

2019 Budget Presentation

Department of Code Enforcement

September 5, 2018



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CITY OF SOUTH BEND

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

2019 Budget Presentation

Department of Code Enforcement

Pete Buttigieg,
Mayor of South Bend

Tracy Skibins,
Interim Director of Code Enforcement

Mission & Vision Statements

The mission of the Department of Code Enforcement is to ensure a safe and clean environment by upholding and enforcing the ordinances of the City of South Bend through education and communication.

Our vision is to be one of the premier code enforcement departments in the nation as a result of our core values and commitment to innovation.

Our core values are:

- ✓ Pride
- ✓ Adaptability
- ✓ Service
- ✓ Integrity

Department of Code Enforcement

Department of Code Enforcement

The Department of Code Enforcement encompasses:

1. Neighborhood Code Enforcement (NCE)
2. Rental Unit Inspections / Healthy Occupancy Maintenance Enforcement (RUI / HOME)
3. Neighborhood Enforcement Action Team (NEAT Group)
4. South Bend Animal Care & Control (SBACC)

Department of Code Enforcement

Department of Code Enforcement

Director

Deputy Director

NCE

RUI / HOME

NEAT

SBACC

Department of Code Enforcement

Key Points

- RUI/HOME Program
- Restructuring
- Neighborhood Cleanups/Outreach
- Uncontrolled Dumping
- SBACC – Ordinance & FT Position

Department of Code Enforcement

RUI/HOME Program

- Quality of Life
- Provide List of Resources to Residents

Department of Code Enforcement

Restructuring

- Personnel Changes/Reorganization
 - 2 Part-time to 2 Full-time
 - Financial Specialist III
 - Animal Control Assistant
- Specialization of Code Inspectors
 - Housing
 - Environmental
 - Floaters

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Neighborhood Cleanups / Outreach

- 10 Cleanups Completed (16,834 pounds of debris removed)
- 3 Additional Cleanups Anticipated



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Neighborhood Cleanups / Outreach



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Uncontrolled Dumping Prevention

- Sign Posting
- Investigating



Department of Code Enforcement

Neighborhood Code Enforcement 2018 Accomplishments

- Installed “No Dumping” signs in areas frequently dumped upon.
- Coordinated with local businesses to fence off a dangerous makeshift trail near the Ironwood Bridge.
- Implemented an electronic document storage system and began scanning files.
- H.O.M.E. program & added 2 new inspectors.
- Transitioned to 311.
- Knowledge based articles created and made accessible to citizens and 311.
- Demolished 37 unsafe properties. 27 V&A properties. 10 Garages and/or sheds.

Department of Code Enforcement

Neighborhood Code Enforcement 2018 Accomplishments

- Added two new full-time inspectors and one part-time HPC inspector to the team.
- Regularly attended neighborhood and community meetings.
- Purge closed housing files and sent to archives for storage.
- Continued to update our aging car fleet with pickup trucks to increase functionality of vehicles for inspectors.
- Continued to cross train staff.
- Training provided to staff on: asbestos testing, diversity & inclusion, customer service (stellar and government), NIMS training, project management, active shooter

Department of Code Enforcement

Neighborhood Code Enforcement 2019 Goals & Challenges

- Divide inspectors into two focus groups; housing and environmental.
- Increase special assessment processing for civil penalties and demolition invoices.
- Continue to build community outreach programs. Meet our goal of two outreach, community contacts, or meetings per month.
- Continue to translate current brochures to Spanish.
- Create database of resources available to people in need to help resolve Code Enforcement issues.
- Continue providing additional training and employee development to staff to improve efficiency.

Department of Code Enforcement

Neighborhood Code Enforcement 2019 Changes/Opportunities

- Resume Vacant & Abandoned Property Registration.
- Restructuring environmental inspections to be on a 10-day cycle immediately followed by abatement crews. This will increase efficiency and reduce costs of abatement crews.
- Increase revenue through HOME program penalties and fines in pursuit of improving housing stock quality.
- Make HOME program self-sustaining.
- HOME program will provide opportunity to identify owners of rental units in the City.

Department of Code Enforcement

Fund Overview

ACCOUNT DESCRIPTION	NEAT 219	LANDLORD REG 221	CODE 600.1201	SBACC 600.1207	HOME 600.1208	ANNUAL BUDGET	% BDGT
Other Revenue	182,200	-	446,054	89,675	100,000	817,929	20%
Transfers In	681,154	-	1,607,350	845,841	75,718	3,210,063	80%
2019 TOTAL REVEUNE	862,354	-	2,053,404	935,516	175,718	4,027,992	100%
Personnel	271,510		1,199,794	535,271	121,656	2,128,231	53%
Supplies	26,450		54,200	52,650	8,960	142,260	4%
Contractuals	564,394	500	799,410	302,595	45,102	1,712,001	43%
Capital	-		-	45,000	-	45,000	1%
2019 TOTAL EXPENDITUES	862,354	500	2,053,404	935,516	175,718	4,027,492	100%
Net Surplus (deficit)	-	(500)	-	-	-	(500)	
Ending Cash Balance	325,258	14,255	-	-	-	339,513	
Cash Reserve Target	215,589	None Required	-	-	-	215,589	

Department of Code Enforcement

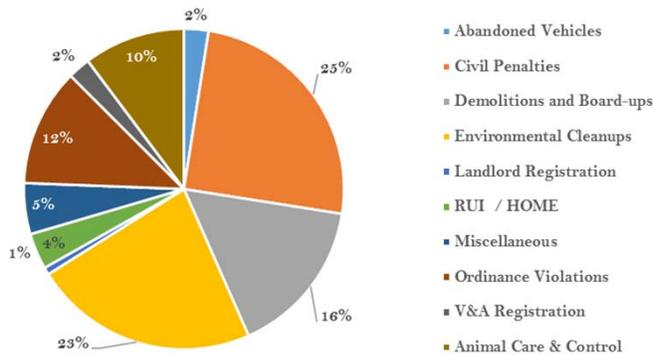
Department Revenues

	2017 Actual	2018 Amended Budget	2019 Proposed Budget	% Change
Abandoned Vehicles	24,443	20,500	27,000	32%
Civil Penalties	137,435	206,050	117,000	-43%
Demolitions and Board-ups	107,844	131,111	179,500	37%
Environmental Cleanups	188,209	187,374	126,500	-32%
Landlord Registration	8,475	6,070	-	-100%
RUI / HOME	-	30,000	100,000	100%
Miscellaneous	34,332	42,376	10,500	-75%
Ordinance Violations	68,927	98,000	84,250	-14%
V&A Registration	18,950	18,700	9,200	-51%
Animal Care & Control	75,968	84,500	89,675	6%
Totals	\$664,583	\$ 824,681	\$743,625	-10%

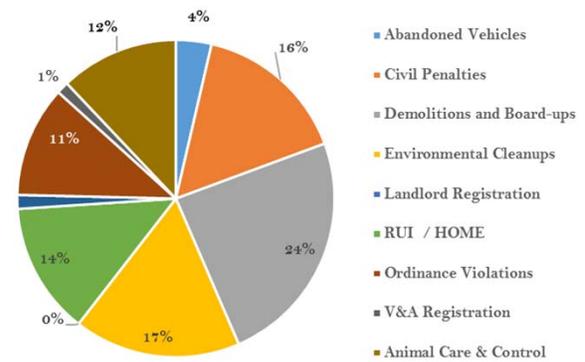
Department of Code Enforcement

Department Revenues

2018 Amended Budget



2019 Proposed Budget



Department of Code Enforcement

Department Expenditures

		2017 Actual	2018 Amended Budget	2019 Proposed Budget	% Change, 2017 to 2018
Personnel	NCE	\$ 1,028,629	\$ 1,127,313	\$ 1,199,794	6%
	ACC	546,040	591,641	535,271	-10%
	NEAT	273,514	294,907	271,510	-8%
	RUI/HOME	-	132,938	121,656	-8%
	Total Personnel	\$ 1,848,183	\$ 2,146,799	\$ 2,128,231	-1%
Supplies	NCE	30,690	60,984	54,200	-11%
	ACC	54,674	60,196	52,650	-13%
	NEAT	16,846	26,650	26,450	-1%
	RUI/HOME	-	3,825	8,960	134%
	Total Supplies	\$ 102,210	\$ 151,655	\$ 142,260	-6%
Services	NCE	423,350	647,530	799,910	24%
	ACC	202,161	236,759	302,595	28%
	NEAT	498,720	650,856	564,394	-13%
	RUI/HOME	-	43,237	45,102	4%
	Total Services	\$ 1,124,231	\$ 1,578,382	\$ 1,712,001	8%
Capital	ACC	-	80,000	45,000	-44%
	Total Capital	\$ -	\$ 80,000	\$ 45,000	-44%
GRAND TOTAL		\$ 3,074,624	\$ 3,956,836	\$ 4,027,492	2%

Department of Code Enforcement

2018 Environmental Tickets Issued (through 7/31/2018)

Code Enforcement Ticket Type	Count	Total	Average
Failure to Clean	40	\$ 6,475	\$ 162
Grass \$250	752	\$ 188,000	\$ 250
Grass - CE* \$250	492	\$ 123,000	\$ 250
Grass - CE* \$500	188	\$ 94,000	\$ 500
Litter - CE* \$250	155	\$ 38,750	\$ 250
Litter - CE* \$500	103	\$ 51,500	\$ 500
Miscellaneous	18	\$ 1,100	\$ 61
Illegal Dumping	12	\$ 3,750	\$ 313
Vegetation - CE* \$250	24	\$ 6,000	\$ 250
Vegetation - CE* \$500	11	\$ 5,500	\$ 500
Yard Parking	19	\$ 3,200	\$ 168
Subtotal Code Enforcement Tickets	1,814	\$ 521,275	\$ 287.36

CE* = Continuous Enforcement Properties

SBACC Ticket Type	Count	Total	Average
Failure to License Pet	302	\$ 57,975	\$ 192
Failure to Vaccinate	97	\$ 17,550	\$ 181
Other	166	\$ 54,645	\$ 329
Running at Large	25	\$ 7,300	\$ 292
Subtotal SBACC Tickets	590	\$ 137,470	\$ 233.00
Grand Total	2,470	\$ 658,745	\$ 279

Grand Total Tickets Issued (Year Comparison)

Jan - Jul 2017 \$ 872,950

Jan - Jul 2018 \$ 658,745

% Change **-25%**

SBACC Tickets Issued Increased by 356%!

Department of Code Enforcement

NEAT 2018 Accomplishments

- Kept bridges open during the winter.
- Partnered with local businesses and city departments to abate cumbersome / difficult areas (such as Ironwood Bridge).
- Assisted "Rebuilding Together" to demolish a small garage for a Code Enforcement customer.
- Demolished 10 garages / secondary structures.

Department of Code Enforcement

NEAT 2019 Goals & Challenges

- Decrease supplies and contractual by 14%.
- Maintain and grow number of neighborhood cleanups.
- Continue to dedicate lightning loader to collect tires.
- Trim/cut back vegetation in alleyways and street signage.
- Work with Safety & Risk to ensure safety procedures are in place and being followed properly.
- Identify and provide training opportunities.

Department of Code Enforcement

SBACC

- New Ordinance
 - Online Licensing
- Full-time Position

Department of Code Enforcement

SBACC 2018 Accomplishments

- Staff received additional training to better care for animals and service animal complaints in the field.
- Adoption numbers have already increased by approximately 63% compared to this time last year.
- Licensing increased 74% over last year.
- Enforcement via AWAs and citations has considerably increased due to extra presence in the community.
- Began updating forms to make it easier for the public to fill out and turn in.

Department of Code Enforcement

SBACC 2019 Goals & Challenges

- Higher cost of vetting animals for adoption.
- Staffing changes – 1 new full-time position and extra part-time kennel attendants.
- New ordinance will allow for more enforcement opportunities and better welfare for our community's animals.

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SBACC 2019 Changes/Opportunities

- New van for animal adoption transports.
- Fast-tracking animals to prevent overcrowding.
- Holding costs steady as animals are moved in/out.
- Online licensing

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Questions

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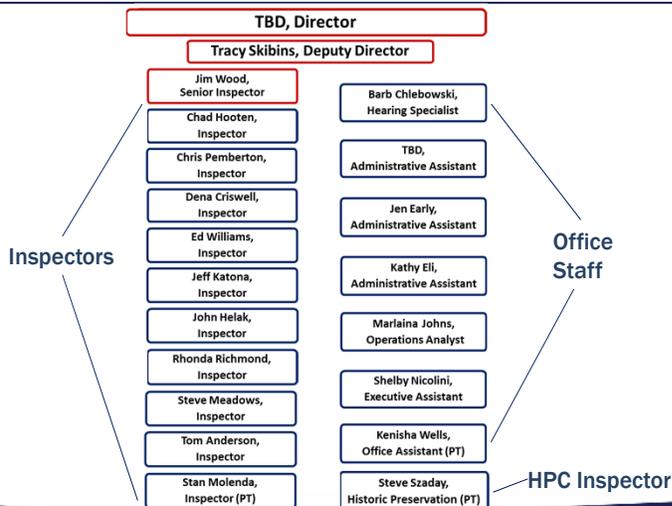


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Supplemental Information

Neighborhood Code Enforcement Organizational Chart



Head Count: 18 Full-Time, 3 Part-Time

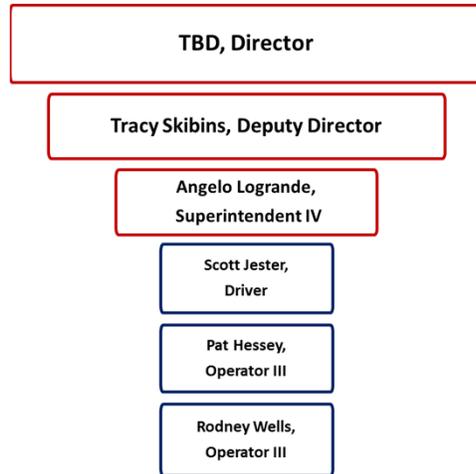
- 2 Full-Time Executives
- 10 Full-Time Inspectors
- 2 Part-Time Inspectors
- 6 Full-Time Office Staff
- 1 Part-Time Office Staff

Change of Status:

- PT Office Assistant to FT Financial Specialist III

Department of Code Enforcement

NEAT 2018-19 Organizational Chart



- Head Count: 4 Full-Time**
- 1 Full-Time Supervisor
 - 1 Full-Time Driver
 - 2 Full-Time Operators

Department of Code Enforcement

SBACC 2018-19 Organizational Chart



- Head Count: 8 Full-Time, 2 Part-Time**
- 2 Full-Time Managers
 - 4 Full-Time Animal Control Officers
 - 2 Full-Time Office Staff
 - 2 Part-Time Office Staff
 - Adoption Coordinator (PT) to Animal Control Assistant to (FT)

Department of Code Enforcement

Department Key Performance Indicators

MEASURE		CITY GOAL	TYPE	2017 ACTUAL	2018 ESTIMATED	2019 TARGET	LONG-TERM GOAL
NCE	Percentage of environmental issues cleaned by owner.	GG	Effectiveness	58%	62%	65%	75%
NCE	Percentage of environmental accounts receivables collected.	BE	Outcome	10%	15%	18%	40%
NCE	Number of outreach and networking opportunities per month.	GG	Effectiveness	2	10	12	12
NEAT	Average number of days from inspectors' request for abatement to completion.	BE	Efficiency	14	14	14	14
NEAT	Percentage of billable vs non-billable abatements.	GG	Effectiveness	93%	93%	95%	95%
NEAT	Increase the number of volunteer driven neighborhood cleanups.	GG	Effectiveness	6	8	10	12
SBACC	Adoptions per year.	GG	Outcome	368	400	450	500
SBACC	Number of bite cases serviced by Animal Care & Control, per year.	BE	Outcome	232	175	100	100
SBACC	Percentage of animals returned to owner.	GG	Effectiveness	17%	20%	25%	25%
SBACC	Percentage of animals sent to rescue/rehab.	GG	Effectiveness	43%	50%	50%	50%
SBACC	Animal Welfare Alert Notices/Citations issued.	GG	Effectiveness	1,196	1,500	1,500	1,500
SBACC	Animal Intake number.	GG	Outcome	2,584	2,200	2,200	2,200

