

Common Council

September 9, 2015



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Common Council

2016 Budget



Common Council

2016 Budget - Highlights

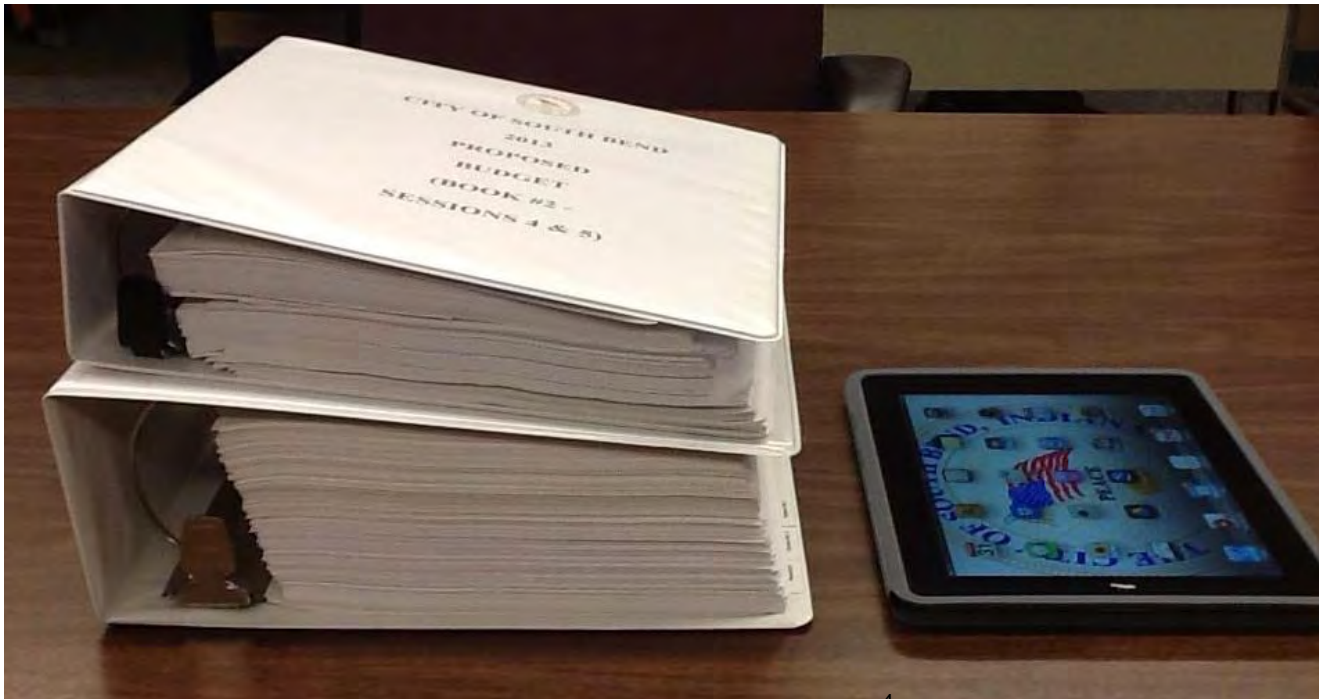
- The budget is net zero to 2015
- Includes 2% pay raise for Common Council Members
- (3-5 new council members) increase in Educational Fund
- (3-5 new council members) increase in Travel
- Professional Services
 - 2% increase for Common Council attorney
 - Increase Legislative Research Assistant's budget from \$20K to \$40K
 - Funds for Police and Teamsters Negotiations



Common Council

2016 Budget - Accomplishments

- 194 Bills and Resolutions
- Added Electronic Displays outside offices
- Added Spanish Translations of meeting notices and agendas
- 4 special budget meetings in the community
- 91 public hearings - YTD



Common Council

2016 Budget - Goals

- Increase Council accessibilities - conducive times, off-site meetings
- Improve technology: You Tube and other means
- Continue Spanish translations of information and meetings
- Electronic Filing of Bills and Resolutions
- Conduct a City-wide survey of measuring the effectiveness of legislative services
- Refresh and keep current calendar of all mandated reports per city code.



Common Council

Thank You!



