Memorandum

To: Members of the City of Bloomington Common Council

From: Kevin Robling, Corporation Counsel, Legal Department

Date: July 16, 2008

The budget of the City of Bloomington Legal Department is reflective of the department's unique mission. That is, the City Legal Department exists to, for the most part, serve the other departments, boards and commissions of the City. In a nutshell, the City Legal Department is responsible for assisting in defending and protecting the interests of the City as an organization. While each department, board, commission and employee is the Legal department's client at one time or another, the City of Bloomington is the Legal department's client seven days a week, 24 hours a day.

Organizationally, the Legal department consists of what everyone thinks of when they think of "Legal" – the lawyers, legal support staff, and the law library – but it also consists of the Human Rights Division and the Risk Management Division. The budgets are broken down accordingly.

Despite being inherently an internal service department, the Legal department is also a key player in serving the City's focus on the 4Cs - Community Commerce, Collaboration, Condition and Character. By keeping an eye towards these key, fundamental aspects of the City's mission, the Legal department helps ensure – and helps other departments ensure – that the vibrant quality of life in Bloomington continues into the future.

Legal takes very seriously its role in ensuring that the City acts as responsible stewards of the taxpayers' money by closely advising varied departments – including the Controller's Office, the Office of the Mayor and the Office of Economic Development – and, by doing so, contributes strongly to **Community Commerce**. Examples also include Legal's continued efforts to negotiate a successful purchase of the CSX Switchyard and to wind various City departments through the bureaucracy and red-tape necessary to keep the B-Line Trail project "on track." No pun is (necessarily) intended.

We are a country of laws and the City is no different. The Legal department is

responsible for all legal research, interpretation and evaluation, and for providing legal advice to the City's various departments. In addition, the Legal department drafts and reviews all legislation presented to the Common Council as well as agreements (such as interdepartmental or interlocal agreements), contracts, leases, deeds, opinions and correspondence. **Community Collaboration** – especially with Community defined as the internal clients of the department – is clear.

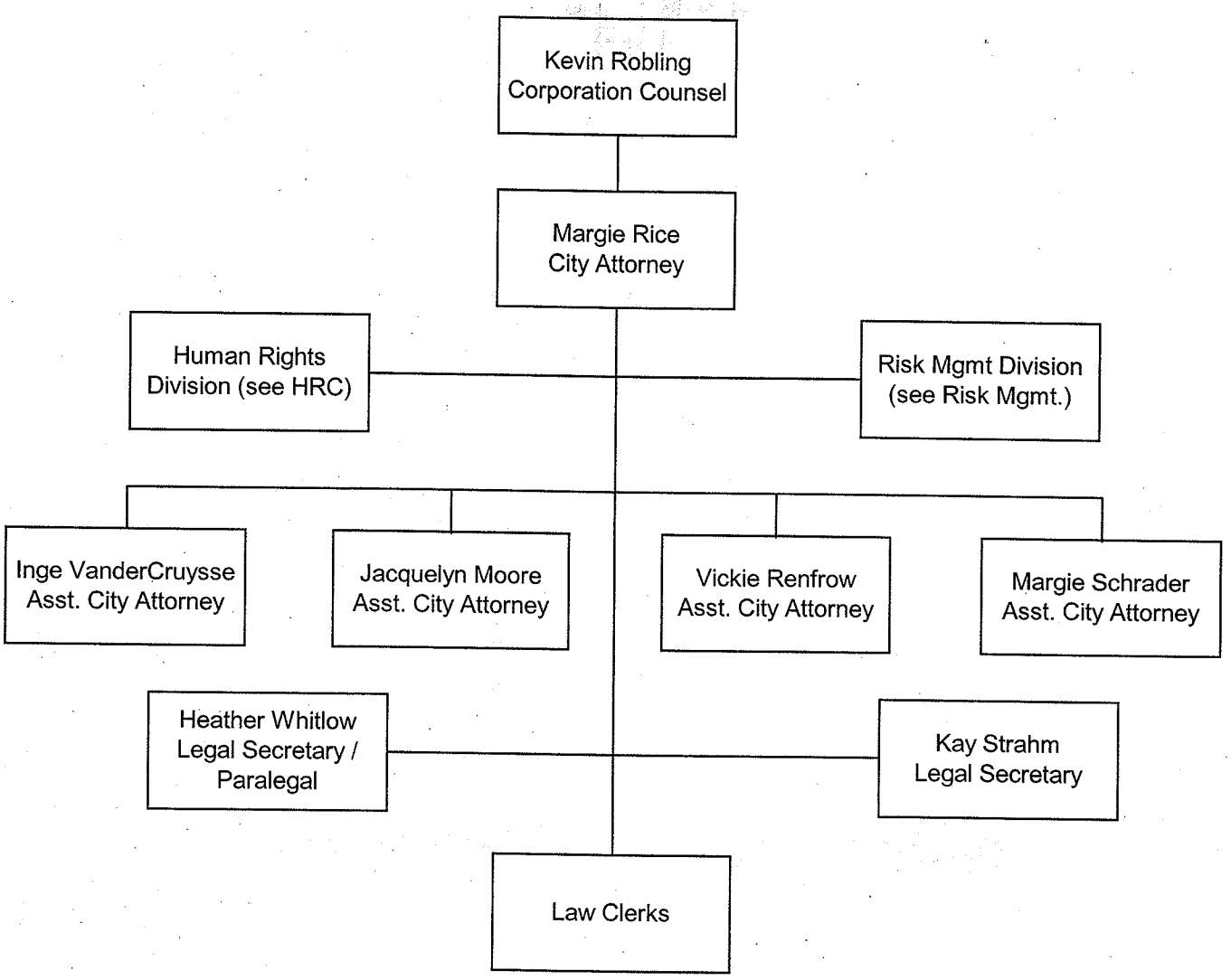
By serving as the chief enforcement officer – the municipal prosecutor, if you will – responsible for enforcing the City's ordinances, the City Legal department ensures that **Community Condition** remains strong and that Bloomington remains a place where people want to live, learn, work and play. The Human Rights Division of the Legal department also plays a key role in maintaining (or improving) the community's condition as it is tasked with enforcing the City's Human Rights Ordinance, ensuring that the City complies with all civil rights laws, and resolves disputes about accessibility within the City. The Human Rights Division also educates community members about their rights and responsibilities under applicable civil rights laws through publications, workshops, public forums, etc.