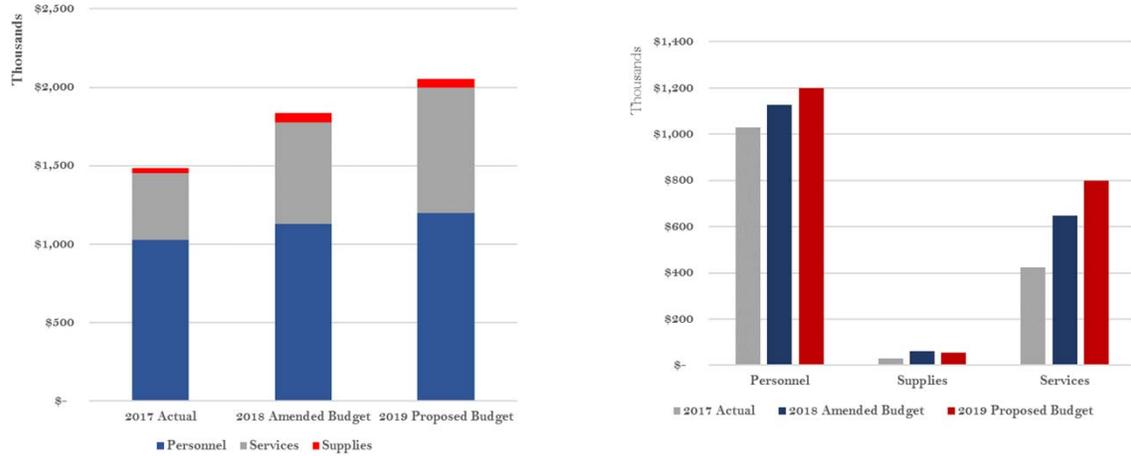
Department of Code Enforcement

Neighborhood Code Enforcement Expenditures

	2017 Actual	2018 Amended Budget	2019 Proposed Budget	% Change, 2017 to 2018
Personnel	\$ 1,028,629	\$ 1,127,313	\$ 1,199,794	6%
Supplies	\$ 30,690	\$ 60,984	\$ 54,200	-11%
Services	\$ 423,350	\$ 647,530	\$ 799,910	24%
Total	\$ 1,482,669	\$ 1,835,827	\$ 2,053,904	12%

Department of Code Enforcement

Neighborhood Code Enforcement Expenditures



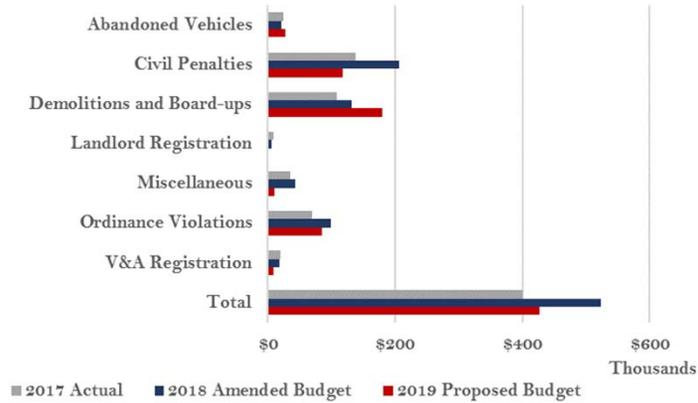
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Neighborhood Code Enforcement Revenues

	2017 Actual	2018 Amended Budget	2019 Proposed Budget	% Change
Abandoned Vehicles	24,443	20,500	27,000	32%
Civil Penalties	137,435	206,050	117,000	-43%
Demolitions and Board-ups	107,844	131,111	179,500	37%
Landlord Registration	8,475	6,070	-	-100%
Miscellaneous	34,332	42,376	10,500	-75%
Ordinance Violations	68,927	98,000	84,250	-14%
V&A Registration	18,950	18,700	9,200	-51%
Total	\$ 400,406	\$ 522,807	\$ 427,450	-18%

Department of Code Enforcement

Neighborhood Code Enforcement Revenues



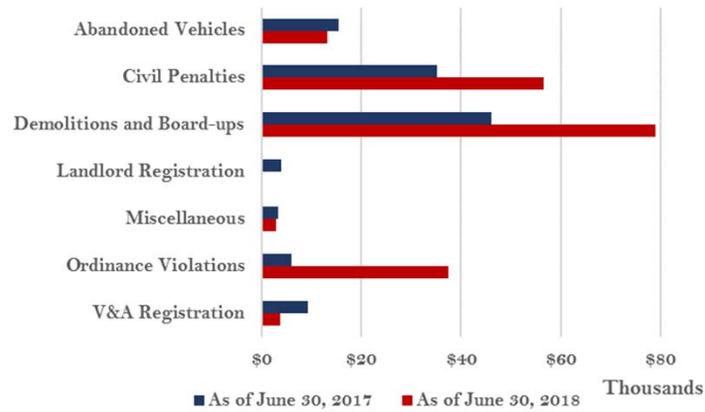
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Neighborhood Code Enforcement Midyear Revenues

	As of June 30, 2017	As of June 30, 2018	% Change
Abandoned Vehicles	15,431	13,258	-14%
Civil Penalties	35,199	56,483	60%
Demolitions and Board-ups	46,123	78,805	71%
Landlord Registration	4,035	310	-92%
Miscellaneous	3,419	3,050	-11%
Ordinance Violations	5,943	37,448	530%
V&A Registration	9,250	3,800	-59%
Total	\$ 119,399	\$ 193,154	62%

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Neighborhood Code Enforcement Midyear Revenues



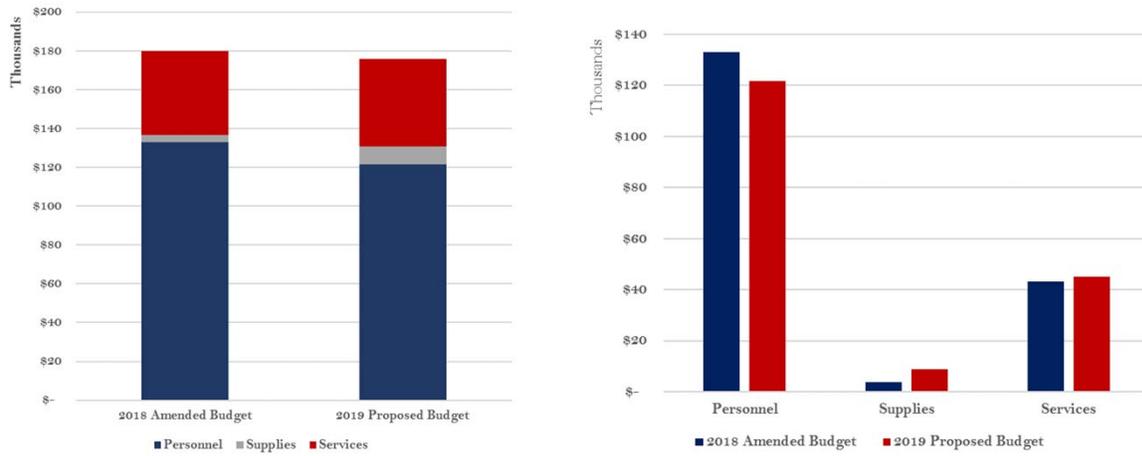
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RUI/HOME Expenditures

	2017 Actual	2018 Amended Budget	2019 Proposed Budget	% Change, 2017 to 2018
Personnel	\$ -	\$ 132,938	\$ 121,656	-8%
Supplies	\$ -	\$ 3,825	\$ 8,960	134%
Services	\$ -	\$ 43,237	\$ 45,102	4%
Total	\$ -	\$ 180,000	\$ 175,718	-2%

Department of Code Enforcement

RUI/HOME Expenditures



Department of Code Enforcement

RUI/HOME Revenues

	2017 Actual	2018 Amended Budget	2019 Proposed Budget	% Change
Environmental Cleanups	-	-	100,000	100%
Total	-	\$ -	\$ 100,000	100%

Department of Code Enforcement

Landlord Registration

- 1,024 Registration Records
- 3,983 Unique Property Addresses Registered
- 1,011 Unique Owners Registered
- Average of 4 properties registered per Owner

Registration information has continued to enable us to help South Bend Police and Fire Departments identify owners.

Department of Code Enforcement

Neighborhood Code Enforcement 2020 Fiscal Cliff Plans

- Contract out towing. Would remove cost of storage and repair/maintenance of wreckers. Inspectors would be able to spend more time in the field.
- Defer 2020 capital improvement plan of \$80,000 to 2021.
- Focus to increase HOME revenue in 2nd year of program.

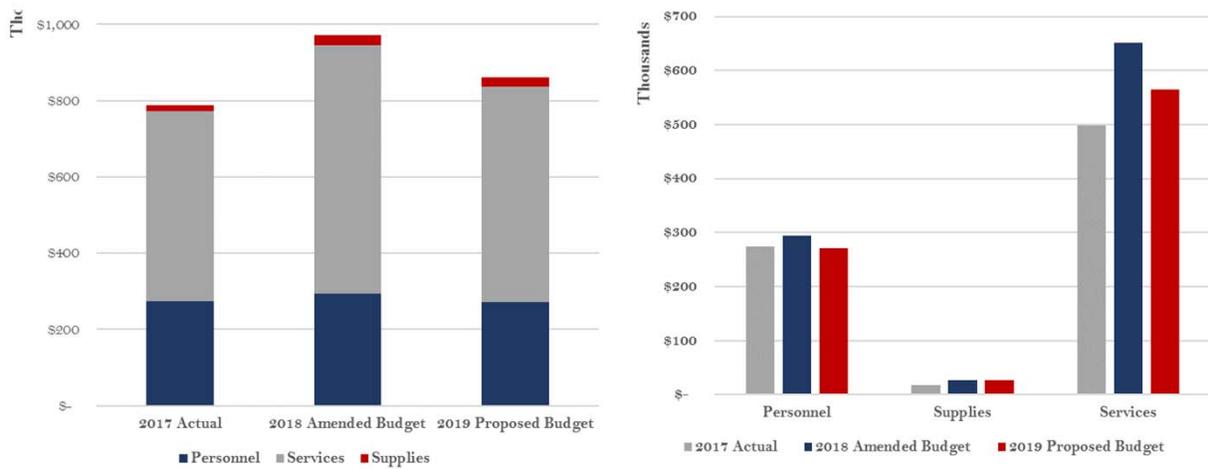
Department of Code Enforcement

NEAT Expenditures

	2017 Actual	2018 Amended Budget	2019 Proposed Budget	% Change, 2017 to 2018
Personnel	\$ 273,514	\$ 294,907	\$ 271,510	-8%
Supplies	\$ 16,846	\$ 26,650	\$ 26,450	-1%
Services	\$ 498,720	\$ 650,856	\$ 564,394	-13%
Total	\$ 789,080	\$ 972,413	\$ 862,354	-11%

Department of Code Enforcement

NEAT Expenditures



Department of Code Enforcement

NEAT Revenues

Budgeted Revenues

	2017 Actual	2018 Amended Budget	2019 Proposed Budget	% Change
Environmental Cleanups	188,209	187,374	126,500	-32%
Total	188,209	\$ 187,374	\$ 126,500	-32%

Midyear Revenues

	As of June 30, 2017	As of June 30, 2018	% Change
Environmental Cleanups	115,698	56,654	-51%
Total	\$ 115,698	\$ 56,654	-51%

Department of Code Enforcement

NEAT 2020 Fiscal Cliff Plans

- Reduce fuel costs and maintenance costs with new environmental restructuring plan.

Department of Code Enforcement

SBACC Mission & Vision Statements

The mission of Animal Care and Control is to promote and educate the public on the humane treatment of animals and to foster respect, understanding and compassion for all creatures while ensuring that all city residents adhere to City, State and Federal laws.

Our vision is to enhance the lives of the residents of South Bend through responsible and respectful pet ownership.

Our core values are:

- ✓ Humanity
- ✓ Empathy
- ✓ Approachability

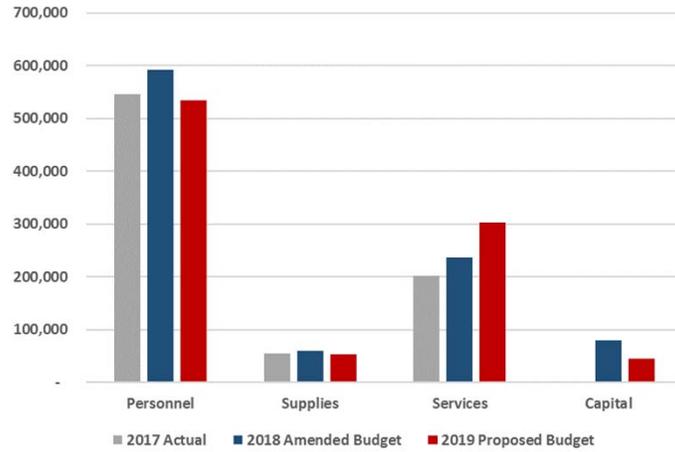
Department of Code Enforcement

SBACC Expenditures

	2017 Actual	2018 Amended Budget	2019 Proposed Budget	% Change 2017-2018
Personnel	546,040	591,641	535,271	-10%
Supplies	54,674	60,196	52,650	-13%
Services	202,161	236,759	302,595	28%
Capital	-	80,000	45,000	-44%
TOTAL	\$802,875	\$ 968,596	\$ 935,516	-3%

Department of Code Enforcement

SBACC Expenditures



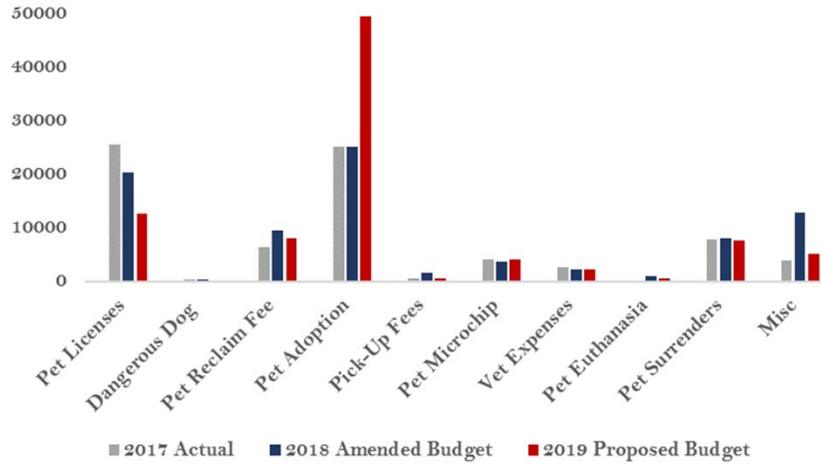
Department of Code Enforcement

SBACC Budgeted Revenues

Type	2017 Actual	2018 Amended Budget	2019 Proposed Budget	% Change 2018-2019
Pet Licenses	\$ 25,425	\$ 20,200	\$ 12,575	-38%
Dangerous Dog	375	400	-	-100%
Pet Reclaim Fee	6,375	9,500	8,000	-16%
Pet Adoption	24,994	25,000	49,300	97%
Pick-Up Fees	480	1,500	500	-67%
Pet Microchip	4,100	3,750	4,000	7%
Vet Expenses	2,511	2,200	2,200	0%
Pet Euthanasia	40	1,000	500	-50%
Pet Surrenders	7,803	8,100	7,500	-7%
Misc	3,865	12,850	5,100	-60%
Total	\$ 75,968	\$ 84,500	\$ 89,675	6%

Department of Code Enforcement

SBACC Budgeted Revenues



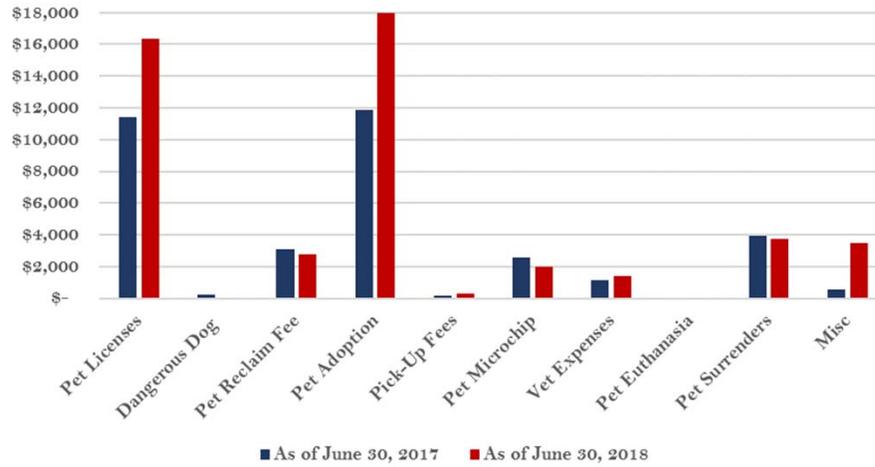
Department of Code Enforcement

SBACC Midyear Revenues

Type	As of June 30, 2017	As of June 30, 2018	% Change 2017-2018
Pet Licenses	\$ 11,430	\$ 16,335	43%
Dangerous Dog	225	-	-100%
Pet Reclaim Fee	3,105	2,760	-11%
Pet Adoption	11,856	17,988	52%
Pick-Up Fees	200	280	40%
Pet Microchip	2,560	2,020	-21%
Vet Expenses	1,117	1,426	28%
Pet Euthanasia	40	-	-100%
Pet Surrenders	3,920	3,770	-4%
Misc	591	3,474	488%
Total	\$ 35,043	\$ 48,053	37%

