

2019 Budget Presentation

City Clerk

August 1, 2018



TABLE OF CONTENTS

POWERPOINT PRESENTATION2-11

FUND 101-0201 CITY CLERK.....12-17



OFFICE OF THE CITY CLERK

SERVICE | INTEGRITY | ACCESSIBILITY

August 1, 2018



Clerk's Office Today's Agenda



- Introduction of Team
 - Mission Statement
 - Overall Staffing Changes
 - 2018 Accomplishments
 - 2019 Goals and Challenges
 - Key Performance Indicators
 - Key Programs and Costs
 - Breakdown of Special Projects
- Ordinance Violation Bureau
- Significant Budget Changes



Clerk's Office Introduction of Team



- Kareemah Fowler, City Clerk
 - Jennifer Coffman, Chief Deputy Clerk
 - Bianca Tirado, Deputy Clerk
 - Joe Molnar, Ordinance Violation Bureau Clerk
 - Graham Sparks, City Clerk Executive Assistant



Clerk's Office Mission Statement



We ensure the integrity and accuracy of City records, and liaise between the Common Council, City Administration and South Bend residents fostering relationships and common ground.

We accomplish our mission by:

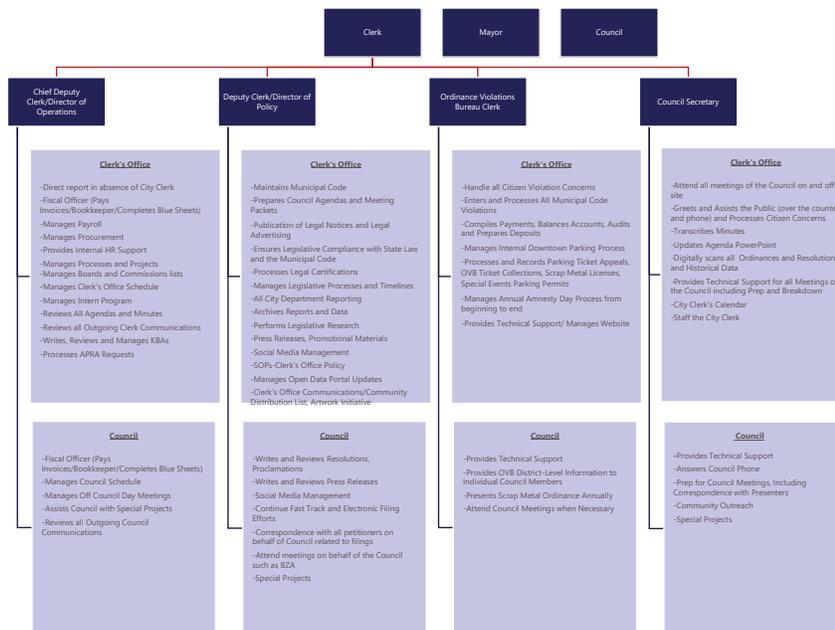
1. Serving as a responsible steward of information and historical artifacts
2. Empowering the community to engage
3. Supporting open and transparent government
4. Striving for the highest degree of excellence in customer service



Clerk's Office Overall Staffing Changes



- All positions are currently filled
- Bianca Tirado was hired as deputy clerk/director of policy at the end of 2017



Clerk's Office 2018 Accomplishments



- Completed Office upgrades for Clerk/Council
- Completed Phase 1 of video upgrade which included a DVR box compatible with two 2- megapixel Pan Tilt Zoom 12x Optical ceiling mount cameras (Phase 2 will be completed this year, which includes a total of 3 new cameras for broadcasting)
- Installed new touch screens in Informal Room and the Council Chambers (interlocal agreement with St. Joseph County)
- New wiring in Chambers for touch screens/charging stations installed in the county chambers for officials conducting county/city business
- Completed branding for Clerk's Office with a PR focus/ increased use of social media
- Continuing to work with interns on Council branding
- Held yearly Boards and Commissions Training for Council and Citizen Members
- Continuing to assist the Council with coming up with innovative solutions for efficiency and public engagement including use of technology
- In the process of developing QR scan codes to use on tickets for payment, meeting notices for more information, etc.
- Developed active shooter protocols for the 4th floor and trained Council and Clerk staff
- Developed Clerk's Office/Council artwork program
- Onboarded 2 new council members and 1 new staff member
- Completely developed internship program, onboarded 3 full-time interns and 1 part-time intern
- Acquired access to software needed for Clerk's Office/ Council branding (Acrobat Pro Package)
- Completed leadership training for the Clerk's Office
- Completed KBAs for new website/ edits and adjustments for new website
- Now airing Council meetings on Facebook Live
- Successfully hosted over 400 Clerks and Clerk Treasurers for Annual Conference
- Completed Scanning of historical ordinances dating back to incorporation; now online
- Continuing to remain in compliance by meeting all open-door law requirements (deadlines) etc.
- Assisted in the transition of the Council Attorney
- Assisted Council with implementation of ongoing initiatives such as Not in Our Community, etc.



