

## South Bend

### 2016 Civil City Budget – proposed

Items of Inquiry needing more information:

#### Legal Department

- Requests/questions from the August 19, 2015 Personnel and Finance Committee meeting:
  1. Provide a summary by individual cost center of the dollar amount requested for contractual outside legal counsel and the total dollar amount requested city-wide for this for 2016 **Attached page 2-34 – the detail attached is printed by department and includes only those departments which have costs typically approved by Corporation Counsel. Please note that this information is provided for the 2016 budget as well as 2013, 2014 and year to date 2015.**
  2. Provide a copy of the current job description for the 32-hour asst. city attorney position and a copy of the proposed 40-hour asst. city attorney position resulting in an \$18,000 increase for said position **Attached pages 35-38**

## Legal Services Budgeted in Cost Centers other than Law Department Summary

Prepared by Kathy Farrand 9/14/15

Revised by Jennifer Hockenull 9/14/15

<u>Cost Center</u>	<u>2015 Amended Budget</u>	<u>2016 Request</u>	<u>Budget Reference #</u>
Controller	\$1,000	0	101-0401-431.31-01
City Attorney	\$2,325	0	101-0501-415.31-01
Engineering	\$12,000	\$12,000	101-0602-431.31-01
Police Depart & BPS	\$329,752	\$350,000	101-0801-421.31-01
Fire Department	0	\$5,000	101-0901-422.31-01
MVH Hwy Fund	\$327	\$1,000	202-0607-431.31-01
DCI Admin Fund	\$500	\$500	211-1001-460.31-01
Liability Ins Prem	\$5,000	0	226-0412-672.31-01
Human Rts Federal	\$9,000	\$27,000	258-1009-415.31-01
River West TIF	\$195,154	\$75,000	324-1050-460.31-01
COIT	\$145,000	\$100,000	404-0617-431.31-01
Southside TIF	\$2,788	0	430-1050-460.31-01
Redevelopment Gen'l	\$6,000	\$4,500	433-1050-460.31-01
Bldg Fund	\$63,900	\$48,000	600-1201-415.31-01
Waterworks Gen'l	\$6,000	\$10,000	620-0640-658.31-01
Sewage O & M	\$387	\$1,000	641-0621-792.31-01
LTCP / NPDES	\$82,000	\$350,000	641-0630-793.31-01
Hall of Fame	\$314	0	677-04140645.31-01
Fire Pension	\$2,000	\$2,000	701-0903-645.31.01
Police Pension	<u>\$2,500</u>	<u>\$2,500</u>	702-0803-645.31-01
<b>Totals:</b>	<b><u>\$865,947</u></b>	<b><u>\$988,500</u></b>	

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
101-0401-415.31-01	LEGAL SERVICES	2,283	550	1,000	1,000	799	799	0
*	OTHER SERVICES & CHARGES	2,283	550	1,000	1,000	799	799	0
**	CONTROLLER	2,283	550	1,000	1,000	799	799	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
101-0501-415.31-01	LEGAL SERVICES	2,933	2,350	2,000	2,325	2,324	0	0
*	OTHER SERVICES & CHARGES	2,933	2,350	2,000	2,325	2,324	0	0
**	CITY ATTORNEY	2,933	2,350	2,000	2,325	2,324	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
101-0602-431.31-01	LEGAL SERVICES	0	12,664	5,000	12,000	4,860	4,860	12,000
LEVEL	TEXT		TEXT AMT					
01	ESTIMATED LEGAL SERVICES		12,000					
			12,000					
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*	OTHER SERVICES & CHARGES	0	12,664	5,000	12,000	4,860	4,860	12,000
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**	ENGINEERING	0	12,664	5,000	12,000	4,860	4,860	12,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
101-0801-421.31-01	LEGAL SERVICES	183,144	477,770	220,500	329,752	299,219	208,506	350,000
LEVEL	TEXT		TEXT AMT					
01	ATTORNEY FEES (BOARD OF SAFETY)		20,000					
	COURT REPORTERS		500					
	OUTSIDE LEGAL FEES		329,500					
			350,000					
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*	OTHER SERVICES & CHARGES	183,144	477,770	220,500	329,752	299,219	208,506	350,000
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**	POLICE DEPARTMENT	183,144	477,770	220,500	329,752	299,219	208,506	350,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
101-0901-422.31-01	LEGAL SERVICES	0	52,015	0	0	62,754	40,570	5,000
LEVEL	TEXT		TEXT AMT					
01	ESTIMATED LEGAL EXPENSES		5,000					
			5,000					
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*	OTHER SERVICES & CHARGES	0	52,015	0	0	62,754	40,570	5,000
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**	FIRE DEPT	0	52,015	0	0	62,754	40,570	5,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
101-1203-415.31-01	LEGAL SERVICES	38,878	0	0	0	0	0	0
*	OTHER SERVICES & CHARGES	38,878	0	0	0	0	0	0
**	CODE HEARING OFFICER	38,878	0	0	0	0	0	0
***	GENERAL FUND	290,722	614,834	310,000	426,577	431,081	302,277	450,156