Department of Code Enforcement

SBACC Midyear Revenues



Department of Code Enforcement

SBACC 2020 Fiscal Cliff Plans

- Increase outreach to promote need for donations to reduce costs of supplies.
- Opted to purchase a lower cost van in lieu of a truck with a dog box.
- Applying for more grants to help offset costs

Department of Code Enforcement

Code Enforcement Budget Summary - All Funds & Divisions

	2016 Actual	2017 Actual	2018 Amended Budget	06/30/18 Actual	2019 Proposed Budget	Forecast				Budget Variance 2018-2019	% Change	
						2020	2021	2022	2023			
Revenue												
Licenses & Permits	76,113	100,644	95,850	50,268	95,875	99,550	102,450	105,350	108,250	25	0%	
Charges for Services	484,807	320,776	369,135	157,376	433,300	438,250	453,750	469,250	484,750	64,165	17%	
Fines, Forfeitures, and Fees	303,895	232,451	346,250	97,005	210,450	213,700	217,450	221,200	224,950	(135,800)	-39%	
Interest Earnings	-	-	2,570	1,482	1,000	900	950	1,000	1,100	(1,570)	-61%	
Donations	1,522	30	3,500	-	-	-	-	-	-	(3,500)	-100%	
Other Income	9,081	10,682	7,376	1,781	3,000	3,100	3,200	3,300	3,400	(4,376)	-59%	
Payroll Cost Allocation	-	-	-	-	73,304	74,770	76,265	77,791	79,347	73,304	-	
Transfers In	2,865,648	2,747,073	1,637,826	818,913	3,210,063	3,140,126	3,133,261	3,148,970	3,157,802	1,572,237	96%	
Total Revenue	3,741,066	3,411,656	2,462,507	1,126,824	4,026,992	3,970,396	3,987,326	4,026,861	4,059,599	1,564,485	64%	
Expenditures by Fund/Division												
Code Enforcement (600-1201)	1,444,629	1,482,672	1,835,827	833,117	2,053,404	1,959,305	1,970,539	1,989,928	1,982,643	217,577	12%	
Animal Care & Control (600-1207)	657,215	802,876	968,596	420,640	935,516	967,656	980,763	994,539	1,009,688	(33,080)	-3%	
Rental Unit Inspection (600-1208)	-	-	180,000	5,134	175,718	176,149	178,852	180,230	174,734	(4,282)	-2%	
Unsafe Building Fund (219)	770,738	789,079	972,413	288,939	862,354	867,286	857,172	862,164	867,268	(110,059)	-11%	
Landlord Registration (221)	-	15	1,000	5	500	500	500	500	500	(500)	-50%	
Total Expenditures	2,872,582	3,074,642	3,957,836	1,547,836	4,027,492	3,970,897	3,987,826	4,027,361	4,034,832	69,656	2%	
Expenditures by Type												
Personnel												
Salaries & Wages	1,125,235	1,236,138	1,419,193	626,509	1,534,375	1,515,303	1,542,938	1,571,105	1,599,816	115,182	8%	
Fringe Benefits	561,455	612,045	727,606	302,897	593,856	612,698	630,674	649,258	668,475	(133,750)	-18%	
Total Personnel	1,686,690	1,848,183	2,146,799	929,407	2,128,231	2,128,002	2,173,612	2,220,363	2,268,290	(18,568)	-1%	
Supplies	71,068	102,211	151,655	66,653	142,260	144,360	144,160	143,560	143,560	(9,395)	-6%	
Services & Charges												
Printing & Advertising	103,135	83,869	119,462	66,767	91,180	91,180	91,180	91,180	91,180	(28,282)	-24%	
Utilities	10,427	12,919	17,250	4,711	27,450	25,450	25,450	24,450	24,450	10,200	59%	
Education & Training	31,956	35,626	31,400	16,249	32,200	32,200	32,200	32,200	32,200	800	3%	
Travel	1,325	8,848	20,940	3,450	20,800	20,800	20,800	20,800	20,800	(140)	-1%	
Repairs & Maintenance	-	506	3,000	-	3,100	3,100	3,100	3,100	3,100	100	3%	
Other Interfund Allocations	312,899	336,567	427,986	100,861	426,600	426,600	426,600	426,600	426,600	(1,386)	0%	
Debt Service	146,532	350,892	443,984	221,988	654,724	659,299	663,375	667,532	671,773	210,740	47%	
Principal	15,279	23,717	84,176	27,292	99,255	122,988	107,903	102,471	60,333	15,079	18%	
Interest & Fees	1,356	1,669	8,675	3,277	8,568	8,094	6,623	3,280	722	(107)	-1%	
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	
Insurance	112,044	55,188	73,921	36,960	64,324	64,324	64,324	64,324	64,324	(9,597)	-13%	
Other Services & Charges	309,586	214,447	348,588	70,223	283,800	199,500	183,500	182,500	182,500	(64,788)	-19%	
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	
Total Services & Charges	1,044,539	1,124,246	1,579,382	551,777	1,712,001	1,653,535	1,625,055	1,618,437	1,577,982	132,619	8%	
Capital	70,285	2	80,000	-	45,000	45,000	45,000	45,000	45,000	(35,000)	-44%	
Total Expenditures	2,872,582	3,074,642	3,957,836	1,547,836	4,027,492	3,970,897	3,987,826	4,027,361	4,034,832	69,656	2%	
Net Surplus / (Deficit)	868,484	337,014	(1,495,329)	(421,012)	(500)	(500)	(500)	(500)	24,767			

Department Mission:

The mission of Code Enforcement is to ensure a safe and clean community by upholding and enforcing the ordinances of the City of South Bend, the Indiana Unsafe Building Law, and the 2000 International Property Maintenance Code. Code Enforcement not only cites neglected properties through our team of inspectors, we also pursue citizens complaints, partner with volunteer neighborhood associations for neighborhood clean ups, and work directly through community outreach programs to enrich the neighborhoods of our community.

Fund 600 - Consolidated Building Fund

Five-Year Capital Improvement Plan

Name	Funding Source	2019 Budget	Forecast				Total	Justification
			2020	2021	2022	2023		
Replacement Capital								
Code Enforce. - Two (2) 1/2 Ton Full Size P/U with Extended Cab	Lease	80,000	-	-	-	-	80,000	
Animal Care & Control - One (1) Full Size Cargo Van	Cash	45,000	-	-	-	-	45,000	
Code Enforce. - Two (2) 1/2 Ton Full Size P/U 4x4	Lease	-	80,000	-	-	-	80,000	
Code Enforce. - One (1) Full Size 1/2 Ton P/U 4x4	Lease	-	-	40,000	-	-	40,000	
NEAT Crew - One (1) Dump Truck	Lease	-	-	80,000	-	-	80,000	
NEAT Crew - One (1) Loader	Lease	-	-	100,000	-	-	100,000	
NEAT Crew - One (1) Lighting Loader	Lease	-	-	-	225,000	-	225,000	
NEAT Crew - One (1) Dump Truck	Lease	-	-	-	-	85,000	85,000	
NEAT Crew - One (1) Loader	Lease	-	-	-	-	110,000	110,000	
							-	
							-	
							-	
Total Replacement Capital		125,000	80,000	220,000	225,000	195,000	845,000	
Project Capital								
							-	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
Total Project Capital		-	-	-	-	-	-	
Total Capital		125,000	80,000	220,000	225,000	195,000	845,000	

Minimum Thresholds:
Equipment \$10,000 | Buildings \$100,000

Explain Significant Spending on Capital Projects Below:

50

Department 600-1201 - Code Enforcement

Fund Type	Enterprise Funds				Control	City Funds					
	2016 Actual	2017 Actual	2018 Amended Budget	06/30/18 Actual	2019 Proposed Budget	Forecast				Budget Variance 2018-2019	%
						2020	2021	2022	2023		Change
Revenue											
Licenses & Permits	17,171	18,950	17,500	2,900	8,000	10,000	11,000	12,000	13,000	(9,500)	-54%
Charges for Services	246,395	174,342	139,485	103,861	200,000	180,000	170,500	161,000	151,500	60,515	43%
Fines, Forfeitures, and Fees	156,610	162,910	276,000	77,173	163,250	166,500	169,750	173,000	176,250	(112,750)	-41%
Donations	-	-	-	-	-	-	-	-	-	-	-
Other Income	8,725	8,203	876	876	1,500	1,500	1,500	1,500	1,500	624	71%
Interfund Allocation Reimb	-	-	-	-	73,304	74,770	76,265	77,791	79,347	73,304	-
Transfers In	1,481,100	1,438,451	168,891	84,446	1,607,350	1,526,535	1,541,524	1,564,637	1,561,046	1,438,459	852%
Total Revenue	1,910,001	1,802,856	602,752	269,255	2,053,404	1,959,305	1,970,539	1,989,928	1,982,643	1,450,652	241%
Expenditures by Type											
Personnel											
Salaries & Wages	630,823	706,680	762,656	354,937	882,725	852,847	869,478	886,442	903,746	120,069	16%
Fringe Benefits	297,203	321,949	364,657	162,690	317,069	327,653	337,242	347,152	357,393	(47,588)	-13%
Total Personnel	928,026	1,028,629	1,127,313	517,627	1,199,794	1,180,499	1,206,720	1,233,594	1,261,139	72,481	6%
Supplies	27,242	30,690	60,984	23,781	54,200	54,200	54,200	54,200	54,200	(6,784)	-11%
Services & Charges											
Professional Services	51,754	31,164	40,770	33,725	15,000	15,000	15,000	15,000	15,000	(25,770)	-63%
Printing & Advertising	9,526	12,759	16,500	4,711	16,500	16,500	16,500	16,500	16,500	-	0%
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	1,325	8,353	19,440	3,450	19,000	19,000	19,000	19,000	19,000	(440)	-2%
Travel	-	277	1,900	-	1,900	1,900	1,900	1,900	1,900	-	0%
Repairs & Maintenance	34,657	38,275	51,483	20,765	48,000	48,000	48,000	48,000	48,000	(3,483)	-7%
Other Interfund Allocations	115,776	216,228	297,288	148,638	430,080	431,552	432,816	434,105	435,421	132,792	45%
Debt Service											
Principal	14,309	22,687	50,893	26,843	83,000	91,754	76,507	70,086	35,007	32,107	63%
Interest & Fees	1,110	1,482	5,184	3,218	6,505	4,475	3,471	1,117	51	1,321	25%
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-
Insurance	8,772	11,460	43,012	21,504	58,325	58,325	58,325	58,325	58,325	15,313	36%
Other Services & Charges	181,847	80,665	121,060	28,856	121,100	38,100	38,100	38,100	38,100	40	0%
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Total Services & Charges	419,076	423,350	647,530	291,710	799,410	724,606	709,619	702,133	667,304	151,880	23%
Capital	70,285	2	-	-	-	-	-	-	-	-	-
Total Expenditures	1,444,629	1,482,672	1,835,827	833,117	2,053,404	1,959,305	1,970,539	1,989,928	1,982,643	217,577	12%
Net Surplus / (Deficit)	465,372	320,184	(1,233,075)	(563,862)	-	-	-	-	-	-	-

Department Purpose:

The mission of Code Enforcement is to ensure a safe and clean community by upholding and enforcing the ordinances of the City of South Bend, the Indiana Unsafe Building Law, and the 2000 International Property Maintenance Code. Code Enforcement not only cites neglected properties through our team of inspectors, we also pursue citizens complaints, partner with volunteer neighborhood associations for neighborhood clean ups, and work directly through community outreach programs to enrich the neighborhoods of our community.

Explanation of Revenue Sources:

This portion of the fund comprises revenues and expenditures for Code Enforcement. While some revenues are derived from fees for processing abandoned vehicles and Ordinance Violations, the vast majority comes from a transfer from the Economic Development Income Tax (EDIT) Fund 408.

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

Changes for 2019 budget are as follow: Personnel increase of \$72,481 is reflected by a 2% increase for wages, plus the promotion of a part time position into full time (Financial Specialist III), and a change in accounting procedure for charging Director and Deputy Director salaries to the Animal Control Division. Rather than charging Animal Control's budget a percentage of salaries, it will now be calculated and charged as a payroll allocation of \$73,304. Supplies have been aligned with 2018 expenses and reduced by \$6,784. Contractual Services have increased \$151,880 (23%) primarily due to an increase of \$148,105 for Allocations and General Liability Insurance (IT Allocation \$125,911, General Liability \$15,313, and Admin-Central Stores-Print Shop \$6,881). Although we have increased our Capital Lease expense by \$33,428 for the purchase of two new 4x4 pickup trucks, we have offset a majority of this cost with a reduction in Other Professional Services (\$25,770) and Office Equipment Repair and Maintenance (\$4,000).

Department 600-1201 - Code Enforcement

Accomplishments, Goals, KPI's

2018 Accomplishments & Outcomes

- Successful partnerships with Notre Dame, neighborhood organizations and local unions.
- Files being stored electronically allows inspectors to access information from the field, which makes them more productive.
- Continue to improve operations of Accela.
- Completed several knowledge based articles and transitioned to 311.
- Creation of two specialty enforcement teams: housing and environmental. This will increase productivity, a win for residents and for our team.
- Over 25 filing cabinets have been removed which frees up space for our staff to be more productive and comfortable.

2019 Department Goals & Objectives and Linkage to City Results

Well-Governed and Administered City

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

- Continued software transition from NaviLine to Accela.
- Continue to promote services and resources.

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

- Continued training and education for staff and inspectors in order to advance their skills and continue their professional development.

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

- Increase outreach programs and building relationships with partners in our community.

Vibrant & Welcoming Neighborhoods

Priority Based Budgeting Result: Promotes, incentivizes and invests in redevelopment, renovation and repurposing that emphasizes blight reduction and elimination, infill development and abandoned property revitalization

- Compile resources and make them readily accessible for those who don't have the means to address code enforcement violations.
- H.O.M.E. Program will focus on the healthy occupancy of rentals, resulting in healthier/safer/cleaner options for tenants.

Key Performance Indicators (KPI's)

Measure	Type	2017 Actual	2018 Estimated	2019 Target	Long Term Goal
- Percentage of environmental issues cleaned by owner	Effectiveness	58%	62%	65%	75%
- Percentage of environmental accounts receivables collected	Outcome	10%	15%	18%	40%
- Outreach and networking opportunities (#per month)	Effectiveness	2	10	12	12

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

2019 Significant Changes/Challenges/Opportunities

- Considering contracting out or using a part-time employee for towing, allowing Inspectors to focus on housing and environmental issues.
- Redefining office priorities and goals to meet obligations of new H.O.M.E. Program.
- Continue to work with the 311 Call Center so that residents receive outstanding service when reaching out about a code enforcement concern.

Department 600-1201 - Code Enforcement

Staffing (Full-Time Employees only)

Position (* New title or additional position)	2018			2019 Proposed Budget	Forecast			
	2017 Actual	Amended Budget	06/30/18 Actual		2020	2021	2022	2023
Non-Bargaining								
Code Enforcement (600-1201)								
Director of Code Enforcement	1	1	1	1	1	1	1	1
Deputy Director of Code Enforcement	1	1	1	1	1	1	1	1
Executive Administrative Assistant	1	1	1	1	1	1	1	1
Administrative Assistant I	3	3	3	3	3	3	3	3
Code Inspector	6	6	6	6	6	6	6	6
Code Inspector - Senior	2	2	2	2	2	2	2	2
Hearing Secretary	1	1	1	1	1	1	1	1
Data Analyst	1	0	0	0	0	0	0	0
Operations Analyst *	0	1	1	1	1	1	1	1
Financial Specialist III*	0	0	0	1	1	1	1	1
Director of Financial Services	1	0	0	0	0	0	0	0
Total Non-Bargaining	17	16	16	17	17	17	17	17
Bargaining								
Total Bargaining	0	0	0	0	0	0	0	0
Total Full-Time Employees	17	16	16	17	17	17	17	17

Explain Significant Staffing Changes Below:

The request for an additional FTE is to promote a part time administrative position into one full time position, Financial Specialist III. One of the key responsibilities for this position will include processing special assessments, which will ultimately increase revenue dollars collected and streamline efficiency in this area. The Financial Specialist III will also pick up additional tasks upon the realignment of office staff to accommodate the new Rental Unit Inspection division. The Financial Specialist III will also work in areas such as payroll, accounts payables, and accounts receivables/cash receipts.

