

# Legal Department

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.

# Legal Department

## Budget Summary & Staffing Changes



- Budget reflects personnel cost reduction, while aligning staffing with present and future needs and implementing promotions that reflect skillsets and performance standards required in a professional legal practice. Accordingly, the budget also reflects an increase in funding for education and training to be utilized by all Legal staff, including Paralegal and Administrative Assistants.
- 2015 staffing:
  - 5 attorneys at 40 hours per week (including Corporation Counsel)
  - 2 attorneys at 32 hours per week
  - 1 attorney at 20 hours per week (City Attorney)
  - 2 Administrative Assistants at 40 hours per week
  - 1 Executive Administrative Assistant at 40 hours per week
  - Paralegal/Claims Adjuster to be funded from the Liability Fund



# Legal Department

## 2014 Accomplishments



- Drafted Administrative Hearing Rules and Procedures to ensure consistent administration and protection of due process in proceedings involving City employees under the jurisdiction of the Board of Public Safety, and provided training in 2014
- Conducted review of Municipal Code and provided City Departments with summary charts of reporting requirements.
- Implemented a proactive approach to obligations owed to the City, including developing procedures, providing training to departments and working collaboratively with the Ordinance Violations Bureau (OVB). As a result, the Legal Department's internal staff collected \$65,412 through March 2014, compared to \$28,473 for the same period in 2013, which was accomplished by the Legal Department serving 2950 demand letters and filing 844 lawsuits during 2013 and 1138 demand letters and 217 lawsuits through March 2014.
- Began referring collections accounts to outside collections firm as of June 30, 2014, and as of August 15, have referred 1132 EMS cases (\$565,506.09), 47 False Alarm cases (\$16,275) and 128 ordinance violation cases (\$3,575).
- Provided extensive legal support to the Code Enforcement Department and Vacant and Abandoned Initiative; drafted new demolition and deconstruction specifications to better protect the City's interests and to keep all parties accountable.
- Through July 2014, processed 1290 public records (APRA) requests without violation.
- Obtained a restraining order that stopped the owner of a local business that was the scene of a homicide from using the business from unauthorized use of the business as a restaurant/bar/dance hall without proper license, zoning, fire or other approvals.
- Secured a permanent injunction with the owners of a problem property after filing suit to enforce the disorderly house ordinance, prompting the owners to take measures to prevent fights and ban unruly people from the business.
- Recovered \$92,430 on bid bond.
- Implemented an administrative inspection search warrant procedure for Code Department.
- Continued momentum of enhancing professional experience and diversity within the department.



# Legal Department

## 2015 Goals & Challenges



***We must continue to streamline and update processes to hold the line on costs and increase efficiency. We are in a good position to do that, having made significant progress in staffing adjustments, skill enhancement, and good practice management.***

### **Basics are Easy**

- Continue to build on foundation established in 2014 for an effective and efficient law practice.

### **Good Government**

- Continue implementation of practice management system and onboard all attorneys and staff during 2015.
- Overhaul liability claims practice and create a subrogation practice

### **Economic Development**

- Utilize staff, including an additional transactional attorney to deliver quality legal services in a timely manner.



# Legal Department

## Key Performance Indicators



**Staff Training:** Enhanced skill and professionalism by providing administrative staff the opportunity to engage in skill enhancement/training activities at least 30 minutes each week, with 75% participation through 6/30/14.

