



2020 BUDGET PRESENTATION

LEGAL DEPARTMENT JULY 31, 2019

PowerPoint Presentation	1-3
Budget Summary Sheets	4
Fund 101- GENERAL FUND	4
Staffing Summary	5
Line Level Budget Detail.....	6



Common Council 2020 Budget Hearing #1

*Legal Department
July 31, 2019*



2020 Department Goals

The Legal Department will continue to proactively mitigate risk and reduce City expenditures through practices including, but not limited to:

- ✓ Identify liability claims **trends** and provide associated **trainings** assisting City personnel in mitigating risks;
- ✓ Engage in proactive strategies to **recover funds** from insurance companies;
- ✓ Obtain **Record of Decision** in Beck's Lake matter; and
- ✓ Implement **new legal support strategy** for Diversity and Inclusion, Board of Public Safety, Human Rights Commission, and Area Plan Commission.



2020 Budget Overview

	2018 Actual	2019 Budget	2020 Proposed Budget	2019-2020 Variance (\$)	2019-2020 Variance (%)
Expenditures					
Salaries & Wages	708,726	866,473	970,872	104,399	12.0%
Fringe Benefits	272,218	278,276	328,080	49,804	17.9%
Professional Services	420	2,550	2,550	0	0.0%
Supplies	2,962	3,450	3,800	350	10.1%
Other Expenses	25,568	31,550	37,105	5,555	17.6%
Other Interfund Allocations	78,152	96,719	63,276	(33,443)	-34.6%
Operating Expenditures	1,088,046	1,279,018	1,405,683	126,665	0



Operating Budget – Highlights & Changes

Request

Based on improved City services, the Legal Department is requesting the addition of an attorney to its staff. This role will be responsible for:

- **Board of Public Safety:** Address trainings, policies, and procedures;
- **Office of Diversity and Inclusion:** Support Diversity Initiatives, including implementation of Disparity Study results;
- **Area Plan Commission:** Review and support of policies and procedures affecting zoning and land in South Bend.

Cost

The increase to the Legal Department's budget is a strong investment towards mitigation of future risks and concerns.

- **Salary Budget:** Assistant City Attorney salary cap 2020 is **\$91,070**.
- **Supplies budget:** **\$350** increase.
- **Training, Dues, Subscriptions budget:** **\$4,550** increase.
(Plus \$1,000 increase due to Opioid Litigation).



2020 – Special Initiatives

The City of South Bend has joined the **National Opioid Litigation** against distributors and manufacturers of opioids to recover damages to our community. This initiative will be ongoing from 2019-2020.

- ✓ Engaged local co-counsel so that all recoveries and legal fees stay in South Bend;
- ✓ Hands-on internal approach, resulting in better data and teamwork;
- ✓ Travel to required meetings or hearings included in budget; and
- ✓ Planning with team for meaningful uses of recovered funds to support residents' health and safety.



Questions?

Fund 101 - General Fund Legal Department (0501)

