453.21-03 C.S. OFFICE SUPPLIES	88	146	250	250	0	0	300
LEVEL	TEXT		TEXT AMT					
02	OTHER OFFICE SUPPLIES -CS		300					
			300					
	101-0405-453.21-04 OTHER OFFICE SUPPLIES	16	98	550	1,187	637	637	800
LEVEL	TEXT		TEXT AMT					
02	OTHER OFFICE SUPPLIES		800					
			800					
	101-0405-453.21-05 SMALL OFFICE EQUIPMENT	1,982	352	200	200	0	0	200
LEVEL	TEXT		TEXT AMT					
02	SMALL OFFICE EQUIPMENT		200					
			200					
	101-0405-453.22-05 UNIFORMS	83	505	500	635	135	135	500
LEVEL	TEXT		TEXT AMT					
02	UNIFORMS		500					
			500					
	101-0405-453.22-21 CLEANING SUPPLIES	2,772	8,765	0	1,017	13	13	0
	101-0405-453.22-24 OTHER OPERATING SUPPLIES	70	8	100	99	0	0	100

101-0405 - Palais Royale

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
LEVEL	TEXT		TEXT AMT					
02	OTHER OPERATING SUPPLIES (OUTSIDE)		100					
			100					
	101-0405-453.23-01 BUILDING MATERIALS	5,223	1,443	0	0	0	0	0
	101-0405-453.23-10 REPAIR PARTS	0	232	0	0	0	0	0
	101-0405-453.23-20 SMALL TOOLS & EQUIPMENT	310	734	0	0	0	0	0
	101-0405-453.23-99 OTHER R&M SUPPLIES	224	96	0	10	10	10	0
		-----	-----	-----	-----	-----	-----	-----
*	SUPPLIES	14,688	12,571	1,600	3,398	795	794	1,900
	101-0405-453.31-06 OTHER PROFESSIONAL SVCS	892	0	0	0	0	0	0
	101-0405-453.31-70 ADM FEE ALLOCATION	0	0	16,311	16,311	9,513	8,154	17,002
LEVEL	TEXT		TEXT AMT					
02	2018 FIXED COST ALLOCATION #1 CITY ADMINISTRATION FEE		17,002					
			17,002					
	101-0405-453.31-71 CENTRAL STORES ALLOCATION	341	288	271	271	161	138	235
LEVEL	TEXT		TEXT AMT					
02	2018 FIXED COST ALLOCATION #3 CENTRAL STORES		235					
			235					
	101-0405-453.31-73 PRINT SHOP ALLOCATION	0	1,860	2,499	2,499	1,456	1,248	2,409
LEVEL	TEXT		TEXT AMT					
02	2018 FIXED ALLOCATION #4 PRINT SHOP		2,409					
			2,409					
	101-0405-453.32-02 POSTAGE	256	398	1,000	1,000	184	169	1,000
LEVEL	TEXT		TEXT AMT					
02	POSTAGE		1,000					
			1,000					
	101-0405-453.32-05 OTHER COMM/TRANS	301	226	0	75	0	0	0
	101-0405-453.32-22 TRAVEL - AIRFARE	0	356	0	0	0	0	0
	101-0405-453.32-23 TRAVEL - HOTEL	185	618	0	0	0	0	0
	101-0405-453.32-24 TRAVEL - MEALS	130	0	0	0	0	0	0
	101-0405-453.33-01 OTHER THAN OFFICE SUPPLY	1,416	1,408	250	344	94	94	250
LEVEL	TEXT		TEXT AMT					
02	MISC. PRINTING ITEMS		250					

101-0405 - Palais Royale

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
			250					
101-0405-453.33-03	PROMOTIONAL	38,003	36,054	80,147	93,023	7,464	7,464	80,147
LEVEL	TEXT		TEXT AMT					
02	2017 MARKETING / PROMOTIONAL SERVICES		80,147					
			80,147					
101-0405-453.34-02	LIABILITY INSURANCE	10,668	9,792	10,188	10,188	5,943	5,094	10,034
LEVEL	TEXT		TEXT AMT					
02	2018 FIXED COST ALLOCATION #5 LIABILITY INSURANCE		10,034					
			10,034					
101-0405-453.35-01	ELECTRIC	43,416	48,032	45,000	45,000	28,291	24,605	50,000
LEVEL	TEXT		TEXT AMT					
02	INCLUDES COST ALLOCATION		50,000					
			50,000					
101-0405-453.35-02	GAS	10,663	9,421	15,000	15,000	7,344	7,190	12,000
LEVEL	TEXT		TEXT AMT					
02	INCLUDES COST ALLOCATION		12,000					
			12,000					
101-0405-453.35-04	WATER	13,625	14,137	15,000	15,000	8,571	7,082	16,000
LEVEL	TEXT		TEXT AMT					
02	WATER USAGE		16,000					
			16,000					
101-0405-453.36-01	BUILDING R&M	43,565	45,779	174,469	182,962	7,409	7,409	174,469
LEVEL	TEXT		TEXT AMT					
02	2017 MAINTENANCE SERVICES		174,469					
			174,469					
101-0405-453.36-04	COMPUTER EQUIP R&M	1,488	2,183	1,500	1,500	788	788	500
LEVEL	TEXT		TEXT AMT					
02	MISC. SERVICES		500					
			500					
101-0405-453.36-05	OTHER EQUIP R&M	1,668	1,430	0	647	0	0	0
101-0405-453.39-10	SUBSCRIPTIONS	100	100	200	200	0	0	200
LEVEL	TEXT		TEXT AMT					