Clerk's Office 2019 Goals & Continual Efforts



Continuing efforts to move toward a paperless office

- Complete Fast Track Initiative
- Use online access to Lexis Nexis and Polk City Directory, drive people to the Municode website to decrease the need for paper code book supplements, etc.
- Adopt interdepartmental electronic filings and document management with legal electronic signatures and an online payment option

Continue to upgrade technology, finding innovative, cost-efficient and energy-saving sustainable solutions through streamlining, integration, and cost between departments and other governmental entities

- Work with interns to complete branding for Council with a PR focus
- Work with Historic Preservation to link our historical digital records
- Create Legislative Digital Application for the South Bend City Code
- Develop a Clerk/OVB/Council matrix that helps us to determine inefficiencies, gaps, and help give us projections for hitting targets
- Complete phase 2 which includes a total of 3 new cameras for broadcasting.
- Adopt a document management system with legal online signatures and the capability for online payments



Clerk's Office 2019 Goals & Continual Efforts (cont.)



SOPs, Policy, Open Door Training, HR and Cross-training employees

- Yearly Boards and Commissions Training for all Council, Department Heads, and Citizen Members
- Continue to remain in compliance by meeting all open-door law requirements (deadlines), etc.



Clerk's Office 2019 Goals & Continual Efforts (cont.)



More inclusive transparency to increase community awareness

- Continue to assist in the transition of the Council Attorney and Council Internship Program
- Historical tours and government education
- Assisting the Council with coming up with innovative solutions for efficiency and public engagement including use of technology and ensuring ADA compliance of off-site meetings
- Complete Legislative Research Center and open to the public
- Create interactive maps for Council districts with a focus on priorities and Council-driven initiatives in their particular districts
- Continue to develop QR Scan Codes to use on tickets for payment, meeting notices for more information, etc.
- Continue to build upon Clerk/Council Community Artwork Program
- Education on municipal code (access, definitions, updates)
- Expand internship program with emphasis on local municipal education, public service and engagement focus



Misc. Meetings/Events



St. Margaret's House Winter Walk	Staffed 6 Mayor's Nights Out
Mamas Against Violence	Synthetic Marijuana Meetings
Business Expo Booth	Xavier Graduation
St. Patricks Day Parade	Michiana Diversity Leadership Initiative
IDEA Week	Ronald McDonald House Grand Opening
Memorial Day Parade	Fire Station #4 Ribbon Cutting
Penn High School (LWV Civic Engagement Speaking Engagement?)	Not in Our Community Press Conference
Bowman Creek Meetings	MLK/Hesburgh ribbon cutting
Adopt A Block	Washington High School Ladies Talk
Beacon Bouts	State of the City
Community Conversation on the State of Girls	SBACC Meetings (Scheduling/ Meeting Notices/Posting Minutes for 14 meetings)
Boys and Girls Club Speech	CCAC Meetings (Process from Scheduling/Meeting Notice-Finalizing Minutes)
Gentlemen and Scholars Spelling Bee	Communicators Meeting
Sisterhood Conference	Ed Tech in the Bend E-learning Conference
Speaking at/Participating in Engaging Women's Conference at St. Mary's	Riley High School Commencement Speaker



Education and Training



Inclusive Economies Summit
IMPACT Spring Meeting
ILMCT Education Day
AIM Ideas Summit
Boards and Commissions Orientation
Internship Training and Education
Downtown Parking Program Education
Responsible for training on interactive monitors and all equipment along with technology upgrades
Trained St. Joseph County Voter Registration Employees on Chambers Technology
Bloomberg Initiative Workshop
Clerk's Columns



