

# 2018 Budget Presentation

## Common Council

October 4, 2017



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# CITY OF SOUTH BEND

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## Common Council

October 4, 2017

## Common Council Mission Statement

“To make certain that our City Government is always responsive to the needs of our residents & that the betterment of South Bend is always our highest priority”



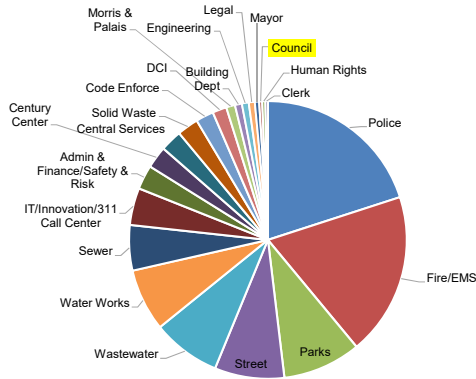
## Common Council 2017 Accomplishments

- Number of council meetings held in 2017 to date – 17
  - Attendance for formal Council meetings – 91%(YTD)
- Number of committee meetings held in 2017 to date – 83
  - Attendance for Council Committee meetings – 83% - (YTD)
- Number of public meetings (off night council meetings) (YTD)
- Number of bills voted upon – 53 (YTD)
- Number of resolutions voted upon – 54 (YTD)
- Number of Council press releases and Community Recognition – 27 (YTD)
- Public events and interactions with the press and public varies per council members
- Citizen and Student artwork within the Council / Citizens public space
- No violations of the public meetings laws or public access violations
- No Council Rules violations
- No lawsuits against the council
- Streaming council meetings live on YouTube and Facebook
- First Council/Clerk Annual Training for Boards and Commissions appointees with presentation from Indiana Public Access Counselor
- Continuing to publish all meetings of the Council in Spanish
- Transition and hire of new Council Attorney
- Public forum with Office of Innovation and Code School for public engagement on new city website
- Hosted 11 open budget sessions prior to public hearings of the Council
- Continuing Fast Track efforts (doing business with the City)

## Common Council 2018 Goals & Challenges

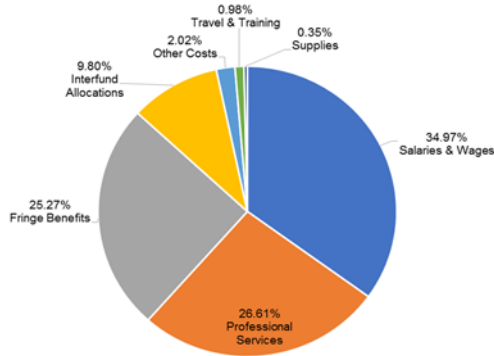
- Improve the messaging to the citizens of South Bend (Council branding)
- Hold public committee meetings outside the County/City Building (including security, ADA, and mobile AV)\*
- Hold public formal meetings outside the County/City Building\*
- Improve technology to better serve the citizens of South Bend
- Council District maps with district specific information for citizens
- Annual Board, commission, and citizen appointee training
- Active shooter training for all council members
- Legislation to support electronic signatures and filings
- Work with all local entities to update the local zoning process and legislation
- Paid internship program to highlight key legislative initiatives, driven by the Council
- Reduce cost for the council operations