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
CONSOLIDATED BLDG. FUND								
600-1201-415.10-01	SALARIED WAGES	598,043	669,654	696,094	696,094	406,125	329,495	815,276

LEVEL	TEXT	TEXT AMT
BUDG	TOTAL FTE - 17	
	1 DIRECTOR OF CODE ENFORCEMENT	83,432
	1 DEPUTY DIRECTOR OF CODE ENFORCEMENT	78,030
	2 CODE INSPECTOR - SENIOR (2 X 45,190)	90,380
	6 CODE INSPECTOR (6 X 42,529)	255,174
	1 EXECUTIVE ADMINISTRATIVE ASSISTANT	42,987
	1 OPERATIONS ANALYST	58,366
	3 ADMINISTRATIVE ASSISTANT I (3 X 41,336)	124,008
	1 HEARING SECRETARY	41,062
	1 FINANCIAL SPECIALIST III (PREV P/T BILLING SEC)	44,500
	ADJ TO ACTUAL	2,663-
		815,276

600-1201-415.10-04	EXTRA AND OVERTIME	393	0	0	0	0	0	0
600-1201-415.10-09	PERMANENT PART-TIME	32,387	37,026	66,562	66,562	34,021	25,441	67,449

LEVEL	TEXT	TEXT AMT
BUDG	2019 PERMANENT PART TIME:	
	0.5 PART TIME INSPECTOR	21,265
	1 PART TIME CLERICAL (29 HRS X 52 WEEKS =1,508)	22,846
	- (\$22,846/1,508 = \$15.15 PER HR)	
	NEW: PART-TIME HISTORIC PRESERVATION INSPECTOR	23,338
		67,449

600-1201-415.11-01	FICA - REGULAR	46,843	52,483	58,343	58,343	32,473	26,208	67,528
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LEVEL	TEXT	TEXT AMT
BUDG	2019 FICA:	
	REGULAR SALARIES \$882,725 X 7.65%	67,528
		67,528

600-1201-415.11-04	PERF - REGULAR	67,025	74,996	77,963	77,963	45,515	36,933	91,311
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LEVEL	TEXT	TEXT AMT
BUDG	2019 PERF:	
	REGULAR SALARIES \$815,276 X 11.20%	91,311
		91,311

600-1201-415.11-07	UNEMPLOYMENT COMP	890	0	0	0	0	0	0
600-1201-415.11-08	HEALTH INSURANCE	179,950	192,626	220,049	220,049	122,409	98,188	154,152

LEVEL	TEXT	TEXT AMT
BUDG	HEALTH INSURANCE:	
	\$704.17 X 24 PAY PERIOD = \$16,900 X 15 FTE	253,500

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
	2019 HEALTH INSURANCE DEDUCTION - ONE TIME HEALTH INSURANCE REBATE: \$1,560 X 2 FTE		104,100-					
	LONG TERM DISABILITY: \$4.00 X 24 PAY PERIODS = \$96 X 17 FTE		3,120					
			1,632					
			154,152					
600-1201-415.11-09	LIFE INSURANCE	1,720	1,845	1,836	1,836	1,147	920	2,040
LEVEL	TEXT		TEXT AMT					
BUDG	2019 LIFE INSURANCE: 17 EMP X 24 PAY PERIODS X \$5.00		2,040					
			2,040					
600-1201-415.11-22	PARKING ALLOWANCE	775	0	4,726	3,526	0	0	0
600-1201-415.11-25	FRINGE BENEFIT TAXES	0	0	1,740	1,740	0	0	0
600-1201-415.11-29	PARENTAL LEAVE	0	0	0	1,200	633	441	2,038
LEVEL	TEXT		TEXT AMT					
BUDG	2019 PARENTAL LEAVE \$815,276 X .25% (.0025)		2,038					
			2,038					
3								
*	PERSONNEL SERVICES	928,026	1,028,630	1,127,313	1,127,313	642,323	517,627	1,199,794
600-1201-415.21-01	OFFICIAL RECORDS	4,884	4,789	12,000	12,000	6,482	3,576	12,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 RECORDING OFFICIAL DOCUMENTS WITH THE COUNTY. COUNTY RATE IN 2019 IS \$25 PER DOCUMENT TO RECORD		12,000					
			12,000					
600-1201-415.21-02	PRINT SHOP	832	811	1,200	1,200	713	713	1,200
LEVEL	TEXT		TEXT AMT					
BUDG	2019 PRINT SHOP PROJECTS		1,200					
			1,200					
600-1201-415.21-03	C.S. OFFICE SUPPLIES	859	248	3,600	3,600	1,748	1,303	3,600
LEVEL	TEXT		TEXT AMT					
BUDG	2019 C.S. OFFICE SUPPLIES: - PAPER, PRINT CARTRIDGES, PENS, PENCILS, MISC		3,600					
			3,600					
600-1201-415.21-04	OFFICE SUPPLIES	4,011	6,299	4,800	4,800	2,921	1,776	4,800
LEVEL	TEXT		TEXT AMT					

		2016	2017	2018	2018	2018	6/30/18	2019
		Actual	Actual	Original	Amended	YTD	YTD	Proposed
ACCOUNT NUMBER	ACCOUNT DESCRIPTION			Budget	Budget	Actual	Actual	Expenditures
BUDG	2019 OFFICE SUPPLIES		4,800					
			4,800					
600-1201-415.21-05	SMALL OFFICE EQUIPMENT	434	8	0	4,516	4,180	4,180	0
600-1201-415.22-01	C.S. GASOLINE	6,950	9,860	15,500	15,500	7,894	6,157	15,500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 C.S. GASOLINE \$2.95/GAL		15,500					
			15,500					
600-1201-415.22-05	UNIFORMS	3,005	2,525	3,600	3,949	1,851	1,362	3,600
LEVEL	TEXT		TEXT AMT					
BUDG	2019 UNIFORMS: INSPECTORS/STAFF UNIFORMS		3,600					
			3,600					
600-1201-415.22-24	OTHER OPERATING SUPPLIES	4,255	5,888	8,500	9,449	6,168	4,714	8,500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 OPERATING SUPPLIES:							
	CODE SUPPLIES, GLOVES, TRASH BAGS, DIGITAL CAMERA,							
0	MEMORY STICKS, FLASHLIGHTS, OTHER OPERATIONAL NEED		8,500					
			8,500					
600-1201-415.23-20	SMALL TOOLS & EQUIPMENT	1,930	0	3,000	3,970	0	0	3,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 SMALL TOOLS AND EQUIPMENT		3,000					
			3,000					
600-1201-415.23-21	C.S. SMALL TOOLS & EQUIP	0	262	0	0	0	0	0
600-1201-415.23-99	OTHER R&M SUPPLIES	82	0	2,000	2,000	0	0	2,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 OTHER REPAIR & MAINTENANCE REQUIRED		2,000					
			2,000					
* SUPPLIES		27,242	30,690	54,200	60,984	31,957	23,781	54,200
600-1201-415.31-01	LEGAL SERVICES	4,000	0	0	0	0	0	0
600-1201-415.31-06	OTHER PROFESSIONAL SVCS	14,448	29,746	7,500	33,270	50,786	32,831	7,500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 CONTINGENCY FOR PROF SVCS		7,500					
			7,500					
600-1201-415.31-39	COLLECTION AGENCY EXPENSE	33,306	1,418	7,500	7,500	968	894	7,500

CITY OF SOUTH BEND

EXPENDITURES

2019 BUDGET

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	2019 COLLECTION FEES			7,500					
				7,500					
	600-1201-415.31-70	ADM FEE ALLOCATION	77,520	54,696	54,220	54,220	36,144	27,108	61,977
LEVEL	TEXT			TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - ADMIN FEE			61,977					
				61,977					
	600-1201-415.31-71	CENRAL STORES ALLOCATION	2,760	2,676	4,565	4,565	3,040	2,280	4,488
LEVEL	TEXT			TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - CENTRAL STORES			4,488					
				4,488					
	600-1201-415.31-72	GIS ALLOCATION	22,704	0	0	0	0	0	0
	600-1201-415.31-73	PRINT SHOP ALLOCATION	6,540	8,832	8,004	8,004	5,336	4,002	7,205
LEVEL	TEXT			TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - PRINT SHOP			7,205					
				7,205					
	600-1201-415.31-76	IT ALLOCATION	0	0	230,499	230,499	153,664	115,248	356,410
LEVEL	TEXT			TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - IT AND/OR 311			356,410					
				356,410					
	600-1201-415.32-02	POSTAGE	20,019	17,582	22,000	22,000	11,031	5,815	22,000
LEVEL	TEXT			TEXT AMT					
BUDG	2019 POSTAGE FOR VIOLATION LETTERS, BILLINGS, NOTICES, AND CERTIFIED MAIL			22,000					
				22,000					
	600-1201-415.32-03	TRAVEL	0	0	0	0	0	0	1,900
LEVEL	TEXT			TEXT AMT					
BUDG	2019 TRAVEL: MILEAGE, HOTEL, MEALS, & OTHER			1,900					
				1,900					
	600-1201-415.32-04	TELEPHONE	10,280	6,575	12,500	12,500	4,228	3,234	12,500
LEVEL	TEXT			TEXT AMT					
BUDG	2019 A&T MOBOLITY (VOIP PROJECT UNLIMITED DATA)			12,500					
				12,500					

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
600-1201-415.32-21	TRAVEL - MILEAGE	0	0	300	300	0	0	0
600-1201-415.32-23	TRAVEL - HOTEL	0	189	1,000	1,000	696	0	0
600-1201-415.32-24	TRAVEL - MEALS	0	0	300	300	0	0	0
600-1201-415.32-25	TRAVEL - OTHER	0	88	300	300	50	0	0
600-1201-415.33-01	OUTSIDE PRINTING SERVICES	0	0	1,500	1,500	0	0	1,500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 PRINTING AND ADVERTISING		1,500					
			1,500					
600-1201-415.33-02	PUBLICATION LEGAL NOTICE	9,526	12,759	15,000	15,000	5,483	4,711	15,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 PUBLISHING OF NOTICES OF LEGAL ACTION TAKEN BY CODE ENFORCEMENT AS REQUIRED BY LAW		15,000					
			15,000					
600-1201-415.34-02	LIABILITY INSURANCE	8,772	11,460	43,012	43,012	28,672	21,504	58,325
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - LIABILITY INSURANCE DEPOSIT IN 226-0000-340.12-00		58,325					
			58,325					
600-1201-415.36-02	OFFICE EQUIP R&M	4,815	5,034	4,000	4,000	1,400	972	0
600-1201-415.36-03	AUTO EQUIPMENT R&M	20,038	30,000	40,000	40,000	17,117	15,293	40,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 AUTO R&M - ESTIMATED VEHICLE REPAIR COSTS		40,000					
			40,000					
600-1201-415.36-04	COMPUTER EQUIP R&M	6,252	150,024	0	0	0	0	0
600-1201-415.36-06	RADIO EQUIP R&M	9,804	3,241	5,000	7,483	6,401	4,501	8,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 RADIO SHOP CHARGES-CALIBRATE AND REPAIR - MOUNTED UNITS @ \$60EA - MOBILE UNITS @ \$15EA - OTHER REPAIRS		8,000					
			8,000					
600-1201-415.37-11	CAPITAL LEASE PRINCIPAL	14,309	22,687	39,093	50,893	50,853	26,843	0
600-1201-415.37-12	CAPITAL LEASE INTEREST	1,110	1,482	3,234	5,184	5,150	3,218	0
600-1201-415.38-01	PRINCIPAL	0	0	0	0	0	0	83,000
LEVEL	TEXT		TEXT AMT					
BUDG	DS-140 2015 VEHICLE/EQUIP LEASE #1		7,281					

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
DS-144 2015	VEHICLE/EQUIP LEASE #2		8,550					
DS-152 2016	VEHICLE/EQUIP LEASE #2		8,417					
DS-158 2017	VEHICLE/EQUIP LEASE #1		32,974					
DS-171 2018	VEHICLE/EQUIP LEASE		17,102					
DS-TBD 2018	VEHICLE/EQUIP LEASE		8,676					
			83,000					
600-1201-415.38-02	INTEREST	0	0	0	0	0	0	6,505
LEVEL	TEXT		TEXT AMT					
BUDG	DS-140 2015 VEHICLE/EQUIP LEASE #1		179					
	DS-144 2015 VEHICLE/EQUIP LEASE #2		219					
	DS-152 2016 VEHICLE/EQUIP LEASE #2		358					
	DS-158 2017 VEHICLE/EQUIP LEASE #1		2,651					
	DS-171 2018 VEHICLE/EQUIP LEASE		2,008					
	DS-TBD 2018 VEHICLE/EQUIP LEASE		1,090					
			6,505					
600-1201-415.39-01	REFNDS,AWARDS,INDEMNITIES	3,990	16,377	1,500	1,500	1,334	0	1,250
LEVEL	TEXT		TEXT AMT					
BUDG	2019 REFUNDS		1,250					
			1,250					
600-1201-415.39-10	SUBSCRIPTIONS	337	193	300	300	0	0	550
LEVEL	TEXT		TEXT AMT					
BUDG	2019 SUBSCRIPTIONS TO PROFESSIONAL PUBLICATIONS		550					
			550					
600-1201-415.39-11	DUES & MEMBERSHIPS	762	517	600	600	0	0	600
LEVEL	TEXT		TEXT AMT					
BUDG	2019 DUES AND MEMBERSHIPS		600					
			600					
600-1201-415.39-39	BANK CREDIT CARD CHARGES	1,047	1,385	1,200	1,200	639	489	1,200
LEVEL	TEXT		TEXT AMT					
BUDG	2019 SERVICE FEE FOR CREDIT CARD MACHINE FOR CODE AND LEGAL		1,200					
			1,200					
600-1201-415.39-70	EDUCATION & TRAINING	1,325	8,353	18,000	19,440	4,450	3,450	19,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 TRAINING CLASSES AND CERTIFICATION EXAMS		19,000					
			19,000					

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
600-1201-415.39-89	MISC CHARGES & SVCS	145,412	38,036	83,000	82,960	22,753	19,318	83,000

LEVEL	TEXT	TEXT AMT						
BUDG	2019 OTHER SERVICES & CHARGES:							
	MISC SERVICES NOT COVERED BY OTHER LINE ITEMS		77,000					
	RENTAL OF STORAGE LOT FOR ABANDONED VEHICLES		6,000					
			83,000					
		-----	-----	-----	-----	-----	-----	-----
*	OTHER SERVICES & CHARGES	419,076	423,350	604,127	647,530	410,195	291,710	799,410
	600-1201-415.43-02 MOTOR EQUIPMENT	70,285	2	0	0	0	0	0
		-----	-----	-----	-----	-----	-----	-----
*	CAPITAL	70,285	2	0	0	0	0	0
		-----	-----	-----	-----	-----	-----	-----
**	NEIGHBORHOOD CODE ENF.	1,444,629	1,482,672	1,785,640	1,835,827	1,084,475	833,117	2,053,404

CITY OF SOUTH BEND

REVENUE

2019 BUDGET

		2016	2017	2018	2018	2018	6/30/18	2019
		Actual	Actual	Original	Amended	YTD	YTD	Estimated
ACCOUNT NUMBER	ACCOUNT DESCRIPTION			Budget	Budget	Actual	Actual	Revenue
600-1201-322.20-10	REGISTRATION FEE	17,171	18,950	17,500	17,500	2,900	2,900	8,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 VACANT BUILDING/REGISTRATION FEES		8,000					
			8,000					
		-----	-----	-----	-----	-----	-----	-----
*		17,171	18,950	17,500	17,500	2,900	2,900	8,000
600-1201-341.30-01	TOWING & STORAGE	2,595	1,305	3,000	3,000	1,560	1,020	2,500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 TOWING & STORAGE		2,500					
			2,500					
600-1201-341.30-02	SALES OF ABANDONED VEHIC.	25,701	23,138	17,500	17,500	13,310	12,238	24,500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FEE COLLECTED FOR AUCTIONING OR SCRAPPING OUT		24,500					
	ABANDONED VEHICLES.		24,500					
41								
		-----	-----	-----	-----	-----	-----	-----
*		28,296	24,443	20,500	20,500	14,870	13,258	27,000
600-1201-344.30-00	ENVIRONMENTAL CLEANUP	33,584	42,015	0	12,374	14,421	11,798	18,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 ENVIRONMENTAL CLEANUP NOW BILLED TO FUND 219		18,000					
	THROUGH ACCELA. THIS IS REVENUE ANTICIPATED ON							
	INVOICES/RECEIVABLES IN NAVILINE		18,000					
600-1201-344.30-10	ILLEGAL DUMPING	170-	40	0	0	0	0	0
		-----	-----	-----	-----	-----	-----	-----
*		33,414	42,055	0	12,374	14,421	11,798	18,000
600-1201-349.09-00	DEMOLITION AND BOARDING	184,685	107,844	60,000	106,611	113,009	78,805	155,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 DEMO BOARDINGS:		155,000					
	- 2017 ACTUAL \$107,844							
	- 2016 ACTUAL \$184,685							
	- 2015 ACTUAL \$117,065							
			155,000					
		-----	-----	-----	-----	-----	-----	-----
*		184,685	107,844	60,000	106,611	113,009	78,805	155,000

