

2017 Budget Presentation

Legal Department


August 17, 2016



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CITY OF SOUTH BEND
EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT



LEGAL DEPARTMENT
August 17, 2016

Legal Department Vision



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.

- Integrity
- Competency
- Professionalism
- Civility

The Legal Department is composed of diverse and talented attorneys and staff members in an environment in which equality with regards to gender, race, and physical ability are indicative of a strong commitment to the City's core values of Inclusion and Excellence.

Legal Department 2017 Budget Highlights



CITY OF SOUTH BEND LEGAL DEPARTMENT SALARY COMPARATIVE ANALYSIS¹

Position Title ²	2016 Salary	Current Salary Cap	Market Average Salary	SB v. Market	Proposed Minimum Salary	Proposed Maximum Salary Cap ³
Assistant City Attorney	\$63,750 - \$73,031	\$74,158	\$77,557	-14.6%	\$66,013	\$85,817
City Attorney (PT)	\$61,039	\$61,324	n/a	n/a	n/a	\$65,077.52 ⁴
Corporation Counsel	\$100,284	\$100,284	\$115,748	-17.7%	\$93,991	\$122,189
Executive Assistant	\$41,000	\$46,818	\$46,460	-8.1%	\$41,212	\$53,575
Paralegal	\$43,705	\$44,129	\$46,159	-7.7%	\$41,212	\$53,575

¹ Proposed increase of salary caps to compensate employees based on public sector / not-for-profit market rates in an effort to retain and recruit talent in keeping with the City's values of **Excellence** and **Empowerment**. It is important to note that the Corporation Counsel does not set her/his salary. She/he only receives a salary increase if the Mayor determines an increase has been earned.

² Administrative Assistant (AA) salaries fall within market ranges; therefore, the Legal Department is not requesting a change to the AA Salary Cap. Current salary cap for AA is \$38,950. Market average salary is \$34,310.

³ Salary Range Recommendations from Rahmberg Stover and Associates (June 2015)

⁴ Due to the lack of comparable data for the role of Part-time City Attorney, a minimum proposed cap increase of 2% annually over the remainder of the Administration's current term would allow the Department flexibility to reward performance in this position.

Source: Analysis by Rahmberg Stover and Associates (June 2015)
See also Ind. Code § 36-4-6-24

Legal Department 2017 Budget Highlights



Negotiated Contracts for Maximized Value

- WESTLAW / THOMSON REUTERS** – *Expanded Legal Research Offerings*
 - Cancelled costly print subscription
 - Renegotiated online offerings to meet specific Municipal Law practice offerings

RESULT: Savings of **\$3,675** in 2016
 Savings of **\$4,600** in 2017

Total Savings for 2016 and 2017: \$8,275

- MUNICIPAL LAW TRAININGS** – *Expanded Municipal Law Training Offerings*
 - Added **\$4,000** to Education and Training budget to accommodate recognized need for full Legal Department participation in Municipal Law seminars in 2017
 - Added **\$1,050** to travel budget to accommodate attorney travel to Municipal Law Training
- NBI CLE ALL-ACCESS PASS** – *Expanded Legal Training Offerings*
 - Renegotiated contract to include unlimited Continuing Legal Education Credits live and online within the existing amount of **\$4,000** designated for training subscriptions
 - Cancelled Lorman online subscription because the NBI All-Access Pass is very comprehensive and will meet the Department's needs

Legal Department 2017 Budget Highlights



Changes in Innovation and Technology Allocation Fee

- The Legal Department was assigned a fixed allocation fee of \$99,335 for 2017. This fee was \$4,999 in 2016.

Changes Identified by Priority Based Budgeting

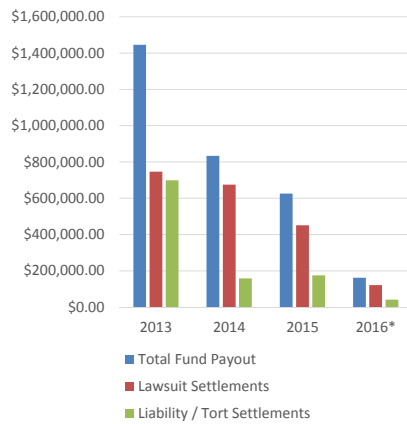
- 50% of Assistant City Attorney handling Claims to be paid out of Fund 226

The Priority Based Budgeting Initiative allowed the Legal Department to evaluate the percentage of time spent by the Assistant City Attorney handling the Claims program in relation to the other programs assigned. This assessment facilitated a recommendation to the Department of Administration and Finance that 50% of this salary be paid from the Liability Fund 226, which was agreed upon by both Departments.