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
PARK DEPARTMENT FUND								
201-1100-452.31-01	LEGAL	0	400	0	0	25,862	25,862	0
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*	OTHER SERVICES & CHARGES	0	400	0	0	25,862	25,862	0
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**	ADMINISTRATION	0	400	0	0	25,862	25,862	0
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***	PARK DEPARTMENT FUND	0	400	0	0	25,862	25,862	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
MOTOR VEHICLE HWY FUND								
202-0607-431.31-01	LEGAL SERVICES	0	0	0	327	327	327	1,000
LEVEL	TEXT	TEXT AMT						
01	NEW IN 2015 - CHARGE DEPTS NAMED IN LAWSUITS FOR ASSOCIATED COSTS		1,000 1,000					
*	OTHER SERVICES & CHARGES	0	0	0	327	327	327	1,000
**	STREET	0	0	0	327	327	327	1,000
***	MOTOR VEHICLE HWY FUND	0	0	0	327	327	327	1,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
DCI ADMINISTRATION FUND 211-1001-460.31-01	LEGAL	3,971	96	500	500	0	0	500
*	OTHER SERVICES & CHARGES	3,971	96	500	500	0	0	500
**	NEIGHBORHOOD ENGAGEMENT	3,971	96	500	500	0	0	500
***	DCI ADMINISTRATION FUND	3,971	96	500	500	0	0	500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
CENTRAL SERVICES								
222-0616-419.31-01	LEGAL	13,423	3,006	0	0	0	0	0
LEVEL	TEXT	TEXT AMT						
01	LEGAL FEE FOR RATE CASE	-----	-----	-----	-----	-----	-----	-----
*	OTHER SERVICES & CHARGES	13,423	3,006	0	0	0	0	0
**	ENERGY/SUSTAINABILITY	13,423	3,006	0	0	0	0	0
***	CENTRAL SERVICES	13,423	3,006	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
	LIABILITY INS. PREM. RES.							
226-0412-672.31-01	LEGAL SERVICES	0	0	0	5,000	1,912	0	0
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*	OTHER SERVICES & CHARGES	0	0	0	5,000	1,912	0	0
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**	LIABILITY COVERAGE	0	0	0	5,000	1,912	0	0
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***	LIABILITY INS. PREM. RES.	0	0	0	5,000	1,912	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
LOSS RECOVERY FUND								
227-0401-415.31-01	LEGAL SERVICES	14,107	72,606	0	0	0	0	0
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*	OTHER SERVICES & CHARGES	14,107	72,606	0	0	0	0	0
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**	CONTROLLER	14,107	72,606	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
227-1201-415.31-01	LEGAL SERVICES	0	888	0	0	0	0	0
*	OTHER SERVICES & CHARGES	0	888	0	0	0	0	0
**	NEIGHBORHOOD CODE ENF.	0	888	0	0	0	0	0
***	LOSS RECOVERY FUND	14,107	73,494	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
HUMAN RIGHTS FEDERAL								
258-1009-415.31-01	LEGAL SERVICES	1,141	0	9,000	9,000	0	0	27,000
LEVEL	TEXT	TEXT AMT						
01	HEARING OFFICERS, COURT REPORTERS, FILING FEES	7,000						
	STAFF ATTORNEY	20,000						
		27,000						
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*	OTHER SERVICES & CHARGES	1,141	0	9,000	9,000	0	0	27,000
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**	PLANNING & NEIGH. DEVELOP	1,141	0	9,000	9,000	0	0	27,000
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***	HUMAN RIGHTS FEDERAL	1,141	0	9,000	9,000	0	0	27,000