Common Council - 101-0301

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 | 140,532 | 143,750 | 161,965 | 73,021 | 169,264 | 172,649 | 176,102 | 179,624 | 183,217 | 7,299 | 4.5% |
| Fringe Benefits | 49,290 | 56,003 | 81,777 | 30,374 | 108,989 | 119,888 | 125,882 | 132,176 | 138,785 | 27,212 | 33.3% |
| Total Personnel | 189,822 | 199,753 | 243,742 | 103,395 | 278,253 | 292,537 | 301,985 | 311,801 | 322,002 | 34,511 | 14.2% |
| Supplies | 13,983 | 1,094 | 4,706 | 820 | 4,500 | 3,100 | 3,100 | 3,100 | 5,000 | (206) | -4.4% |
| Services & Charges | | | | | | | | | | | |
| Professional Services | 124,409 | 186,016 | 200,425 | 157,662 | 159,156 | 135,819 | 138,536 | 141,306 | 144,132 | (41,269) | -20.6% |
| Printing & Advertising | 4,698 | 3,871 | 6,984 | 1,270 | 8,859 | 8,859 | 8,859 | 8,859 | 8,859 | 1,875 | 26.8% |
| Utilities | - | - | - | - | - | - | - | - | - | - | - |
| Education & Training | 349 | 85 | 1,500 | - | 11,500 | 2,000 | 2,000 | 2,000 | 11,500 | 10,000 | 666.7% |
| Travel | 899 | 707 | 3,319 | 596 | 6,000 | 3,500 | 3,500 | 3,500 | 6,000 | 2,681 | 80.8% |
| Repairs & Maintenance | 2,928 | 17,870 | 18,277 | 4,653 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | (13,277) | -72.6% |
| Interfund Allocations | 10,752 | 7,735 | 8,247 | 4,126 | 9,332 | 9,518 | 9,709 | 9,903 | 10,101 | 1,085 | 13.2% |
| Administration | - | - | - | - | - | - | - | - | - | - | - |
| IT | - | - | - | - | 4,166 | 4,249 | 4,334 | 4,421 | 4,509 | - | - |
| Payments in Lieu of Taxes (PILOT) | - | - | - | - | - | - | - | - | - | - | - |
| Central Stores | - | - | - | - | - | - | - | - | - | - | - |
| Print Shop | - | - | - | - | 450 | 459 | 468 | 478 | 487 | - | - |
| GIS | - | - | - | - | 2,270 | 2,316 | 2,362 | 2,409 | 2,458 | - | - |
| Liability Insurance | - | - | - | - | 2,445 | 2,494 | 2,544 | 2,595 | 2,647 | - | - |
| Telephone | - | - | - | - | - | - | - | - | - | - | - |
| Unemployment Insurance | - | - | - | - | - | - | - | - | - | - | - |
| 311 Call Center | - | - | - | - | - | - | - | - | - | - | - |
| Utilities | - | - | - | - | - | - | - | - | - | - | - |
| Debt Service: | | | | | | | | | | | |
| Principal | - | - | - | - | - | - | - | - | - | - | - |
| Interest & Fees | - | - | - | - | - | - | - | - | - | - | - |
| Grants & Subsidies | - | - | - | - | - | - | - | - | - | - | - |
| Payment In Lieu of Taxes | - | - | - | - | - | - | - | - | - | - | - |
| Transfers Out | - | - | - | - | - | - | - | - | - | - | - |
| Other Services & Charges | 1,082 | 528 | 2,950 | 362 | 6,450 | 6,450 | 6,450 | 6,450 | 6,450 | 3,500 | 118.6% |
| Total Services & Charges | 145,117 | 216,812 | 241,702 | 168,669 | 206,297 | 171,146 | 174,053 | 177,018 | 192,042 | (35,405) | -14.6% |
| Capital | - | - | - | - | - | - | - | - | - | - | - |
| Total Expenditures by Type | 348,922 | 417,659 | 490,150 | 272,884 | 489,050 | 466,784 | 479,138 | 491,919 | 519,044 | (1,100) | -0.2% |

Explain Significant Revenue and Expenditure Changes Below:

Overall changes were the increase in training and travel budget due to new council members starting in 2016, increase in intern costs and police and fire negotiations which will required additional legal costs estimated at \$26,000. Increase in percentages in various categories due mainly to the 2015 budget amendments done to cover the costs of legal billings received which related to prior years. Overall decrease in spending due to the elimination of the salary for (1) council member who chooses not to take a salary and the change from budgeting all council members at full insurance costs to actual insurance costs.

Common Council - 101-0301

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

Fund Description & Purpose

Make certain that City Council is always responsive to the needs of the residents and that the betterment of South Bend is always the highest priority.