Legal Department 2016 Accomplishments



Trends in Liability Fund 226



TREND

The annual total expenditure from Liability Fund 226 has decreased since 2013.

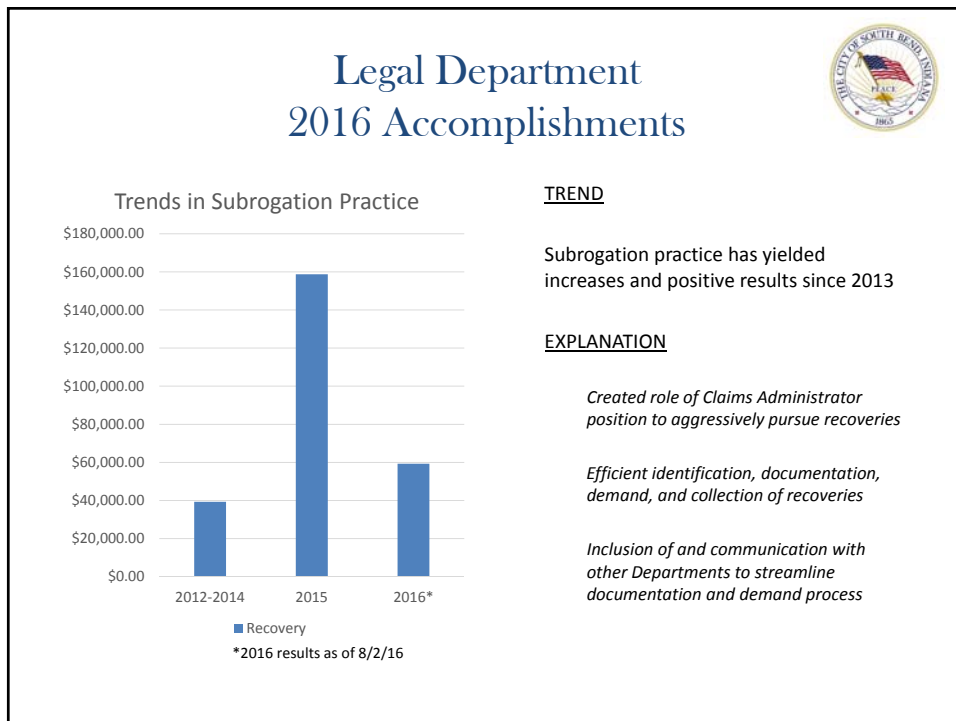
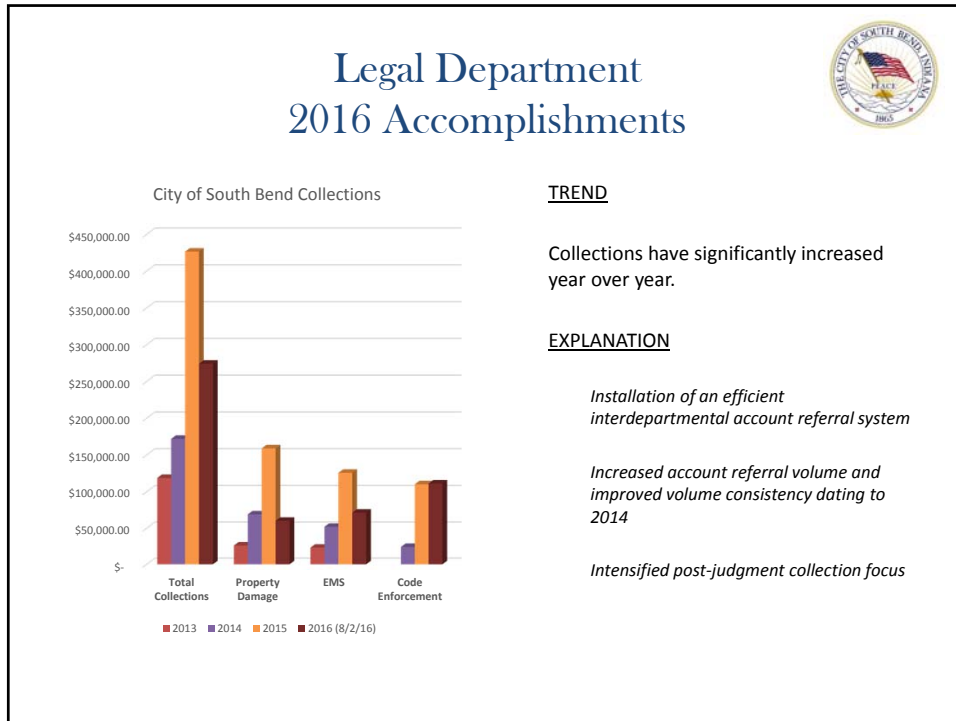
EXPLANATION