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
RIVER WEST TIF (AIRPORT) 324-1050-460.31-01 LEGAL		309,603	234,928	75,000	195,154	165,632	132,614	75,000
* OTHER SERVICES & CHARGES		309,603	234,928	75,000	195,154	165,632	132,614	75,000
** PROGRAM YEAR		309,603	234,928	75,000	195,154	165,632	132,614	75,000
*** RIVER WEST TIF (AIRPORT)		309,603	234,928	75,000	195,154	165,632	132,614	75,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
C.O.I.T.								
404-0617-431.31-01	LEGAL SERVICES	1,235	37,904	0	145,000	123,057	110,629	100,000
LEVEL	TEXT		TEXT AMT					
01	OTHER LEGAL COSTS		100,000					
			100,000					
* -----	OTHER SERVICES & CHARGES	1,235	37,904	0	145,000	123,057	110,629	100,000
** -----	UTILITIES & SERVICES	1,235	37,904	0	145,000	123,057	110,629	100,000
*** -----	C.O.I.T.	1,235	37,904	0	145,000	123,057	110,629	100,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
SBCDA GENERAL ACCOUNT								
420-1050-460.31-01	LEGAL	40,720	48,842	77,500	0	0	0	0
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*	OTHER SERVICES & CHARGES	40,720	48,842	77,500	0	0	0	0
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**	PROGRAM YEAR	40,720	48,842	77,500	0	0	0	0
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***	SBCDA GENERAL ACCOUNT	40,720	48,842	77,500	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
TIF ALLOC WEST WASHINGTON 422-1050-460.31-01	LEGAL	931	0	0	0	0	0	0
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*	OTHER SERVICES & CHARGES	931	0	0	0	0	0	0
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**	PROGRAM YEAR	931	0	0	0	0	0	0
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***	TIF ALLOC WEST WASHINGTON	931	0	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
RIVER EAST DEV TIF (NE) 429-1050-460.31-01 LEGAL		12,816	5,692	0	0	748	748	0
* OTHER SERVICES & CHARGES		12,816	5,692	0	0	748	748	0
** PROGRAM YEAR		12,816	5,692	0	0	748	748	0
*** RIVER EAST DEV TIF (NE)		12,816	5,692	0	0	748	748	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
SOUTHSIDE DEV TIF AREA #1								
430-1050-460.31-01	LEGAL	0	0	0	2,788	3,783	3,783	0
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*	OTHER SERVICES & CHARGES	0	0	0	2,788	3,783	3,783	0
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**	PROGRAM YEAR	0	0	0	2,788	3,783	3,783	0
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***	SOUTHSIDE DEV TIF AREA #1	0	0	0	2,788	3,783	3,783	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
	REDEVELOPMENT GENERAL 433-1050-460.31-01 LEGAL	5,798	15,703	6,000	6,000	0	0	4,500
*	OTHER SERVICES & CHARGES	5,798	15,703	6,000	6,000	0	0	4,500
**	PROGRAM YEAR	5,798	15,703	6,000	6,000	0	0	4,500
***	REDEVELOPMENT GENERAL	5,798	15,703	6,000	6,000	0	0	4,500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
CERTIFIED TECHNOLOGY PARK								
439-1050-460.31-01	LEGAL	0	0	0	0	64	64	0
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*	OTHER SERVICES & CHARGES	0	0	0	0	64	64	0
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**	PROGRAM YEAR	0	0	0	0	64	64	0
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***	CERTIFIED TECHNOLOGY PARK	0	0	0	0	64	64	0