101-0405 - Palais Royale

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
02	SUBSCRIPTIONS		200					
			200					
	101-0405-453.39-11 DUES & MEMBERSHIPS	460	290	0	0	0	0	0
	101-0405-453.39-70 EDUCATION & TRAINING	240	349	651	651	0	0	400
LEVEL	TEXT		TEXT AMT					
02	EDUCATION, TRAINING		400					
			400					
	101-0405-453.39-89 MISC CHARGES & SVCS	743	675	0	0	0	0	0
*	OTHER SERVICES & CHARGES	168,160	173,396	362,486	384,671	77,218	69,435	364,646
	101-0405-453.43-08 THEATER EQUIPMENT	12,072	0	0	0	0	0	15,000
LEVEL	TEXT		TEXT AMT					
02	AV UPGRADE		15,000					
			15,000					
*	CAPITAL	12,072	0	0	0	0	0	15,000
**	PALAIS ROYALE BALLROOM	432,526	427,468	506,217	530,200	141,330	123,415	539,364

Fund 450 - Palais Royale Historic Preservation

Fund Type	Capital Project				Control	City Funds					
	2015	2016	2017		2018	Forecast				Budget	%
	Actual	Actual	Amended	06/30/17	Proposed	2019	2020	2021	2022	Variance	Change
			Budget	Actual	Budget					2017-2018	
Revenue											
Charges for Services	-	-	-	-	-	-	-	-	-	-	-
Interest Earnings	388	743	600	426	600	600	600	600	600	-	0%
Other Income	12,864	15,753	16,500	4,742	16,500	17,000	17,000	17,500	17,500	-	0%
Transfers In	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	13,252	16,496	17,100	5,168	17,100	17,600	17,600	18,100	18,100	-	0%
Expenditures by Type											
Supplies	-	-	-	-	-	-	-	-	-	-	-
Services & Charges											
Professional Services	-	-	-	-	-	-	-	-	-	-	-
Printing & Advertising	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	-	-	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	5,000	-	45,000	5,000	5,000	5,000	5,000	40,000	800%
Debt Service											
Principal	-	-	-	-	-	-	-	-	-	-	-
Interest & Fees	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	-	-	-	-	-	-	-	-	-	-	-
Total Services & Charges	-	-	5,000	-	45,000	5,000	5,000	5,000	5,000	40,000	800%
Capital	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	-	-	5,000	-	45,000	5,000	5,000	5,000	5,000	40,000	800%
Net Surplus / (Deficit)	13,252	16,496	12,100	5,168	(27,900)	12,600	12,600	13,100	13,100		
Beginning Cash Balance	63,093	76,297	92,747		104,847	76,947	89,547	102,147	115,247	Cash Reserve	
Cash Adjustments	(48)	(46)	-		-	-	-	-	-	25% of Annual expenditures	
Ending Cash Balance	76,297	92,747	104,847		76,947	89,547	102,147	115,247	128,347		
Cash Reserves Target	-	-	1,250		11,250	1,250	1,250	1,250	1,250		

Fund Purpose:

This fund was established to track the funding and expenditures for capital projects that preserve the historic character of the multimillion dollar Palais Royale Ballroom. There are no operational related expenditures, such as personnel.

Explain Significant Revenue and Expenditure Changes/Variations Below:

Repairs/Improvements needed:

- masonry repair
- small repairs of the plaster/decorative paint
- curtain replacement (part one of three) in the amount of \$25,000.00 - existing is 15 years old and showing signs of excessive wear and dry rot

Fund 450 - Palais Royale Historic Preservation

City of South Bend

Revenue

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Estimated Revenue
PALAIS HISTORIC PRESV FUN								
450-0000-361.00-00	INTEREST EARNINGS	388	743	600	600	550	426	600
LEVEL	TEXT		TEXT AMT					
02	2018 ESTIMATED INTEREST		600					
			600					
		-----	-----	-----	-----	-----	-----	-----
*		388	743	600	600	550	426	600
		-----	-----	-----	-----	-----	-----	-----
**	PALAIS HISTORIC PRESV FUN	388	743	600	600	550	426	600

Fund 450 - Palais Royale Historic Preservation

City of South Bend

Revenue

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Estimated Revenue
450-0405-368.00-00	HISTORIC PRESERVATION FND	12,864	15,753	16,500	16,500	7,214	4,742	16,500
LEVEL	TEXT	TEXT AMT						
02	2018 ESTIMATE							
	2% OF \$750,000 CATERING SALES (EXCLUDING NFP)		15,000					
	2% OF \$75,000 CHARGES FOR RENT (EXCLUDING NFP)		1,500					
			16,500					
*		-----	-----	-----	-----	-----	-----	-----
		12,864	15,753	16,500	16,500	7,214	4,742	16,500
**	PALAIS ROYALE BALLROOM	-----	-----	-----	-----	-----	-----	-----
		12,864	15,753	16,500	16,500	7,214	4,742	16,500
***	PALAIS HISTORIC PRESV FUN	-----	-----	-----	-----	-----	-----	-----
		13,252	16,496	17,100	17,100	7,764	5,168	17,100

Fund 450 - Palais Royale Historic Preservation

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	6/30/17 YTD Actual	2018 Proposed Expenditures
PALAIS HISTORIC PRESV FUN								
450-0405-453.36-01	BUILDING R&M	0	0	5,000	5,000	0	0	45,000
LEVEL	TEXT	TEXT AMT						
02	MASONRY REPAIRS	20,000						
	CURTAIN REPLACEMENT (1/3)	25,000						
		45,000						

*	OTHER SERVICES & CHARGES	0	0	5,000	5,000	0	0	45,000

**	PALAIS ROYALE BALLROOM	0	0	5,000	5,000	0	0	45,000

***	PALAIS HISTORIC PRESV FUN	0	0	5,000	5,000	0	0	45,000