Proactive claims investigation and evaluation

Interdepartmental information sharing and best practices coordination

Vigorous defense litigation

* 2016 results as of 7/31/16



Legal Department 2016 Accomplishments









The Legal Department has fully embraced the City's 2016 Vision, Mission, and Values statement and actively applies it to all areas of Municipal Law practice.




Legal Department 2016 Accomplishments



City Value	Our Contribution
 EXCELLENCE  INNOVATION	POKAGON BAND Successful negotiation of Local Agreement with Pokagon Band, resulting in guaranteed \$2 million City revenue and estimated \$5 million community donation impact
 EXCELLENCE  INCLUSION	SMART STREETS Successful negotiation of Smart Streets right of way acquisitions, resulting in timely groundbreaking and project kickoff; ADA compliance with the project
 EXCELLENCE  ACCOUNTABILITY	SBPD DUTY MANUAL Hundreds of hours spent developing a new SBPD duty manual, expected to roll out by the end of 2016 with the goal of reaching top industry standards in officer training tracking and community relations

Legal Department 2016 Accomplishments



City Value	Our Contribution
 EXCELLENCE  INNOVATION	ECONOMIC DEVELOPMENT INVESTMENTS Counseled and represented DCI with economic development projects that attracted \$31 million of private investment to the City in the first half of 2016
 ACCOUNTABILITY  INCLUSION  EMPOWERMENT	CONSISTENT APRA PROCESS 972 APRA Requests processed through July 2016, with an average 48 hour turnaround time, maximizing transparency and maintaining consistency in the policy and procedure. From January 1, 2012 to August 12, 2016, the City has fulfilled 9,010 APRA requests
 ACCOUNTABILITY	COLLECTIONS PRACTICE \$256,000 in Collections through August 2, 2016

Legal Department 2016 Accomplishments



City Value	Our Contribution
 INNOVATION  EXCELLENCE	COST-EFFECTIVE CLAIMS & LITIGATION Proactive approach to claims resolution through timely, professional communication with residents and implementation of cost-effective litigation strategies has decreased expenditures significantly since 2013
 INCLUSION  EMPOWERMENT  ACCOUNTABILITY	DIVERSITY AND INCLUSION ORDER Assisted in development of Executive Order No. 01-2016 to promote and foster equal opportunity, diversity, and inclusion within the workforce, workplace, and community

Legal Department 2017 Goals & Challenges



CITY GOAL	2017 LEGAL DEPARTMENT GOALS
<p>We make the basics easy: Provide residents high quality services at the greatest value to the taxpayer, maintaining widespread confidence that the fundamentals are managed well.</p>	<ul style="list-style-type: none"> Work with IT / Innovation to develop greater access to public documents via online platform, resulting in increased transparency and a potential decrease in the need for formalized APRA requests Provide at least one in-person training to every City Department, Board, and Commission on Ethics Code, APRA, and Open Door Law

Legal Department 2017 Goals & Challenges



CITY GOAL	2017 LEGAL DEPARTMENT GOALS
<p>We deliver good government: Put residents first always, leading by example, gathering input, and transparently communicating our intentions, decisions, and actions.</p>	<ul style="list-style-type: none"> Revise Fire Department Duty Manual Complete volunteer handbook and call-out policies for Animal Control Guide and develop policies that enhance the City's promotion of an inclusive workforce, workplace, and community Develop standard operating procedures for taxi cab licensing

