



Filed in Clerk's Office
AUG 20 2025
Bianca Tirado
City Clerk, South Bend, IN

Common Council 2026 Budget Hearing

*Department of Law
August 20, 2025*



2026 Department Overview

Provide a high-quality partnership with City departments

- 9 Attorneys
 - 1 Corporation Counsel, 1 City Attorney, 1 Senior Assistant City Attorney, 6 Assistant City Attorneys (1 vacant)
 - 1 has been with the City for over 10 years and 4 for over 5 years!
 - Combined 146 years of experience; average 18.25 years, mean 13 years, range is 11-29 years
 - Combined 56 years practicing at the City; average 7 years, mean 6 years, range is 1-11 years
- 1 Paralegal
 - Claims Manager (currently vacant)
- 2 Administrative Assistants
- 1 Director of Legal Administration
 - Paralegal, OVB supervisor, Administrative Assistants' supervisor, Office Manager, Payroll Clerk, Legal DFO Account expert, and currently processing claims
 - Over 5 years with the City

Manage Ordinance Violations Bureau operations

- 1 Clerk
 - OVB DFO Account expert, highly knowledgeable regarding fines and how to pay them



2026 Legal Budget Overview

Expenditure Summary

*Includes only City-controlled funds and **excludes interfund transfers/allocations***

	2023 Actuals	2024 Amended	2025 Budget	2026 Budget	% change YOY	Notes
Legal Department	1,445,389	1,531,717	1,807,343	1,813,884	0.4%	
Legal Department	1,445,389	1,531,717	1,807,343	1,813,884	0.4%	
Salaries & Wages	1,042,113	1,113,399	1,258,928	1,318,863	4.8%	
Fringe Benefits	340,203	334,225	462,075	471,001	1.9%	
Supplies	3,312	5,472	9,000	4,000	-55.6%	
Education & Training	17,518	5,308	15,000	4,750	-68.3%	
Other Services & Charges	38,271	41,904	40,500	11,270	-72.2%	
Printing & Advertising	-	150	1,140	-	-100.0%	
Professional Services	914.49	27,368	10,000	-	-100.0%	
Repairs & Maintenance	-	-	200	-	-100.0%	
Travel	3,057	3,891	10,500	4,000	-61.9%	
Bad Debt	-	-	-	-	0.0%	
Grand Total	1,445,389	1,531,717	1,807,343	1,813,884	0.4%	

1 - Didn't budget for
interns \$48k, Added
OVB Clerk in FY25

FTE	2025	2026	Variance
	13	14	1



Legal Budget Overall Increase 0.4% from 2025 (But Not Really)



Increases in Salaries & Wages and Fringe Benefits are due to inclusion of OVB Clerk in actual numbers (position has been paid from the Legal budget since 2024 - \$55,367)



Additional increase in Salaries & Wages due to residency bonuses (\$6,000)



Eliminated Summer Interns decreasing Salaries & Wages by \$32,000



Actual 4% decrease from Salaries & Wages and Fringe Benefits had OVB Clerk been budgeted in Salaries & Wages in 2025



If OVB Clerk was included

	2025 Adopted	2026 Proposed		
410001 Salaried Wages	1,279,116.00	1,318,863.00	39,747.00	3%
410005 Interns	32,000.00	-	(32,000.00)	-100%
	1,311,116.00	1,318,863.00	7,747.00	1%
411001 FICA	100,351.00	100,944.00	593.00	1%
411004 PERF	143,335.00	147,787.00	4,452.00	3%
411007 Unemployment	1,535.00	1,583.00	48.00	3%
411008 Health Insur/Wellness/Disability	237,446.00	211,546.00	(25,900.00)	-11%
411009 Life Insurance	1,680.00	1,680.00	-	0%
411014 Parental Leave	4,221.00	4,352.00	131.00	3%
411206 Cell Phone	660.00	660.00	-	0%
	489,228.00	468,552.00	(20,676.00)	-4%
FTE	14	14		



Further Reductions



Reduced Supplies budget by \$5,000 (55.6%)



Reduced Education & Training budget by \$10,250 (68.3%)



Reduced Other Services & Charges budget by \$29,230, although Westlaw subscription shifted to I&T budget, so the actual amount reduced is \$3,884 (roughly 9%)



Reduced Printing & Advertising, Professional Services, and Repairs & Maintenance budgets to \$0 each, for a total reduction of \$11,340 (100%)



Reduced Travel budget by \$6,500 (61.9%)



**Total Actual Reductions:
\$84,974 (3.1%)**

5% = \$90,367



2026 Strategic Initiatives



Continue to Revise Municipal Ordinances



SBFD and SBPD Collective Bargaining Negotiations



Continue Efforts to Reduce Outside Legal Spending



Questions?