As each of the Cs are discussed, it is clear that the three mentioned above all relate directly to and promote the last – that of **Community Character**. The City of Bloomington is a special, unique place to live and has been for generations. It is a place where people come from across the country (and the globe) to live, to work and to attend school. Why? Because it's Bloomington. Nearly all that the City Legal does every single day promotes, in one way or another, the character of Bloomington. Whether it is in enforcing over occupancy restrictions in core neighborhoods, training and monitoring the safety of City employees through the Risk Management Division or providing sound legal counsel to the City's Safe & Civil City Program, City Legal is intimately involved in protecting what we all find so important.

Conclusion:

The Common Council works as closely with the City's Legal Department as with any other single department. The Council is familiar with the programs that Legal serves, the responsibilities with which it is tasked, and the attorneys and support staff which keep the department going. Your support for the proposed budget of Legal – including that of the Risk Management Division, the Human Rights Division and the Board of Public Safety – is much appreciated.

LEGAL



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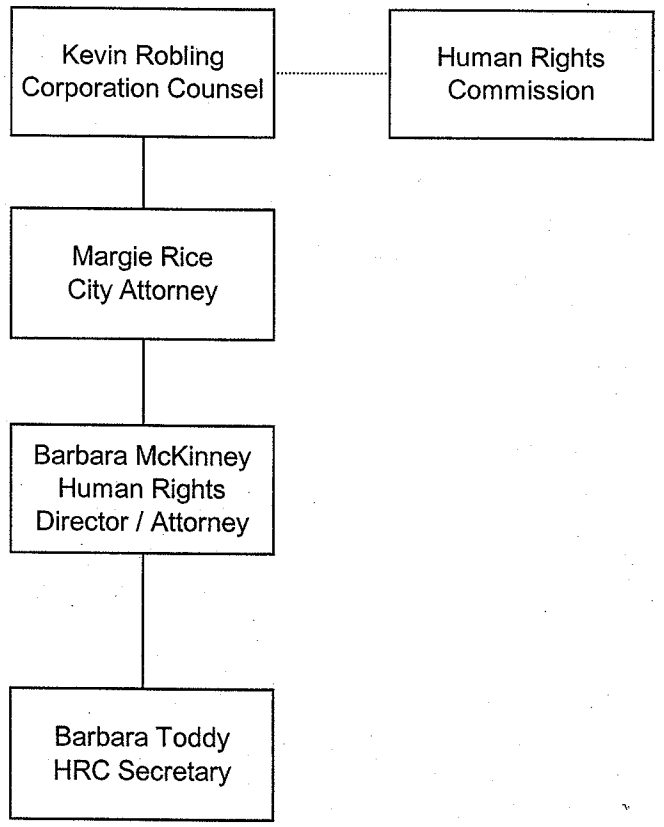
HUMAN RIGHTS DIVISION



