

2019 Budget Presentation

Common Council

August 1, 2018



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CITY OF SOUTH BEND

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

Common Council

August 1st, 2018



Common Council Mission Statement

“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”



Common Council by the numbers

- Replaced two council members - Randy Kelly and Dr. David Varner
- No violations of the public meetings laws or public access violations
- No Council Rules violations
- No lawsuits against the council
- Number of council meetings held in 2018 year-to-date (YTD) – 14
Attendance for formal Council meetings – 97%(YTD)
- Number of committee meetings held in 2018 to date – 68
 - Attendance for Council Committee meetings – 89.2% - (YTD)
- Number of public meetings (off night council meetings) - 14 (YTD)
- Number of bills voted upon – 39 (YTD)
- Number of resolutions voted upon – 35 (YTD)
- Number of Council press releases and Community Recognition – 16 (YTD)
- Active shooter training for all council members (continuous)



Common Council 2018 Accomplishments

- Public events and interactions with the press
- Artwork within the Council / Citizens public space
- Streaming council meetings on WNIT, YouTube and Facebook
- Indiana Public Access Counselor training
- Not in our Community
- Light up South Bend
- Curbs & Sidewalks program
- Opiate Awareness
- Harvard Public Narrative Session
- State Boards of Accounts School for boards and commissions
- Continuing to publish all meetings of the Council in Spanish
- New attorney hired

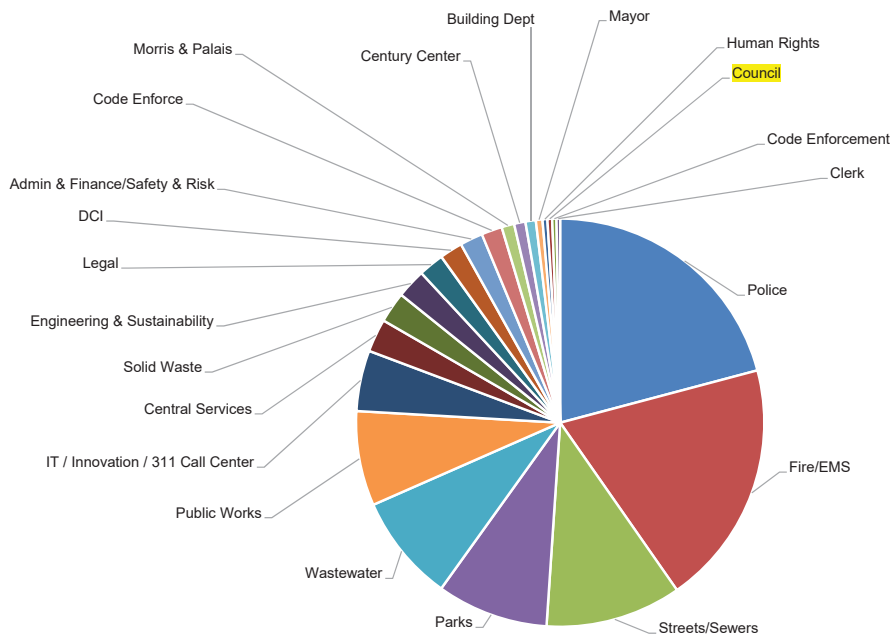


Common Council 2019 Goals & Challenges

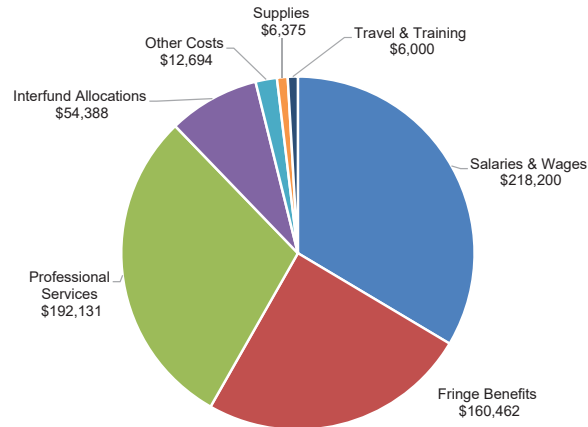
- Improve the messaging to the citizens of South Bend (Council branding)
- Hold public committee meetings outside the County/City Building (including security, ADA, and mobile AV)*
- Hold public formal meetings outside the County/City Building*
- Improve technology to better serve the citizens of South Bend
- City website improvements for better interaction between council and citizens
- Annual Board, commission, and citizen appointee training
- Legislation to support electronic signatures and filings
- Active shooter training for all council members (continuous)
- Work with all local entities to update the local zoning process and legislation
- Paid internship program to highlight key legislative initiatives, driven by the Council
- Reduce cost for the council operations