2017 Budget Hearings



Task	Hours During Work Day	After Work Hours	Minute Length	Staff Member
Budget Overview				Graham
Budget Overview Minutes	7.5		5 Pages	Graham
Budget Overview Room Prep	5			Graham
Budget Overview Document Prep (Meeting Notice, Presentations)	25			Graham/Use
Budget Hearing #1		2		Graham
Budget Hearing #1 Minutes	10		9 Pages	Graham
Budget Hearing #1 Room Prep	25			Graham
Budget Hearing #1 Document Prep (Meeting Notice, Presentations)	25			Graham/Use
Budget Hearing #2		2		Graham
Budget Hearing #2 Minutes	13		14 Pages	Graham
Budget Hearing #2 Room Prep	25			Graham
Budget Hearing #2 Document Prep (Meeting Notice, Presentations)	25			Graham/Use
Budget Hearing #3		2		Graham
Budget Hearing #3 Minutes	11		9 Pages	Graham
Budget Hearing #3 Room Prep	25			Graham
Budget Hearing #3 Document Prep (Meeting Notice, Presentations)	25			Graham
Budget Hearing #4		2		Graham
Budget Hearing #4 Minutes	8		8 Pages	Graham
Budget Hearing #4 Room Prep	25			Graham
Budget Hearing #4 Document Prep (Meeting Notice, Presentations)	25			Graham/Use
Budget Hearing #5		3		Graham
Budget Hearing #5 Minutes	8		7 Pages	Graham
Budget Hearing #5 Room Prep	25			Graham
Budget Hearing #5 Document Prep (Meeting Notice, Presentations)	25			Graham/Use
Budget Hearing #6		3		Jenkins
Budget Hearing #6 Minutes	12		11 Pages	Graham
Budget Hearing #6 Room Prep	25			Graham
Budget Hearing #6 Document Prep (Meeting Notice, Presentations)	25			Graham/Use
Budget Hearing #7				Graham
Budget Hearing #7 Minutes	7		7 Pages	Graham
Budget Hearing #7 Room Prep	25			Graham
Budget Hearing #7 Document Prep (Meeting Notice, Presentations)	25			Graham/Use
Budget Hearing #8 (if needed)				Graham
Budget Hearing #8 Minutes (if needed)	8	2	9 Pages	Graham
Budget Hearing #8 Document Prep (Offsite Meeting Notice, Presentations)	25			Graham/Use
City Clerk Conversations and Other Prep				
Total	90 Hours	16 Hours	79 Pages	



Ordinance Violation Bureau

August 2, 2018



Ordinance Violation Bureau 2018 Accomplishments



- Created fillable PDFs for Lawn Parking and Scrap Metal Licenses
- Created interactive parking map
- Second annual Amnesty Day yielded \$1,500 more than last year (100 more tickets were paid)
- Processed 4,113 parking tickets (Projecting 8,226 in 2018)
- Referred over 1,511 (\$156,730) tickets to collections this year (Projecting \$275,000 in 2018)
- Processed 12 Scrap Metal Licenses (\$3,000)
- Projected to process \$11,160.22 in Lawn Parking Permits (Processed \$12,977.70 in 2017)
- Processed 163 appeals (Projecting 330 for 2018)



Amnesty Day



Task	Hours
Creation of Advertising Poster and Radio Commercial	2
Marketing (Purchasing Commercials, Scheduling interviews, hanging posters, social media posts)	8
City Clerk Interviews	4
City Clerk Commercial Recording	4
Office Prep for Amnesty Day	4
Responding to Amnesty Day Inquiries from the public/press	8
Adjusting all late fees off 600+ tickets	4
Updating website with online amnesty day instructions and information	2
Large deposit to Administration and Finance	7
Handled increased foot traffic and calls on Amnesty Day/Process tickets at counter	8
Total	51



OVV

2019 Goals & Continual Efforts



Analytical Assessment of tools, software and equipment used in Clerk/Council offices for streamlining of processes between City departments

- Complete parking ticket system upgrade (software and equipment)
- Work more diligently with Code Enforcement to streamline all processing of Code Citations in one system
- Continue to work with Code Enforcement and the Legal Department to streamline the collections process
- Continue working with IT to develop more complete reports allowing analytical review

Efforts to increase revenue from regular payments and collections

- Continue education on parking program, and increase our intake on collections
- Potentially expand Amnesty Day to cover Ordinance Violation citations
- Create a mobile app for parking to see where spots are available and pay parking tickets online
- Continue our efforts to work with City Administration on new ERP system with options for online payments for all city invoices.