**Transparency and Public Access:** Processed 1290 requests without violation.

Public Records Requests 2014							
Month	PD	Fire	Code	Building	Public Works	Other	Total
Jan	100	19	22	7	14	21	183
Feb	100	33	7	6	11	9	166
Mar	111	36	13	4	8	17	189
April	104	19	22	9	18	5	177
May	114	34	20	13	11	4	196
June	124	18	16	3	10	13	184
July	113	39	17	8	1	17	195
							1290



# Legal Department

## Key Performance Indicators



### COLLECTIONS: ENFORCEMENT, ACCOUNTABILITY

#### ACCOUNTS REFERRED BY EMS

CALL DATE	DATE REFERRED TO LEGAL	DATE REFERRED TO KRISOR	RECOVERY IN PROGRESS	COLLECTION COMPLETE	DATE COLLECTION COMPLETE
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#### ORDINANCE VIOLATIONS REFERRED BY CODE ENFORCEMENT DEPARTMENT

DATE TICKET WRITTEN	DATE LETTER SENT	DATE TICKET REFERRED TO OVB	DATE ENTERED BY OVB	DATE REFERRED TO LEGAL	DATE REFERRED TO KRISOR	RECOVERY IN PROGRESS	COLLECTION COMPLETE	DATE COLLECTION COMPLETE
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#### ORDINANCE VIOLATIONS REFERRED BY ORDINANCE VIOLATIONS BUREAU

DATE TICKET WRITTEN	DATE TICKET REFERRED TO OVB	DATE TICKET ENTERED BY OVB	DATE REFERRED TO LEGAL	DATE REFERRED TO KRISOR	RECOVERY IN PROGRESS	COLLECTION COMPLETE	DATE COLLECTION COMPLETE
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#### ORDINANCE VIOLATIONS REFERRED BY POLICE DEPARTMENT

VIOLATION DATE	DATE REFERRED TO LEGAL	DATE REFERRED TO KRISOR	RECOVERY IN PROGRESS	COLLECTION COMPLETE	DATE COLLECTION COMPLETE
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**City of South Bend, Indiana  
2015 General Fund Summary  
Operating & Capital Budget Summary**

**Department Name** LEGAL DEPARTMENT **Dept. Number** 101-0501

Description	2012	2013	2014	6/30/2014	2015	Forecast				Budget Variance 2014-2015	% Chg
	Actual	Actual	Amended Budget		Proposed Budget	2016	2017	2018	2019		
<b>EXPENDITURES</b>											
<b>Expenditures by Cost Center</b>											
City legal counsel	772,965	895,790	1,025,635	493,835	1,005,420	984,762	1,012,116	1,040,179	1,070,522	(20,215)	-2%
	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-
<b>Total Cost Center Expenditures</b>	<b>772,965</b>	<b>895,790</b>	<b>1,025,635</b>	<b>493,835</b>	<b>1,005,420</b>	<b>984,762</b>	<b>1,012,116</b>	<b>1,040,179</b>	<b>1,070,522</b>	<b>(20,215)</b>	<b>-2%</b>
<b>Expenditures by Account Type</b>											
<b>Personnel</b>											
Salaries & Wages	539,936	609,358	711,785	347,776	713,158	703,075	717,136	731,479	746,109	1,373	0%
Fringe Benefits	182,340	210,642	265,634	124,873	242,056	231,511	244,349	258,289	273,438	(23,578)	-9%
<b>Total Personnel</b>	<b>722,276</b>	<b>820,000</b>	<b>977,419</b>	<b>472,649</b>	<b>955,214</b>	<b>934,586</b>	<b>961,486</b>	<b>989,768</b>	<b>1,019,546</b>	<b>(22,205)</b>	<b>-2%</b>
<b>Supplies</b>	<b>6,259</b>	<b>19,326</b>	<b>3,700</b>	<b>1,091</b>	<b>2,700</b>	<b>2,700</b>	<b>2,700</b>	<b>2,700</b>	<b>2,800</b>	<b>(1,000)</b>	<b>-27%</b>
<b>Services &amp; Charges</b>											
Professional Services	3,358	7,796	5,300	1,204	4,550	4,550	4,550	4,600	4,600	(750)	-14%
Printing & Advertising	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-
Education & Training	2,349	3,238	4,000	979	10,000	10,000	10,000	11,000	11,000	6,000	150%
Travel	1,397	1,713	3,500	-	3,500	3,500	3,640	3,640	3,786	-	0%
Repairs & Maintenance	1,214	5,676	1,000	4,123	500	500	500	500	500	(500)	-50%
Interfund Allocations	14,568	14,676	10,516	2,869	11,956	11,956	11,956	11,956	11,956	1,440	14%
<b>Debt Service:</b>											
Principal	-	904	3,000	508	1,100	1,163	1,232	1	-	(1,900)	-63%
Interest & Fees	-	49	200	127	200	108	39	-	-	-	0%
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-
Payment In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	21,544	22,412	17,000	10,285	15,700	15,700	16,014	16,014	16,334	(1,300)	-8%
<b>Total Services &amp; Charges</b>	<b>44,430</b>	<b>56,464</b>	<b>44,516</b>	<b>20,095</b>	<b>47,506</b>	<b>47,477</b>	<b>47,931</b>	<b>47,711</b>	<b>48,176</b>	<b>2,990</b>	<b>7%</b>
<b>Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures by Type</b>	<b>772,965</b>	<b>895,790</b>	<b>1,025,635</b>	<b>493,835</b>	<b>1,005,420</b>	<b>984,762</b>	<b>1,012,116</b>	<b>1,040,179</b>	<b>1,070,522</b>	<b>(20,215)</b>	<b>-2%</b>