**City of South Bend  
2018 Proposed Budget Expenditure Summary  
Personnel, Supplies, & Services by Department**



	2018 Proposed Budget	2018 Percent of Total
<b>Expenditures by Department</b>		
Police	\$ 30,770,691	20.02%
Fire/EMS	29,135,542	18.96%
Parks	14,023,196	9.12%
Street	12,474,412	8.12%
Wastewater	12,250,315	7.97%
Water Works	11,137,259	7.25%
Sewer	8,139,138	5.30%
IT/Innovation/311 Call Center	6,629,794	4.31%
Admin & Finance/Safety & Risk	4,321,149	2.81%
Century Center	3,949,939	2.57%
Central Services	3,900,518	2.54%
Solid Waste	3,803,210	2.47%
Code Enforce	3,189,950	2.08%
DCI	2,518,305	1.64%
Morris & Palais	1,585,214	1.03%
Building Dept	1,236,323	0.80%
Engineering	1,230,636	0.80%
Legal	1,076,800	0.70%
Mayor	765,969	0.50%
<b>Council</b>	<b>614,969</b>	<b>0.36%</b>
Human Rights	543,033	0.35%
Clerk	454,284	0.30%
<b>Total Expenditures by Type</b>	<b>\$ 153,690,389</b>	<b>100.00%</b>

**City of South Bend Common Council  
2018 Proposed Budget Expenditure Summary  
Expenditures by Type**



	2018 Proposed Budget	2018 Percent of Total
<b>Expenditures by Type</b>		
Salaries & Wages	\$ 215,052	34.97%
Professional Services	163,619	26.61%
Fringe Benefits	155,414	25.27%
Interfund Allocations	60,257	9.80%
Other Costs	12,427	2.02%
Travel & Training	6,000	0.98%
Supplies	2,200	0.35%
<b>Total Expenditures by Type</b>	<b>\$ 614,969</b>	<b>100.00%</b>

## Common Council Budget Changes

- Increase council salaries by 2% for 2018
- 25% increase in salaries includes salary for all nine members, in the past only eight members were on salary and 2% salary increase for all members over last year
- 17% increase in Benefits includes 2 additional council members request for benefits over last year - \$154, 875
- \$60,257.00 is the allocation for IT and Print Shop for Common Council.
- Include a paid internship for a public relations person - \$36,840 (0% Increase)
- Continue to contract legal services - \$125,619 (0% Increase)
- Additional Legal Services - \$29,000 (0% Increase)



**CITY OF SOUTH BEND**

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

Thank you!

Questions?

## Fund 101 - General Fund Department 0301 - Common Council

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							
<b>Personnel</b>											
Salaries & Wages	160,395	209,705	171,762	86,004	211,539	215,770	220,085	224,487	228,977	39,777	23%
Fringe Benefits	61,796	77,696	132,640	57,772	154,752	160,173	165,797	171,630	177,682	22,112	17%
<b>Total Personnel</b>	<b>222,191</b>	<b>287,401</b>	<b>304,402</b>	<b>143,776</b>	<b>366,291</b>	<b>375,943</b>	<b>385,882</b>	<b>396,117</b>	<b>406,659</b>	<b>61,889</b>	<b>20%</b>
<b>Supplies</b>	<b>2,609</b>	<b>6,756</b>	<b>4,503</b>	<b>577</b>	<b>6,375</b>	<b>6,375</b>	<b>6,375</b>	<b>6,375</b>	<b>6,375</b>	<b>1,872</b>	<b>42%</b>
<b>Services &amp; Charges</b>											
Professional Services	193,846	157,960	154,814	11,786	154,619	157,711	160,866	164,083	167,365	(195)	0%
Printing & Advertising	2,959	3,643	5,550	3,010	9,000	9,000	9,000	9,000	9,000	3,450	62%
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	645	678	2,375	625	1,000	1,000	3,000	1,000	1,000	(1,375)	-58%
Travel	1,644	2,198	5,000	-	5,000	5,000	5,000	5,000	5,000	-	0%
Repairs & Maintenance	10,311	8,299	43,605	39,444	4,750	4,845	4,942	5,041	5,142	(38,855)	-89%
Other Interfund Allocations	6,092	6,890	44,236	22,116	60,257	61,462	62,691	63,945	65,224	16,021	36%
Debt Service											
Principal	-	-	-	-	-	-	-	-	-	-	-
Interest & Fees	-	-	-	-	-	-	-	-	-	-	-
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-
Insurance	2,160	2,448	1,838	918	1,877	1,915	1,953	1,992	2,032	39	2%
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	1,095	4,805	4,825	1,885	5,800	5,800	5,800	5,800	5,800	975	20%
<b>Total Services &amp; Charges</b>	<b>218,752</b>	<b>186,921</b>	<b>262,243</b>	<b>79,785</b>	<b>242,303</b>	<b>246,733</b>	<b>253,252</b>	<b>255,861</b>	<b>260,562</b>	<b>(19,940)</b>	<b>-8%</b>
<b>Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>443,552</b>	<b>481,078</b>	<b>571,148</b>	<b>224,138</b>	<b>614,969</b>	<b>629,051</b>	<b>645,508</b>	<b>658,353</b>	<b>673,596</b>	<b>43,821</b>	<b>8%</b>
<b>Revenue</b>											
Charges for Services	-	-	-	-	-	-	-	-	-	-	-
Interest Earnings	-	-	-	-	-	-	-	-	-	-	-
Donations	379	-	-	-	-	-	-	-	-	-	-
Other Income	200	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>579</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Department Purpose:**