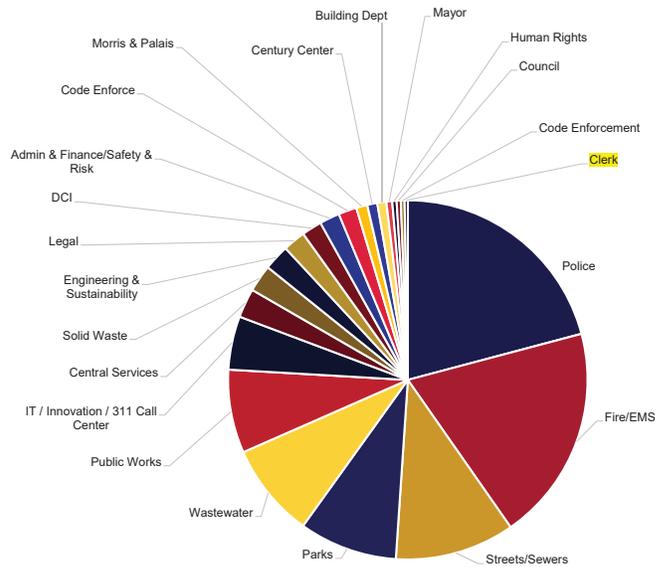
OVV

Key Performance Indicators



Measure	Goal	Type	2020 Long Term Goal	2017 Actual	2018 Estimated (if available)	2019 Target
Tickets referred by OVB	N/A	output	N/A	\$253,000 (1264)	\$275,000	\$275,000
Parking Tickets Processed	N/A	output	N/A	7909	8226	8250
Lawn Parking Permits issued	N/A	output	N/A	\$12,977.70 (106)	\$11,160.00	\$11,000
Scrap Metal Permits issued	N/A	output	N/A	\$2,750 11	\$3,000 12	\$3,000 12
Appeals Processed	N/A	output	N/A	393	330	350
Amnesty Day	N/A	Output	N/A	500	630	600





Significant Budget Changes/Challenges



- Requesting a salary increase for Chief Deputy Clerk to reflect work load and responsibility additions from \$51,709 to a cap of \$56,809.
- Requesting a salary increase for Ordinance Violations Bureau Clerk to reflect work load and responsibility additions from \$42,910.00 to a cap of \$46,910.00.
- 2% increase for Clerk and Clerk's Office Staff
- Raises will be offset by additional revenues and savings from cutting inefficiencies in other processes and line items.
- Continue to upgrade technology finding innovative cost efficient solutions through streamlining, integration, and cost between departments and other governmental entities, QR Codes, Electronic Law Books, etc.
- New parking enforcement equipment and software in real time
- Interdepartmental/public electronic filings and document management with legal electronic signatures and an online payment option
- Expand Amnesty Day to cover Ordinance Violation citations
- Continue to increase collections revenue (third year of BMV access)
- Continual development of the Clerk's office SOPs and cross-training employees; education on media, retention, open-door laws, and incorporate active shooter protocols
- Continue inclusive transparency efforts to increase community awareness and engagement, ensuring the ADA compliance of all offsite meetings of the Council, providing government tours, continuing to build upon a comprehensive internship program