**Explain Significant Revenue Expenditure Changes Below:**  
 Significant change in Personnel costs due to attrition and the department's election to not refill the positions. Some of this difference has been utilized through promotions that have been submitted on Form 2 and approved. Other Prof Svcs corrected to eliminate duplicate budgeting for WestLaw subscription (-\$2,300); Principal & Interest budgeted based on actual lease/debt schedules (-\$2,000); Other Svcs & Charges corrected for better estimate of WestLaw subscription costs.



**City of South Bend, Indiana  
2015 General Fund Summary  
Full-Time Employees**

Department Name

LEGAL DEPARTMENT

Dept. Number 101-0501

Report ONLY Full-Time positions

Position	2013 Actual	2014 Amended Budget	6/30/2014 Actual	2015 Proposed Budget	Forecast				
					2016	2017	2018	2019	
<b>Staffing (Full-Time Employees)</b>									
Non-Bargaining									
Asst City Attorney	3.0	3.0	3.0	4.0	4.0	4.0	4.0	4.0	4.0
Asst City Attorney (32 hr)	1.0	1.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0
Paralegal	2.0	2.0	1.0	-	-	-	-	-	-
Secretary III	1.0	2.0	1.0	-	-	-	-	-	-
Secretary V	2.0	1.0	1.0	-	-	-	-	-	-
Corporate Counsel	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Executive Assistant	-	-	-	1.0	1.0	1.0	1.0	1.0	1.0
Admin Assist I (2)	-	-	-	2.0	2.0	2.0	2.0	2.0	2.0
<b>Subtotal Full Time</b>	<b>10.0</b>	<b>10.0</b>	<b>8.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
<b>Part Time with benefits</b>	-	-	-	-	-	-	-	-	-
PT City Attorney	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
PT Deputy City Attorney III	2.0	3.0	2.0	-	-	-	-	-	-
<b>Subtotal Part Time with benefits</b>	<b>3.0</b>	<b>4.0</b>	<b>3.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
<b>Total Non-Bargaining</b>	<b>13.0</b>	<b>14.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>
Bargaining									
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
<b>Total Bargaining</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Full-Time Employees</b>	<b>13.0</b>	<b>14.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>

Explain Significant Staffing Changes Below:

See Form 2.