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Legal 2008 Budget vs. 2009 Budget

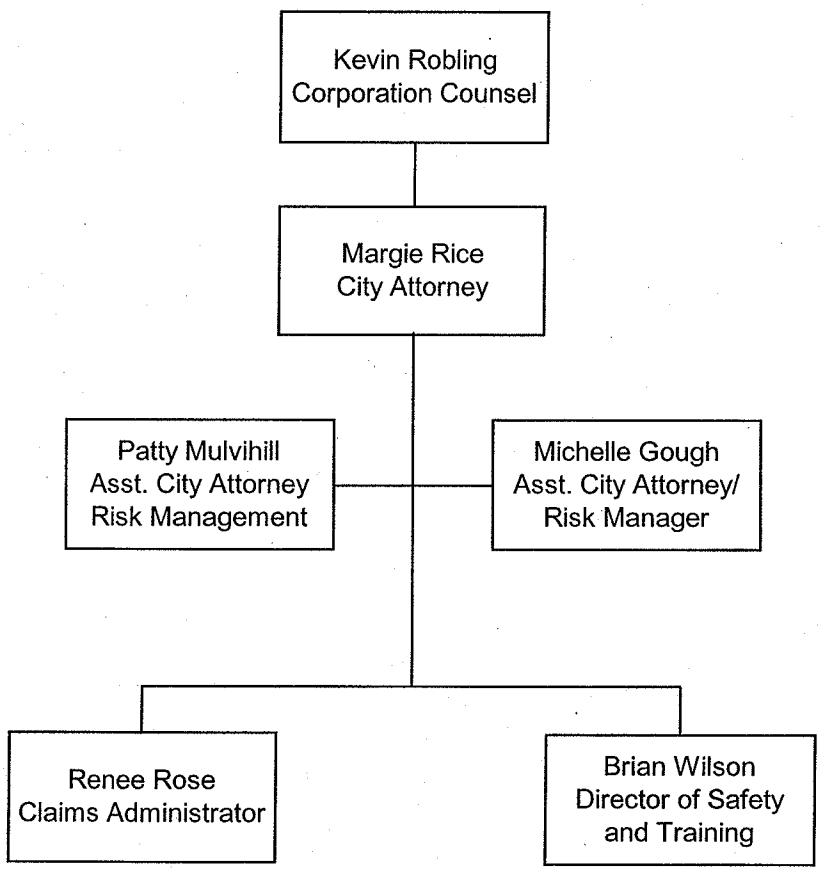
Budget Allocation	2008 Budget			2009 Budget			$ Change
	General Fund	Other Funds	Total	General Fund	Other Funds	Total	
100 - Personal Services	610,231		610,231	682,284		682,284	72,053
200 - Supplies	22,173		22,173	25,010		25,010	2,837
300 - Other Services	35,046		35,046	42,429		42,429	7,383
400 - Capital Outlays	0		0	0		0	0
Total	**667,450**	**0**	**667,450**	**749,723**	**0**	**749,723**	**82,273**

Employees	2008 Budget	2009 Budget	# Change
Regular	8.75	9.00	0.25
Temporary	0.00	0.00	0.00
Total	**8.75**	**9.00**	**0.25**