2015 Accomplishments & Outcomes

- The addition of a Legislative Assistant to the Legal team for council. We have seen an increase in capacity to respond quickly to the needs of council members as well as assisting with in-depth research on various topics
- 194 bills and resolutions came before the Common Council
- Need to highlight the key legislative initiatives
- The Common Council added electronic displays of meeting announcements to the outside offices
- The Common Council added Spanish translations of meetings notices and agendas
- The Common Council will have a total of 4 special budget meetings out in the community for better citizen participation
- The Common Council had 91 Public hearing through committees, YTD in 2015
-
-
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2016 Department Goals & Objectives & Linkage to City Goals

Basics are Easy (BE)

- Increase accessibilities of Common Council meetings, whether holding them off-site or at times more conducive to the citizens of South Bend
- Improve technology to allow for more accessibility of council meetings via You Tube or other video means
- Continue Spanish translations of Common Council information and meetings
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Good Government (GG)

- With a potential 5 new members on council, the budget includes funding for IACT and other training for new and existing members.
- To carry out the mission of the South Bend Common Council, "To make certain that our city government is always responsive to the needs of our residents & that the betterment of South Bend is always our highest priority."
- To effectively carry out the duties and responsibilities set forth in Indiana Code 36-4-6 addressing the legislative powers of city government
- To be transparent and to comply with Indiana Open Door Law and Indiana Public Records Act
- Electronic filing of bills and ordinances and all documents to City Clerk and Common Council
-

Economic Development (ED)

- To enable proactive and positive working relationships with the Department of Community Investment and other city offices, in developing enhanced economic development through out the city
-
-
-
-
-

Key Performance Indicators (KPI's)

| Measure | City Goal | Type | 2017 Long Term Goal | 2014 Actual | 2015 Estimated | 2016 Target |
|---|-----------|------|---------------------|-------------|----------------|-------------|
| Conduct a City-wide online survey measuring the effectiveness of legislative services | | | | | | X |
| - | | | | | | |
| - | | | | | | |
| - | | | | | | |
| - | | | | | | |
| - | | | | | | |
| - | | | | | | |
| - | | | | | | |
| - | | | | | | |
| - | | | | | | |
| - | | | | | | |
| - | | | | | | |
| - | | | | | | |

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

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

- 2016 Significant changes will see at least 3 new council members and a possibility of as many of 5 new members. There is a need for training
- Upgrade the training and interaction with all city residents appointed by the Common Council to sit on various Boards and Committees
- Refresh and keep a current calendar of all mandated reports from departments, commissions and committees, per City Code
-

| 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 |
|--------------------|---|----------------|----------------|----------------------------|---------------------------|-------------------------|--------------------------|----------------------------|
| 101-0301-411.10-01 | REGULAR | 140,532 | 143,750 | 170,960 | 151,965 | 95,533 | 73,021 | 149,264 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | PART TIME POSITIONS WITH BENEFITS | | | | | | | |
| | 9 COUNCILMEMBERS @ \$18,658 | | 167,922 | | | | | |
| | LESS: (1) MEMBER NOT TAKING SALARY | | 18,658- | | | | | |
| | | | 149,264 | | | | | |
| 101-0301-411.10-03 | SEASONAL & INTERNS | 0 | 0 | 10,000 | 10,000 | 2,628 | 0 | 20,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | LEGISLATIVE RESEARCH ASSISTANT PART TIME | | 20,000 | | | | | |
| | | | 20,000 | | | | | |
| 101-0301-411.11-01 | FICA - REGULAR | 11,344 | 11,199 | 13,845 | 12,497 | 7,310 | 5,587 | 12,949 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | REGULAR SALARIES \$167,922 X 7.65% | | 12,847 | | | | | |
| | INTERNS \$20,000 X 7.65% | | 1,530 | | | | | |
| | LESS: (1) COUNCIL MEMBER NOT TAKING SALARY | | 1,428- | | | | | |
| | | | 12,949 | | | | | |
| 101-0301-411.11-04 | PERF - REGULAR | 12,297 | 14,088 | 19,148 | 17,265 | 9,362 | 7,156 | 16,718 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | REGULAR SALARIES \$167,922 X 11.20% | | 18,808 | | | | | |
| | LESS: (1) COUNCIL MEMBER NOT TAKING SALARY | | 2,090- | | | | | |
| | | | 16,718 | | | | | |
| 101-0301-411.11-07 | UNEMPLOYMENT COMP | 1,283 | 429 | 855 | 855 | 285 | 214 | 374 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | REGULAR SALARIES \$167,922 X 0.25% | | 420 | | | | | |
| | LESS: (1) COUNCIL MEMBER NOT TAKING SALARY | | 46- | | | | | |
| | | | 374 | | | | | |
| 101-0301-411.11-08 | GROUP INSURANCE - HEALTH | 23,526 | 29,447 | 108,814 | 49,540 | 21,246 | 16,997 | 77,448 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | LONG-TERM DISABILITY: | | | | | | | |
| | 8 EMP. X \$96 | | 768 | | | | | |
| | HEALTH INS COVERAGE: | | | | | | | |
| | 5 EMP X \$14,400 | | 72,000 | | | | | |
| | HEALTH INS REBATE: | | | | | | | |
| | 3 EMP X \$1,560 | | 4,680 | | | | | |
| | (1) COUNCIL MEMBER DOES NOT TAKE SALARY/INS | | | | | | | |
| | | | 77,448 | | | | | |