Legal Department 2017 Goals & Challenges



CITY GOAL	2017 LEGAL DEPARTMENT GOALS
<p>We invest in people and places: Support residents with design, policy, and programming for a strong and inclusive economy, vibrant culture, and great public spaces.</p>	<ul style="list-style-type: none"> Fully implement proposed changes to Diversity and Inclusion program Renegotiate the Combined Sewer Overflow / LTCP consent decree to extend the period for compliance, decrease the cost of compliance, and increase the City's green space through long-term green solutions to sewer and wastewater

Legal Department - 101-0501

Fund Summary - Operating and Capital Budget

Description	2014 Actual	2015 Actual	2016 Amended Budget	30-Jun Actual	2017 Proposed Budget	Forecast				Budget Variance 2016-2017	% Change	
						2018	2019	2020	2021			
EXPENDITURES BY PROGRAM												
1 Legal Counsel - City Departments											-	-
2 Legal Counsel - Boards, Commissions, Committees											-	-
3 Litigation and Administrative Hearings											-	-
4 Accounts Receivable Collections Administration											-	-
5 Access to Public Records Act Compliance (APRA)											-	-
6 Liability Claims Resolution											-	-
EXPENDITURES BY TYPE												
Personnel												
Salaries & Wages	667,490	675,920	731,278	291,607	705,738	719,853	734,250	748,935	763,914	(25,540)	-3.5%	
Fringe Benefits	234,527	215,746	253,352	111,313	262,630	283,640	306,332	330,838	357,305	9,278	3.7%	
Total Personnel	902,017	891,666	984,630	402,920	968,368	1,003,493	1,040,581	1,079,773	1,121,219	(16,262)	-1.7%	
Supplies	3,567	5,735	3,712	653	3,450	3,450	3,450	3,450	3,450	(262)	-7.1%	
Services & Charges												
Professional Services	3,151	3,374	2,550	95	2,550	2,601	2,653	2,706	2,760	-	0.0%	
Printing & Advertising	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Education & Training	2,980	8,475	4,000	120	8,000	8,000	8,000	8,000	8,000	4,000	100.0%	
Travel	765	1,123	2,400	16	3,450	3,450	3,450	3,450	3,450	1,050	43.8%	
Repairs & Maintenance	1,735	10	2,120	1,620	2,120	2,120	2,120	2,120	2,120	-	0.0%	
Payment In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-	-	-
Other Interfund Allocations	9,130	10,094	11,688	4,873	104,190	106,273	108,399	110,567	112,778	92,502	791.4%	
Debt Service:												
Principal	1,031	1,172	1,163	614	1,232	-	-	-	-	69	5.9%	
Interest & Fees	240	99	109	22	40	-	-	-	-	(69)	-63.3%	
Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Other Services & Charges	21,338	22,759	24,400	10,980	18,600	18,600	18,600	18,600	18,600	(5,800)	-23.8%	
Total Services & Charges	40,370	47,106	48,430	18,340	140,182	141,044	143,222	145,443	147,708	91,752	189.5%	
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures by Type	945,954	944,507	1,036,772	421,913	1,112,000	1,147,988	1,187,253	1,228,666	1,272,377	75,228	7.3%	
Explain Significant Revenue and Expenditure Changes Below:												
<p>Increase from 2016 budget due mainly to an increase in the allocation for Computer Equipment from \$4,999 to \$99,535, which is a total increase of \$94,536. The Legal Department has submitted a Form 2 request for increases of salary caps and 2017 wages to compensate based on market rates in an effort to retain and recruit talent in keeping with the City's values of Excellence and Empowerment. These changes, combined with an agreement with the Department of Administration and Finance - Safety & Risk to cover 50% of the salary of the Assistant City Attorney handling Claims, has resulted in a decrease of \$25,540 in the Legal Department's budget. In addition, the Legal Department decreased its expenditures for legal research software by \$4,600 for 2017. This decrease was offset by an increase of \$4,000 in the Department's training and travel budget to accommodate a recognized need for Municipal Law offerings.</p>												

Legal Department - 101-0501

Fund Summary - Description, Accomplishments, Goals, KPI's

Fund Description & 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.