Department: LEGAL - TOTAL Fund: GENERAL (101-10,23)	2007 Budget *	2007 Actual	2008 Budget **	2009 Request	$ Change	% Change
* Budget amounts include all appropriations approved. ** Budget amounts include appropriations approved through June 30th.						
1 PERSONAL SERVICES		**FTE:**	**8.75**	**9.00**		
11 Salaries & Wages						
1110 Salaries & Wages - Regular	445,530	451,412	459,147	518,410	59,263	12.91%
1120 Salaries & Wages - Temporary	8,575	3,139	8,575	8,575		
1130 Salaries & Wages - Overtime						
12 Employee Benefits						
1210 FICA	34,739	33,352	35,781	40,314	4,533	12.67%
1220 PERF	45,667	46,282	48,210	55,729	7,519	15.60%
1230 Health Insurance	56,682	56,682	57,249	57,825	576	1.01%
1240 Unemployment Compensation						
1250 New Officer Medicare						
1260 Clothing Allowance						
1270 Police PERF						
1280 Fire PERF						
13 Other Personal Services						
1310 Other Personal Services	1,422	1,422	1,269	1,431	162	12.77%
TOTAL - CATEGORY 1:	592,615	592,288	610,231	682,284	72,053	11.81%
2 SUPPLIES						
21 Office Supplies						
2110 Office Supplies	3,430	3,079	3,430	4,330	900	26.24%
22 Operating Supplies						
2210 Institutional & Medical						
2220 Agricultural Supplies						
2230 Garage & Motor Supplies						
2240 Fuel & Oil						
23 Repair & Maintenance Supplies						
2310 Building Materials & Supplies						
2320 Motor Vehicle Repair						
2330 Street, Alley & Sewer Materials						
2340 Other Repairs & Maintenance						
24 Other Supplies						
2410 Books	18,620	18,877	18,620	20,680	2,060	11.06%
2420 Other Supplies	123	21	123		-123	(100.00%)
2430 Uniforms and Tools						
TOTAL - CATEGORY 2:	22,173	21,977	22,173	25,010	2,837	12.79%
3 OTHER SERVICES & CHARGES						
31 Professional Services						
3110 Engineering & Architectural						
3120 Special Legal Services	9,200	698	9,200	13,200	4,000	43.48%
3130 Medical						
3140 Exterminator Services						
3150 Communications Contract						
3160 Instruction	3,496	2,814	3,496	5,680	2,184	62.47%
3170 Mgt. Fees, Consultants & Workshops	297	310	297	350	53	17.85%
32 Communication & Transportation						
3210 Telephone	1,599	2,420	1,599	1,920	321	20.08%
3220 Postage	250	242	250	250		
3230 Travel	997	746	997	997		
3240 Freight/Other						
3250 Pagers						
33 Printing & Advertising						
3310 Printing	2,475	3,222	2,475	3,300	825	33.33%
3320 Advertising	297	259	297	297		

Department: LEGAL - TOTAL Fund: GENERAL (101-10,23)	2007 Budget *	2007 Actual	2008 Budget **	2009 Request	$ Change	% Change
34 Insurance						
3410 Liability & Casualty Premiums						
3420 Worker's Comp. & Risk Admin.						
35 Utility Services						
3510 Electrical Services						
3520 Street Lights/Traffic Signals						
3530 Water & Sewer						
3540 Natural Gas						
36 Repairs & Maintenance						
3610 Building						
3620 Motor						
3630 Machinery & Equip. Repairs & Maint.						
3640 Hardware & Software Maintenance	990	290	990	990		
3650 Other Repairs & Maintenance						
37 Rentals						
3710 Land						
3720 Building						
3730 Machinery & Equipment						
3740 Hydrant Rental						
3750 Other						
38 Debt Service						
3810 Principal						
3820 Interest						
3830 Bank Charges						
3840 Lease Payments						
39 Other Services & Charges						
3910 Dues & Subscriptions	13,860	12,539	13,860	13,860		
3920 Laundry & Other Sanitation Serv.						
3940 Temporary Contractual Employment						
3950 Landfill Fees						
3960 Grants						
3970 Mayor's Promotion of Business						
3980 Community Access TV/Radio						
3990 Other Services and Charges	1,585	1,680	1,585	1,585		
3991 3991 Crime Control						
TOTAL - CATEGORY 3:	35,046	25,220	35,046	42,429	7,383	21.07%
4 CAPITAL OUTLAYS						
41 Land						
4110 Land Purchase						
42 Buildings						
4210 Building Purchase						
43 Improvements Other Than Building						
4310 Improvements Other Than Bldg.						
44 Machinery & Equipment						
4410 Lease-purchase						
4420 Purchase of Equipment						
4430 Furniture & Fixtures						
4440 Motor Equipment						
4450 Equipment - ITS Capital Replacemen						
45 Other Capital Outlays						
4510 Other Capital Outlays						
TOTAL - CATEGORY 4:						
TOTAL - ALL CATEGORIES:	649,834	639,485	667,450	749,723	82,273	12.33%