Fund 101 - General Fund Department 0201 - City Clerk

Expenditures by Type	2018				2019 Proposed Budget	Forecast				Budget Variance 2018-2019	%
	2016	2017	Amended	06/30/18		2020	2021	2022	2023		
	Actual	Actual	Budget	Actual							
Personnel											
Salaries & Wages	216,104	230,476	256,044	123,589	273,873	279,140	284,513	289,994	295,583	17,829	7%
Fringe Benefits	82,139	95,443	117,970	50,065	124,666	128,474	132,414	136,490	140,708	6,696	6%
Total Personnel	298,243	325,919	374,014	173,654	398,539	407,615	416,927	426,484	436,292	24,525	7%
Supplies	6,702	5,627	9,407	2,692	6,800	6,800	6,800	6,800	6,800	(2,607)	-28%
Services & Charges											
Professional Services	30,069	32,147	40,466	18,097	27,987	28,547	29,118	29,700	30,294	(12,479)	-31%
Printing & Advertising	22,163	21,356	28,210	12,457	24,150	24,150	24,150	24,150	24,150	(4,060)	-14%
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	3,449	2,970	4,500	3,233	3,000	3,060	3,121	3,184	3,247	(1,500)	-33%
Travel	1,946	1,509	6,950	528	6,950	7,089	7,231	7,375	7,523	-	0%
Repairs & Maintenance	5,937	15,075	14,000	5,000	5,000	5,000	5,000	5,000	5,000	(9,000)	-64%
Other Interfund Allocations	2,940	59,976	89,863	44,934	75,136	76,639	78,171	79,735	81,330	(14,727)	-16%
Debt Service											
Principal	-	-	-	-	-	-	-	-	-	-	-
Interest & Fees	-	-	-	-	-	-	-	-	-	-	-
Insurance	1,392	1,032	1,043	522	1,191	1,215	1,239	1,264	1,289	148	14%
Other Services & Charges	2,170	2,692	5,100	1,442	5,100	5,152	5,205	5,259	5,314	-	0%
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Total Services & Charges	70,066	136,758	190,132	86,214	148,514	150,851	153,235	155,667	158,147	(41,618)	-22%
Capital	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	375,011	468,303	573,553	262,559	553,853	565,266	576,962	588,951	601,239	(19,700)	-3%
Revenue											
Charges for Services	-	-	-	-	-	-	-	-	-	-	-
Interest Earnings	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	-	-	-	-	-	-	-	-	-	-	-

Department Purpose:

We ensure the integrity and accuracy of City records, and liaise between the Common Council, City Administration and South Bend residents fostering relationships and common ground.

We accomplish our mission by:

- Serving as a responsible steward of information and historical artifacts
- Empowering the community to engage
- Supporting open and transparent government
- Striving for the highest degree of excellence in customer service

Explanation of Revenue Sources:

This department is funded by property tax revenue collected in the General Fund.

Explanation of Expenditures, Staffing, and Significant Changes/Variations:

- *Requesting a salary increase for Chief Deputy Clerk to reflect work load and responsibility additions from \$51,709 to a cap of \$56,809.
- *Requesting a salary increase for Ordinance Violations Bureau Clerk to reflect work load and responsibility additions from \$42,910.00 to a cap of \$46,910.00.
- *2% increase for Clerk and Clerk's Office Staff (Raises will be offset by additional revenues and savings from cutting inefficiencies in other processes and line items.)
- *Continue to upgrade technology finding innovative cost efficient solutions; streamlining & integration between departments & other government entities, QR Codes, Electronic Law Books, etc.
- *New parking enforcement equipment and software in real time
- *Interdepartmental/public electronic filings and document management with legal electronic signatures and an online payment option
- *Expand Amnesty Day to cover Ordinance Violation citations/ Continue to increase collections revenue (third year of BMV access)
- *Continual development of the Clerk's office SOPs and cross-training employees; education on media, retention, open-door laws, and incorporate active shooter protocols
- *Continue inclusive transparency efforts to increase community awareness and engagement through ensuring ADA compliance of all offsite Council meetings, providing government tours, and in continuing to build upon a comprehensive internship program

Staffing (Full-Time Employees only)

Position	2018			2019 Proposed Budget	Forecast			
	2017 Actual	Amended Budget	06/30/18 Actual		2020	2021	2022	2023
Non-Bargaining								
City Clerk	1	1	1	1	1	1	1	1
Chief Deputy City Clerk	1	1	1	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1	1	1	1
Ordinance Violations Bureau Clerk	1	1	1	1	1	1	1	1
City Clerk Secretary	1	0	0	0	0	0	0	0
Administrative Assistant I	0	1	1	1	1	1	1	1
Total Non-Bargaining	5	5	5	5	5	5	5	5