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
CONSOLIDATED BLDG. FUND								
600-1201-415.31-01	LEGAL SERVICES	0	39,500	50,400	63,900	27,950	22,550	48,000
LEVEL	TEXT	TEXT AMT						
01	NEW ACCOUNT FOR 2014 - MOVED FROM FUND 101-1203							
	ANTICIPATE 96 HEARINGS @ \$500 PER HEARING	48,000						
		48,000						
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*	OTHER SERVICES & CHARGES	0	39,500	50,400	63,900	27,950	22,550	48,000
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**	NEIGHBORHOOD CODE ENF.	0	39,500	50,400	63,900	27,950	22,550	48,000
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***	CONSOLIDATED BLDG. FUND	0	39,500	50,400	63,900	27,950	22,550	48,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
WATERWORKS GENERAL FUND								
620-0640-658.31-01	LEGAL SERVICES	14,339	1,307	5,000	6,000	963	963	10,000
LEVEL	TEXT	TEXT AMT						
01	GENERAL RELATED SERVICES	10,000						
		10,000						
*	OTHER SERVICES & CHARGES	14,339	1,307	5,000	6,000	963	963	10,000
**	WATER WORKS	14,339	1,307	5,000	6,000	963	963	10,000
***	WATERWORKS GENERAL FUND	14,339	1,307	5,000	6,000	963	963	10,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
SEWAGE OPER & MAINT FUND								
641-0621-792.31-01	LEGAL SERVICES	0	0	0	387	386	386	1,000
LEVEL	TEXT	TEXT AMT						
01	NEW IN 2015 - LEGAL FEES		1,000					
			1,000					
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*	OTHER SERVICES & CHARGES	0	0	0	387	386	386	1,000
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**	SEWER DEPARTMENT	0	0	0	387	386	386	1,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
641-0630-793.31-01	LEGAL SERVICES	1,056	488	70,000	82,000	9,989	7,843	350,000
LEVEL	TEXT		TEXT AMT					
01	LONG TERM CONTROL PLAN-(LTCP), NATIONAL POLLUTATE DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT NEGOTIATIONS		350,000 350,000					
*	OTHER SERVICES & CHARGES	1,056	488	70,000	82,000	9,989	7,843	350,000
**	WASTEWATER DEPARTMENT	1,056	488	70,000	82,000	9,989	7,843	350,000
***	SEWAGE OPER & MAINT FUND	1,056	488	70,000	82,387	10,375	8,230	351,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
2011 SEWER BOND								
659-0621-415.31-01	LEGAL SERVICES	0	1,793	0	0	0	0	0
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*	OTHER SERVICES & CHARGES	0	1,793	0	0	0	0	0
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**	SEWER DEPARTMENT	0	1,793	0	0	0	0	0
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***	2011 SEWER BOND	0	1,793	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
2012 SEWER BOND								
661-0415-415.31-01	LEGAL SERVICES	0	495	0	0	0	0	0
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*	OTHER SERVICES & CHARGES	0	495	0	0	0	0	0
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**	HALL OF FAME	0	495	0	0	0	0	0
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***	2012 SEWER BOND	0	495	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
CENTURY CENTER 670-0406-645.31-01	LEGAL SERVICES	2,595	0	0	0	0	0	0
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*	OTHER SERVICES & CHARGES	2,595	0	0	0	0	0	0
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**	CENTURY CENTER	2,595	0	0	0	0	0	0
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***	CENTURY CENTER	2,595	0	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
HALL OF FAME CAPITAL								
677-0414-645.31-01	LEGAL SERVICES	0	0	0	314	314	314	0
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*	OTHER SERVICES & CHARGES	0	0	0	314	314	314	0
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**	FOOTBALL HALL OF FAME	0	0	0	314	314	314	0
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***	HALL OF FAME CAPITAL	0	0	0	314	314	314	0