2016 Accomplishments & Outcomes

- Successful negotiation of Local Agreement with Pokagon Band, resulting in guaranteed \$2 million City revenue and estimated \$5 million community donation impact
- Successful negotiation of Smart Streets right of way acquisitions, resulting in timely groundbreaking and project kickoff; ADA compliance with the project
- Hundreds of hours spent developing a new SBPD duty manual, expected to roll out by the end of 2016 with the goal of reaching top industry standards in officer training tracking and community relations
- Counseled and represented DCI with economic development projects that attracted \$31 million of private investment to the City in the first half of 2016
- 972 APRA Requests processed through July 2016, with an average 48 hour turnaround time, maximizing transparency and maintaining consistency in the policy and procedure. From January 1, 2012 to August 12, 2016, the City has fulfilled 9,010 APRA requests.
- \$256,000 in Collections through the end of July 2016
- Proactive approach to claims resolution through timely, professional communication with residents and implementation of cost-effective litigation strategies has decreased expenditures significantly since 2013
- Assisted in development of Executive Order No. 01-2016 to promote and foster equal opportunity, diversity, and inclusion within the workforce, workplace, and community

2017 Department Goals & Objectives & Linkage to City Goals

Basics are Easy (BE)

- Work with IT/Innovation to develop greater access to public documents via online platform, resulting in increased transparency and a potential decrease in the need for formalized APRA requests
- Provide at least one in-person training to every City Department, Board, and Commission on Ethics Code, APRA, and Open Door Law

Good Government (GG)

- Revise Fire Department Duty Manual
- Complete volunteer handbook and call-out policies for Animal Control
- Guide and develop policies that enhance the City's promotion of an inclusive workforce, workplace, and community
- Develop standard operating procedures for taxi cab licensing

People/Places (PP)

- Fully implement proposed changes to Diversity and Inclusion program
- Renegotiate the Combined Sewer Overflow/LTCP consent decree to extend the period for compliance, decrease the cost of compliance, and
- increase the City's green space through long-term green solutions to sewer and wastewater

Key Performance Indicators (KPI's)

Measure	City Goal	Type	2018	2015	2016	2017
			Long Term Goal	Actual	Estimated	Target
Administrative Staff Trainings - 1 hour per week - developing legal assistant skills	All	effectiveness	X	X	X	X

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

2017 Significant Changes/Challenges/Opportunities (with a focus on solutions)

- Public Access to Information: Documents disclosable under APRA would ideally be accessible online to the public.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Estimated Revenue
GENERAL FUND								
101-0501-360.00-00	MISCELLANEOUS REVENUE	0	500	0	0	0	0	0
101-0501-360.90-00	SETTLEMENT FEES	1,984	0	0	0	1,733	0	0
*		1,984	500	0	0	1,733	0	0
101-0501-361.02-00	OTHER INTEREST	1,581	0	0	0	0	0	0
*		1,581	0	0	0	0	0	0
101-0501-380.10-99	MISC. REIMBURSEMENTS	57,760	57,588	50,000	50,000	56,237	37,762	75,377

LEVEL	TEXT	TEXT AMT
02	REIMBURSEMENT FOR LEGAL SERVICES - TIF DOLLARS	75,377
		75,377
*		57,760
**	LEGAL DEPARTMENT	61,325
***	GENERAL FUND	61,325