Department 101-0201 - City Clerk

Accomplishments, Goals, KPI's

2018 Accomplishments & Outcomes

- Continuing to work with interns on Council branding
- Increased number of Amnesty Day tickets paid from 500 to 600
- Created ND Lawn Parking Map
- Held yearly Boards and Commissions Training for Council and Citizen Members
- Completed KBAs for new website/ edits and adjustments for new website
- In the process of developing QR scan codes to use on various communications
- Onboarded 2 new council members/ 1 new staff member/ assisted in Council Attorney Transition
- Continuing to remain in compliance by meeting all open-door law requirements
- Developed active shooter protocols for the 4th floor and train Council and Clerk
- Completed Scanning of historical ordinances dating back to incorporation; now online
- Successfully hosted over 400 Clerks and Clerk Treasurers for Annual Conference
- Completed leadership training for the Clerk's Office/ airing Council meetings on Facebook Live
- Complete Office upgrades for Clerk/Council
- Completed Phase 1 of video upgrade (DVR box + 2 cameras)
- Installed new touchscreens/ charging stations in County Chambers
- Acquired access to software needed for Clerk's Office/ Council branding (Acrobat Pro Package)
- Completed Scanning of historical ordinances dating back to incorporation; now online
- Assisted Council with implementation of ongoing initiatives such as Not in Our Community, etc.
- Continuing to assist Council with innovative solutions for efficiency & public engagement
- Completed branding for Clerk's Office with a PR focus/ increased use of social media
- Developed Clerk's Office/Council artwork program
- Completely developed internship program, onboarded 3 full-time interns and 1 part-time intern

2019 Department Goals & Objectives and Linkage to City Results

Well-Governed and Administered City

Priority Based Budgeting Result: Models our values of excellence, accountability, innovation, transparency, inclusion and empowerment

- Assist the Council with coming up with innovative solutions for efficiency and public engagement including use of technology and ensuring ADA Compliance of off-site meetings
- Complete Legislative Research Center and open to the public, create Interactive maps for Council districts with a focus on priorities and Council-driven initiatives in their particular districts
- Continue to build Clerk/Council Community Artwork Program, continue to build internship program, education on municipal code (access, definitions, updates) and parking program

Priority Based Budgeting Result: Offers excellent services and efficient processes supported by timely and accurate analysis

- Complete Fast Track Initiative, use online access to Lexis Nexis & Polk City Directory, educate citizens on Municode site, interdepartmental electronic filings & document management with legal electronic signatures
- Work with Historic Preservation to link our historical digital records, adopt a document management system with legal online signatures & the capability for online payments, purchase 3 new cameras for meetings
- Complete Parking Ticket System Upgrade, work more diligently with Code Enforcement to streamline processing of Code Citations in one system, continue working with IT to develop more complete reports

Priority Based Budgeting Result: Provides effective, responsive, fair and accessible leadership and facilitates timely two-way communication

- Continue education on parking program, and increase our intake on collections, potentially expand Amnesty Day to cover Ordinance Violation citations
- Create a mobile app for parking to see where spots are available and pay parking tickets online
- Continue our efforts to work with City Administration on new ERP system with options for online payments for all city invoices

Priority Based Budgeting Result: Is a great employer attracting, developing, equipping and retaining great employees

- Yearly Boards and Commissions Training for all Council, Department Heads, and Citizen Members
- Develop a Clerk/OVB/Council matrix that helps us to determine inefficiencies, gaps, and help give us projections for hitting targets
- Expand internship program with emphasis on local municipal education, public service and engagement focus

Key Performance Indicators (KPI's)

Measure	Type	2017 Actual	2018 Estimated	2019 Target	Long Term Goal
- Number of Transactions Preserved	Output	174	150	N/A	N/A
- Number of Meetings Staffed and Processed	Output	144	157	N/A	N/A
- Percentage of petitioners that file successfully	Effectiveness	94%	98	98%	
- Live Council Meetings aired on WNIT	Technology	23	24	N/A	N/A
- Swearing Ins (Oaths, Appointments, and all City Boards and Commissions)	Output	79	99	N/A	N/A
- Press Releases and Community Recognition Efforts	Quality	27	30	N/A	N/A
- Clerk's Office Press Releases and Clerk's Columns	Output	18	18	N/A	N/A
- Outside Meetings and Events Staffed	Output	90	91	N/A	N/A
- Orientation and Training Sessions Attended and Facil	Output	85	47	N/A	N/A
- Licensing ND and Scrap Metal	Output	117	11,160	11,000	N/A
- Parking Tickets Processed	Output	7,909	8,226	8,250	N/A
- All Ordinance Violation Citations Referred (including Parking and Code Enforce)	Output	\$253,000 (1,264)	275,000	275,000	N/A
- Appeals Processed (per Legal Dept)	Output	393	330	350	N/A
- Amnesty Day	Output	500	630	600	N/A