CITY OF SOUTH BEND 2015 BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 Y-T-D ACTUAL	6/30/14 YTD ACTUAL	PROPOSED 2015 BUDGET
101-0501-360.00-00	MISCELLANEOUS REVENUE	29	0	0	42	0	0	0	0	0	0
*		29	0	0	42	0	0	0	0	0	0
101-0501-361.02-00	OTHER INTEREST	162	5,509	1,354	1,026	1,075	2,000	2,000	1,581	1,581	3,000
LEVEL	TEXT	TEXT AMT									
BUDG	INTEREST REVENUE FROM DEPT'S SHARE OF CASH	3,000									
		3,000									
*		162	5,509	1,354	1,026	1,075	2,000	2,000	1,581	1,581	3,000
101-0501-380.10-99	MISC. REIMBURSEMENTS	6,015	67,446	33,758	69,239	55,108	70,350	70,350	42	42	50,000
LEVEL	TEXT	TEXT AMT									
BUDG	REIMBURSEMENT FOR LEGAL SERVICES - TIF DOLLARS	50,000									
		50,000									
*		6,015	67,446	33,758	69,239	55,108	70,350	70,350	42	42	50,000
**	CITY ATTORNEY	6,206	72,955	35,112	70,307	56,183	72,350	72,350	1,623	1,623	53,000

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CITY OF SOUTH BEND 2015 BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 Y-T-D ACTUAL	6/30/14 YTD ACTUAL	PROPOSED 2015 BUDGET
PERSONNEL SERVICES											
101-0501-415.10-01	REGULAR SALARIES	538,057	526,992	615,658	539,936	609,358	711,785	711,785	417,124	347,776	515,141
LEVEL	TEXT	TEXT AMT									
BUDG	4 ASST FULL TIME ATTORNEY (4 X 72,703)	290,812									
	1 EXECUTIVE ASSISTANT	45,900									
	2 ADMINISTRATIVE ASSISTANTS (2 X 38,187)	76,374									
	1 CORPORATE COUNSEL	98,318									
	TOTAL FTE'S = 8.0										
	27TH PAY PERIOD	19,669									
	LESS:3% SALARY ALLOWANCE	15,932-									
		515,141									
101-0501-415.10-05	TEMPORARY SERVICES	0	0	0	0	0	0	0	0	0	20,280
LEVEL	TEXT	TEXT AMT									
BUDG	1 PART-TIME TEMP SECRETARY AT SEC V LEVEL; 1/2 YEAR @ \$19.50/HR VIA TEMP SERVICE	20,280									
		20,280									
101-0501-415.10-09	PERMANENT PART TIME	0	0	0	0	0	0	0	0	0	177,737
LEVEL	TEXT	TEXT AMT									
BUDG	2 ASSISTANT CITY ATTORNEY AT 32 HRS	116,325									
	1 PART TIME CITY ATTORNEY	60,122									
	27TH PAY PERIOD	6,786									
	3% DISCOUNT	5,496-									
		177,737									
101-0501-415.11-01	FICA - REGULAR	39,551	38,815	45,010	40,068	45,191	54,452	54,452	30,805	25,702	53,005
LEVEL	TEXT	TEXT AMT									
BUDG	REGULAR SALARIES \$6292,878 X 7.65%	53,005									
		53,005									
101-0501-415.11-04	PERF - REGULAR	33,629	32,937	43,096	47,245	60,936	79,720	79,720	46,718	38,951	77,602
LEVEL	TEXT	TEXT AMT									
BUDG	REGULAR SALARIES \$692,878 X 11.20%	77,602									
		77,602									
101-0501-415.11-07	UNEMPLOYMENT COMP	0	0	3,087	6,300	5,175	3,559	3,559	1,038	890	3,464
LEVEL	TEXT	TEXT AMT									
BUDG	SALARIES \$692,878 X .5%	3,464									
		3,464									
101-0501-415.11-08	GROUP INSURANCE - HEALTH	85,105	62,176	102,654	81,953	90,596	117,091	117,091	66,039	54,180	100,024