The fiscal body of the City, which exists to make certain that our City Government is always responsive to the needs of our residents & that the betterment of South Bend is always our highest priority.

**Explain Significant Revenue, Expenditure and Staffing Changes/Variances Below:**

Increase council salaries by 2% for 2018  
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 \$60,257 is the allocation for IT and Print Shop for Common Council.  
 Realize a paid internship for a public relations person - \$36,840 (0% Increase)  
 Continue to contract legal services - \$125,619 (0% Increase)  
 Additional Legal Services - \$29,000 (0% Increase)

## Department 101-0301 - Common Council

### Accomplishments, Goals, KPI's

#### 2017 Accomplishments & Outcomes

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- Transition and hire of new Council Attorney
- Public forum with Office of Innovation and Code School for public engagement on new city website
- Hosted 11 open budget sessions prior to public hearings of the Council
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#### 2018 Department Goals & Objectives and Linkage to City Results

- Improve the messaging to the citizens of South Bend (Council branding)
- Hold public committee meetings outside the County/City Building (including security, ADA, and mobile AV)\*
- Hold public formal meetings outside the County/City Building\*
- Improve technology to better serve the citizens of South Bend
- Council District maps with district specific information for citizens
- Annual Board, commission, and citizen appointee training
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- Legislation to support electronic signatures and filings
- Work with all local entities to update the local zoning process and legislation
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#### 2018 Significant Changes/Challenges/Opportunities

- Increase council salaries by 2% for 2018
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## Department 101-0301 - Common Council

### Staffing (Full-Time Employees only)

Position (* New title or additional position)	2017			2018	Forecast			
	2016 Actual	Amended Budget	06/30/17 Actual	Proposed Budget	2019	2020	2021	2022
<b>Non-Bargaining</b>								
1st District Council Member	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
2nd District Council Member	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
3rd District Council Member	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
4th District Council Member	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
5th District Council Member	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
6th District Council Member	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Council Member at Large	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Council Member at Large	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Council Member at Large	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
<b>Total Non-Bargaining</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>
<b>Bargaining</b>								
<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>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>

Explain Significant Staffing Changes Below:



101-0301 Common Council

City of South Bend

Revenue

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015	2016	2017	2017	2017	2017	2017	2018
		Actual	Actual	Original Budget	Amended Budget	YTD Actual	YTD Actual	YTD Actual	Estimated Revenue
101-0301-367.20-00	DONATED SALARY	379	0	0	0	0	0	0	0
*		379	0	0	0	0	0	0	0
101-0301-380.10-16	TRAVEL REIMBURSEMENTS	200	0	0	0	0	0	0	0
*		200	0	0	0	0	0	0	0
**	COMMON COUNCIL	579	0	0	0	0	0	0	0