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Proposed Expenditures
GENERAL FUND								
101-0501-415.10-01	REGULAR SALARIES	663,490	666,520	731,278	731,278	397,773	318,149	705,738
LEVEL	TEXT	TEXT AMT						
02	6 ASST FULL TIME ATTORNEY (6 X 85,817)	514,902						
	1 EXECUTIVE ASSISTANT	53,575						
	2 ADMINISTRATIVE ASSISTANTS (2 X 38,951)	77,902						
	1 CORPORATE COUNSEL	122,189						
	TOTAL FTE'S = 10 (50% OF CLAIMS ATTNY SEE BELOW)							
	1 PART TIME CITY ATTORNEY	65,078						
	LESS 50% OF CLAIMS ATTORNEY TO BE PAID FROM FD 226	42,908-						
	LESS SALARY CAP TO ACTUAL ADJUSTMENT	85,000-						
		705,738						
101-0501-415.10-05	TEMPORARY SERVICES	0	9,400	0	0	0	0	0
101-0501-415.10-10	HIRING BONUS	4,000	0	0	0	0	0	0
101-0501-415.11-01	FICA TAXES	49,551	50,013	55,943	55,943	29,263	23,342	53,989
LEVEL	TEXT	TEXT AMT						
02	REGULAR SALARIES \$705,738 X 7.65%	53,989						
		53,989						
101-0501-415.11-04	PERF RETIREMENT	74,759	74,650	81,904	81,904	44,565	35,647	79,043
LEVEL	TEXT	TEXT AMT						
02	REGULAR SALARIES \$705,738 X 11.20%	79,043						
		79,043						
101-0501-415.11-07	UNEMPLOYMENT COMP	1,779	1,732	1,829	1,829	637	436	1,765
LEVEL	TEXT	TEXT AMT						
02	SALARIES \$705,738 X 0.25%	1,765						
		1,765						
101-0501-415.11-08	HEALTH INSURANCE	98,416	80,097	108,096	108,096	69,556	59,616	122,313
LEVEL	TEXT	TEXT AMT						
02	LONG-TERM DISABILITY:							
	11 EMP X \$96	1,056						
	HEALTH INSURANCE COVERAGE:							
	8 EMP X \$15,550	124,400						
	HEALTH INSURANCE REBATE							
	3 EMP X \$1,560	4,680						
	LESS: 50% INSURANCE FOR CLAIMS ATTORNEY PAID THROUGH FUND 226	7,823-						
		122,313						
101-0501-415.11-09	LIFE INSURANCE	1,115	1,115	1,320	1,320	700	600	1,260