CITY OF SOUTH BEND 2015 BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 Y-T-D ACTUAL	6/30/14 YTD ACTUAL	PROPOSED 2015 BUDGET
LEVEL	TEXT		TEXT AMT								
BUDG	LONG-TERM DISABILITY:										
	10 EMP X \$90.48		904								
	HEALTH INSURANCE COVERAGE:										
	8 EMP X \$12,000		96,000								
	HEALTH INSURANCE REBATE										
	2 EMP X \$1,560		3,120								
			100,024								
	101-0501-415.11-09 GROUP INSURANCE - LIFE	1,434	1,448	1,650	1,350	1,398	1,680	1,680	730	595	1,200
LEVEL	TEXT		TEXT AMT								
BUDG	10 EMP X \$120		1,200								
			1,200								
	101-0501-415.11-12 AUTO ALLOWANCE	0	0	0	0	1,600	2,400	2,400	2,000	1,700	2,400
LEVEL	TEXT		TEXT AMT								
BUDG	DEPARTMENT HEAD \$200.00 X 12 MONTHS		2,400								
			2,400								
	101-0501-415.11-18 FLEX. SPENDING ACCOUNT	6,050	0	0	0	0	0	0	0	0	0
	101-0501-415.11-22 PARKING ALLOWANCE	5,512	5,460	5,789	5,424	5,466	6,072	6,072	3,547	2,645	3,700
LEVEL	TEXT		TEXT AMT								
BUDG	10 EMPLOYEES X \$370.00		3,700								
			3,700								
	101-0501-415.11-24 CELL PHONE ALLOWANCE	350	420	420	0	280	660	660	245	210	660
LEVEL	TEXT		TEXT AMT								
BUDG	CITY ATTORNEY MONTHLY CELL ALLOWANCE \$55 X 12 MONT		660								
			660								
	101-0501-415.11-25 FRINGE BENEFITS TAXES	46	0	0	0	0	0	0	0	0	0
	* PERSONNEL SERVICES	709,734	668,248	817,364	722,276	820,000	977,419	977,419	568,246	472,648	955,213
	SUPPLIES										
	101-0501-415.21-02 PRINT SHOP	173	1,507	2,456	1,882	2,765	1,383	1,383	1,136	1,021	2,344
LEVEL	TEXT		TEXT AMT								
BUDG	2015 FIXED COST ALLOCATION #5		1,844								
	PRINT SHOP		500								
			2,344								
	101-0501-415.21-03 CENTRAL STORES - OFFICE	2,483	1,472	1,184	965	918	700	700	482	337	700
LEVEL	TEXT		TEXT AMT								



CITY OF SOUTH BEND 2015 BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 Y-T-D ACTUAL	6/30/14 YTD ACTUAL	PROPOSED 2015 BUDGET
101-0501-415.32-02	POSTAGE / FREIGHT	4,098	3,932	3,713	3,626	4,621	3,500	3,500	1,991	1,383	4,200
LEVEL	TEXT	TEXT AMT									
BUDG	POSTAGE CHARGED BY ADMINISTRATION & FINANCE AVERAGING ~\$350/MONTH	4,200									
		4,200									
101-0501-415.32-03	TRAVEL	2,750	1,894	5,667	1,397	0	0	0	0	0	0
101-0501-415.32-04	TELEPHONE EXPENSE	17	0	0	0	0	0	0	0	0	0
101-0501-415.32-21	TRAVEL - MILEAGE	0	0	0	0	365	750	750	157	0	750
LEVEL	TEXT	TEXT AMT									
BUDG	2014 ALLOCATION	750									
		750									
101-0501-415.32-23	TRAVEL - HOTEL	0	0	0	0	983	1,250	1,250	508	0	1,250
LEVEL	TEXT	TEXT AMT									
BUDG	2014 ALLOCATION	1,250									
		1,250									
101-0501-415.32-24	TRAVEL - MEALS	0	0	0	0	222	1,000	1,000	45	0	1,000
LEVEL	TEXT	TEXT AMT									
BUDG	2014 ALLOCATION	1,000									
		1,000									
101-0501-415.32-25	TRAVEL - OTHER	0	0	0	0	143	500	500	0	0	500
LEVEL	TEXT	TEXT AMT									
BUDG	2014 ALLOCATION	750									
		750									
101-0501-415.33-03	PROMOTIONAL	143	103	0	0	0	0	0	0	0	0
101-0501-415.34-02	LIABILITY INSURANCE	16,164	16,968	5,052	5,616	5,340	2,867	2,867	1,673	1,434	3,344
LEVEL	TEXT	TEXT AMT									
BUDG	2015 FIXED COST ALLOCATION #7 LIABILITY INSURANCE	3,344									
		3,344									
101-0501-415.36-02	OFFICE EQUIPMENT	3,340	3,288	888	1,214	4,056	1,000	1,800	1,735	1,735	500
LEVEL	TEXT	TEXT AMT									
BUDG	FOR REPAIRS TO OFFICE EQUIPMENT	500									
		500									

