

City Clerk

September 9, 2015



TABLE OF CONTENTS

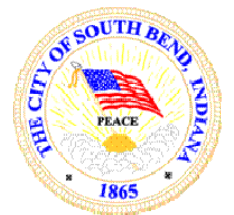
POWERPOINT PRESENTATION2-8

FUND 101-0201 CITY CLERK..... 9-16

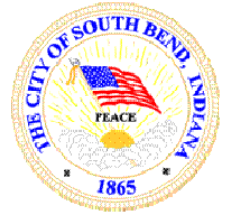
South Bend City Clerk



September 9, 2015



City Clerk Vision

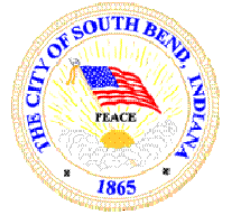


The City Clerk's Office preserves all City Ordinances, City official records and City Council meeting minutes for the future, and provides fair and consistent administration of the Ordinance Violation Bureau. Maintaining Municipal Code Book (legislation) online and keeper of the City Seal. Provides supportive clerical assistance to the City Council.

- Integrity of records
- Transparency
- Public relations

City government that serves

City Clerk Budget Summary



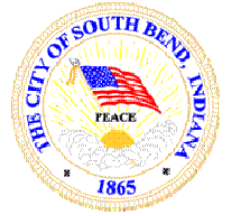
- Improve document/form efficiencies with current resources available
- Digitizing historical records
- Working with city IT revamping/implementing digital program for city/council boards, commission and Council committees
- Assuring that all TDD and safety risk requirements are met
- Clerk's news column in the City's monthly newsletter that currently goes out in the residents water bill
- Interactive electronic calendars for public, City Clerk Facebook page, Twitter presence etc. (civic engagement)
- Internship program for Clerk/Council
- Continue improving and upgrading recording equipment

Changes :

- The Clerks office will incur the cost of BMV searches at an estimates cost of \$2,500 for collections
- \$20,938 re-allocation for digitalizing City official historical records with 0% bottom line increase from the 2015 budget

City Clerk

2015 Accomplishments

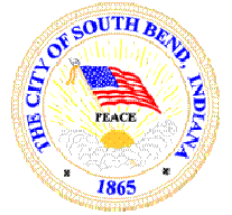


- Successfully completed audio and video system over-haul including integration with County for City Council meeting
- Continuing to enhance quality of live streaming through WNIT
- Continuing to implement upgrades and evolution in technology communication for efficiency, cost savings and citizen engagement. Includes Apple TV, new cameras, document management software, etc.
- Continuing to improve support to Council for citizens
- Began an intensive process of reorganizing all Clerk/Council files, city historical files and documents
- Continued streamlining efforts in Ordinance Violations Bureau between all city departments, enforcement and collection agencies within the city, including standardizing forms
- Safety and risk analysis was completed for security purposes - 75% of recommendations completed (small re-construction in entry way)
- Working to increase the promptness of Council proceedings on the City website

City Clerk

2015 Goals & Challenges

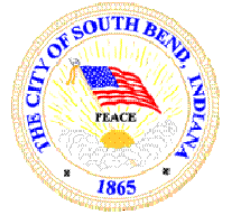
What We Have Accomplished So Far



2015 Goals & Challenges	How We Are Proceeding to Meet Goals
Completion of audio & video system over-haul, which included integration with County for City Council meetings	80% complete, new cameras officially installed Sept. 16-17th
Continuing to enhance quality and number of meeting airing live	Created internal process with WNIT
Ordinance Violations increase collections	Access to BMV
Streamlining of violation processes	Working with Officer of Innovation and Code Enforcement
Continuing to get information out to the general public in a more inclusive nature	City Council has YouTube station for Council meetings

City Clerk

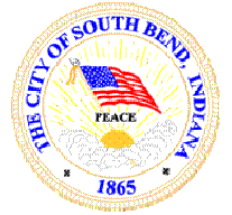
2016 Goals & Challenges



- Continue efforts to assure transparency of Council and Clerk official business
- Continue to meet all open-door law requirements in a more inclusive nature through technology and multi-media outlets
- Create SOP's for Clerk's office and Ordinance Violations Bureau
- Analytical assessment tools, software and equipment used in Clerk/Council offices for streamlining of processes between city departments
- City Clerk's employee handbook consistent with city, using practices
- Continuing efforts to move toward a more "paperless "office.
- Efforts to increase revenue from collections - Access to BMV
- Continue working with IT and the Office of Innovation to develop more complete reports allowing specific analytical review for Clerk/Council