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

2019 Significant Changes/Challenges/Opportunities

- Salary increase for Chief Deputy Clerk to reflect work load and responsibility additions from \$51,709 to a cap of \$56,809
- Salary increase for Ordinance Violations Bureau Clerk to reflect work load and responsibility additions from \$42,910 to a cap of \$46,910
- 2% increase for Clerk & Staff; Raises will be offset by additional revenues & savings from cutting inefficiencies in other processes & line items
- Continue to upgrade technology finding innovative cost efficient solutions; streamlining & integration between departments & other govt. entities
- New parking enforcement equipment and software in real time
- Interdepartmental/public electronic filings and document management with legal electronic signatures and an online payment option
- Expand Amnesty Day to cover Ordinance Violation citations/ Continue to increase collections revenue (third year of BMV access)
- Continual development of SOPs & cross-training employees; education on media, retention, open-door laws, & incorporate active shooter protocols
- Continue inclusive transparency efforts to increase community awareness and engagement (ADA compliance, govt. tours, & internship program)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Proposed Expenditures
101-0201-411.10-01	REGULAR WAGES	216,104	230,476	251,044	251,044	132,710	123,230	263,373
LEVEL	TEXT		TEXT AMT					
BUDG	1 CITY CLERK		72,318					
	1 CHIEF DEPUTY CITY CLERK		56,809					
	1 DEPUTY CITY CLERK		51,000					
	1 ORDINANCE VIOLATIONS BUREAU CLERK		46,910					
	1 ADMINISTRATIVE ASSISTANT I		41,336					
	LESS ADJUSTMENT FOR ACTUAL SALARY PAID		5,000-					
			263,373					
101-0201-411.10-03	SEASONAL & INTERNS	0	0	0	5,000	970	359	10,500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 ESTIMATE		10,500					
			10,500					
101-0201-411.11-01	FICA - REGULAR	16,355	17,647	19,205	19,205	10,175	9,409	20,952
LEVEL	TEXT		TEXT AMT					
BUDG	REGULAR SALARIES \$273,873 X 7.65%		20,952					
			20,952					
101-0201-411.11-04	PERF - REGULAR	24,204	25,759	28,117	28,117	14,929	13,868	29,498
LEVEL	TEXT		TEXT AMT					
BUDG	REGULAR SALARIES \$263,373 X 11.20%		29,498					
			29,498					
101-0201-411.11-07	UNEMPLOYMENT COMP	297	0	0	0	0	0	0
101-0201-411.11-08	HEALTH INSURANCE	38,929	48,719	66,840	66,840	27,207	25,113	69,640
LEVEL	TEXT		TEXT AMT					
BUDG	LONG-TERM DISABILITY:							
	5 EMP X \$96		480					
	HEALTH INSURANCE:							
	4 EMP X \$16,900		67,600					
	HEALTH INSURANCE REBATE:							
	1 EMP X \$1,560		1,560					
			69,640					
101-0201-411.11-09	LIFE INSURANCE	530	580	600	600	325	300	600
LEVEL	TEXT		TEXT AMT					
BUDG	5 EMP X \$120		600					
			600					
101-0201-411.11-22	PARKING ALLOWANCE	1,824	1,472	1,920	1,920	840	720	1,920