CITY OF SOUTH BEND 2015 BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 Y-T-D ACTUAL	6/30/14 YTD ACTUAL	PROPOSED 2015 BUDGET
101-0501-415.36-04	COMPUTER EQUIPMENT	0	0	5,172	4,140	4,356	4,781	3,681	2,786	2,388	5,108
LEVEL	TEXT		TEXT AMT								
BUDG	2015 FIXED COST ALLOCATION #2 INFORMATION TECHNOLOGY		5,108								
			5,108								
101-0501-415.37-11	CAPITAL LEASE PRINCIPAL	0	0	0	0	2,524	3,000	3,000	508	508	1,100
LEVEL	TEXT		TEXT AMT								
BUDG	RICOH COPIER LEASE 2015 NO NEW LEASES EXPECTED IN 2015		1,100								
			1,100								
101-0501-415.37-12	CAPITAL LEASE INTEREST	0	0	0	0	49	200	250	127	127	200
LEVEL	TEXT		TEXT AMT								
BUDG	RICOH COPIER INTEREST NO NEW LEASES EXPECTED IN 2015		200								
			200								
101-0501-415.39-10	SUBSCRIPTIONS	4,976	5,177	8,916	16,294	16,076	13,000	13,050	9,877	8,377	11,000
LEVEL	TEXT		TEXT AMT								
BUDG	THOMSON WEST-1,500 MOVED FROM OFFICE SUPPLIES SOFTWARE UPDATES		9,000								
			2,000								
			11,000								
101-0501-415.39-11	DUES & MEMBERSHIPS	1,465	1,190	1,440	1,415	1,715	500	700	525	525	500
LEVEL	TEXT		TEXT AMT								
BUDG	INDIANA MUNICIPAL LAWYERS ASSOCIATION/OTHER		500								
			500								
101-0501-415.39-70	EDUCATION & TRAINING	2,481	4,081	3,886	2,349	3,238	4,000	4,000	2,963	979	10,000
LEVEL	TEXT		TEXT AMT								
BUDG	TRAINING FOR SUPPORT STAFF CONT. LEGAL EDUCATION - 9 ATTORNEYS INDIANA ASSOC. OF CITIES AND TOWNS		2,000								
			7,000								
			1,000								
			10,000								
101-0501-415.39-89	MISC CHARGES & SERVICES	3,195	0	0	209	0	0	0	0	0	0
*	OTHER SERVICES & CHARGES OTHER USES	43,312	42,585	38,742	39,618	54,280	43,133	43,133	25,051	19,404	45,662
101-0501-415.50-05	CITY ADMINISTRATION FEE	1,246	291	2,112	3,312	0	0	0	0	0	0

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CITY OF SOUTH BEND 2015 BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 AMENDED BUDGET	2014 Y-T-D ACTUAL	6/30/14 YTD ACTUAL	PROPOSED 2015 BUDGET
*	OTHER USES	1,246	291	2,112	3,312	0	0	0	0	0	0
**	CITY ATTORNEY	766,540	724,743	871,693	772,965	895,790	1,025,635	1,025,635	595,340	493,835	1,005,419