CITY OF SOUTH BEND

REVENUE

2019 BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Estimated Revenue
600-1201-351.30-00	MISC COLLECTIONS REVENUE	10,722	4,778	6,000	6,000	8	0	3,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 MISCELLANEOUS COLLECTIONS		3,000					
			3,000					
*		10,722	4,778	6,000	6,000	8	0	3,000
600-1201-352.00-00	FORFEITS	129,938	136,935	200,000	200,000	64,751	55,583	115,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 CIVIL PENALTIES: BASED ON AVERAGE OF PAST TWO YEARS (AVG \$133,500)		115,000					
			115,000					
*		129,938	136,935	200,000	200,000	64,751	55,583	115,000
600-1201-354.00-00	ORDINANCE VIOLATION	15,950	21,197	70,000	70,000	22,473	21,590	45,250
LEVEL	TEXT		TEXT AMT					
BUDG	2019 TICKETS CITED BY CODE INSPECTORS		45,250					
			45,250					
*		15,950	21,197	70,000	70,000	22,473	21,590	45,250
600-1201-360.51-00	INSURANCE REIMBURSEMENT	6,646	0	0	0	0	0	0
600-1201-360.90-00	SETTLEMENT FEES	0	6,181	0	0	0	0	0
*		6,646	6,181	0	0	0	0	0
600-1201-380.10-86	ENERGY REBATES	0	0	0	70	70	70	0
600-1201-380.10-87	PAYROLL COST ALLOCATION	0	0	0	0	0	0	73,304
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - PAYROLL COST ALLOC. 600-1207-415.31-77 ANIMAL CARE & CONTROL REIMB FROM ANIMAL CARE & CONTROL DIVISION FOR 35% OF PERSONNEL COSTS FOR DIRECTOR AND DEPUTY DIRECTOR OF CODE ENFORCE		73,304					
			73,304					
600-1201-380.10-99	MISC. REIMBURSEMENTS	2,079	2,022	0	806	806	806	1,500
LEVEL	TEXT		TEXT AMT					

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Estimated Revenue
BUDG	2019 REIMBURSEMENTS		1,500 1,500					
*		2,079	2,022	0	876	876	876	74,804
	600-1201-392.00-00 INTERFUND TRANSFER IN	1,481,100	1,438,451	168,891	168,891	84,446	84,446	1,607,350
LEVEL	TEXT		TEXT AMT					
BUDG	2019 TRANSFER FROM 408-1201-415.50-02 SUBSIDIZE CODE ENFORCEMENT		1,607,350 1,607,350					
*		1,481,100	1,438,451	168,891	168,891	84,446	84,446	1,607,350
**	NEIGHBORHOOD CODE ENF.	1,910,001	1,802,856	542,891	602,752	317,754	269,255	2,053,404

Department 600-1207 - Animal Care & Control

Fund Type	Enterprise Funds				Control	City Funds					
	2016	2017	2018		2019	Forecast				Budget	
	Actual	Actual	Amended	06/30/18	Proposed	2020	2021	2022	2023	Variance	%
			Budget	Actual	Budget					2018-2019	Change
Revenue											
Licenses & Permits	57,717	73,219	74,350	47,058	87,875	89,550	91,450	93,350	95,250	13,525	18%
Charges for Services	450	240	150	90	300	250	250	250	250	150	100%
Fines, Forfeitures, and Fees	454	-	-	-	-	-	-	-	-	-	-
Donations	1,522	30	3,500	-	-	-	-	-	-	(3,500)	-100%
Other Income	356	2,479	6,500	905	1,500	1,600	1,700	1,800	1,900	(5,000)	-77%
Transfers In	629,368	728,865	820,662	410,331	845,841	876,256	887,363	899,139	912,288	25,179	3%
Total Revenue	689,867	804,833	905,162	458,384	935,516	967,656	980,763	994,539	1,009,688	30,354	3%
Expenditures by Type											
Personnel											
Salaries & Wages	327,146	353,454	383,146	181,680	374,614	381,593	388,712	395,974	403,381	(8,532)	-2%
Fringe Benefits	173,255	192,586	208,495	91,983	160,657	165,610	170,735	176,038	181,525	(47,838)	-23%
Total Personnel	500,401	546,040	591,641	273,662	535,271	547,204	559,448	572,012	584,905	(56,370)	-10%
Supplies	27,279	54,674	60,196	33,297	52,650	55,150	55,150	55,150	55,150	(7,546)	-13%
Services & Charges											
Professional Services	11,596	14,627	19,692	14,542	28,180	28,180	28,180	28,180	28,180	8,488	43%
Printing & Advertising	901	160	750	-	950	950	950	950	950	200	27%
Utilities	31,956	35,626	31,400	16,249	32,200	32,200	32,200	32,200	32,200	800	3%
Education & Training	-	495	-	-	-	-	-	-	-	-	-
Travel	-	229	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	25,267	21,151	24,200	12,394	21,700	21,700	21,700	21,700	21,700	(2,500)	-10%
Other Interfund Allocations	30,756	102,048	115,215	57,606	190,703	193,176	195,344	197,555	199,811	75,488	66%
Debt Service											
Principal	970	1,030	16,483	448	1,161	15,690	15,388	15,900	16,900	(15,322)	-93%
Interest & Fees	246	186	2,179	58	55	2,061	2,058	1,546	546	(2,124)	-97%
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-
Insurance	4,992	4,584	4,474	2,238	5,046	5,046	5,046	5,046	5,046	572	13%
Other Services & Charges	22,851	22,025	22,366	10,145	22,600	21,300	20,300	19,300	19,300	234	1%
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Total Services & Charges	129,535	202,161	236,759	113,680	302,595	320,303	321,166	322,377	324,633	65,836	28%
Capital	-	-	80,000	-	45,000	45,000	45,000	45,000	45,000	(35,000)	-44%
Total Expenditures	657,215	802,876	968,596	420,640	935,516	967,656	980,763	994,539	1,009,688	(33,080)	-3%
Net Surplus / (Deficit)	32,652	1,957	(63,434)	37,744	-	-	-	-	-	-	-

Department Purpose:

South Bend Animal Care & Control's mission is to enforce animal welfare laws regarding animal cruelty and neglect per City, State, and Federal regulations. Animal Care & Control responds to animal related complaints, manage and facilitate a fully functioning adoption center & animal shelter, participate and organize community outreach events to promote and educate the public on animal welfare issues.

Explanation of Revenue Sources:

This portion of the fund comprises revenues and expenditures for Animal Care & Control. While some revenues are derived from fees for animal control activities, the vast majority comes from a transfer from the Economic Development Income Tax (EDIT) Fund 408.

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

Changes for 2019 budget are as follow: Personnel has decreased by \$56,370. This change reflects the net of \$80,008 increase in wages and benefits, \$73,304 decrease for change of accounting procedure to allocate salaries for the Director and Deputy Director, and a one time reduction to Health Insurance of \$62,460. The increase of \$80,008 is largely due to the conversion of one part time position into a full time position for an Animal Control Assistant which will total \$59,992. The remaining increase of \$20,016 is as follows: personnel increase of 2% (\$8,631) and the 4% increase to Health Insurance (\$5,940) plus additional part time wage of \$5,445. Supplies have been aligned with 2018 expenses and reduced by \$7,546 to help offset the additional part time wage increase. Contractual Services have increased by \$65,836 which is the net of the Payroll Allocation for the Director and Deputy Director and an overall decrease in Contractual Services of \$7,468 (primarily due a reduction of Capital Lease expense of \$17,446 offset against an increase in Allocations and General Liability Insurance \$2,184 plus the addition of legal expenses for legal representation for Animal Control Hearings \$7,680). Although we have decreased our Capital purchase expense by \$35,000, we still anticipate the need for one full size cargo van for an approximate cost of \$45,000.

Department 600-1207 - Animal Care & Control

Accomplishments, Goals, KPI's

2018 Accomplishments & Outcomes

- Staff has received more training to in order to provide better care for our animals and effectively respond to and handle animal complaints in the field
- Adoption numbers have already increased by approximately 63% compared to this time last year
- Licensing has increased 74% over last year
- Enforcement via Animal Welfare Alerts (AWAs) and citations have increased considerably due to extra presence in the community
-
-
-
-
-
-

2019 Department Goals & Objectives and Linkage to City Results

Well-Governed and Administered City

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

- Staff has reduced "Owner Surrenders" of their animals by helping residents utilize the many available programs in our community

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

- Continue to reduce euthanasia rates and increase adoption/rescue rates.

Safe Community for Everyone

Priority Based Budgeting Result: Promotes and sustains a thriving, healthy, and sufficiently regulated community with revitalized neighborhoods and commercial areas that are attractive, well-kept and free from blight

- Increased licensing will allow South Bend Animal Care & Control (SBACC) to ensure that pets are vaccination against rabies, ensuring a safer community

All Residents Empowered with Education, Mobility and Technology

Priority Based Budgeting Result: Develops and utilizes current technology to better inform, educate, engage and serve the community

- Improve accessibility and ease of government with online licensing and adoption applications

Key Performance Indicators (KPI's)

Measure	Type	2017 Actual	2018 Estimated	2019 Target	Long Term Goal
- Adoptions per year	Outcome	368	400	450	500
- # of bite cases serviced by Animal Care & Control, per year	Outcome	232	175	100	100
- Percentage of animals returned to owner	Effectiveness	17%	20%	25%	25%
- Percentage of animals sent to rescue/rehab	Effectiveness	43%	50%	50%	50%
- Animal Welfare Alert Notices/Citations Issued	Effectiveness	1,196	1,500	1,500	1,500
- Number of animals taken in per year (animal intake)	Outcome	2,584	2,200	2,200	2,200
-					

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

2019 Significant Changes/Challenges/Opportunities

- Challenges include the higher cost of vetting animals for adoption.
- Staffing changes to include a full time adoption coordinator and extra part time kennel attendants. This will allow officers to be more efficient.
- New ordinance will allow for more enforcement opportunities and better welfare for our community's animals.

Department 600-1207 - Animal Care & Control

Staffing (Full-Time Employees only)

Position (* New title or additional position)	2018			2019 Proposed Budget	Forecast			
	2017 Actual	Amended Budget	06/30/18 Actual		2020	2021	2022	2023
Non-Bargaining								
Animal Care & Control (600-1207)								
Manager - Animal Shelter	1	1	1	1	1	1	1	1
Manager - Assistant Animal Shelter	1	1	1	1	1	1	1	1
Animal Control Officer	3	4	4	4	4	4	4	4
Animal Control Assistant*	3	2	2	3	3	3	3	3
Total Non-Bargaining	8	8	8	9	9	9	9	9
Bargaining								
Total Bargaining	0	0	0	0	0	0	0	0
Total Full-Time Employees	8	8	8	9	9	9	9	9

Explain Significant Staffing Changes Below:

PART TIME-To-FULL TIME: During 2017 the person who filled this role as Animal Control Assistant was promoted to Assistant Manager. The primary responsibility of this position is animal adoptions and have been tasked to the person in the part time Animal Control Assistant's position. In 2016 SBACC adopted 289 animals while in 2017 there were 453 adoptions, representing 56.7% increase. YTD 2018 adoptions exceed 100 plus more than ytd 2017, which represents a 71% increase. Having the ability to quickly adopt these animals will indirectly save SBACC money due to reducing the need for extended housing, food, and care provided.

CITY OF SOUTH BEND

EXPENDITURES

2019 BUDGET

		2016	2017	2018	2018	2018	6/30/18	2019
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Actual	Actual	Original Budget	Amended Budget	YTD Actual	YTD Actual	Proposed Expenditures
600-1207-415.10-01	SALARIED WAGES	305,891	333,711	362,340	362,340	207,382	167,340	348,972
LEVEL	TEXT		TEXT AMT					
BUDG	TOTAL FTE - 9							
	1 MANAGER - ANIMAL SHELTER		52,444					
	1 MANAGER - ASSISTANT ANIMAL SHELTER		44,163					
	4 ANIMAL CONTROL OFFICER (4 X 36,167)		144,668					
	3 ANIMAL CONTROL ASSISTANT (3 X 35,899)		107,697					
	- MOVED 1 FT ASST TO FT ASST IN 2019							
	ADJ TO ACTUAL (0)							
			348,972					
600-1207-415.10-03	SEASONAL & INTERNS	6,398	5,143	0	700	710	437	0
600-1207-415.10-04	EXTRA AND OVERTIME	7,942	0	4,000	3,300	269	269	4,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019: OVERTIME		4,000					
			4,000					
600-1207-415.10-09	PERMANENT PART-TIME	6,915	14,599	16,806	16,806	16,958	13,634	21,642
LEVEL	TEXT		TEXT AMT					
BUDG	2019 PERMANENT PART TIME:							
	2 KENNEL ASSISTANTS, 32 HRS/WK AS NEEDED		21,642					
			21,642					
600-1207-415.11-01	FICA - REGULAR	24,451	25,829	29,311	29,311	16,834	13,629	28,658
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FICA:							
	\$374,614 WAGES X 7.65% =		28,658					
			28,658					
600-1207-415.11-04	PERF - REGULAR	35,128	37,376	40,582	40,582	23,226	18,741	39,533
LEVEL	TEXT		TEXT AMT					
BUDG	2019 PERF (REGULAR):							
	\$352,972 X 11.2%		39,533					
			39,533					
600-1207-415.11-07	UNEMPLOYMENT COMP	442	0	0	0	0	0	0
600-1207-415.11-08	HEALTH INSURANCE	112,304	128,396	136,652	136,652	73,556	58,681	90,504
LEVEL	TEXT		TEXT AMT					
BUDG	HEALTH INSURANCE:							
	\$704.17 X 24 PAY PERIOD = \$16,900 X 9 FTE		152,100					
	2019 HEALTH INSURANCE DEDUCTION - ONE TIME		62,460-					
	LONG TERM DISABILITY:							

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
	\$4.00 X 24 PAY PERIODS = \$96 X 9 FTE		864 90,504					
600-1207-415.11-09	LIFE INSURANCE	930	985	1,044	1,044	613	485	1,080
LEVEL	TEXT		TEXT AMT					
BUDG	2019 LIFE INSURANCE: 9 FTE X \$120 (\$5.00 X 24 PAY PERIODS)		1,080 1,080					
600-1207-415.11-29	PARENTAL LEAVE	0	0	906	906	547	447	882
LEVEL	TEXT		TEXT AMT					
BUDG	2019 PARENTAL LEAVE: \$352,972 X 0.25% (0.0025)		882 882					
* 600-1207-415.21-02	PERSONNEL SERVICES	500,401	546,039	591,641	591,641	340,095	273,662	535,271
600-1207-415.21-02	PRINT SHOP	258	100	600	600	403	261	600
LEVEL	TEXT		TEXT AMT					
BUDG	2019 PRINT SHOP PROJECTS		600 600					
600-1207-415.21-03	C.S. OFFICE SUPPLIES	1,840	824	1,500	1,500	1,495	1,317	1,800
LEVEL	TEXT		TEXT AMT					
BUDG	2019 C.S. SUPPLIES: OFFICE PRODUCTS		1,800 1,800					
600-1207-415.21-04	OFFICE SUPPLIES	237	920	1,500	1,500	224	224	1,200
LEVEL	TEXT		TEXT AMT					
BUDG	2019 OFFICE SUPPLIES		1,200 1,200					
600-1207-415.21-05	SMALL OFFICE EQUIPMENT	0	85	0	0	0	0	0
600-1207-415.22-01	C.S. GASOLINE	4,295	5,252	7,630	7,630	4,192	3,445	7,500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 C.S. GASOLINE: EST @ \$2.95 PER GAL		7,500 7,500					
600-1207-415.22-05	UNIFORMS	2,152	1,207	1,600	1,700	1,689	1,110	1,200
LEVEL	TEXT		TEXT AMT					

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		2016	2017	2018	2018	2018	6/30/18	2019
		Actual	Actual	Original	Amended	YTD	YTD	Proposed
ACCOUNT NUMBER	ACCOUNT DESCRIPTION			Budget	Budget	Actual	Actual	Expenditures
BUDG	2019 UNIFORMS		1,200					
			1,200					
	600-1207-415.22-06 FEED	48	0	1,500	1,400	209	0	1,200
LEVEL	TEXT		TEXT AMT					
BUDG	2019 ANIMAL FEED		1,200					
			1,200					
	600-1207-415.22-20 C.S. MEDICAL/SAFETY	16,896	38,928	36,000	40,245	28,056	26,121	36,700
LEVEL	TEXT		TEXT AMT					
BUDG	2019 VACCINES, DISEASE TESTS, MED SUPPLIES, DARTS, EXCLUDES RABIES TESTING		36,700					
			36,700					
	600-1207-415.22-21 CLEANING SUPPLIES	134	0	0	0	0	0	0
	600-1207-415.22-24 OTHER OPERATING SUPPLIES	1,131	3,010	500	2,221	213	213	500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 OTHER SUPPLIES		500					
49			500					
	600-1207-415.23-20 SMALL TOOLS & EQUIPMENT	0	3,604	2,000	2,650	147	147	1,200
LEVEL	TEXT		TEXT AMT					
BUDG	2019 SMALL TOOLS & EQUIPMENT		1,200					
			1,200					
	600-1207-415.23-99 OTHER R&M SUPPLIES	288	744	750	750	520	460	750
LEVEL	TEXT		TEXT AMT					
BUDG	2019 OTHER R&M SUPPLIES		750					
			750					
	* SUPPLIES	27,279	54,674	53,580	60,196	37,148	33,297	52,650
	600-1207-415.31-01 LEGAL SERVICES	0	0	0	0	992	0	0
	600-1207-415.31-06 OTHER PROFESSIONAL SVCS	3,039	2,157	2,500	2,500	1,359	781	10,180
LEVEL	TEXT		TEXT AMT					
BUDG	2019 PROFESSIONAL SERVICES:							
	- MONTHLY PEST CONTROL, CARPETS CLEANING		2,500					
	- HEARING OFFICER \$160/HR @ 4 HOURS/HEARING X 12		7,680					
			10,180					
	600-1207-415.31-09 VETERINARY EXPENSES	8,557	12,910	9,000	17,192	14,326	14,106	18,000