City Clerk

Key Performance Indicators



Measure	Mayoral Goal	Type	2017 Long Term Goal	2014 Actual (if available)	2015 Estimated (if available)	2016 Target
Number of transactions preserved	GG	Output	160	154	160	160
Number of laws passed by Council	BE	Efficiency	20	15	15	15
Number of meeting minutes record	ED	Outcome	160	157	160	150
Number of Petitioners that file successfully.	GG	Output	91%	95%	94%	96%
Live Council meeting aired on WNIT	BE	Efficiency	24	16	20	23

City Clerk - 101-0201

Fund Summary - Operating and Capital Budget

Description	2013 Actual	2014 Actual	2015 Amended Budget	30-Jun Actual	2016 Proposed Budget	Forecast				Budget Variance 2015-2016	% Change
						2017	2018	2019	2020		
EXPENDITURES BY TYPE											
Personnel											
Salaries & Wages	207,118	209,796	231,395	109,265	227,282	231,828	236,464	241,193	246,017	(4,113)	-1.8%
Fringe Benefits	62,083	74,358	108,047	42,888	105,573	116,130	127,743	140,518	154,569	(2,474)	-2.3%
Total Personnel	269,201	284,154	339,442	152,153	332,855	347,958	364,208	381,711	400,587	(6,587)	-1.9%
Supplies	12,397	8,771	7,740	872	6,800	6,800	6,800	6,800	6,800	(940)	-12.1%
Services & Charges											
Professional Services	8,799	9,214	16,415	7,266	38,238	39,003	39,783	40,578	41,390	21,823	132.9%
Printing & Advertising	14,560	18,254	24,800	4,443	24,800	24,800	24,800	24,800	24,800	-	0.0%
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	1,998	3,793	4,000	2,119	4,000	4,000	4,000	4,000	4,000	-	0.0%
Travel	3,829	3,599	7,350	1,647	6,950	6,950	6,950	6,950	6,950	(400)	-5.4%
Repairs & Maintenance	1,950	-	7,500	-	6,000	6,000	6,000	6,000	6,000	(1,500)	-20.0%
Interfund Allocations	5,988	3,096	3,826	1,914	4,330	4,417	4,505	4,595	4,687	504	13.2%
Administration	-	-	-	-	-	-	-	-	-	-	-
IT	-	-	-	-	2,083	2,125	2,167	2,211	2,255	-	-
Payments in Lieu of Taxes (PILOT)	-	-	-	-	-	-	-	-	-	-	-
Central Stores	-	-	-	-	578	589	601	613	625	-	-
Print Shop	-	-	-	-	281	287	292	298	304	-	-
GIS	-	-	-	-	-	-	-	-	-	-	-
Liability Insurance	-	-	-	-	1,388	1,416	1,444	1,473	1,503	-	-
Telephone	-	-	-	-	-	-	-	-	-	-	-
Unemployment Insurance	-	-	-	-	-	-	-	-	-	-	-
311 Call Center	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-
Debt Service:											
Principal	2,483	-	-	-	-	-	-	-	-	-	-
Interest & Fees	115	-	-	-	-	-	-	-	-	-	-
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-
Payment In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	2,444	2,713	7,100	918	7,600	7,600	7,600	7,600	7,600	500	7.0%
Total Services & Charges	42,166	40,669	70,991	18,307	91,918	92,769	93,638	94,524	95,427	20,927	29.5%
Capital	-	-	13,400	-	-	-	-	-	-	(13,400)	-100.0%
Total Expenditures by Type	323,764	333,594	431,573	171,332	431,573	447,527	464,645	483,035	502,814	0	0.0%

Explain Significant Revenue and Expenditure Changes Below:

A copier was budgeted for in 2015, therefore, it was not required for 2016 and beyond - decreased budget by \$13,400. All budget decreases in 2016 were used to offset the expense of digitizing historical clerk records (\$21,938).

City Clerk - 101-0201

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

Fund Description & Purpose

Responsible for preserving all City Ordinances and City Council meeting minutes for the future, and providing fair and consistent administration of the Ordinance Violation Bureau. Maintaining Municipal Code Book online and keeper of the City Seal. Provides supportive clerical assistance to the City Council.

