



CITY OF SOUTH BEND PETE BUTTIGIEG, MAYOR
DEPARTMENT OF ADMINISTRATION AND FINANCE

September 7, 2016

Mr. Tim Scott, President
City of South Bend Common Council
227 W. Jefferson Boulevard, 4th Floor
South Bend, Indiana 46601

RE: September 2016 Transfer Ordinance


Dear President Scott,

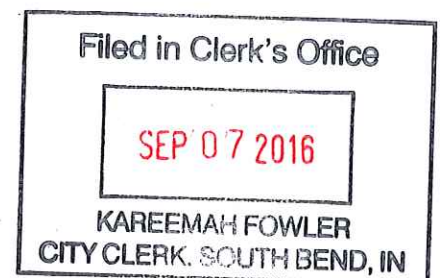
During the past several years, it has been the practice of the City of South Bend to request department heads, fiscal staff and city administration to conduct an extensive review of the status of compliance with the adopted city budget and propose necessary adjustments periodically throughout the year. For 2016, we plan to propose adjustments during four time periods—March, June, September and December.

I will present this bill to the Common Council at the appropriate committee and council meetings. It is requested that this bill be filed for 1st reading on September 12, 2016 with 2nd reading, public hearing and 3rd reading scheduled for September 26, 2016.

Thank you for your attention to this request. If you should have any questions, please feel to contact me at 574-235-7678.

Regards;


John H. Murphy
City Controller



OK
[Handwritten initials]

ORDINANCE NO. _____

AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND,
INDIANA, FOR BUDGET TRANSFERS FOR VARIOUS DEPARTMENTS WITHIN
THE CITY OF SOUTH BEND, INDIANA FOR THE YEAR 2016

STATEMENT OF PURPOSE AND INTENT

Unforeseen conditions have developed since the adoption of the existing budgets (Ordinances #10388-15 and 10389-15 passed on October 12, 2015) which necessitate the increase and reduction of appropriations within the various departments of the General Fund and other funds of the City of South Bend during 2016.

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of South Bend, Indiana, as follows:

Section I. All accounts as set forth in the detailed attachment hereto which are incorporated herein shall be adjusted by increase or reduction of appropriation in the designated sums.

Section II. This ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

Member of the Common Council

Attest:

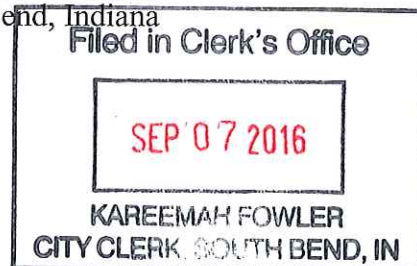
City Clerk

Presented by me to the Mayor of the City of South Bend, Indiana, on the _____ day of _____, 2016, at _____ o'clock ____ . m.

Deputy City Clerk

Approved and signed by me on the _____ day of _____, 2016, at _____ o'clock ____ . m.

Mayor, City of South Bend, Indiana



City of South Bend, Indiana
September 2016 Budget Transfers
(budget transfers between expenditure categories or departments within the same fund)
September 7, 2016