CITY OF SOUTH BEND

EXPENDITURES

2019 BUDGET

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	2019 PROFESSIONAL SERVICES FOR VETERINARY: MED TREATMENT FOR SICK/INJURED ANIMALS THAT ARE PICKED UP BY SBACC STAFF; SPAYING AND NEUTERING OF ADOPTABLE ANIMALS		18,000					
			18,000					
	600-1207-415.31-39 COLLECTION AGENCY EXPENSE	0	441-	0	0	345-	345-	0
	600-1207-415.31-70 ADM FEE ALLOCATION	22,356	24,852	26,000	26,000	17,336	13,002	32,974
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - ADMIN FEE		32,974					
			32,974					
	600-1207-415.31-71 CENTRAL STORES ALLOCATION	3,036	2,964	5,883	5,883	3,920	2,940	6,491
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - CENTRAL STORES		6,491					
			6,491					
	600-1207-415.31-73 PRINT SHOP ALLOCATION	1,620	2,616	2,244	2,244	1,496	1,122	2,025
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - PRINT SHOP		2,025					
			2,025					
	600-1207-415.31-76 IT ALLOCATION	0	0	81,088	81,088	54,056	40,542	75,909
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - IT AND/OR 311		75,909					
			75,909					
	600-1207-415.31-77 PAYROLL COST ALLOCATION	0	0	0	0	0	0	73,304
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - PAYROLL COST ALLOC. 600-1201-380.10-87 CODE ENFORCEMENT REIMB CODE ENFORCEMENT FOR 35% OF PERSONNEL COSTS FOR DIRECTOR AND DEPUTY DIRECTOR OF CODE ENFORCE		73,304					
			73,304					
	600-1207-415.32-02 POSTAGE	1,032	1,245	1,500	1,500	1,087	714	1,200
LEVEL	TEXT		TEXT AMT					
BUDG	2019 POSTAGE		1,200					
			1,200					

CITY OF SOUTH BEND

EXPENDITURES

2019 BUDGET

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
600-1207-415.32-04	TELEPHONE	4,787	2,760	5,000	5,000	1,523	1,153	4,500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 TELEPHONE:							
	- PHONE AT \$20 EACH PLUS DATA SERVICE FOR 4 IPADS		4,500					
			4,500					
600-1207-415.32-21	TRAVEL - MILEAGE	0	162	0	0	0	0	0
600-1207-415.32-24	TRAVEL - MEALS	0	67	0	0	153	0	0
600-1207-415.33-03	PROMOTIONAL	901	160	750	750	0	0	950
LEVEL	TEXT		TEXT AMT					
BUDG	2019 BILLBOARD COST ,OUTREACH ON THE BUS		950					
			950					
600-1207-415.34-02	LIABILITY INSURANCE	4,992	4,584	4,474	4,474	2,984	2,238	5,046
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - LIABILITY INSURANCE		5,046					
	DEPOSIT IN 226-0000-340.12-00		5,046					
5	600-1207-415.35-01	16,822	18,152	14,400	14,400	8,274	6,338	15,400
LEVEL	TEXT		TEXT AMT					
BUDG	2019 ELECTRICITY FOR SBACC LOCATED AT 521 ECLIPSE		15,400					
			15,400					
600-1207-415.35-02	NATURAL GAS	3,322	3,362	6,000	6,000	2,674	2,601	5,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 GAS FOR SBACC LOCATED AT 521 ECLIPSE		5,000					
			5,000					
600-1207-415.35-03	TRASH REMOVAL	4,914	5,858	4,700	4,700	4,632	3,349	5,500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 TRASH REMOVAL		5,500					
			5,500					
600-1207-415.35-04	WATER	6,898	8,255	6,300	6,300	5,443	3,961	6,300
LEVEL	TEXT		TEXT AMT					
BUDG	2019 WATER/SEWER FOR SBACC LOCATED AT 521 ECLIPSE		6,300					
			6,300					
600-1207-415.36-01	BUILDING R&M	9,721	1,009	4,800	4,800	4,028	3,758	5,800
LEVEL	TEXT		TEXT AMT					

CITY OF SOUTH BEND

EXPENDITURES

2019 BUDGET

		2016	2017	2018	2018	2018	6/30/18	2019
		Actual	Actual	Original	Amended	YTD	YTD	Proposed
ACCOUNT NUMBER	ACCOUNT DESCRIPTION			Budget	Budget	Actual	Actual	Expenditures
BUDG	2019 BUILDING REPAIRS		5,800					
			5,800					
	600-1207-415.36-02 OFFICE EQUIP R&M	591	1,207	1,000	1,000	702	597	0
	600-1207-415.36-03 AUTO EQUIPMENT R&M	14,332	17,890	16,000	17,500	8,541	7,357	15,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 AUTOMOTIVE EQUIPMENT REPAIR		15,000					
			15,000					
	600-1207-415.36-04 COMPUTER EQUIP R&M	3,744	71,616	0	0	0	0	0
	600-1207-415.36-06 RADIO EQUIP R&M	623	1,046	900	900	682	682	900
LEVEL	TEXT		TEXT AMT					
BUDG	2019 RADIO EQUIPMENT		900					
			900					
	600-1207-415.37-11 CAPITAL LEASE PRINCIPAL	970	1,030	16,483	16,483	630	448	0
	600-1207-415.37-12 CAPITAL LEASE INTEREST	246	186	2,179	2,179	79	58	0
	600-1207-415.38-01 PRINCIPAL	0	0	0	0	0	0	1,161
LEVEL	TEXT		TEXT AMT					
BUDG	DS-137 2015 ANIMAL CONTROL COPIER LEASE		1,161					
			1,161					
	600-1207-415.38-02 INTEREST	0	0	0	0	0	0	55
LEVEL	TEXT		TEXT AMT					
BUDG	DS-137 2015 ANIMAL CONTROL COPIER LEASE		55					
			55					
	600-1207-415.39-12 SECURITY	573	2,473	900	900	0	0	1,200
LEVEL	TEXT		TEXT AMT					
BUDG	2019 ALARM MONITORING		1,200					
			1,200					
	600-1207-415.39-39 BANK CREDIT CARD CHARGES	670	854	700	700	741	560	700
LEVEL	TEXT		TEXT AMT					
BUDG	2019 SERVICE FEE FOR CREDIT CARD MACHINE		700					
			700					
	600-1207-415.39-70 EDUCATION & TRAINING	0	495	0	0	0	0	0
	600-1207-415.39-88 CREMATION SERVICES	15,789	12,710	12,000	12,000	5,850	5,850	12,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 CREMATION SERVICES		12,000					

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
			12,000					
600-1207-415.39-89	MISC CHARGES & SVCS	0	1,982	0	2,266	1,868	1,868	3,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 OTHER SERVICES & CHARGES		3,000					
			3,000					
		-----	-----	-----	-----	-----	-----	-----
*	OTHER SERVICES & CHARGES	129,535	202,161	224,801	236,759	143,031	113,680	302,595
600-1207-415.43-09	MATERIALS & EQUIPMENT	0	0	80,000	80,000	0	0	45,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 ANIMAL/CARGO VAN FOR ANIMAL PICKUP/DELIVERY FOLLOWING THE 2018-2022 VEHICLE REPLACEMENT PLAN, AND REDUCED FROM A BOX TRUCK TO CARGO VAN		45,000					
			45,000					
		-----	-----	-----	-----	-----	-----	-----
*	CAPITAL	0	0	80,000	80,000	0	0	45,000
53								
**	ANIMAL CONTROL	657,215	802,874	950,022	968,596	520,274	420,640	935,516

		2016	2017	2018	2018	2018	6/30/18	2019
		Actual	Actual	Original	Amended	YTD	YTD	Estimated
ACCOUNT NUMBER	ACCOUNT DESCRIPTION			Budget	Budget	Actual	Actual	Revenue
600-1207-321.06-00	PET LICENSES	19,375	25,425	20,200	20,200	20,740	16,335	12,575
LEVEL	TEXT		TEXT AMT					
BUDG	2019 CITY PET LICENSE SALES		12,575					
			12,575					
600-1207-321.06-10	DANGEROUS DOG LICENSE	200	375	400	400	0	0	0
600-1207-321.06-20	PET IMPOUND RECLAIM FEE	4,685	6,375	9,500	9,500	4,055	2,760	8,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 PET IMPOUND RECLAIM FEE		8,000					
			8,000					
600-1207-321.06-30	PET ADOPTION FEES	16,744	24,994	16,500	25,000	21,856	17,988	49,300
LEVEL	TEXT		TEXT AMT					
BUDG	2019 PET ADOPTION FEES		49,300					
	- FEES INCLUDE \$85 DOGS & \$65 CATS		49,300					
600-1207-321.06-40	PICK UP FEES	785	480	1,500	1,500	400	280	500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 UNWANTED PET PICKUP - \$20 PER ANIMAL		500					
			500					
600-1207-321.06-45	PET MICRO CHIPPING	3,230	4,100	3,750	3,750	2,540	2,020	4,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 MICROCHIPPING - \$20 EACH ANIMAL		4,000					
			4,000					
600-1207-321.06-50	VETERINARIAN EXPENSES	1,912	2,511	2,200	2,200	1,999	1,426	2,200
LEVEL	TEXT		TEXT AMT					
BUDG	2019 REIMB. FOR IN-HOUSE VACCINATIONS AND SHOTS		2,200					
			2,200					
600-1207-321.06-55	PET EUTHANASIA	420	40	1,000	1,000	0	0	500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 EUTHANASIA - \$20 PER ANIMAL		500					
			500					
600-1207-321.06-60	ANIMAL SURRENDERS	8,750	7,803	8,100	8,100	5,120	3,770	7,500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 SURRENDER FEES \$20 PER ANIMAL		7,500					

CITY OF SOUTH BEND

REVENUE

2019 BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Estimated Revenue
			7,500					
600-1207-321.06-65	CREMATION	766	166	500	800	879	639	800
LEVEL	TEXT		TEXT AMT					
BUDG	2019 CREMATION		800					
			800					
600-1207-321.06-70	DONATIONS	1,522	30	3,500	3,500	0	0	0
LEVEL	TEXT		TEXT AMT					
BUDG	ANIMAL CONTROL DONATIONS COLLECTED IN FUND 217							
600-1207-321.06-75	CHICKEN COOP	280	0	0	0	0	0	0
600-1207-321.50-10	VARIOUS	570	950	0	1,900	1,920	1,840	2,500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FEE FOR VARIOUS OTHER PERMITS		2,500					
			2,500					
600-1207-321.60-10	RABIES SPECIMIN PREP	450	240	0	150	180	90	300
LEVEL	TEXT		TEXT AMT					
BUDG	2019 REIMB/RABIES SPECIMIN PREP		300					
			300					
		-----	-----	-----	-----	-----	-----	-----
*		59,689	73,489	67,150	78,000	59,689	47,148	88,175
600-1207-351.30-00	MISC COLLECTIONS REVENUE	454	0	0	0	0	0	0
*		454	0	0	0	0	0	0
600-1207-360.00-00	MISCELLANEOUS REVENUE	333	2,479	6,500	6,500	989	905	1,500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 MISC REVENUE		1,500					
			1,500					
600-1207-360.51-00	INSURANCE REIMBURSEMENT	23	0	0	0	0	0	0
*		356	2,479	6,500	6,500	989	905	1,500
600-1207-392.00-00	INTERFUND TRANSFER IN	629,368	728,865	820,662	820,662	410,331	410,331	845,841
LEVEL	TEXT		TEXT AMT					
BUDG	2019 TRANSFER FROM 408-1207-415.50-02 SUBSIDIZE ANIMAL CARE & CONTROL		845,841					
*		629,368	728,865	820,662	820,662	410,331	410,331	845,841
**	ANIMAL CONTROL	689,867	804,833	894,312	905,162	471,009	458,384	935,516

Department 600-1208 - Rental Unit Inspection

Fund Type	Enterprise Funds				Control	City Funds					
	2016 Actual	2017 Actual	2018 Amended Budget	06/30/18 Actual	2019 Proposed Budget	Forecast				Budget Variance 2018-2019	%
						2020	2021	2022	2023		Change
Revenue											
Licenses & Permits	-	-	-	-	-	-	-	-	-	-	-
Charges for Services	-	-	30,000	-	100,000	125,000	150,000	175,000	200,000	70,000	233%
Fines, Forfeitures, and Fees	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	75,718	51,149	28,852	5,230	-	75,718	-
Total Revenue	-	-	30,000	-	175,718	176,149	178,852	180,230	200,000	145,718	486%
Expenditures by Type											
Personnel											
Salaries & Wages	-	-	83,390	4,260	85,058	86,759	88,494	90,264	92,070	1,668	2%
Fringe Benefits	-	-	49,548	803	36,598	37,727	38,896	40,104	41,353	(12,950)	-26%
Total Personnel	-	-	132,938	5,063	121,656	124,487	127,390	130,368	133,423	(11,282)	-8%
Supplies	-	-	3,825	71	8,960	8,560	8,360	7,760	7,760	5,135	134%
Services & Charges											
Professional Services	-	-	-	-	-	-	-	-	-	-	-
Printing & Advertising	-	-	-	-	10,000	8,000	8,000	7,000	7,000	10,000	-
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	1,500	-	1,800	1,800	1,800	1,800	1,800	300	20%
Travel	-	-	1,100	-	1,200	1,200	1,200	1,200	1,200	100	9%
Repairs & Maintenance	-	-	1,800	-	2,400	2,400	2,400	2,400	2,400	600	33%
Other Interfund Allocations	-	-	-	-	-	-	-	-	-	-	-
Debt Service											
Principal	-	-	16,800	-	15,094	15,544	16,008	16,485	8,426	(1,706)	-10%
Interest & Fees	-	-	1,312	-	2,008	1,558	1,094	617	125	696	53%
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	-	-	20,725	-	12,600	12,600	12,600	12,600	12,600	(8,125)	-39%
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Total Services & Charges	-	-	43,237	-	45,102	43,102	43,102	42,102	33,551	1,865	4%
Capital	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	-	-	180,000	5,134	175,718	176,149	178,852	180,230	174,734	(4,282)	-2%
Net Surplus / (Deficit)	-	-	(150,000)	(5,134)	-	-	-	-	25,266		

Department Purpose:

The Rental Unit Inspection division (600-1208) will be conducting property inspections and issuing a license for all rental properties in the City. All properties will be required to meet the minimum standards for the safety of the occupants.

Explanation of Revenue Sources:

Revenue generation for this division will be derived from follow up re-inspection fees and assessments for non-compliance. First and second inspections will have no charges, however if not compliant after the second inspection there will be charges requiring follow up inspections to validate compliance.

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

The 2019 budget for this new division created in 2018 reflects a 2% decrease of \$4,282. Personnel decreased 8% (\$11,282) due to a one time reduction in Health Insurance of \$13,880. Otherwise personnel had a 2% increase in wages and originally had a 4% increase in Health Insurance. Supplies increased by \$5,135 to help purchase any start up tools the inspectors may need. Contractuals were realigned to add \$10,000 for printing needs to develop postcards to notify the public of the new rental unit inspections, and a reduction of miscellaneous charges and services of \$8,125, for a net increase of \$1,865.

Department 600-1208 - Rental Unit Inspection

Staffing (Full-Time Employees only)

Position (* New title or additional position)	2017 Actual	2018		2019 Proposed Budget	Forecast			
		Amended Budget	06/30/18 Actual		2020	2021	2022	2023
Non-Bargaining								
Rental Unit Inspection (600-1208)								
Code Inspector (Rental License Insp.)	0	2	2	2	2	2	2	2
Total Non-Bargaining	0	2	2	2	2	2	2	2
Bargaining								
Total Bargaining	0	0	0	0	0	0	0	0
Total Full-Time Employees	0	2	2	2	2	2	2	2

Explain Significant Staffing Changes Below:

None for 2019.