City of South Bend 2019 Proposed Budget Expenditure Summary Personnel, Supplies, & Services by Department



City of South Bend Common Council
 2019 Proposed Budget Expenditure Summary
 Expenditures by Type



<u>Expenditures by Type</u>	<u>2019 Proposed Budget</u>	<u>2019 Percent of Total</u>
Salaries & Wages	\$ 218,200	33.56%
Fringe Benefits	160,462	24.68%
Professional Services	192,131	29.55%
Interfund Allocations	54,388	8.36%
Other Costs	12,694	1.95%
Supplies	6,375	0.98%
Travel & Training	6,000	0.92%
Total Expenditures by Type	\$ 650,250	100.00%



Common Council Budget Changes

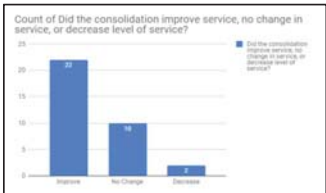
- Increase council salaries by 2% for 2019
- Fringe benefits average a 1% increase
- \$54,688 is the allocation for IT and Print Shop for Common Council
- Include a paid internship for a public relations person - \$40,000 (8% Increase)
- Continue to contract legal services - \$128,131.38 (2% increase)
- Additional Legal Services - \$55,000 (11% increase)
- Overall budget is 5.7% higher than 2018



Common Council Interns



- Building up the social media platforms
 - Messenger bot,
 - Introducing different social media management platforms,
- Providing more up to date current Council information
- Promoting the events council members are attending.
- Branding
 - Logo design,
 - Updating all of the council brochures
 - Creating surveys
- Research
 - Drewry project - timeline
 - PSAP project - survey



Thank you!



Questions?

Fund 101 - General Fund Department 0301 - Common Council

Expenditures by Type	2018				2019 Proposed Budget	Forecast				Budget Variance 2018-2019	% Change
	2016	2017	Amended	06/30/18		2020	2021	2022	2023		
	Actual	Actual	Budget	Actual							
Personnel											
Salaries & Wages	209,705	171,638	211,539	88,641	218,200	222,564	222,564	222,564	222,564	6,661	3%
Fringe Benefits	77,696	119,581	154,752	60,335	160,462	166,096	166,096	166,096	166,096	5,710	4%
Total Personnel	287,401	291,220	366,291	148,975	378,662	388,660	388,660	388,660	388,660	12,371	3%
Supplies	6,756	2,792	11,707	6,321	6,375	6,200	6,200	6,200	6,200	(5,332)	-46%
Services & Charges											
Professional Services	157,960	75,582	187,366	72,896	183,131	185,694	185,694	185,694	185,694	(4,235)	-2%
Printing & Advertising	3,643	5,255	10,119	3,587	9,000	9,180	9,180	9,180	9,180	(1,119)	-11%
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	678	1,664	1,000	465	1,000	2,000	2,000	1,000	1,000	-	0%
Travel	2,198	1,577	5,000	242	5,000	5,100	5,100	5,100	5,100	-	0%
Repairs & Maintenance	8,299	42,909	20,051	16,591	4,750	4,845	4,845	4,845	4,845	(15,301)	-76%
Other Interfund Allocations	6,890	44,232	60,257	30,126	54,388	54,567	54,567	54,567	54,567	(5,869)	-10%
Debt Service											
Principal	-	-	-	-	-	-	-	-	-	-	-
Interest & Fees	-	-	-	-	-	-	-	-	-	-	-
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-
Insurance	2,448	1,836	1,877	936	2,144	2,187	2,187	2,187	2,187	267	14%
Other Services & Charges	4,805	4,011	6,345	1,495	5,800	5,916	5,916	5,916	5,916	(545)	-9%
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Total Services & Charges	186,921	177,067	292,015	126,337	265,213	269,488	269,488	268,488	268,488	(26,802)	-9%
Capital	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	481,078	471,079	670,013	281,634	650,250	664,348	664,348	663,348	663,348	(19,763)	-3%
Revenue											
Charges for Services	-	-	-	-	-	-	-	-	-	-	-
Interest Earnings	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	-	-	-	-	-	-	-	-	-	-	-

Department Purpose:

The fiscal body of the City, which exists 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.