| 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 |
|----------------------|--|----------------|----------------|----------------------------|---------------------------|-------------------------|--------------------------|----------------------------|
| 101-0301-411.11-09 | GROUP INSURANCE - LIFE | 840 | 840 | 1,080 | 1,080 | 525 | 420 | 960 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | 8 EMP. X \$120 | | 960 | | | | | |
| | (1) COUNCIL MEMBER NOT TAKING SALARY/INS | | 960 | | | | | |
| 101-0301-411.11-22 | PARKING ALLOWANCE | 0 | 0 | 540 | 540 | 0 | 0 | 540 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | 1 X \$45 X 12 = | | 540 | | | | | |
| | PARKING ALLOWANCE FOR LEGISLATIVE RESEARCH ASST. | | 540 | | | | | |
| * PERSONNEL SERVICES | | 189,822 | 199,753 | 325,242 | 243,742 | 136,889 | 103,394 | 278,253 |
| 101-0301-411.21-02 | STATIONERY & PRINTING | 4,634 | 402 | 403 | 403 | 293 | 226 | 100 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | 2016 EST PRINT SHOP COSTS | | 100 | | | | | |
| | | | 100 | | | | | |
| 101-0301-411.21-03 | C.S. - OFFICE SUPPLIES | 2,383 | 456 | 2,000 | 1,500 | 387 | 0 | 1,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | CENTRAL STORES OFFICE SUPPLIES | | 1,000 | | | | | |
| | | | 1,000 | | | | | |
| 101-0301-411.21-04 | OTHER - OFFICE SUPPLIES | 677 | 236 | 1,000 | 1,803 | 1,368 | 594 | 1,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | OTHER OFFICE SUPPLIES | | 1,000 | | | | | |
| | | | 1,000 | | | | | |
| 101-0301-411.21-16 | SMALL OFFICE EQUIPMENT | 6,289 | 0 | 1,000 | 1,000 | 0 | 0 | 2,400 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | UPGRADES TO I-PADS AND RELATED EQUIPMENT FOR | | 1,000 | | | | | |
| | COUNCIL MEMBERS TO REDUCE PAPERWORK AND IMPROVE | | | | | | | |
| | COMMUNICATION. | | | | | | | |
| | 2 IPADS | | 1,400 | | | | | |
| | | | 2,400 | | | | | |
| * SUPPLIES | | 13,983 | 1,094 | 4,403 | 4,706 | 2,048 | 820 | 4,500 |
| 101-0301-411.31-01 | LEGAL | 63,484 | 69,485 | 81,500 | 81,500 | 54,333 | 47,542 | 83,156 |