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
600-1208-415.10-01	SALARIED WAGES	0	0	83,390	83,390	12,780	4,260	85,058
LEVEL	TEXT		TEXT AMT					
BUDG	TOTAL FTE - 2							
	1 CODE INSPECTOR (RENTAL LICENSE INSPECTOR)		42,529					
	1 CODE INSPECTOR (RENTAL LICENSE INSPECTOR)		42,529					
			85,058					
600-1208-415.11-01	FICA - REGULAR	0	0	6,380	6,380	924	326	6,507
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FICA - \$85,058 X 7.65%		6,507					
			6,507					
600-1208-415.11-04	PERF - REGULAR	0	0	9,340	9,340	1,431	477	9,526
LEVEL	TEXT		TEXT AMT					
BUDG	2019 PERF - \$85,058 X 11.2%		9,526					
			9,526					
600-1208-415.11-08	HEALTH INSURANCE	0	0	32,592	32,592	0	0	20,112
LEVEL	TEXT		TEXT AMT					
BUDG	HEALTH INSURANCE:							
	\$704.17 X 24 PAY PERIOD = \$16,900 X 4 FTE		33,800					
	2019 HEALTH INSURANCE DEDUCTION - ONE TIME		13,880-					
	LONG TERM DISABILITY:							
	\$4.00 X 24 PAY PERIODS = \$96 X 5 FTE		192					
			20,112					
600-1208-415.11-09	LIFE INSURANCE	0	0	240	240	15	0	240
LEVEL	TEXT		TEXT AMT					
BUDG	2019 LIFE INS: 2 EMP X \$120 (\$5 X24 PAY PERIODS)		240					
			240					
600-1208-415.11-22	PARKING ALLOWANCE	0	0	788	788	0	0	0
600-1208-415.11-29	PARENTAL LEAVE	0	0	208	208	0	0	213
LEVEL	TEXT		TEXT AMT					
BUDG	2019 PARENTAL LEAVE: \$85,058 X .25%		213					
			213					
* PERSONNEL SERVICES		0	0	132,938	132,938	15,150	5,063	121,656
600-1208-415.21-04	OFFICE SUPPLIES	0	0	300	375	300	71	1,200
LEVEL	TEXT		TEXT AMT					

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
BUDG	2019 OFFICE SUPPLIES		1,200					
			1,200					
600-1208-415.22-01	C.S. GASOLINE	0	0	2,175	2,175	0	0	3,600
LEVEL	TEXT		TEXT AMT					
BUDG	2019 C.S. GASOLINE @ \$2.95/GALLON		3,600					3,600
			3,600					
600-1208-415.22-05	UNIFORMS	0	0	650	650	0	0	560
LEVEL	TEXT		TEXT AMT					
BUDG	2019 UNIFORMS: \$280 X 2 INSPECTORS		560					560
			560					
600-1208-415.22-24	OTHER OPERATING SUPPLIES	0	0	200	125	0	0	1,200
LEVEL	TEXT		TEXT AMT					
BUDG	2019 OPERATING SUPPLIES: GLOVES, FLASHLIGHTS, MISC		1,200					1,200
			1,200					
600-1208-415.23-20	SMALL TOOLS & EQUIPMENT	0	0	500	500	0	0	2,400
LEVEL	TEXT		TEXT AMT					
BUDG	2019 SMALL TOOLS & EQUIPMENT		2,400					2,400
			2,400					
* SUPPLIES		0	0	3,825	3,825	300	71	8,960
600-1208-415.32-03	TRAVEL	0	0	0	0	0	0	1,200
LEVEL	TEXT		TEXT AMT					
BUDG	2019 TRAVEL: TRAINING AND CERTIFICATIONS		1,200					1,200
			1,200					
600-1208-415.32-21	TRAVEL - MILEAGE	0	0	200	200	0	0	0
600-1208-415.32-23	TRAVEL - HOTEL	0	0	500	500	0	0	0
600-1208-415.32-24	TRAVEL - MEALS	0	0	300	300	0	0	0
600-1208-415.32-25	TRAVEL - OTHER	0	0	100	100	0	0	0
600-1208-415.33-01	OUTSIDE PRINTING SERVICES	0	0	0	0	0	0	10,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 INFORMATION POSTCARDS FOR INSPECTION PROGRAM		10,000					10,000
			10,000					
600-1208-415.36-03	AUTO EQUIPMENT R&M	0	0	1,800	1,800	0	0	2,400
LEVEL	TEXT		TEXT AMT					

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
BUDG	2019 REPAIRS & MAINTENANCE		2,400					
			2,400					
	600-1208-415.37-11 CAPITAL LEASE PRINCIPAL	0	0	16,800	16,800	0	0	0
	600-1208-415.37-12 CAPITAL LEASE INTEREST	0	0	1,312	1,312	0	0	0
	600-1208-415.38-01 PRINCIPAL	0	0	0	0	0	0	15,094
LEVEL	TEXT		TEXT AMT					
BUDG	DS-171 2018 VEHICLE/EQUIP LEASE #1		15,094					
			15,094					
	600-1208-415.38-02 INTEREST	0	0	0	0	0	0	2,008
LEVEL	TEXT		TEXT AMT					
BUDG	DS-171 2018 VEHICLE/EQUIP LEASE #1		2,008					
			2,008					
	600-1208-415.39-70 EDUCATION & TRAINING	0	0	1,500	1,500	0	0	1,800
LEVEL	TEXT		TEXT AMT					
BUDG	2019 EDUCATION & TRAINING: 2 INSPECTORS		1,800					
			1,800					
	600-1208-415.39-89 MISC CHARGES & SVCS	0	0	20,725	20,725	0	0	12,600
LEVEL	TEXT		TEXT AMT					
BUDG	2019 OTHER SERVICES & CHARGES:		12,600					
			12,600					
		-----	-----	-----	-----	-----	-----	-----
*	OTHER SERVICES & CHARGES	0	0	43,237	43,237	0	0	45,102
		-----	-----	-----	-----	-----	-----	-----
**	RENTAL UNIT INSPECTION	0	0	180,000	180,000	15,450	5,134	175,718

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Estimated Revenue
600-1208-323.20-11	RENTAL UNIT INSP FEES	0	0	30,000	30,000	0	0	100,000
LEVEL	TEXT	TEXT AMT						
BUDG	2019 NEW RENTAL UNIT INSPECTION FEE	100,000						
		100,000						
		-----	-----	-----	-----	-----	-----	-----
*		0	0	30,000	30,000	0	0	100,000
600-1208-392.00-00	INTERFUND TRANSFER IN	0	0	0	0	0	0	75,718
LEVEL	TEXT	TEXT AMT						
BUDG	2019 TRANSFER FROM 408-1208-415.50-02	75,718						
	SUBSIDIZE RENTAL UNIT INSPECTION	75,718						
		-----	-----	-----	-----	-----	-----	-----
*		0	0	0	0	0	0	75,718
		-----	-----	-----	-----	-----	-----	-----
**	RENTAL UNIT INSPECTION	0	0	30,000	30,000	0	0	175,718

Fund 219 - Unsafe Building

Fund Type	Special Revenue Funds				Control	City Funds					
	2016	2017	2018		2019	Forecast				Budget	%
	Actual	Actual	Amended	06/30/18	Proposed	2020	2021	2022	2023	Variance	Change
			Budget	Actual	Budget					2018-2019	
Revenue											
Charges for Services	237,962	146,194	199,500	53,425	133,000	133,000	133,000	133,000	133,000	(66,500)	-33%
Fines, Forfeitures, and Fees	146,831	69,541	68,250	19,832	47,200	47,200	47,700	48,200	48,700	(21,050)	-31%
Interest Earnings	-	-	2,500	1,443	1,000	900	950	1,000	1,100	(1,500)	-60%
Other Income	-	-	-	-	-	-	-	-	-	-	-
Transfers In	755,180	579,757	648,273	324,137	681,154	686,186	675,522	679,964	684,468	32,881	5%
Total Revenue	1,139,973	795,492	918,523	398,836	862,354	867,286	857,172	862,164	867,268	(56,169)	-6%
Expenditures by Type											
Personnel											
Salaries & Wages	167,266	176,005	190,001	85,633	191,978	194,104	196,253	198,425	200,620	1,977	1%
Fringe Benefits	90,997	97,509	104,906	47,422	79,532	81,707	83,801	85,965	88,204	(25,374)	-24%
Total Personnel	258,263	273,514	294,907	133,055	271,510	275,812	280,054	284,390	288,824	(23,397)	-8%
Supplies	16,547	16,846	26,650	9,504	26,450	26,450	26,450	26,450	26,450	(200)	-1%
Services & Charges											
Professional Services	39,785	38,078	59,000	18,500	48,000	48,000	48,000	48,000	48,000	(11,000)	-19%
Printing & Advertising	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	-	-	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	252,975	277,140	350,503	67,702	354,500	354,500	354,500	354,500	354,500	3,997	1%
Other Interfund Allocations	-	32,616	31,481	15,744	33,941	34,572	35,215	35,872	36,541	2,460	8%
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-
Insurance	98,280	39,144	26,435	13,218	953	953	953	953	953	(25,482)	-96%
Other Services & Charges	104,888	111,741	183,437	31,217	127,000	127,000	112,000	112,000	112,000	(56,437)	-31%
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Total Services & Charges	495,928	498,720	650,856	146,381	564,394	565,025	550,668	551,325	551,994	(86,462)	-13%
Capital	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	770,738	789,079	972,413	288,939	862,354	867,286	857,172	862,164	867,268	(110,059)	-11%
Net Surplus / (Deficit)	369,235	6,413	(53,890)	109,897	-	-	-	-	-		
Beginning Cash Balance	-	371,735	379,148		325,258	325,258	325,258	325,258	325,258		
Cash Adjustments	2,500	1,000	-		-	-	-	-	-		
Ending Cash Balance	371,735	379,148	325,258		325,258	325,258	325,258	325,258	325,258		
Cash Reserves Target	192,685	197,270	243,103		215,589	216,822	214,293	215,541	216,817		

Cash Reserve
25% of Annual expenditures

Fund Purpose:

The Unsafe Building Fund was established in 2016 to receive fines and fees related to Indiana's Unsafe Building law. The expenses incurred for board-ups, demolitions, ordinance violation abatements, and other related services are recorded here. The Unsafe Building Fund is an extension of the Department of Code Enforcement and shares the same mission to ensure a safe and clean community by upholding and enforcing the ordinances of the City of South Bend, the Indiana Unsafe Building Law, and the 2000 International Property Maintenance Code. Code Enforcement not only cites neglected properties through its team of inspectors, it also pursues citizens' complaints, partners with volunteer neighborhood associations for neighborhood clean-ups, and works directly through community outreach programs to enrich the City of South Bend's neighborhoods.

Explanation of Revenue Sources:

Neighborhood Enforcement Action Team (NEAT) derives its income from fees charged to homeowners and/or businesses for environmental clean-ups. These clean ups consist of illegal dumping of household items, tires, building materials, appliances, and any other form of litter and debris. Additional fines may be assessed for failure to comply upon notification.

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

Overall the 2019 budget reflects a decrease of \$110,059 or a -11% change. Wages increased 1.5% but overall Personnel dropped by 8% due to a one time decrease in Health Insurance of \$24,960, Supplies decreased by 1%, and Contractual Services decreased 13% (\$86,462). The drop in Contractual Services represents a decrease in general liability insurance of \$25,482, legal services \$11,000, Site Mowing and Graffiti \$31,003 and misc. contractals of \$18,997.

Staffing (Full-Time Employees only)	2017	2018		2019	Forecast			
Position	Actual	Amended	06/30/18	Proposed	2020	2021	2022	2023
		Budget	Actual	Budget				
Non-Bargaining								
Superintendent IV	1	1	1	1	1	1	1	1
Total Non-Bargaining	1							
Bargaining								
Driver	1	1	1	1	1	1	1	1
Operator III	2	2	2	2	2	2	2	2
Total Non-Bargaining	3							
Total Full-Time Employees	4							

Fund 219 - Unsafe Building

Accomplishments, Goals, KPI's

2018 Accomplishments & Outcomes

- Transitioned housing files to from NaviLine to Accela, and all new housing files opened in Accela.
- Kept bridges open during the winter months by clearing snow off the sidewalks so pedestrians could safely pass.
- Worked with local businesses, Engineering, and First Responders to fence off a dangerous, makeshift trail under the Ironwood Bridge.
- Assisted with Rebuilding Together by demolishing a small garage for a Code Enforcement customer.
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-
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2019 Department Goals & Objectives and Linkage to City Results

Safe Community for Everyone

Priority Based Budgeting Result: Promotes and sustains a thriving, healthy, and sufficiently regulated community with revitalized neighborhoods and commercial areas that are attractive, well-kept and free from blight

- Continue to dedicate the lighting loader, twice a month, to collect all tires that are dumped in the alleys.
- Maintain/increase neighborhood cleanups, with 10 as of August 2018.

Robust & Well-Planned Infrastructure

Priority Based Budgeting Result: Continuously and proactively maintains, repairs, improves and invests in its transportation infrastructure (roads, streets and sidewalks)

- Trim/cut back alleys, and keep streets clear of debris.
- Trim overgrowth blocking street signage.

Vibrant & Welcoming Neighborhoods

Priority Based Budgeting Result: Attracts and retains homeowners by providing well-planned, attractive, diverse and livable neighborhoods, offering a variety of housing options and promoting neighborhood identity and pride

- The Deputy Director and NEAT will work with neighborhood associations and businesses to promote more neighborhood clean-ups.

Well-Governed and Administered City

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

- Work with the Department of Safety & Risk to ensure that the crew is working in the safest possible manner every day
- Provide the NEAT Crew with training opportunities, as available.
- Work with the NEAT Crew to become more efficient in scheduling abatements.
- Continue to build better partnerships with City departments.

Key Performance Indicators (KPI's)

Measure	Type	2017 Actual	2018 Estimated	2019 Target	Long Term Goal
- Average number of days from inspector's request for abatement to completed abatement	Efficiency	14	14	14	14
- Percentage of billable vs non-billable abatements	Effectiveness	93%	93%	95%	95%
- Increase the number of volunteer driven neighborhood clean-ups	Effectiveness	6	8	10	12
-					
-					
-					
-					

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

2019 Significant Changes/Challenges/Opportunities

- Build a working relationship with Chris Anderson (DTSB Homeless liaison) when interacting with the homeless community.
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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
UNSAFE BUILDING FUND								
219-1201-415.31-01	LEGAL SERVICES	33,600	38,000	48,000	59,000	23,500	18,500	48,000
LEVEL	TEXT	TEXT AMT						
BUDG	2019 LEGAL SERVICES FOR UNSAFE BUILDING - THIRD PARTY ATTORNEY FOR CODE HEARINGS	48,000						
		48,000						
219-1201-415.31-39	COLLECTION AGENCY EXPENSE	6,185	78	0	0	0	0	0
219-1201-415.31-70	ADM FEE ALLOCATION	0	11,268	11,361	11,361	7,576	5,682	11,744
LEVEL	TEXT	TEXT AMT						
BUDG	2019 FIXED COST ALLOCATION - ADMIN FEE	11,744						
		11,744						
219-1201-415.36-13	SITE MOWING (PARKS)	129,866	112,051	164,000	191,949	37,709	19,162	164,000
LEVEL	TEXT	TEXT AMT						
BUDG	2019 SITE MOWING: BILLED TO CODE FROM VPA DEPT	164,000						
		164,000						
219-1201-415.36-15	GRAFFITI REMOVAL - PARKS	70,899	110,258	100,000	103,054	0	0	100,000
LEVEL	TEXT	TEXT AMT						
BUDG	2019 GRAFFITI REMOVAL AS PERFORMED BY VPA FOR CODE - REIMBURSEMENT FOR ACTUAL EXPENSES TO VPA GRAFFITI DIVISION	100,000						
		100,000						
219-1201-415.39-01	REFNDS, AWARDS, INDEMNITIES	480	3,238	0	250	240	240	0
219-1201-415.39-89	MISC CHARGES & SVCS	8,445	9,298	15,000	14,750	6,245	4,985	15,000
LEVEL	TEXT	TEXT AMT						
BUDG	2019 MISC CHARGES FOR CODE/UNSAFE BUILDING	15,000						
		15,000						
*	OTHER SERVICES & CHARGES	249,475	284,191	338,361	380,364	75,270	48,568	338,744
**	NEIGHBORHOOD CODE ENF.	249,475	284,191	338,361	380,364	75,270	48,568	338,744