Expenditures by Type	2017	2018	2019	06/30/19 Actual	2020 Proposed Budget	Forecast				Budget	% Change	
	Actual	Actual	Amended Budget			2021	2022	2023	2024	Variance 2019-2020		
Personnel												
Salaries & Wages	650,785	708,726	866,473	385,979	970,872	988,265	1,011,107	1,030,729	1,050,745	104,399	12%	
Health Insurance	121,022	132,486	110,616	47,333	139,325	147,725	156,125	165,725	175,325	28,709	26%	
Fringe Benefits	124,166	139,732	167,660	74,728	188,755	192,288	196,877	200,855	204,916	21,095	13%	
Total Personnel	895,974	980,943	1,144,749	508,039	1,298,952	1,328,278	1,364,109	1,397,309	1,430,986	154,203	13%	
Supplies	9,142	2,962	3,450	570	3,800	3,750	3,700	3,650	3,650	350	10%	
Services & Charges												
Professional Services	45,552	420	2,550	245	2,550	2,600	2,650	2,700	2,750	-	0%	
Education & Training	6,251	6,917	10,000	50	12,000	12,000	12,000	12,000	12,000	2,000	20%	
Travel	226	1,315	3,450	574	5,000	4,000	4,000	4,000	4,000	1,550	45%	
Repairs & Maintenance	1,620	-	-	-	-	-	-	-	-	-	-	
Other Interfund Allocation	104,196	78,152	96,719	48,359	63,276	83,489	84,612	85,993	87,051	(33,443)	-35%	
Debt Service												
Principal	1,226	-	-	-	-	-	-	-	-	-	-	
Interest & Fees	45	-	-	-	-	-	-	-	-	-	-	
Other Services & Charges	16,001	17,336	18,100	6,943	20,105	20,479	21,068	21,671	22,289	2,005	11%	
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	
Total Services & Charges	175,117	104,140	130,819	56,171	102,931	122,568	124,330	126,364	128,090	(27,888)	-21%	
Capital	-	-	-	-	-	-	-	-	-	-	-	
Total Expenditures	1,080,233	1,088,046	1,279,018	564,780	1,405,683	1,454,596	1,492,139	1,527,323	1,562,726	126,665	10%	
Revenue												
Charges for Services	-	-	-	-	-	-	-	-	-	-	-	
Interfund Allocation Reimb	-	-	54,689	27,347	56,529	57,901	59,294	60,758	62,243	1,840	3%	
Other Income	75,984	62,452	78,473	44,225	79,991	81,591	83,223	84,887	86,585	1,518	2%	
Total Revenue	75,984	62,452	133,162	71,572	136,520	139,492	142,517	145,645	148,828	3,358	3%	
Department Purpose:												
The Legal Department provides quality legal representation to the City of South Bend's Mayor, departments, commissions and agencies with a dedicated and professionally-skilled staff, efficiently and cost effectively, in furtherance of the City's strategic goals, and preserving the legal and ethical integrity of the City.												

2020 Proposed Staffing Summary

City of South Bend

Fund	Department	Position	Status	FTE	2019 Salary Cap	Proposed % Increase	2020 Salary Cap
101-0501	Legal	Administrative Assistant I	NB	2	\$ 41,336	2.0%	\$ 42,163
101-0501	Legal	Assistant City Attorney	NB	7	\$ 89,284	2.0%	\$ 91,070
101-0501	Legal	Corporation Counsel	NB	1	\$ 127,126	2.0%	\$ 129,669
101-0501	Legal	Executive Assistant	NB	1	\$ 55,740	2.0%	\$ 56,855
101-0501	Legal	Part-Time City Attorney	NB	1	\$ 67,708	2.0%	\$ 69,062
				Total FTES	12		

