

Fund 101 - General Fund Department 0501 - Legal Department

Expenditures by Type	2017				2018 Adopted Budget	Forecast				Budget Variance 2017-2018	% Change
	2015 Actual	2016 Actual	Amended Budget	06/30/17 Actual		2019	2020	2021	2022		
	Personnel										
Salaries & Wages	675,920	689,144	699,658	326,770	760,139	775,342	790,849	806,666	822,799	60,481	9%
Fringe Benefits	215,746	248,712	262,045	125,472	321,864	328,216	338,187	348,497	359,158	59,819	23%
Total Personnel	891,666	937,856	961,703	452,242	1,082,003	1,103,558	1,129,035	1,155,162	1,181,957	120,300	13%
Supplies											
	5,735	1,184	10,877	2,908	3,450	3,450	3,450	3,450	3,450	(7,427)	-68%
Services & Charges											
Professional Services	3,374	172	48,347	45,477	2,550	2,550	2,550	2,550	2,550	(45,797)	-95%
Printing & Advertising	-	-	-	-	-	-	-	-	-	-	-
Education & Training	8,475	4,173	7,300	767	10,000	8,000	8,000	8,000	8,000	2,700	37%
Travel	1,123	47	3,450	197	3,450	3,450	3,450	3,450	3,450	-	0%
Repairs & Maintenance	10	1,633	2,120	1,620	3,320	1,820	1,820	1,820	1,820	1,200	57%
Other Interfund Allocations	6,746	8,707	101,952	50,976	75,858	77,375	78,923	80,501	82,111	(26,094)	-26%
Debt Service											
Principal	1,172	1,163	1,227	625	1,232	1,232	1,232	1,232	1,232	5	0%
Interest & Fees	99	108	45	11	40	40	40	40	40	(5)	-11%
Insurance	3,348	2,988	2,246	1,122	2,294	2,340	2,387	2,434	2,483	48	2%
Other Services & Charges	22,759	18,426	19,300	7,821	16,600	16,062	16,329	16,602	16,880	(2,700)	-14%
Total Services & Charges	47,106	37,417	185,987	108,616	115,344	112,869	114,731	116,629	118,566	(70,643)	-38%
Capital											
	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	944,507	976,457	1,158,567	563,766	1,200,797	1,219,877	1,247,216	1,275,242	1,303,973	42,230	4%

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.

Explain Significant Revenue, Expenditure and Staffing Changes/Variations Below:

The Legal Department's budget has decreased in 2018 by \$35,418. This budget reduction is primarily due to decreases in allocations from other departments. Also, at the beginning of 2017, the Department renovated its reception area and conference room using funds that were transferred to the Professional Services line item and the Supplies line item. The large percentage decreases in these areas reflect a one-time use of funds in 2017 that were transferred to those accounts and spent on the Legal Department's 2017 Office Renovation project. There are no pending projects of this nature for 2018.

Staffing (Full-Time Employees only)	2017				2018 Proposed Budget	Forecast				
	2016 Actual	Amended Budget	06/30/17 Actual	2019		2020	2021	2022		
	Non-Bargaining									
Full-Time Attorney *	6.0	5.5	5.5	5.5	5.5	5.5	5.5	5.5		
Executive Assistant	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0		
Administrative Assistant	2.0	2.0	1.0	2.0	2.0	2.0	2.0	2.0		
Corporate Counsel	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0		
Total Non-Bargaining	10.0	9.5	8.5	9.5	9.5	9.5	9.5	9.5		

* One attorney is paid 50% in Fund 101 and 50% in Fund 226

St. Joseph County Courthouse



The St. Joseph County Courthouse is located in downtown South Bend and is attached to the County-City Building.

Department 101-0501 - Legal Department

Accomplishments, Goals, KPI's

2017 Accomplishments & Outcomes

- **10,000 APRA Requests** received and responded to since 2012 as of February 7, 2017, demonstrating City responsiveness and transparency.
- **Open Door Law and APRA Training** provided to representatives from all City Departments, including follow-up sessions.
- **Litigation Transparency Guide** produced and published online, allowing residents access to high-profile case documents.
- **Plaintiff's Action** filed under innovative legal theory, resulting in a gross amount of **\$425,000** in recovered funds.
- **Amicus Briefs** signed and supported by the City, demonstrating commitment to inclusion through support of antidiscrimination laws.
- **Riverfront Development Permit Boundaries** expanded through ordinance amendments, resulting in economic development opportunities.
- **Accident Investigation and Incident Prevention Trainings** provided to City Departments, with target result of minimizing field incidents.
- **South Shore Line Preliminary Agreements and Negotiations** completed, resulting in feasible South Shore Line project plan.
- **65 Claims** from the **2016 Flood Event** resolved individually with residents, at minimal cost and exposure to the City.
- **Tidwell Jury Trial** resulted in verdict in favor of the City, supporting SBFD emergency responders' actions in saving lives in South Bend.
- **Subrogation Practice** drew in over **\$70,000** of recovered City funds to date.
- **Municipal ID Card Legal Framework** developed for City-recognized ID card program implemented on January 3, 2017.

2018 Department Goals & Objectives and Linkage to City Results

Well-Governed and Administered City

Priority Based Budgeting Result: Ensures reliable compliance with regulations and well-managed risk

- **Four-year Fire Agreement:** Work with the Fire Department to develop a four-year agreement to stabilize fiscal considerations and provide a level of budget predictability prior to 2020.

Priority Based Budgeting Result: Offers excellent services and efficient processes supported by timely and accurate analysis

- **Fillable Online Forms:** Collaborate with Innovation and Technology to provide fillable online APRA and Liability Claim forms to simplify the process of filing such forms with the Legal Department.

Key Performance Indicators (KPI's)

Measure	Type	2018	2015	2016	2017
		Long Term Goal	Actual	Actual	Target
- Annual total collections	Outcome	\$452,000	\$426,000	\$455,000	\$443,000
<i>All collections results are dependent upon the volume of accounts referred, the collectability of accounts, and data reliability.</i>					
- Average of total dollars collected over accounts referred per year	Efficiency	Increased # of accounts referred and increased \$ per account	7,632 referred, \$43.05 per account	5,093 referred, \$35.08 per account	1,737 referred, \$108.15 per account (7/1/17)

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

2018 Significant Changes/Challenges/Opportunities

The Legal Department is functioning effectively and efficiently within its current budget. The Department remains committed to providing high quality legal representation to the City of South Bend's Mayor, departments, commissions, and agencies. To that end, the Legal Department will:

- Continue to support a department culture of proactive, energetic, client-focused planning and performance;
- Support City policy and legislative interests at the regional, state, and national levels; and
- Continue to demonstrate a diligent and resolute litigation strategy that supports the ability of the City to deliver good government and allows residents to live a safe, healthy, meaningful life in South Bend.