101-0301 Common Council

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
101-0301-411.10-01	REGULAR WAGES	151,813	168,768	171,281	171,281	118,571	85,635	174,699
LEVEL	TEXT		TEXT AMT					
02	PART TIME POSITIONS WITH BENEFITS							
	9 COUNCIL MEMBERS @ \$19,411 (ASSUME 2% INCREASE)		174,699					
			174,699					
101-0301-411.10-03	SEASONAL & INTERNS	8,582	40,937	0	481	369	369	36,840
LEVEL	TEXT		TEXT AMT					
02	LEGISLATIVE RESEARCH ASSISTANT(S) PART TIME		36,840					
			36,840					
101-0301-411.11-01	FICA - REGULAR	11,658	12,459	13,103	13,103	8,692	6,279	16,182
LEVEL	TEXT		TEXT AMT					
02	REGULAR SALARIES \$174,699 X 7.65% PART TIME		13,365					
			2,817					
			16,182					
101-0301-411.11-04	PERF - REGULAR	14,877	16,712	19,184	19,184	11,805	8,526	19,567
LEVEL	TEXT		TEXT AMT					
02	REGULAR SALARIES \$174,699 X 11.20%		19,567					
			19,567					
101-0301-411.11-07	UNEMPLOYMENT COMP	428	243	429	429	0	0	0
101-0301-411.11-08	HEALTH INSURANCE	33,993	47,232	98,844	98,844	60,105	42,427	117,384
LEVEL	TEXT		TEXT AMT					
02	LONG-TERM DISABILITY:							
	9 EMP. X \$96		864					
	HEALTH INS COVERAGE:							
	7 EMP X \$16,200		113,400					
	HEALTH INS REBATE:							
	2 EMP X \$1,560		3,120					
			117,384					
101-0301-411.11-09	LIFE INSURANCE	840	1,050	1,080	1,080	765	540	1,080
LEVEL	TEXT		TEXT AMT					
02	9 EMP. X \$120		1,080					
			1,080					
101-0301-411.11-29	PARENTAL LEAVE	0	0	0	0	0	0	539
LEVEL	TEXT		TEXT AMT					
02	WAGES \$178,212 X 0.25%		446					

101-0301 Common Council

City of South Bend

Expenditures

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 YTD Actual	2018 Proposed Expenditures
PART TIME			93				
			539				
-----							
* PERSONNEL SERVICES		222,191	287,401	303,921	304,402	200,307	366,291
101-0301-411.21-02 STATIONERY & PRINTING		435	108	100	100	131	200
LEVEL	TEXT		TEXT AMT				
02	2018 EST PRINT SHOP COSTS		200				
			200				
101-0301-411.21-03 C.S. OFFICE SUPPLIES		717	214	1,000	1,000	0	1,000
LEVEL	TEXT		TEXT AMT				
02	CENTRAL STORES OFFICE SUPPLIES		1,000				
			1,000				
101-0301-411.21-04 OTHER OFFICE SUPPLIES		1,457	997	1,000	1,003	513	5,175
LEVEL	TEXT		TEXT AMT				
02	OTHER OFFICE SUPPLIES		5,175				
			5,175				
101-0301-411.21-16 SMALL OFFICE EQUIPMENT		0	5,437	2,400	2,400	1,255	0
LEVEL	TEXT		TEXT AMT				
02	IT RELATED ITEMS INCLUDED IN IT ALLOCATION IN 2018						
-----							
* SUPPLIES		2,609	6,756	4,500	4,503	1,899	6,375
101-0301-411.31-01 LEGAL SERVICES		81,500	76,226	125,619	125,619	38,828	125,619
LEVEL	TEXT		TEXT AMT				
02	LEGAL COUNSEL		84,819				
			40,800				
	LEGISLATIVE RESEARCH ASSISTANT		125,619				
101-0301-411.31-06 OTHER PROFESSIONAL SVCS		0	10,425	0	195	195	0
101-0301-411.31-07 ADDITIONAL LEGAL SERVICES		112,234	71,309	29,000	29,000	525	29,000
LEVEL	TEXT		TEXT AMT				
02	ADDITIONAL LEGAL SERVICES		17,000				
	NEGOTIATIONS - FIRE, POLICE AND TEAMSTERS		12,000				
			29,000				
101-0301-411.31-08 SECURITY SERVICES		112	0	0	0	0	0
101-0301-411.31-72 GIS ALLOCATION		2,162	2,270	0	0	0	0