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
FIRE PENSION FUND								
701-0903-645.31-01	LEGAL SERVICES	0	0	2,000	2,000	0	0	2,000
LEVEL	TEXT	TEXT AMT						
01	OUTSIDE COUNSEL SUPPORT		2,000					
			2,000					
-----								
*	OTHER SERVICES & CHARGES	0	0	2,000	2,000	0	0	2,000
-----								
**	FIRE PENSION	0	0	2,000	2,000	0	0	2,000
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***	FIRE PENSION FUND	0	0	2,000	2,000	0	0	2,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 Y-T-D ACTUAL	6/30/15 YTD Actual	2016 PROPOSED BUDGET
POLICE PENSION FUND								
702-0803-645.31-01	LEGAL SERVICES	0	0	2,500	2,500	0	0	2,500
LEVEL	TEXT	TEXT AMT						
01	LEGAL SERVICES	2,500						
		2,500						
-----								
*	OTHER SERVICES & CHARGES	0	0	2,500	2,500	0	0	2,500
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**	POLICE PENSION	0	0	2,500	2,500	0	0	2,500
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***	POLICE PENSION FUND	0	0	2,500	2,500	0	0	2,500
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		712,457	1,078,482	607,900	947,447	792,068	608,359	1,071,656



## **JOB DESCRIPTION**

### **ASSISTANT CITY ATTORNEY**

**Category:** Full Time

**Department:** Legal

**Reports To:** Corporation Counsel

**Shift:** Flexible schedule, 32 hours/week. 8:00 AM-5:00 PM, Monday-Friday.

**Pay Rate:** \$48,000-\$58,000/year (Exempt). Comprehensive benefits package available.

**Position:** **SUMMARY**

The City of South Bend seeks attorney with municipal law experience. A solid litigation background, experience drafting/negotiating/reviewing contracts, and working knowledge of Indiana APRA and Open Door Law are strongly preferred. Successful applicants must have excellent writing and analytical ability, sound academic credentials, good character and interpersonal skills, and show an ability to assume direct responsibility for client work and work independently.

**QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

- Juris Doctor Degree from accredited law school.
- Minimum of 3-4 years of legal experience.
- Admission to practice law in the state of Indiana.

**KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Excellent writing and analytical ability.
- Ability to assume direct responsibility for client work and work independently.
- Ability to speak Spanish would be a plus.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Indiana Bar Admission.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and stand, talk or hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Work performed in a normal office environment, primarily sitting in a confined position. The noise level in the work environment is usually quiet.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

**Drug Screen Required**



**JOB DESCRIPTION**  
**ASSISTANT CITY ATTORNEY**

**Category:** Full Time/Exempt/Non-Bargaining

**Department:** Legal

**Reports To:** Corporation Counsel

**Schedule:** Normal business hours 8:00 AM-5:00 PM, Monday-Friday. Schedule is subject to change based on operational needs.

**Pay Rate:** \$65,000-\$71,000/yr.; Comprehensive benefit package available.

**Position:** **SUMMARY**

The City of South Bend seeks full-time attorney with municipal law experience effective January 2016. Excellent writing and analytical ability, sound academic credentials, and good character and interpersonal skills will all be essential for success in this role. Trial experience is also a plus.

**QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Draft, negotiate, and review contracts and other legal documents.
- Advise City department heads on day-to-day legal matters, including APRA and Open Door Law.
- Represent the City in legal proceedings and public meetings.
- Assume direct responsibility for client work and work independently.
- Communicate clearly and professionally.
- Maintain quality work product and professionalism, even when work volume is high.
- Ability to work in a collaborative team environment, but with the ability to work independently.
- Coordinate or participate in special projects, as assigned.
- Critical competencies include, but are not limited to, communication, critical thinking, accountability.

**NON-ESSENTIAL/MARGINAL FUNCTIONS:**

- Performs other duties and assumes other responsibilities as apparent or as delegated.

**EDUCATION / QUALIFICATIONS:**

- Juris Doctor Degree from accredited law school.
- Minimum of 3-4 years as a licensed attorney.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Indiana Bar Admission

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is required to use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Work is performed in office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office. Entire office is smoke free.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at-will employer.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

**REQUIRED**

Pre-Employment Drug Screen