Fund Name	Department Name	Account Name	Fiscal Officer/ Contact Name	Account Number	Project Number	Budget Increase/ (Decrease)	Justification
Parks & Recreation Fund	Golf Division	Regular Salaries	Ron O'Connor	201-1102-452-10-01	K62ADM	(20,000.00)	Allocate salary savings to inventory and concessions expenditures
Parks & Recreation Fund	Golf Division	Inventory for Sale	Ron O'Connor	201-1102-452-22-29	K62ADM	10,000.00	Allocate funds for inventory
Parks & Recreation Fund	Golf Division	Concessions	Ron O'Connor	201-1102-452-22-30	K62ADM	10,000.00	Allocate fund for concessions supplies
Parks & Recreation Fund	Administration	311 Call Center Allocation	Ron O'Connor	201-1100-452-31-75	K60ADM	(8,000.00)	Allocate savings for postage and promotions
Parks & Recreation Fund	Administration	Postage	Ron O'Connor	201-1100-452-32-02	K60ADM	7,000.00	Higher postage expenditures
Parks & Recreation Fund	Administration	Promotions	Ron O'Connor	201-1100-452-33-03	K60ADM	1,000.00	Higher promotions expenditures
Parks & Recreation Fund	Maintenance	Shoe Allowance	Ron O'Connor	201-1101-452-11-10	KOADM	3,000.00	Cover uniform costs
Parks & Recreation Fund	Maintenance	Central Service Gasolin	Ron O'Connor	201-1101-452-22-01	KOADM	(20,000.00)	Allocate savings to cover other areas of needed expenditures
Parks & Recreation Fund	Maintenance	Other Communications	Ron O'Connor	201-1101-452-35-05	KOADM	1,500.00	Cover additional costs for postage services
Parks & Recreation Fund	Maintenance	Capital Lease Principal	Ron O'Connor	201-1101-452-37-11	KOADM	11,000.00	Cover cost of Capital Lease No. 140, 2015 Vehicle Lease, not in 2016 budget
Parks & Recreation Fund	Maintenance	Capital Lease Interest	Ron O'Connor	201-1101-452-37-12	KOADM	1,000.00	Cover cost of Capital Lease No. 140, 2015 Vehicle Lease, not in 2016 budget
Parks & Recreation Fund	Zoo	Overtime	Ron O'Connor	201-1101-452-10-04	KOADM	450.00	Cover overtime for emergencies at the zoo
Parks & Recreation Fund	Zoo	Zoological Society Payment	Ron O'Connor	201-1104-452-31-20	KOADM	3,050.00	Cover cost of payment to the Potawatomi Zoo, \$734,775 paid, \$800,000 less \$65,226 costs incurred.
Parks & Recreation Fund	Graffiti Removal	Other Gas	Ron O'Connor	201-1108-452-32-99	KOADM	(500.00)	Allocate savings to cover telephone charges
Parks & Recreation Fund	Graffiti Removal	Telephone	Ron O'Connor	201-1108-452-32-04	KOADM	500.00	Cover costs of telephone
Recreation Non-Reverting Fund	Recreation	Temporary Services	Ron O'Connor	203-1103-452-10-05	K3ADM	(90,000.00)	Accounting change to pay instructors, umpires, etc. from a services account
Recreation Non-Reverting Fund	Recreation	Other Professional Services	Ron O'Connor	203-1103-452-31-06	K3ADM	83,233.00	Accounting change to pay instructors, umpires, etc. from a services account
Recreation Non-Reverting Fund	Recreation	Refunds	Ron O'Connor	203-1103-452-39-01	K3ADM	1,943.00	Allocate additional funds for class refunds
Recreation Non-Reverting Fund	Recreation	Subscriptions	Ron O'Connor	203-1103-452-39-10	K63ADM	3,024.00	Cover costs of open encumbrances for NRPA and Sam's Club
Recreation Non-Reverting Fund	Recreation	Park Equipment	Ron O'Connor	203-1103-452-43-07	K63ADM	1,800.00	Cover costs of sink/water tanks added to a concession trailer purchase
Central Services	Radio Shop	Overtime	Mary Wisniewski	222-0614-419-10-04	--	3,200.00	Cover overtime for two Radio Shop employees working on new police cars
Central Services	Equipment Services	Hourly Wages	Mary Wisniewski	222-0605-419-10-02	--	(3,200.00)	Salary savings to cover overtime costs
EMS Operating Fund	Fire Department	Office Equipment Repairs	Todd Skwarcan	287-0902-422-36-02	--	43,000	Transfer budget from a capital to a services account, repair costs less than \$10,000 budgeted as capital
EMS Operating Fund	Fire Department	Materials & Equipment	Todd Skwarcan	287-0902-422-43-10	--	(43,000)	Transfer budget from a capital to a services account, repair costs less than \$10,000 budgeted as capital
Park Non-Reverting Capital	Maintenance	Park Equipment	Ron O'Connor	405-1101-452-43-07	--	(8,373)	Cover the cost of two trailers for Centralized Mowing services, transfer to a supply account as less than \$10,000
Park Non-Reverting Capital	Maintenance	Park Equipment	Ron O'Connor	405-1101-452-22-24	--	8,373	Cover the cost of two trailers for Centralized Mowing services, transfer to a supply account as less than \$10,000
Park Non-Reverting Capital	Recreation	Park Equipment	Ron O'Connor	405-1103-452-43-07	--	(21,327)	Allocate costs to cover East Race safety cable, signs and fencing, transfer to supplies/services accounts. Less than \$10K
Park Non-Reverting Capital	Recreation	Park Equipment	Ron O'Connor	405-1103-452-22-24	--	10,000	Allocate costs to cover East Race safety cable, signs and fencing, transfer to supplies/services accounts. Less than \$10K
Park Non-Reverting Capital	Recreation	Contractual Services	Ron O'Connor	405-1103-452-39-89	--	11,327	Allocate costs to cover East Race safety cable, signs and fencing, transfer to supplies/services accounts. Less than \$10K
Building Department	Building Department	Temporary Services	Laura Althoff	600-1306-415-10-05	--	(4,280)	Reclassify temporary employees paid through companies to a professional services account
Building Department	Building Department	Other Professional Services	Laura Althoff	600-1306-415-31-06	--	4,280	Reclassify temporary employees paid through companies to a professional services account
Building Department	Building Department	Central Services Gasoline	Laura Althoff	600-1306-415-22-01	--	(3,000)	Transfer budget to cover shortfall in the postage account
Building Department	Building Department	Postage	Laura Althoff	600-1306-415-32-02	--	3,000	Additional funds needed in the postage account
Recreation Non-Reverting	Parks Department	Equipment Purchases	Ron O'Connor	203-1103-452-43-07	--	18,000	Purchase an infield machine for softball diamonds
Recreation Non-Reverting	Parks Department	Contractual Services	Ron O'Connor	203-1103-452-39-89	--	(18,000)	Budget surplus to cover above purchase
Parking Garage Fund	Leighton Plaza	Credit Card Charges	Beth Leonard	601-0462-645-39-89	--	1,600	Credit card charges higher than budgeted
Parking Garage Fund	Parking Enforcement	Collection Expense	Beth Leonard	601-0463-645-31-39	--	150	Collection expense higher than budgeted
Parking Garage Fund	Main Street	Debt Service Principal	Beth Leonard	601-0400-641-38-01	--	(1,750)	Transfer budget to cover the above expenditures
Water Works	Water Works	Other Professional Services	Roxanne Lawson	620-0640-658-31-06	--	78,000	Additional monies to fund an agreement for reviewing and developing a compliance plan for the Lead and Copper Rule
Water Works	Water Works	Water System Repairs	Roxanne Lawson	620-0640-606-36-61	--	(48,000)	and for assistance with the Water Works Capital Improvement Plan
Water Works	Water Works	Materials & Supplies	Roxanne Lawson	620-0640-605-23-62	--	(30,000)	Available budget to cover above expenditures
						0	
					Grand Total	0	

Filed in Clerk's Office

SEP 07 2016

KAREEMAH FOWLER
 CITY CLERK, SOUTH BEND, IN