CITY OF SOUTH BEND

EXPENDITURES

2019 BUDGET

		2016	2017	2018	2018	2018	6/30/18	2019
		Actual	Actual	Original	Amended	YTD	YTD	Proposed
ACCOUNT NUMBER	ACCOUNT DESCRIPTION			Budget	Budget	Actual	Actual	Expenditures
219-1209-415.10-01	SALARIED WAGES	47,960	51,618	55,204	55,204	32,525	26,429	56,308
LEVEL	TEXT		TEXT AMT					
BUDG	TOTAL FTE - 1							
	1 SUPERINTENDENT IV		56,308					
			56,308					
219-1209-415.10-02	HOURLY WAGES	115,446	111,169	118,042	118,042	65,751	54,597	118,915
LEVEL	TEXT		TEXT AMT					
BUDG	TOTAL FTE - 3							
	2019 HOURLY WAGES (TEAMSTERS):							
	1 DRIVER (38,709)		38,709					
	2 OPERATOR III (2 X 37,856)		75,712					
	PROFICIENCY PAY: (\$0.60/HR X 2080 X 3)		3,744					
	ATTENDANCE BONUS:		750					
	CALC'D AS: MISS 0 DAYS: \$250 EACH							
	MISS 1 DAY: \$150							
	MISS 2 DAYS: \$100							
	MISS 3 OR MORE DAYS: \$0							
			118,915					
219-1209-415.10-03	SEASONAL & INTERNS	0	8,191	12,120	11,870	0	0	12,120
LEVEL	TEXT		TEXT AMT					
BUDG	2019 SEASONAL & INTERNS:							
	- 2 SEASONAL PT @ \$10.10/HR, 15 WEEKS, 40HRS/WK		12,120					
			12,120					
219-1209-415.10-04	EXTRA AND OVERTIME	3,110	2,976	4,085	4,335	4,506	4,057	4,085
LEVEL	TEXT		TEXT AMT					
BUDG	2019 OVERTIME AS OCCASIONALLY REQUIRED		4,085					
			4,085					
219-1209-415.10-06	SPECIAL PAYS	0	1,300	550	550	550	550	550
LEVEL	TEXT		TEXT AMT					
BUDG	LONGEVITY PAY:		550					
	1 EE, 20 YRS: \$350 (DRIVER)							
	1 EE, 13 YRS: \$200 (1 EQUIP OP III)							
			550					
219-1209-415.10-14	PRODUCTIVITY BONUS	750	750	0	0	0	0	0
219-1209-415.11-01	FICA - REGULAR	12,319	13,215	14,805	14,805	7,548	6,252	14,686
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FICA:							

CITY OF SOUTH BEND

EXPENDITURES

2019 BUDGET

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
	TOTAL WAGES X 7.65% (191,978 X .0765)		14,686					
			14,686					
219-1209-415.11-04	PERF - REGULAR	18,664	18,717	19,866	19,866	11,149	9,663	20,144
LEVEL	TEXT		TEXT AMT					
BUDG	2019 PERF REGULAR:							
	TOTAL FULL-TIME WAGES X 11.2% (179,858 X .112)		20,144					
	- PERF CIVIL CITY: 11.2% \$56,308 = \$6,307							
	- PERF TEAMSTERS: 11.2% \$123,550 = \$13,837							
			20,144					
219-1209-415.11-05	PERF - UNION	0	1,732	1,832	1,832	1,002	895	1,853
LEVEL	TEXT		TEXT AMT					
BUDG	2019 PERF UNION:							
	- TEAMSTERS CONTRACT: 1.5% (\$123,550 X 1.5%)		1,853					
			1,853					
219-1209-415.11-07	UNEMPLOYMENT COMP	231	0	0	0	0	0	0
219-1209-415.11-08	HEALTH INSURANCE	57,984	61,280	65,184	65,184	33,774	28,684	40,224
LEVEL	TEXT		TEXT AMT					
BUDG	HEALTH INSURANCE:							
	\$704.17 X 24 PAY PERIOD = \$16,900 X 4 FTE		67,600					
	2019 HEALTH INSURANCE DEDUCTION - ONE TIME		27,760-					
	LONG TERM DISABILITY:							
	\$4.00 X 24 PAY PERIODS = \$96 X 4 FTE		384					
			40,224					
219-1209-415.11-09	LIFE INSURANCE	480	470	480	480	265	220	480
LEVEL	TEXT		TEXT AMT					
BUDG	2019 LIFE INS: 4 X \$120 (\$5 X 24 PAY PERIODS)		480					
			480					
219-1209-415.11-10	CLOTHING ALLOWANCE	499	0	0	0	0	0	0
219-1209-415.11-24	CELL PHONE ALLOWANCE	420	420	420	420	245	210	420
LEVEL	TEXT		TEXT AMT					
BUDG	2019 CELL PHONE ALLOWANCE		420					
			420					
219-1209-415.11-27	JOB READINESS ALLOWANCE	0	1,275	1,275	1,275	1,275	1,275	1,275
LEVEL	TEXT		TEXT AMT					
BUDG	2019 JOB READINESS:							
	- \$425 PER TEAMSTER (3 X \$425)		1,275					

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
			1,275					
219-1209-415.11-29	PARENTAL LEAVE	0	0	444	444	267	222	450
LEVEL	TEXT		TEXT AMT					
BUDG	2019 PARENTAL LEAVE: - .25% OF \$179,858		450 450					
219-1209-415.11-99	OTHER FRINGE BENEFITS	400	400	600	600	200	0	0
*	PERSONNEL SERVICES	258,263	273,513	294,907	294,907	159,057	133,055	271,510
219-1209-415.21-02	PRINT SHOP	8	0	0	0	0	0	0
219-1209-415.22-01	C.S. GASOLINE	12,078	11,906	19,500	19,500	8,970	7,833	19,500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 C.S. GASOLINE		19,500 19,500					
219-1209-415.22-05	UNIFORMS	1,539	1,042	1,400	1,600	1,196	888	1,400
LEVEL	TEXT		TEXT AMT					
BUDG	2019 UNIFORMS		1,400 1,400					
219-1209-415.22-20	C.S. MEDICAL/SAFETY	70	0	0	0	0	0	0
219-1209-415.22-22	MEDICAL/SAFETY SUPPLIES	490	0	550	550	336	336	550
LEVEL	TEXT		TEXT AMT					
BUDG	2019 MEDICAL/SAFETY SUPPLIES		550 550					
219-1209-415.22-24	OTHER OPERATING SUPPLIES	2,362	3,899	5,000	5,000	2,645	447	5,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 MISC SUPPLIES FOR NEAT CREW		5,000 5,000					
*	SUPPLIES	16,547	16,847	26,450	26,650	13,147	9,504	26,450
219-1209-415.31-70	ADM FEE ALLOCATION	0	20,724	18,691	18,691	12,464	9,348	19,798
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - ADMIN FEE		19,798 19,798					

CITY OF SOUTH BEND

EXPENDITURES

2019 BUDGET

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
219-1209-415.31-71	CENTRAL STORES ALLOCATION	0	360	1,271	1,271	848	636	2,269
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - CENTRAL STORES		2,269					2,269
			2,269					
219-1209-415.31-73	PRINT SHOP ALLOCATION	0	264	158	158	104	78	130
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - PRINT SHOP		130					130
			130					
219-1209-415.34-02	LIABILITY INSURANCE	98,280	39,144	26,435	26,435	17,624	13,218	953
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - LIABILITY INSURANCE		953					953
	DEPOSIT IN 226-0000-340.12-00		953					953
			953					
219-1209-415.36-03	AUTO EQUIPMENT R&M	52,040	54,754	50,000	55,000	51,460	48,541	90,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 R&M FOR AUTOMOTIVE EQUIPMENT		90,000					90,000
	- YTD 2018 USED APPROXIMATELY 84% OF 2018 BUDGET							
	- FIVE YEAR CAPITAL REPLACEMENT PLAN ADDRESSES							
	REPLACEMENT OF OLDER EQUIPMENT							
	***NOTE - \$40K INCREASE WAS OFFSET BY REDUCTION							
	OF LANDFILL TO BRING IN LINE WITH 3 YR ACTUAL							
			90,000					90,000
			90,000					
219-1209-415.36-06	RADIO EQUIP R&M	170	77	500	500	16	0	500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 R&M FOR RADIO EQUIPMENT:		500					500
	-MOBILE RADIOS @ \$60 EA TO CALIBRATE							
	-HAND HELD RADIOS @ \$15 EA							
			500					500
			500					
219-1209-415.39-85	LANDFILL	93,403	83,883	150,000	166,437	31,220	25,672	110,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 LANDFILL - INCLUDES CARTAGE, TIRE RECYCLING		110,000					110,000
	- \$40K DECREASE WAS OFFSET TO INCREASE ACCT 36.03							
			110,000					110,000
			110,000					
219-1209-415.39-89	MISC CHARGES & SVCS	2,560	15,323	2,000	2,000	320	320	2,000
LEVEL	TEXT		TEXT AMT					

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
BUDG	2019 MISC CHARGES (EX. EQUIPMENT R&M)		2,000 2,000					
*	OTHER SERVICES & CHARGES	246,453	214,529	249,055	270,492	114,056	97,813	225,650
**	NEAT CREW	521,263	504,889	570,412	592,049	286,260	240,371	523,610
***	UNSAFE BUILDING FUND	770,738	789,080	908,773	972,413	361,530	288,939	862,354

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Estimated Revenue
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UNSAFE BUILDING FUND								
219-0000-361.00-00	INTEREST EARNINGS	0	0	0	2,500	2,732	1,443	1,000

LEVEL	TEXT	TEXT AMT
BUDG	2019 INTEREST EARNINGS	1,000
		1,000

*		0	0	0	2,500	2,732	1,443	1,000
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**	UNSAFE BUILDING FUND	0	0	0	2,500	2,732	1,443	1,000
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Estimated Revenue
219-1201-322.20-10	REGISTRATION FEE	0	0	0	1,200	2,700	900	1,200
LEVEL	TEXT		TEXT AMT					
BUDG	2019 VACANT BUILDING/REGISTRATION FEE		1,200					
			1,200					
		-----	-----	-----	-----	-----	-----	-----
*		0	0	0	1,200	2,700	900	1,200
219-1201-344.30-00	ENVIRONMENTAL CLEANUP	17,748	80,735	65,000	65,000	54,901	44,856	78,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 ENVIRONMENTAL CLEANUP		78,000					
			78,000					
219-1201-344.30-10	ILLEGAL DUMPING	143,834	41,294	85,000	85,000	1,403	1,195	0
219-1201-344.30-20	GRASS	36,842	24,165	25,000	25,000	12,897	7,374	30,500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 CHARGES TO PROPERTY OWNERS FOR GRASS CUTTING - APRIL THROUGH OCTOBER		30,500					
71			30,500					
		-----	-----	-----	-----	-----	-----	-----
*		198,424	146,194	175,000	175,000	69,201	53,425	108,500
219-1201-349.09-00	DEMOLITION AND BOARDING	39,538	0	24,500	24,500	300	0	24,500
LEVEL	TEXT		TEXT AMT					
BUDG	2019 DEMOLITION/BOARDING		24,500					
			24,500					
		-----	-----	-----	-----	-----	-----	-----
*		39,538	0	24,500	24,500	300	0	24,500
219-1201-351.30-00	MISC COLLECTIONS REVENUE	1	21,311	33,000	33,000	3,930	2,174	5,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 COLLECTIONS RECEIVED		5,000					
			5,000					
		-----	-----	-----	-----	-----	-----	-----
*		1	21,311	33,000	33,000	3,930	2,174	5,000
219-1201-352.00-00	FORFEITS	118,976	500	0	6,050	6,100	900	2,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FINES & FORFEITURES		2,000					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Estimated Revenue
			2,000					
*		118,976	500	0	6,050	6,100	900	2,000
	219-1201-354.00-00 ORDINANCE VIOLATION	27,854	47,730	28,000	28,000	22,690	15,858	39,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 OVB FINES IMPOSED ON CODE CITATIONS		39,000					
			39,000					
*		27,854	47,730	28,000	28,000	22,690	15,858	39,000
	219-1201-392.00-00 INTERFUND TRANSFER IN	755,180	579,757	648,273	648,273	324,137	324,137	681,154
LEVEL	TEXT		TEXT AMT					
BUDG	2019 TRANSFER FROM 408-1201-415.50-02 SUBSIDIZE UNSAFE BLDG FUND		681,154					
			681,154					
72*		755,180	579,757	648,273	648,273	324,137	324,137	681,154
**	NEIGHBORHOOD CODE ENF.	1,139,973	795,492	908,773	916,023	429,058	397,393	861,354
***	UNSAFE BUILDING FUND	1,139,973	795,492	908,773	918,523	431,790	398,836	862,354

Fund 221 - Landlord Registration

Fund Type	Special Revenue Funds				Control	City Funds					
	2016 Actual	2017 Actual	2018 Amended Budget	06/30/18 Actual	2019 Proposed Budget	Forecast				Budget Variance 2018-2019	%
						2020	2021	2022	2023		Change
Revenue											
Property Taxes	-	-	-	-	-	-	-	-	-	-	-
Local Income Taxes	-	-	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-	-	-	-	-
Grants/Intergovernmental	-	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	1,225	8,475	4,000	310	-	-	-	-	-	(4,000)	-100%
Charges for Services	-	-	-	-	-	-	-	-	-	-	-
Fines, Forfeitures, and Fees	-	-	2,000	-	-	-	-	-	-	(2,000)	-100%
Interest Earnings	-	-	70	39	-	-	-	-	-	(70)	-100%
Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	1,225	8,475	6,070	349	-	-	-	-	-	(6,070)	-100%
Expenditures by Type											
Personnel											
Salaries & Wages	-	-	-	-	-	-	-	-	-	-	-
Fringe Benefits	-	-	-	-	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-	-	-
Services & Charges											
Professional Services	-	-	-	-	-	-	-	-	-	-	-
Printing & Advertising	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	-	-	-	-	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-
Other Interfund Allocations	-	-	-	-	-	-	-	-	-	-	-
Debt Service											
Principal	-	-	-	-	-	-	-	-	-	-	-
Interest & Fees	-	-	-	-	-	-	-	-	-	-	-
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	-	15	1,000	5	500	500	500	500	500	(500)	-50%
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Total Services & Charges	-	15	1,000	5	500	500	500	500	500	(500)	-50%
Capital	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	-	15	1,000	5	500	500	500	500	500	(500)	-50%
Net Surplus / (Deficit)	1,225	8,460	5,070	344	(500)	(500)	(500)	(500)	(500)		
Beginning Cash Balance	-	1,225	9,685	-	14,755	14,255	13,755	13,255	12,755	Cash Reserve No reserve requirement	
Cash Adjustments	-	-	-	-	-	-	-	-			
Ending Cash Balance	1,225	9,685	14,755	-	14,255	13,755	13,255	12,755			
Cash Reserves Target	-	-	-	-	-	-	-	-			

Fund Purpose:

This fund accounts for the revenues and expenditures related to the Landlord Registration ordinance, enacted by the Common Council in 2016.

Explanation of Revenue Sources:

The proceeds from the registration, \$5 registration fee per year, will fund Code Enforcement's costs of the program. There is a penalty of \$100 to \$500 per landlord for failure to comply with the new ordinance.

Explanation of Expenditures and Significant Changes/Variations:

Originally any revenues from penalties will be used to subsidize the City's Curb & Sidewalk program, **however the Landlord Registration Program is under State legal review.**

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
LANDLORD REGISTRATION								
221-1201-415.39-01	REFNDS, AWARDS, INDEMNITIES	0	10	0	0	0	0	0
221-1201-415.39-89	MISC CHARGES & SVCS	0	5	1,000	1,000	5	5	500
LEVEL	TEXT	TEXT AMT						
BUDG	2019 MISC CHARGES	500						
		500						
*	OTHER SERVICES & CHARGES	0	15	1,000	1,000	5	5	500
**	NEIGHBORHOOD CODE ENF.	0	15	1,000	1,000	5	5	500
***	LANDLORD REGISTRATION	0	15	1,000	1,000	5	5	500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Estimated Revenue
LANDLORD REGISTRATION								
221-0000-361.00-00	INTEREST EARNINGS	0	0	0	70	69	39	0
		-----	-----	-----	-----	-----	-----	-----
*		0	0	0	70	69	39	0
		-----	-----	-----	-----	-----	-----	-----
**	LANDLORD REGISTRATION	0	0	0	70	69	39	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Estimated Revenue
221-1201-351.30-00	MISC COLLECTIONS REVENUE	0	0	2,000	2,000	0	0	0
LEVEL	TEXT		TEXT AMT					
BUDG	FINES AND PENALTIES FOR FAILURE TO REGISTER FOR THE LANDLORD REGISTRATION PROGRAM		2,000					
			2,000					
221-1201-351.30-10	LANDLORD REGISTRATION	1,225	8,475	4,000	4,000	310	310	1,000
LEVEL	TEXT		TEXT AMT					
BUDG	2019 LANDLORD REGISTRATION FEES		1,000					
			1,000					
*		1,225	8,475	6,000	6,000	310	310	1,000
**	NEIGHBORHOOD CODE ENF.	1,225	8,475	6,000	6,000	310	310	1,000
***	LANDLORD REGISTRATION	1,225	8,475	6,000	6,070	379	349	1,000