2015 Accomplishments & Outcomes

- Successfully completed audio and video system over-haul, which included integration with County for City Council meetings.
- Continuing to enhance quality of live streaming through WNIT
- Continuing to implement upgrades and evolution in technology communication for efficiency, cost savings and citizen engagement. Includes Apple TV, new cameras, new software etc.
- Continued implementation of streamlining processes for our Ordinance Violations Bureau between all departments, enforcement and collections agencies within the City. Including standardized forms
- Continuing to improve support to Council for the citizens.
- Began an intensive processes of reorganizing all clerk files, city historical files and documents
- Safety and risk analysis was completed for security purposes(small re-construction to entry way)
- Increased efforts to scan city documents in archives
- Working to increase the promptness of Council proceedings on the City website.

2016 Department Goals & Objectives & Linkage to City Goals

Basics are Easy (BE)

- Continue efforts to assure transparency of Council and clerk official business
- Continue to meet all open-door law requirements in a more inclusive nature thru technology and multi-media outlets
- Additional training/cross-training of City/Clerk software, equipment, functions and programs on all levels
- Create standard SOP's for Clerk's office and Ordinance Violations Bureau
- Continue to be a courteous, efficient conduit of information requested by Councilmembers and the public.
- Analytical assessment of tools, software and equipment used in Clerk/Council offices for streamlining of processes between city departments
- Clerk's employee handbook consistent with city, using best practices.

Good Government (GG)

- Improve document/form efficiencies with current city resources available
- Digitizing of historical records
- Working with city IT revamping/implementing digital program for city boards, commissions and Council committee
- All TDD requirements met
- Clerks column in the City's monthly newsletter that goes out in water bill.
- Interactive electronic calendars for Clerks, Council and Administration

Economic Development (ED)

- Continuing efforts to move to a more "paperless" office.
- Efforts to increase revenue from collections- Access to Bum information
- Continue working with IT to develop more complete reports allowing analytical review

Key Performance Indicators (KPI's)

Measure	City Goal	Type	2017	2014	2015	2016
			Long Term Goal	Actual	Estimated	Target
- Number of transactions preserved	GG	output	160	154	160	160
- Numbers of laws passed by Council	GG	output	20	15	15	15
- Number of meeting minutes recorded	GG	output	160	157	160	150
- Percentage of petitioners that file successfully.	BE	effectiveness	91%	95%	94%	96%
- Live Council meeting aired on WNIT	BE	effectiveness	82%	90%	90%	95%
-						
-						
-						
-						
-						
-						
-						

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

2016 Significant Changes/Challenges/Opportunities (with a focus on solutions)

- Working on project to digitize all historical records with link to the historic preservation, Continue to upgrade technology finding innovative cost efficient solution thru streamlining, integration, and cost between departments and other governmental entities.
- SOPs and cross-training employees
- More inclusive transparency to increase community awareness Clerk's column in the monthly City newsletter

City Clerk - 101-0201

Fund Summary - Full-Time Employees

<i>Report ONLY Full-Time positions</i>									
Position	2014	2015	6/30/2015 Actual	2016	Forecast				
	Actual	Amended Budget		Proposed Budget	2017	2018	2019	2020	
Staffing (Full-Time Employees)									
Non-Bargaining									
City Clerk	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Chief Deputy City Clerk	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Deputy City Clerk	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Ordinance Violations Bureau Clerk	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
City Clerk Secretary	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Total Non-Bargaining	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Bargaining									
	-	-		-	-	-	-	-	-
	-	-		-	-	-	-	-	-
	-	-		-	-	-	-	-	-
	-	-		-	-	-	-	-	-
	-	-		-	-	-	-	-	-
	-	-		-	-	-	-	-	-
	-	-		-	-	-	-	-	-
	-	-		-	-	-	-	-	-
	-	-		-	-	-	-	-	-
	-	-		-	-	-	-	-	-
	-	-		-	-	-	-	-	-
	-	-		-	-	-	-	-	-
	-	-		-	-	-	-	-	-
	-	-		-	-	-	-	-	-
Total Bargaining	-	-	-	-	-	-	-	-	-
Total Full-Time Employees	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0