Explanation of Revenue Sources:

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

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

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Staffing (Full-Time Employees only)

Position	2018			2019 Proposed Budget	Forecast			
	2017	Amended	06/30/18		2020	2021	2022	2023
	Actual	Budget	Actual					
Non-Bargaining								
1st District Council Member	1	1	1	1	1	1	1	1
2nd District Council Member	1	1	1	1	1	1	1	1
3rd District Council Member	1	1	1	1	1	1	1	1
4th District Council Member	1	1	1	1	1	1	1	1
5th District Council Member	1	1	1	1	1	1	1	1
6th District Council Member	1	1	1	1	1	1	1	1
Council Member at Large	1	1	1	1	1	1	1	1
Council Member at Large	1	1	1	1	1	1	1	1
Council Member at Large	1	1	1	1	1	1	1	1
Total Non-Bargaining	9	9	9	9	9	9	9	9

		2016	2017	2018	2018	2018	6/30/18	2019
		Actual	Actual	Original Budget	Amended Budget	YTD Actual	YTD Actual	Proposed Expenditures
ACCOUNT NUMBER	ACCOUNT DESCRIPTION							
101-0301-411.10-01	REGULAR WAGES	168,768	171,269	174,699	174,699	93,323	86,603	178,200
LEVEL	TEXT		TEXT AMT					
BUDG	PART TIME POSITIONS WITH BENEFITS							
	9 COUNCIL MEMBERS @ \$19,800 (ASSUME 2% INCREASE)		178,200					
			178,200					
101-0301-411.10-03	SEASONAL & INTERNS	40,937	369	36,840	36,840	3,679	2,038	40,000
LEVEL	TEXT		TEXT AMT					
BUDG	LEGISLATIVE RESEARCH ASSISTANT(S) PART TIME		40,000					
			40,000					
101-0301-411.11-01	FICA - REGULAR	12,459	12,515	16,182	16,182	7,056	6,443	16,693
LEVEL	TEXT		TEXT AMT					
BUDG	REGULAR SALARIES \$178,200 X 7.65%		13,633					
	INTERN SALARIES \$40,000 X 7.65%		3,060					
			16,693					
101-0301-411.11-04	PERF - REGULAR	16,712	17,052	19,567	19,567	9,326	8,657	19,959
LEVEL	TEXT		TEXT AMT					
BUDG	REGULAR SALARIES \$178,200 X 11.20%		19,959					
			19,959					
101-0301-411.11-07	UNEMPLOYMENT COMP	243	0	0	0	0	0	0
101-0301-411.11-08	HEALTH INSURANCE	47,232	88,935	117,384	117,384	47,937	44,467	122,284
LEVEL	TEXT		TEXT AMT					
BUDG	LONG-TERM DISABILITY:							
	9 EMP. X \$96		864					
	HEALTH INS COVERAGE:							
	7 EMP X \$16,900		118,300					
	HEALTH INS REBATE:							
	2 EMP X \$1,560		3,120					
			122,284					
101-0301-411.11-09	LIFE INSURANCE	1,050	1,080	1,080	1,080	565	520	1,080
LEVEL	TEXT		TEXT AMT					
BUDG	9 EMP. X \$120		1,080					
			1,080					
101-0301-411.11-29	PARENTAL LEAVE	0	0	539	539	263	248	446
LEVEL	TEXT		TEXT AMT					
BUDG	WAGES \$178,200 X 0.25%		446					