ACCOUNT NUMBER		ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Proposed Expenditures
LEVEL	TEXT			TEXT AMT					
BUDG	PARKING FEES - \$40 PER MONTH X 12 MONTHS X 4 EE			1,920					
				1,920					
	101-0201-411.11-24	CELL PHONE ALLOWANCE	0	1,265	0	660	330	330	1,400
LEVEL	TEXT			TEXT AMT					
BUDG	2019 ESTIMATE			1,400					
				1,400					
	101-0201-411.11-29	PARENTAL LEAVE	0	0	628	628	348	324	659
LEVEL	TEXT			TEXT AMT					
BUDG	WAGES \$263,373 X 0.25%			659					
				659					
			-----	-----	-----	-----	-----	-----	
*	PERSONNEL SERVICES		298,243	325,918	368,354	374,014	187,834	173,654	398,542
	101-0201-411.21-01	OFFICIAL RECORDS	1,356	36	1,500	1,500	0	0	1,500
	101-0201-411.21-03	C.S. OFFICE SUPPLIES	600	473	1,300	1,300	457	457	1,300
	101-0201-411.21-04	OFFICE SUPPLIES	2,746	1,818	3,000	4,607	1,724	1,724	3,000
	101-0201-411.21-05	LAW BOOKS	2,000	3,300	2,000	2,000	511	511	1,000
LEVEL	TEXT			TEXT AMT					
BUDG	2019 ESTIMATE			1,000					
				1,000					
			-----	-----	-----	-----	-----	-----	
*	SUPPLIES		6,702	5,627	7,800	9,407	2,692	2,692	6,800
	101-0201-411.31-01	LEGAL SERVICES	2,968	3,107	7,500	8,480	2,450	2,100	5,000
LEVEL	TEXT			TEXT AMT					
BUDG	CONTRACTED LEGAL SERVICES			5,000					
				5,000					
	101-0201-411.31-06	OTHER PROFESSIONAL SVCS	27,101	29,040	29,987	31,986	16,853	15,483	22,987
LEVEL	TEXT			TEXT AMT					
BUDG	OTHER PROFESSIONAL SERVICES:								
	CITY OF SOUTH BEND MUNICIPAL CODE UPDATES			13,800					
	BMV SEARCHES			2,000					
	DIRECT PAY CHARGES FROM COLLECTION AGENCY			1,000					
	TRANSLATOR			2,500					
	DIGITIZATION OF HISTORICAL RECORDS			1,000					
	OTHER SERVICES			2,687					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Proposed Expenditures
			22,987					
101-0201-411.31-39	COLLECTION COSTS	0	0	0	0	540	515	0
101-0201-411.31-71	CENTRAL STORES ALLOCATION	576	792	1,459	1,459	732	732	2,015
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - CENTRAL STORES		2,015					
			2,015					
101-0201-411.31-73	PRINT SHOP ALLOCATION	276	168	756	756	378	378	1,151
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - PRINT SHOP		1,151					
			1,151					
101-0201-411.31-76	IT ALLOCATION	0	0	87,648	87,648	43,824	43,824	71,970
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - IT AND/OR 311		71,970					
			71,970					
101-0201-411.32-02	POSTAGE	305	532	1,500	1,500	119	111	1,500
101-0201-411.32-03	TRAVEL	0	0	0	0	0	0	6,950
101-0201-411.32-21	TRAVEL - MILEAGE	361	1,109	2,000	2,000	299	299	0
101-0201-411.32-22	TRAVEL - AIRFARE	0	0	1,000	1,000	0	0	0
101-0201-411.32-23	TRAVEL - HOTEL	1,485	386	3,500	3,500	185	185	0
101-0201-411.32-24	TRAVEL - MEALS	100	15	250	250	43	43	0
101-0201-411.32-25	TRAVEL - OTHER	0	0	200	200	58	0	0
101-0201-411.33-02	PUBLICATION LEGAL NOTICE	20,625	16,087	17,500	19,535	9,122	8,341	17,500
101-0201-411.33-03	PROMOTIONAL	1,538	5,269	2,050	8,675	4,421	4,116	6,650
LEVEL	TEXT		TEXT AMT					
BUDG	2019 ESTIMATE		6,650					
			6,650					
101-0201-411.34-02	LIABILITY INSURANCE	1,392	1,032	1,043	1,043	522	522	1,191
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - LIABILITY INSURANCE		1,191					
	DEPOSIT IN 226-0000-340.01-00		1,191					
101-0201-411.36-02	OFFICE EQUIP R&M	5,937	15,075	5,000	14,000	5,000	5,000	5,000
101-0201-411.36-04	COMPUTER EQUIP R&M	2,088	59,016	0	0	0	0	0
101-0201-411.39-11	DUES & MEMBERSHIPS	485	871	1,000	1,000	647	647	1,000
101-0201-411.39-39	BANK CREDIT CARD CHARGES	1,302	1,288	1,500	1,500	785	684	1,500
101-0201-411.39-70	EDUCATION & TRAINING	3,449	2,970	3,000	4,500	3,233	3,233	3,000
101-0201-411.39-89	MISC CHARGES & SVCS	78	0	1,100	1,100	0	0	1,100

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Proposed Expenditures
*	OTHER SERVICES & CHARGES	70,066	136,757	167,993	190,132	89,211	86,214	148,514
**	CITY CLERK	375,011	468,302	544,147	573,553	279,737	262,559	553,856