2020 Proposed Budget - Line-Level Detail

City of South Bend

ACCOUNT	DESCRIPTION	DEPARTMENT	CATEGORY NAME	2017 ACTUAL	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	6/30/2019 ACTUAL	2020 PROPOSED BUDGET	2021 FORECAST	2022 FORECAST	2023 FORECAST	2024 FORECAST
101-0501-415.10-01	SALARIED WAGES	Legal	Salaries & Wages	644,785	687,969	836,473	832,473	319,282	940,872	888,667	906,442	924,569	943,062
101-0501-415.10-03	SEASONAL & INTERNS	Legal	Salaries & Wages	-	-	30,000	30,000	446	30,000	30,000	30,000	30,000	30,000
101-0501-415.10-05	TEMPORARY SERVICES	Legal	Salaries & Wages	-	2,607	-	-	-	-	-	-	-	-
101-0501-415.10-10	HIRING BONUS	Legal	Salaries & Wages	6,000	18,150	-	4,000	4,000	-	-	-	-	-
101-0501-415.11-01	FICA - REGULAR	Legal	Fringe Benefits	48,269	53,288	66,561	66,561	24,099	74,547	70,553	71,913	73,301	74,716
101-0501-415.11-04	PERF - REGULAR	Legal	Fringe Benefits	72,104	78,676	94,088	94,088	35,787	105,781	99,935	101,924	103,955	106,027
101-0501-415.11-07	UNEMPLOYMENT COMP	Legal	Fringe Benefits	-	-	-	-	-	94	266	453	647	847
101-0501-415.11-08	HEALTH INSURANCE	Legal	Fringe Benefits	121,022	132,486	110,616	110,616	39,523	139,325	166,214	171,714	182,714	193,714
101-0501-415.11-09	LIFE INSURANCE	Legal	Fringe Benefits	994	1,065	1,320	1,320	485	1,440	1,320	1,320	1,320	1,320
101-0501-415.11-12	AUTO ALLOWANCE	Legal	Fringe Benefits	2,400	5,100	3,600	3,600	1,500	3,600	3,600	3,600	3,600	3,600
101-0501-415.11-22	PARKING ALLOWANCE	Legal	Fringe Benefits	(42)	-	-	-	-	-	-	-	-	-
101-0501-415.11-24	CELL PHONE ALLOWANCE	Legal	Fringe Benefits	440	-	-	-	-	-	-	-	-	-
101-0501-415.11-29	PARENTAL LEAVE	Legal	Fringe Benefits	-	1,603	2,091	2,091	560	3,293	3,999	4,078	4,161	4,245
101-0501-415.21-02	PRINT SHOP	Legal	Supplies	-	-	250	250	-	250	200	150	100	100
101-0501-415.21-03	C.S. OFFICE SUPPLIES	Legal	Supplies	551	672	700	-	-	-	-	-	-	-
101-0501-415.21-04	OFFICE SUPPLIES	Legal	Supplies	988	1,397	2,500	3,200	570	3,500	3,200	3,200	3,200	3,200
101-0501-415.21-05	SMALL OFFICE EQUIPMENT	Legal	Supplies	7,603	893	-	-	-	-	-	-	-	-
101-0501-415.22-01	C.S. GASOLINE	Legal	Supplies	-	-	-	-	-	50	-	-	-	-
101-0501-415.31-06	OTHER PROFESSIONAL SVCS	Legal	Professional Services	45,552	420	2,550	2,550	123	2,550	2,600	2,650	2,700	2,750
101-0501-415.31-71	CENTRAL STORES ALLOCATION	Legal	Other Interfund Allocations	588	1,035	1,255	1,255	520	-	-	-	-	-
101-0501-415.31-73	PRINT SHOP ALLOCATION	Legal	Other Interfund Allocations	2,028	1,008	516	516	215	456	414	406	415	423
101-0501-415.31-76	IT ALLOCATION	Legal	Other Interfund Allocations	99,336	73,815	68,116	68,116	28,384	49,105	71,226	70,561	70,712	70,972
101-0501-415.31-78	LIABILITY INSURANCE ALLOC	Legal	Other Interfund Allocations	-	-	26,832	26,832	11,180	13,715	25,989	26,509	27,039	27,580
101-0501-415.32-02	POSTAGE	Legal	Other Services & Charges	1,342	889	2,000	2,000	637	2,000	2,000	2,000	2,000	2,000
101-0501-415.32-03	TRAVEL	Legal	Travel	-	-	3,450	3,450	552	5,000	3,450	3,450	3,450	3,450
101-0501-415.32-21	TRAVEL - MILEAGE	Legal	Travel	29	142	-	-	-	-	-	-	-	-
101-0501-415.32-23	TRAVEL - HOTEL	Legal	Travel	197	1,001	-	-	-	-	-	-	-	-
101-0501-415.32-24	TRAVEL - MEALS	Legal	Travel	-	91	-	-	-	-	-	-	-	-
101-0501-415.32-25	TRAVEL - OTHER	Legal	Travel	-	81	-	-	-	-	-	-	-	-
101-0501-415.34-02	LIABILITY INSURANCE	Legal	Other Interfund Allocations	2,244	2,294	-	-	-	-	-	-	-	-
101-0501-415.36-02	OFFICE EQUIP R&M	Legal	Repairs & Maintenance	1,620	-	-	-	-	-	-	-	-	-
101-0501-415.36-04	COMPUTER EQUIP R&M	Legal	Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-
101-0501-415.37-11	CAPITAL LEASE PRINCIPAL	Legal	Debt Service	1,226	-	-	-	-	-	-	-	-	-
101-0501-415.37-12	CAPITAL LEASE INTEREST	Legal	Debt Service	45	-	-	-	-	-	-	-	-	-
101-0501-415.39-10	SUBSCRIPTIONS	Legal	Other Services & Charges	13,260	14,507	14,100	14,100	4,508	15,805	15,100	15,630	16,177	16,743
101-0501-415.39-11	DUES & MEMBERSHIPS	Legal	Other Services & Charges	1,400	1,940	2,000	2,000	475	2,300	2,200	2,300	2,400	2,500
101-0501-415.39-70	EDUCATION & TRAINING	Legal	Education & Training	6,251	6,917	10,000	10,000	50	12,000	10,000	10,000	10,000	10,000