Explain Significant Staffing Changes Below:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
101-0201-411.10-01	REGULAR	207,118	209,796	231,395	231,395	142,974	109,265	227,282
LEVEL	TEXT		TEXT AMT					
01	1 CITY CLERK		59,466					
	1 CHIEF DEPUTY CITY CLERK		49,701					
	1 DEPUTY CITY CLERK		44,111					
	1 ORDINANCE VIOLATIONS BUREAU CLERK		41,245					
	1 CITY CLERK SECRETARY		32,759					
			227,282					
101-0201-411.11-01	FICA - REGULAR	15,289	15,837	17,702	17,702	10,717	8,182	17,388
LEVEL	TEXT		TEXT AMT					
01	REGULAR SALARIES \$227,282 X 7.65%		17,388					
			17,388					
101-0201-411.11-04	PERF - REGULAR	15,112	17,101	25,916	25,916	11,750	8,979	25,457
LEVEL	TEXT		TEXT AMT					
01	REGULAR SALARIES \$227,282 X 11.20%		25,457					
			25,457					
101-0201-411.11-07	UNEMPLOYMENT COMP	1,536	543	1,157	1,157	386	289	568
LEVEL	TEXT		TEXT AMT					
01	SALARIES \$227,282 X 0.25%		568					
			568					
101-0201-411.11-08	GROUP INSURANCE - HEALTH	27,596	38,576	60,452	60,452	30,283	24,226	59,640
LEVEL	TEXT		TEXT AMT					
01	LONG-TERM DISABILITY:							
	5 EMP X \$96		480					
	HEALTH INSURANCE:							
	4 EMP X \$14,400		57,600					
	HEALTH INSURANCE REBATE:							
	1 EMP X \$1,560		1,560					
			59,640					
101-0201-411.11-09	GROUP INSURANCE - LIFE	600	570	600	600	375	300	600
LEVEL	TEXT		TEXT AMT					
01	5 EMP X \$120		600					
			600					
101-0201-411.11-22	PARKING ALLOWANCE	1,950	1,731	2,220	2,220	1,216	912	1,920
LEVEL	TEXT		TEXT AMT					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
01	PARKING FEES - \$40 PER MONTH X 12 MONTHS X 4 EE		1,920 1,920					

*	PERSONNEL SERVICES	269,201	284,154	339,442	339,442	197,701	152,154	332,855
	101-0201-411.21-01 OFFICIAL RECORDS	465	0	1,500	1,500	0	0	1,500
LEVEL	TEXT		TEXT AMT					
01	OFFICIAL RECORDS		1,500 1,500					
	101-0201-411.21-02 STATIONERY & PRINTING	313	486	290	290	224	161	0
	101-0201-411.21-03 C.S. - OFFICE SUPPLIES	613	808	1,300	1,300	481	481	1,300
LEVEL	TEXT		TEXT AMT					
01	CENIRAL STORES OFFICE SUPPLIES		1,300 1,300					
	101-0201-411.21-04 OTHER - OFFICE SUPPLIES	1,714	1,893	2,650	2,650	333	71	2,000
LEVEL	TEXT		TEXT AMT					
01	OTHER OFFICE SUPPLIES		2,000 2,000					
	101-0201-411.21-05 LAW BOOKS	2,616	2,654	2,000	2,000	159	159	2,000
LEVEL	TEXT		TEXT AMT					
01	LAW BOOKS		2,000 2,000					

*	SUPPLIES	5,721	5,841	7,740	7,740	1,197	871	6,800
	101-0201-411.31-06 OTHER PROFESSIONAL SVCS	8,799	9,214	13,800	16,415	7,966	7,266	38,238
LEVEL	TEXT		TEXT AMT					
01	OTHER PROFESSIONAL SERVICES:							
	CITY OF SOUTH BEND MUNICIPAL CODE UPDATES		13,800					
	BMV SEARCHES		2,500					
	DIGITIZING HISTORICAL CLERK RECORDS		20,938					
	DIRECT PAY CHARGES FROM COLLECTION AGENCY		1,000					
			38,238					
	101-0201-411.31-39 COLLECTION COSTS	0	0	0	0	380	0	0
	101-0201-411.31-71 CENTRAL STORES ALLOATION	0	264	604	604	403	302	578
LEVEL	TEXT		TEXT AMT					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
01	2016 FIXED COST ALLOCATION #4 CENTRAL STORES		578					
			578					
	101-0201-411.31-73 PRINT SHOP ALLOCATION	0	0	0	0	0	0	281
LEVEL	TEXT		TEXT AMT					
01	2016 ALLOCATION		281					
			281					
	101-0201-411.32-02 POSTAGE	475	389	4,500	3,000	207	128	3,000
LEVEL	TEXT		TEXT AMT					
01	POSTAGE		3,000					
			3,000					
	101-0201-411.32-21 TRAVEL - MILEAGE	1,115	1,304	2,400	2,400	983	818	2,000
LEVEL	TEXT		TEXT AMT					
01	2016 TRAVEL/MILEAGE		2,000					
			2,000					
	101-0201-411.32-22 TRAVEL - AIRFARE	0	0	1,000	1,000	0	0	1,000
LEVEL	TEXT		TEXT AMT					
01	TRAVEL/AIRFARE: 2016 INTERNATIONAL CLERK CONFERENCE		1,000					
			1,000					
	101-0201-411.32-23 TRAVEL - HOTEL	2,659	2,224	3,500	3,500	2,255	719	3,500
LEVEL	TEXT		TEXT AMT					
01	2015 TRAVEL/HOTEL		3,500					
			3,500					
	101-0201-411.32-24 TRAVEL - MEALS	55	0	250	250	0	0	250
LEVEL	TEXT		TEXT AMT					
01	2015 TRAVEL/MEALS		250					
			250					
	101-0201-411.32-25 TRAVEL - OTHER	0	71	200	200	110	110	200
LEVEL	TEXT		TEXT AMT					
01	2015 TRAVEL/OTHER (PARKING, TOLLS, ETC.)		200					
			200					
	101-0201-411.33-02 PUBLICATION LEGAL NOTICE	14,560	18,117	23,750	23,750	7,089	4,352	23,750