101-0301 Common Council

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
101-0301-411.31-73	PRINT SHOP ALLOCATION	0	456	481	481	320	240	485
LEVEL 02	TEXT		TEXT AMT					
	2018 PRINT SHOP ALLOCATION		485					
			485					
101-0301-411.31-76	IT ALLOCATION	0	0	0	0	0	0	59,772
LEVEL 02	TEXT		TEXT AMT					
	2018 FIXED COST ALLOCATION #7		59,772					
			59,772					
101-0301-411.32-02	POSTAGE	95	20	300	300	95	94	300
LEVEL 02	TEXT		TEXT AMT					
	POSTAGE		300					
			300					
101-0301-411.32-21	TRAVEL - MILEAGE	402	541	1,500	1,500	0	0	1,500
LEVEL 02	TEXT		TEXT AMT					
	TRAVEL/MILEAGE		1,500					
			1,500					
101-0301-411.32-22	TRAVEL - AIRFARE	396	0	500	500	0	0	500
LEVEL 02	TEXT		TEXT AMT					
	TRAVEL/AIRFARE		500					
			500					
101-0301-411.32-23	TRAVEL - HOTEL	703	1,640	2,000	2,000	388	0	2,000
LEVEL 02	TEXT		TEXT AMT					
	TRAVEL/HOTEL		2,000					
			2,000					
101-0301-411.32-24	TRAVEL - MEALS	113	17	500	500	0	0	500
LEVEL 02	TEXT		TEXT AMT					
	TRAVEL/MEALS		500					
			500					
101-0301-411.32-25	TRAVEL - OTHER	30	0	500	500	64	0	500
LEVEL 02	TEXT		TEXT AMT					
	TRAVEL/OTHER		500					
			500					

101-0301 Common Council

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
101-0301-411.33-03	PROMOTIONAL	2,959	3,643	1,000	5,550	3,679	3,010	9,000
LEVEL 02	TEXT PROMOTIONAL		TEXT AMT 9,000 9,000					
101-0301-411.34-02	LIABILITY INSURANCE	2,160	2,448	1,838	1,838	1,224	918	1,877
LEVEL 02	TEXT 2018 FIXED COST ALLOCATION #5 LIABILITY INSURANCE		TEXT AMT 1,877 1,877					
101-0301-411.36-01	BUILDING R&M	3,680	6,003	250	250	0	0	250
LEVEL 02	TEXT CONFERENCE ROOM REMODELING, SMALL CONFERENCE TABLE, CHAIRS, ETC.		TEXT AMT 250 250					
101-0301-411.36-02	OFFICE EQUIP R&M	6,631	2,296	4,500	43,355	39,977	39,444	4,500
LEVEL 02	TEXT OFFICE EQUIPMENT COPIER		TEXT AMT 1,000 3,500 4,500					
101-0301-411.36-04	COMPUTER EQUIP R&M	3,930	4,164	43,755	43,755	29,168	21,876	0
LEVEL 02	TEXT SUBSCRIPTIONS - LEGAL		TEXT AMT 3,500 3,500					
101-0301-411.39-10	SUBSCRIPTIONS	1,000	3,334	3,500	2,000	0	0	3,500
LEVEL 02	TEXT EDUCATION & TRAINING - COUNCIL MEMBERS		TEXT AMT 1,000 1,000					
101-0301-411.39-70	EDUCATION & TRAINING	645	678	3,000	2,375	675	625	1,000
LEVEL 02	TEXT MEETING EXPENSES		TEXT AMT 2,000 2,000					
* OTHER SERVICES & CHARGES		218,752	186,921	220,243	262,243	117,105	79,785	242,303
** COMMON COUNCIL		443,552	481,078	528,664	571,148	319,311	224,138	614,969