| 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 | PROFESSIONAL SERVICES | | 83,156 | | | | | |
| | LEGAL COUNSEL FOR SOUTH BEND COMMON COUNCIL | | | | | | | |
| | 35 HOURS PER WEEK X 52 WEEKS X \$45.69 PER HOUR | | 83,156 | | | | | |
| | 101-0301-411.31-06 OTHER PROFESSIONAL SVCS | 43,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 101-0301-411.31-07 ADDITIONAL LEGAL SERVICES | 17,925 | 116,531 | 28,500 | 118,500 | 110,120 | 110,120 | 76,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | ADDITIONAL LEGAL SERVICES | | 50,000 | | | | | |
| | NEGOTIATIONS - POLICE AND FIRE | | 26,000 | | | | | |
| | | | 76,000 | | | | | |
| | 101-0301-411.31-08 SECURITY SERVICES | 0 | 0 | 1,000 | 425 | 0 | 0 | 0 |
| | 101-0301-411.31-71 CENTRAL STORES ALLOATION | 1,548 | 264 | 0 | 0 | 0 | 0 | 0 |
| | 101-0301-411.31-72 GIS ALLOCATION | 2,004 | 2,059 | 2,163 | 2,163 | 1,442 | 1,081 | 2,271 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | 2016 FIXED COST ALLOCATION #6 | | 2,271 | | | | | |
| | GIS ADM FEE | | 2,271 | | | | | |
| | 101-0301-411.31-73 PRINT SHOP ALLOCATION | 0 | 0 | 0 | 0 | 0 | 0 | 450 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | 2016 PRINT SHOP ALLOCATION | | 450 | | | | | |
| | | | 450 | | | | | |
| | 101-0301-411.32-02 POSTAGE | 90 | 108 | 450 | 450 | 58 | 28 | 450 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | POSTAGE | | 450 | | | | | |
| | | | 450 | | | | | |
| | 101-0301-411.32-21 TRAVEL - MILEAGE | 0 | 0 | 500 | 819 | 0 | 0 | 1,500 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | TRAVEL/MILEAGE | | 1,500 | | | | | |
| | | | 1,500 | | | | | |
| | 101-0301-411.32-22 TRAVEL - AIRFARE | 488 | 340 | 500 | 500 | 396 | 396 | 500 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | TRAVEL/AIRFARE | | 500 | | | | | |
| | | | 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 |
|--------------------|---|----------------|----------------|----------------------------|---------------------------|-------------------------|--------------------------|----------------------------|
| 101-0301-411.32-23 | TRAVEL - HOTEL | 300 | 121 | 1,000 | 1,000 | 500 | 200 | 3,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | TRAVEL/HOTEL | | 3,000 | | | | | |
| | | | 3,000 | | | | | |
| 101-0301-411.32-24 | TRAVEL - MEALS | 45 | 132 | 500 | 500 | 36 | 0 | 500 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | TRAVEL/MEALS | | 500 | | | | | |
| | | | 500 | | | | | |
| 101-0301-411.32-25 | TRAVEL - OTHER | 66 | 114 | 500 | 500 | 30 | 0 | 500 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | TRAVEL/OTHER | | 500 | | | | | |
| | | | 500 | | | | | |
| 101-0301-411.33-03 | PROMOTIONAL | 4,698 | 3,871 | 9,700 | 6,984 | 1,418 | 1,270 | 8,859 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | PROMOTIONAL | | 8,859 | | | | | |
| | | | 8,859 | | | | | |
| 101-0301-411.34-02 | LIABILITY INSURANCE | 5,016 | 1,740 | 2,154 | 2,154 | 1,440 | 1,080 | 2,445 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | 2016 FIXED COST ALLOCATION #7 LIABILITY INSURANCE | | 2,445 | | | | | |
| | | | 2,445 | | | | | |
| 101-0301-411.36-01 | BUILDINGS | 0 | 14,885 | 6,000 | 9,680 | 3,680 | 3,680 | 500 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | CONFERENCE ROOM REMODELING, SMALL CONFERENCE TABLE, CHAIRS, ETC. | | 500 | | | | | |
| | | | 500 | | | | | |
| 101-0301-411.36-02 | OFFICE EQUIPMENT | 2,928 | 2,985 | 8,597 | 8,597 | 973 | 973 | 4,500 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | OFFICE EQUIPMENT PA SYSTEM REPAIR | | 1,000 | | | | | |
| | | | 3,500 | | | | | |
| | | | 4,500 | | | | | |
| 101-0301-411.36-04 | COMPUTER EQUIPMENT | 2,184 | 3,672 | 3,930 | 3,930 | 2,620 | 1,965 | 4,166 |
| 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 #2 INFORMATION TECHNOLOGY | | 4,166 | | | | | |
| | | | 4,166 | | | | | |
| | 101-0301-411.39-10 SUBSCRIPTIONS | 992 | 420 | 3,500 | 1,000 | 555 | 334 | 3,500 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | SUBSCRIPTIONS & DUES | | 3,500 | | | | | |
| | | | 3,500 | | | | | |
| | 101-0301-411.39-70 EDUCATION & TRAINING | 349 | 85 | 2,500 | 1,500 | 50 | 0 | 11,500 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | EDUCATION & TRAINING - NEW COUNCIL MEMBERS | | 11,500 | | | | | |
| | | | 11,500 | | | | | |
| | 101-0301-411.39-71 MEETING EXPENSES | 0 | 0 | 2,500 | 1,500 | 0 | 0 | 2,500 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 01 | MEETING EXPENSE | | 2,500 | | | | | |
| | | | 2,500 | | | | | |
| | * OTHER SERVICES & CHARGES | 145,117 | 216,812 | 155,494 | 241,702 | 177,651 | 168,668 | 206,297 |
| | ** COMMON COUNCIL | 348,922 | 417,659 | 485,139 | 490,150 | 316,588 | 272,882 | 489,050 |