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Proposed Expenditures
LEVEL	TEXT		TEXT AMT					
02	10.5 EMP X \$120		1,260 1,260					
	101-0501-415.11-12 AUTO ALLOWANCE	3,500	3,600	3,600	3,600	2,100	1,800	3,600
LEVEL	TEXT		TEXT AMT					
02	\$300.00 X 12 MONTHS		3,600 3,600					
	101-0501-415.11-22 PARKING ALLOWANCE	4,987	4,039	0	0	84-	84-	0
	101-0501-415.11-24 CELL PHONE ALLOWANCE	420	500	660	660	385	330	660
LEVEL	TEXT		TEXT AMT					
02	MONTHLY CELL ALLOWANCE \$55 X 12 MONTH		660 660					
	* PERSONNEL SERVICES	902,017	891,666	984,630	984,630	544,895	439,836	968,368
	101-0501-415.21-02 PRINT SHOP	1,534	1,921	250	250	0	0	250
LEVEL	TEXT		TEXT AMT					
02	PRINT SHOP		250 250					
	101-0501-415.21-03 CENTRAL STORES - OFFICE	1,138	615	700	700	307	166	700
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		700 700					
	101-0501-415.21-04 OTHER OFFICE SUPPLIES	895	2,884	1,500	1,762	609	501	1,500
LEVEL	TEXT		TEXT AMT					
02	OFFICE SUPPLIES OTHER THAN THOSE OBTAINED FROM CENTRAL SERVICES		1,500 1,500					
	101-0501-415.21-05 SMALL OFFICE EQUIPMENT	0	315	1,000	1,000	0	0	1,000
LEVEL	TEXT		TEXT AMT					
02	OFFICE EQUIPMENT - UNANTICIPATED UPDATES TO EQUIP. INCLUDES CHAIRS, FILE CABINETS, ETC.		1,000 1,000					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Proposed Expenditures
*	SUPPLIES	3,567	5,735	3,450	3,712	916	667	3,450
101-0501-415.31-01	LEGAL SERVICES	2,350	2,324	0	0	0	0	0
101-0501-415.31-06	OTHER PROFESSIONAL SVCS	801	1,050	2,550	2,550	110	95	2,550
LEVEL	TEXT		TEXT AMT					
02	IN.GOV/CIVICNET		400					
	PACER - DISTRICT COURT ON-LINE SERVICES		150					
	COURT FILINGS		2,000					
			2,550					
101-0501-415.31-71	CENTRAL STORES ALLOCATION	456	556	608	608	357	306	585
LEVEL	TEXT		TEXT AMT					
02	2017 FIXED COST ALLOCATION #3		585					
	CENTRAL STORES		585					
101-0501-415.31-72	GIS ALLOCATION	1,030	1,081	1,136	1,136	662	568	0
101-0501-415.31-73	PRINT SHOP ALLOCATION	0	0	1,956	1,956	1,141	978	2,024
LEVEL	TEXT		TEXT AMT					
02	2017 PRINT SHOP ALLOCATION #5		2,024					
			2,024					
101-0501-415.32-02	POSTAGE / FREIGHT	3,199	2,811	3,600	3,600	1,415	1,157	3,600
LEVEL	TEXT		TEXT AMT					
02	POSTAGE CHARGED BY ADMINISTRATION & FINANCE		3,600					
	AVERAGING ~\$300/MONTH		3,600					
101-0501-415.32-21	TRAVEL - MILEAGE	157	461	750	750	0	0	750
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		750					
			750					
101-0501-415.32-23	TRAVEL - HOTEL	508	324	1,250	1,250	0	0	2,000
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		2,000					
	HOTEL COSTS FOR MUNICIPAL LAW SEMINARS		2,000					
101-0501-415.32-24	TRAVEL - MEALS	45	185	200	200	0	0	500
LEVEL	TEXT		TEXT AMT					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Proposed Expenditures
02	2017 ESTIMATE MEALS FOR IMLA/IACT MUNICIPAL LAW SEMINARS		500 500					
101-0501-415.32-25	TRAVEL - OTHER	55	153	200	200	16	16	200
LEVEL	TEXT		TEXT AMT					
02	2017 ESTIMATE		200 200					
101-0501-415.34-02	LIABILITY INSURANCE	2,868	3,348	2,989	2,989	1,743	1,494	2,246
LEVEL	TEXT		TEXT AMT					
02	2017 FIXED COST ALLOCATION #5 LIABILITY INSURANCE		2,246 2,246					
101-0501-415.36-02	OFFICE EQUIPMENT	1,735	10	2,120	2,120	1,633	1,620	2,120
LEVEL	TEXT		TEXT AMT					
02	FOR REPAIRS TO OFFICE EQUIPMENT COPIER ANNUAL MAINTENANCE COST		500 1,620 2,120					
101-0501-415.36-04	COMPUTER EQUIPMENT	4,776	5,109	4,999	4,999	2,919	2,502	99,335
LEVEL	TEXT		TEXT AMT					
02	2017 FIXED COST ALLOCATION #7 INFORMATION TECHNOLOGY		99,335 99,335					
101-0501-415.37-11	CAPITAL LEASE PRINCIPAL	1,031	1,172	1,163	1,163	922	614	1,232
LEVEL	TEXT		TEXT AMT					
02	RICOH COPIER LEASE 2016 NO NEW LEASES EXPECTED IN 2017		1,232 1,232					
101-0501-415.37-12	CAPITAL LEASE INTEREST	240	99	109	109	31	22	40
LEVEL	TEXT		TEXT AMT					
02	RICOH COPIER INTEREST NO NEW LEASES EXPECTED IN 2017		40 40					
101-0501-415.39-10	SUBSCRIPTIONS	17,614	19,469	20,300	20,300	11,611	10,776	14,300
LEVEL	TEXT		TEXT AMT					

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 Original Budget	2016 Amended Budget	2016 YTD Actual	6/30/16 YTD Actual	2017 Proposed Expenditures
02	THOMSON WEST \$1,091/MONTH SOFTWARE UPDATES - PRACTICE MASTER		13,100 1,200 14,300					
	101-0501-415.39-11 DUES & MEMBERSHIPS	525	475	500	500	700	700	700
LEVEL	TEXT		TEXT AMT					
02	MUNICIPAL LAW TRAINING		700 700					
	101-0501-415.39-70 EDUCATION & TRAINING	2,980	8,475	4,000	4,000	169	169	8,000
LEVEL	TEXT		TEXT AMT					
02	TRAINING FOR 8 ATTORNEYS AND SUPPORT STAFF		8,000 8,000					
	101-0501-415.39-89 MISC CHARGES & SERVICES	0	4	0	0	0	0	0
*	OTHER SERVICES & CHARGES	40,370	47,106	48,430	48,430	23,429	21,016	140,182
**	LEGAL DEPARTMENT	945,954	944,507	1,036,510	1,036,772	569,240	461,519	1,112,000
***	GENERAL FUND	945,954	944,507	1,036,510	1,036,772	569,240	461,519	1,112,000
		945,954	944,507	1,036,510	1,036,772	569,240	461,519	1,112,000