

Fund 101 - General Fund Department 0405 - Palais Royale

Expenditures by Type	2017				2018 Adopted Budget	Forecast				Budget Variance 2017-2018	% Change
	2015 Actual	2016 Actual	Amended Budget	06/30/17 Actual		2019	2020	2021	2022		
	Personnel										
Salaries & Wages	165,894	165,714	81,679	34,349	95,601	97,513	99,463	101,452	103,481	13,922	17%
Fringe Benefits	71,712	75,787	60,452	18,837	62,217	63,143	64,360	65,602	66,869	1,765	3%
Total Personnel	237,606	241,501	142,131	53,186	157,818	160,656	163,823	167,054	170,350	15,687	11%
Supplies											
	14,688	12,571	3,398	794	1,900	1,938	1,977	2,016	2,057	(1,498)	-44%
Services & Charges											
Professional Services	892	-	-	-	-	-	-	-	-	-	-
Printing & Advertising	39,419	37,462	93,367	7,558	80,397	82,005	83,645	85,318	87,024	(12,970)	-14%
Utilities	67,704	71,590	75,712	38,877	78,000	79,560	81,151	82,774	84,430	2,288	3%
Education & Training	240	349	651	-	400	408	416	424	433	(251)	-39%
Travel	616	1,200	75	-	-	-	-	-	-	(75)	-100%
Repairs & Maintenance	46,721	49,392	184,397	8,197	174,969	178,468	182,038	185,679	189,392	(9,428)	-5%
Other Interfund Allocations	341	2,148	19,086	9,540	19,646	20,039	20,440	20,848	21,265	560	3%
Insurance	10,668	9,792	10,188	5,094	10,034	10,235	10,439	10,648	10,861	(154)	-2%
Other Services & Charges	1,559	1,463	1,195	169	1,200	1,224	1,248	1,273	1,299	5	0%
Total Services & Charges	168,160	173,396	384,671	69,435	364,646	371,939	379,378	386,965	394,705	(20,025)	-5%
Capital											
	12,072	-	-	-	15,000	25,000	25,000	-	-	15,000	-
Total Expenditures	432,526	427,468	530,200	123,415	539,364	559,532	570,178	556,036	567,111	9,164	2%

Department Purpose:

This department accounts for the operating expenses of the Palais Royale, a premier banquet/meeting facility. It provides exquisite food and beverage catering service, for both social events and business events, and supports South Bend's downtown economy. The Palais Royale is distinguished by its history and ambiance.

Explain Significant Revenue, Expenditure and Staffing Changes/Variations Below:

Capital Expenditures: AV Upgrade in the amount of \$15,000.00 - existing equipment is 15 years old and out of date with current production needs.
 Staffing: The maintenance and marketing positions for the Morris (Custodian, Director of Marketing & Promotions, Manager - Assistant Facility Operations, Manager - Interactive Marketing, and Manager - Facility Operations) are now budgeted in the Parks & Recreation Fund 201. The position of Executive Director of MPAC is replaced by Deputy Executive Director of Venues, Parks and Arts. The position of Operations Manager was created during 2016 to fulfill and replace the need of Executive Assistant / Office Manager / Event Operations. The Director of Financial Services position from the Morris Complex was transferred to the Administration & Finance Department.

Staffing (Full-Time Employees only)	2017				2018 Proposed Budget	Forecast				
	2016 Actual	Amended Budget	06/30/17 Actual	2019		2020	2021	2022		
	Non-Bargaining									
Executive Director of Morris PAC	0.4	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Event Service Technician II	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Deputy Director VPA	0.0	0.0	0.0	0.4	0.4	0.4	0.4	0.4	0.4	0.4
Director of Financial Services	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Director of Marketing and Promotions	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Manager - Assistant Facility Operations	0.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Manager - Facility Operations	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Non-Bargaining	4.0	2.4	2.0	2.4	2.4	2.4	2.4	2.4	2.4	2.4

The Palais Royale Ballroom at The Morris Performing Arts Center opened February, 1922. Countless dances, receptions, and banquets were held at the ballroom from the early 20's through the 30's, 40's & 50's making the Palais Royale a sentimental favorite for generations of South Bend residents.

Restoration of this elegant facility began on December 27, 2001. This renovation/restoration totaled \$6.9 million in public-private funding, but enabled the doors of the Palais to open on New Year's Eve, 2002, for a Gala Grand Opening.

While the decorative elements have been restored with historic accuracy, a new full-service kitchen, restrooms and mechanical systems have been added, making the Palais a popular venue for a variety of events. A platform/stage has been restored where the bandstand once stood and the oak floor has been completely replaced - although it continues the original concept of a "floating" dance floor (no walls are physically connected to the floor). The grand terrazzo staircase on Colfax Avenue has been beautifully restored, providing a dramatic entry in the 8,800 square foot ballroom.

The Palais Royale welcomes private, public, and corporate functions: fundraisers, employee appreciation events, holiday parties, wedding receptions, and fashion shows. Bar/Bat Mitzvahs, graduation activities, training seminars, class reunions and dances are but a few more events filling the calendar. The full-service kitchen and award-winning chef provide delicious cuisine and a complete bar service is also available on site.



Department 101-0405 - Palais Royale

Accomplishments, Goals, KPI's

2017 Accomplishments & Outcomes

- As part of the "Best. Week. Ever." celebration, a book signing by author Ann Nyberg and songwriting forum were held in the Palais Royale. Free tours of the Palais Royale and Morris Center were given.
- The Palais Royale has received many unsolicited positive comments on the facility, food and especially the service.
- We are building upon success and booking a wide variety of events including wedding receptions, corporate events, trade shows, fundraising events, proms, reunions, holiday parties and more!
- The Palais Royale is the premier banquet/meeting facility in the region for all events demanding superior service, fine dining, and well-maintained **historical** atmosphere.
- We are striving to increase the positive economic impact the Palais Royale has on downtown South Bend.

2018 Department Goals & Objectives and Linkage to City Results

Thriving Public Spaces and Culture

Priority Based Budgeting Result: Provides a diverse mix of affordable, secure and convenient recreational and leisure-time venues and programs that meet the interests and needs of a multi-generational community

- Build upon success and book a wide variety of events.
- To remain the premier banquet/meeting facility in the region for all events demanding superior service, fine dining and well-maintained historical

Strong, Inclusive Economy

Priority Based Budgeting Result: Supports and encourages a diverse balance of shopping, entertainment and cultural events that meet the needs of residents and visitors alike

- The Palais Royale has a yearly economic impact of over \$2.4 million on the City of South Bend

Key Performance Indicators (KPI's)

Measure	Type	Long Term Goal	2016 Actual	2017 Estimated	2018 Target
- Palais Royale Revenue Earned	Output	\$347,572	\$326,684	\$358,902	\$323,972
- Hotel Rooms Generated for PR events	Output	1,700	1,448	1,700	1,700

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

2018 Significant Changes/Challenges/Opportunities

- Palais continue to collaborate with Double Tree Hotel staff to negotiate special room rates to help entice new clients to hold events at the Palais
- Revenues has increased yearly towards being self sufficient. Since February 2016, Navarre Hospitality has been the in-house food and beverage provider at the Palais Royale. The name recognition is expected to increase the revenue generated by increasing the number of events/rental, hence, catering commission.
- The hotel rooms generated is under reported as we are unable to get exact numbers from other hotels, but the numbers we do capture are excellent.
- The Palais Royale receives NO financial support from the Hotel/Motel Tax Board.