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
LEVEL	TEXT		TEXT AMT					
01	PUBLICATION LEGAL NOTICE		23,750 23,750					
	101-0201-411.33-03 PROMOTIONAL	0	137	1,050	1,050	220	91	1,050
LEVEL	TEXT		TEXT AMT					
01	PROMOTIONAL		1,050 1,050					
	101-0201-411.34-02 LIABILITY INSURANCE	4,356	996	1,257	1,257	840	630	1,388
LEVEL	TEXT		TEXT AMT					
01	2016 FIXED COST ALLOCATION #7 LIABILITY INSURANCE		1,388 1,388					
	101-0201-411.36-02 OFFICE EQUIPMENT	1,950	0	7,500	7,500	0	0	6,000
LEVEL	TEXT		TEXT AMT					
01	OFFICE EQUIPMENT PA SYSTEM REPAIR		2,500 3,500 6,000					
	101-0201-411.36-04 COMPUTER EQUIPMENT	1,632	1,836	1,965	1,965	1,310	982	2,083
LEVEL	TEXT		TEXT AMT					
01	2016 FIXED COST ALLOCATION #2 INFORMATION TECHNOLOGY		2,083 2,083					
	101-0201-411.37-11 CAPITAL LEASE - PRINCIPAL	2,483	0	0	0	0	0	0
	101-0201-411.37-12 CAPITAL LEASE - INTEREST	115	0	0	0	0	0	0
	101-0201-411.39-01 REFNDS,AWARDS,IMDEMNITIES	0	295	0	0	0	0	0
	101-0201-411.39-11 DUES	518	788	1,500	1,500	619	230	1,500
LEVEL	TEXT		TEXT AMT					
01	DUES		1,500 1,500					
	101-0201-411.39-38 BAD DEBT/UNCOLLECT NSF CK	0	55	0	0	0	0	500
LEVEL	TEXT		TEXT AMT					
01	2016 ESTIMATE		500 500					
	101-0201-411.39-39 BANK CREDIT CARD CHARGES	1,451	1,186	1,500	1,500	754	556	1,500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
LEVEL	TEXT		TEXT AMT					
01	BANK CREDIT CARD CHARGES		1,500					
			1,500					
101-0201-411.39-70	EDUCATION & TRAINING	1,998	3,793	4,000	4,000	2,119	2,119	4,000
LEVEL	TEXT		TEXT AMT					
01	EDUCATION & TRAINING		4,000					
			4,000					
101-0201-411.39-89	MISC CHARGES & SERVICES	0	0	1,100	1,100	9	4	1,100
LEVEL	TEXT		TEXT AMT					
01	MISC CHARGES & SERVICES		1,100					
			1,100					
*	OTHER SERVICES & CHARGES	42,166	40,669	69,876	70,991	25,264	18,307	91,918
101-0201-411.43-03	OFFICE EQUIPMENT	0	0	13,400	13,400	0	0	0
*	CAPITAL	0	0	13,400	13,400	0	0	0
101-0201-431.22-60	COMPUTER SUPPLIES/EQUIP	6,676	2,930	0	0	0	0	0
*	SUPPLIES	6,676	2,930	0	0	0	0	0
**	CITY CLERK	323,764	333,594	430,458	431,573	224,162	171,331	431,573