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
			446					
* PERSONNEL SERVICES		287,401	291,220	366,291	366,291	162,149	148,975	378,662
101-0301-411.21-02	PRINT SHOP	108	131	200	200	0	0	200
101-0301-411.21-03	C.S. OFFICE SUPPLIES	214	402	1,000	1,000	66	66	1,000
101-0301-411.21-04	OFFICE SUPPLIES	997	985	5,175	5,177	1,062	926	5,175
101-0301-411.21-16	SMALL OFFICE EQUIPMENT	5,437	1,274	0	5,330	5,330	5,330	0
LEVEL	TEXT		TEXT AMT					
BUDG	IT RELATED ITEMS INCLUDED IN IT ALLOCATION IN 2018							
* SUPPLIES		6,756	2,792	6,375	11,707	6,458	6,321	6,375
101-0301-411.31-01	LEGAL SERVICES	76,226	60,632	125,619	135,653	53,012	45,944	128,131
LEVEL	TEXT		TEXT AMT					
BUDG	LEGAL COUNSEL		86,515					
	LEGISLATIVE RESEARCH ASSISTANT		41,616					
			128,131					
101-0301-411.31-06	OTHER PROFESSIONAL SVCS	10,425	3,687	0	4,976	4,035	2,244	0
101-0301-411.31-07	ADDITIONAL LEGAL SERVICES	71,309	11,263	29,000	46,737	28,283	24,708	55,000
LEVEL	TEXT		TEXT AMT					
BUDG	ADDITIONAL LEGAL SERVICES		55,000					
			55,000					
101-0301-411.31-72	GIS ALLOCATION	2,270	0	0	0	0	0	0
101-0301-411.31-73	PRINT SHOP ALLOCATION	456	480	485	485	240	240	891
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - PRINT SHOP		891					
			891					
101-0301-411.31-76	IT ALLOCATION	0	0	59,772	59,772	29,886	29,886	53,497
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - IT AND/OR 311		53,497					
			53,497					
101-0301-411.32-02	POSTAGE	20	123	300	300	61	58	300
101-0301-411.32-03	TRAVEL	0	0	0	0	0	0	5,000
101-0301-411.32-21	TRAVEL - MILEAGE	541	689	1,500	1,500	140	140	0
101-0301-411.32-22	TRAVEL - AIRFARE	0	0	500	500	0	0	0
101-0301-411.32-23	TRAVEL - HOTEL	1,640	824	2,000	2,000	102	102	0
101-0301-411.32-24	TRAVEL - MEALS	17	0	500	500	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2018 YTD Actual	6/30/18 YTD Actual	2019 Proposed Expenditures
101-0301-411.32-25	TRAVEL - OTHER	0	64	500	500	0	0	0
101-0301-411.33-03	PROMOTIONAL	3,643	5,255	9,000	10,119	4,487	3,587	9,000
101-0301-411.34-02	LIABILITY INSURANCE	2,448	1,836	1,877	1,877	936	936	2,144
LEVEL	TEXT		TEXT AMT					
BUDG	2019 FIXED COST ALLOCATION - LIABILITY INSURANCE		2,144					
	DEPOSIT IN 226-0000-340.01-00		2,144					
101-0301-411.36-01	BUILDING R&M	6,003	0	250	250	0	0	250
101-0301-411.36-02	OFFICE EQUIP R&M	2,296	42,909	4,500	19,801	17,476	16,591	4,500
LEVEL	TEXT		TEXT AMT					
BUDG	OFFICE EQUIPMENT		1,000					
	COPIER		3,500					
			4,500					
101-0301-411.36-04	COMPUTER EQUIP R&M	4,164	43,752	0	0	0	0	0
101-0301-411.39-10	SUBSCRIPTIONS	3,334	602	3,500	3,500	65	65	3,500
LEVEL	TEXT		TEXT AMT					
BUDG	SUBSCRIPTIONS - LEGAL		3,500					
			3,500					
101-0301-411.39-70	EDUCATION & TRAINING	678	1,664	1,000	1,000	465	465	1,000
101-0301-411.39-71	MEETING EXPENSES	1,451	3,286	2,000	2,545	1,810	1,372	2,000
*	OTHER SERVICES & CHARGES	186,921	177,066	242,303	292,015	140,998	126,337	265,213
**	COMMON COUNCIL	481,078	471,078	614,969	670,013	309,605	281,634	650,250