RISK MANAGEMENT



Risk Management's 2008 Budget vs. 2009 Budget

Budget Allocation	2008 Budget			2009 Budget			$ Change
	General Fund	Other Funds	Total	General Fund	Other Funds	Total	
100 - Personal Services		262,305	262,305		265,297	265,297	2,992
200 - Supplies		40,848	40,848		46,138	46,138	5,290
300 - Other Services		576,821	576,821		403,421	403,421	(173,400)
400 - Capital Outlays		0	0		0	0	0
Total	**0**	**879,974**	**879,974**	**0**	**714,856**	**714,856**	**(165,118)**

Employees	2008 Budget	2009 Budget	# Change
Regular	4.00	4.00	0.00
Temporary			0.00
Total	**4.00**	**4.00**	**0.00**

Department: Risk Management Fund: Risk Management (800-10-00000-5	2007 Budget *	2007 Actual	2008 Budget **	2009 Request	$ Change	% Change
* Budget amounts include all appropriations approved. ** Budget amounts include appropriations approved through June 30th.						
1 PERSONAL SERVICES		**FTE:**	**4.000**	**4.000**		
11 Salaries & Wages						
1110 Salaries & Wages - Regular	189,204	187,366	199,997	201,825	1,828	0.91%
1120 Salaries & Wages - Temporary						
1130 Salaries & Wages - Overtime						
12 Employee Benefits						
1210 FICA	14,474	13,655	15,300	15,440	140	0.92%
1220 PERF	19,393	19,205	21,000	21,696	696	3.31%
1230 Health Insurance	25,192	25,192	25,444	25,700	256	1.01%
1240 Unemployment Compensation						
1250 New Officer Medicare						
1260 Clothing Allowance						
1270 Police PERF						
1280 Fire PERF						
13 Other Personal Services						
1310 Other Personal Services	632	632	564	636	72	12.77%
TOTAL - CATEGORY 1:	248,895	246,050	262,305	265,297	2,992	1.14%
2 SUPPLIES						
21 Office Supplies						
2110 Office Supplies	1,078	1,068	1,078	1,078		
22 Operating Supplies						
2210 Institutional & Medical						
2220 Agricultural Supplies						
2230 Garage & Motor Supplies						
2240 Fuel & Oil	2,178	1,936	4,000	4,100	100	2.50%
23 Repair & Maintenance Supplies						
2310 Building Materials & Supplies						
2320 Motor Vehicle Repair						
2330 Street, Alley & Sewer Materials						
2340 Other Repairs & Maintenance						
24 Other Supplies						
2410 Books	490	2,114	490	1,000	510	104.08%
2420 Other Supplies	1,960	690	1,960	1,960		
2430 Uniforms and Tools	33,320	33,212	33,320	38,000	4,680	14.05%
TOTAL - CATEGORY 2:	39,026	39,019	40,848	46,138	5,290	12.95%
3 OTHER SERVICES & CHARGES						
31 Professional Services						
3110 Engineering & Architectural						
3120 Special Legal Services		10,779				
3130 Medical						
3140 Exterminator Services						
3150 Communications Contract						
3160 Instruction	495	3,116	495	4,195	3,700	747.47%
3170 Mgt. Fees, Consultants & Workshops		276				
32 Communication & Transportation						
3210 Telephone	198	199	198	198		
3220 Postage	1,485	22	1,485	1,485		
3230 Travel						
3240 Freight/Other						
3250 Pagers						
33 Printing & Advertising						
3310 Printing	743	165	743	743		
3320 Advertising						

Department: Risk Management Fund: Risk Management (800-10-00000-5	2007 Budget *	2007 Actual	2008 Budget **	2009 Request	$ Change	% Change
34 Insurance						
3410 Liability & Casualty Premiums	50,000	25,506	50,000	51,500	1,500	3.00%
3420 Worker's Comp. & Risk Admin.	335,000	340,704	500,000	321,000	-179,000	(35.80%)
35 Utility Services						
3510 Electrical Services						
3520 Street Lights/Traffic Signals						
3530 Water & Sewer						
3540 Natural Gas						
36 Repairs & Maintenance						
3610 Building						
3620 Motor	1,100	1,100	900	1,300	400	44.44%
3630 Machinery & Equip. Repairs & Maint.						
3640 Hardware & Software Maintenance	13,100	13,100	13,100	13,100		
3650 Other Repairs & Maintenance						
37 Rentals						
3710 Land						
3720 Building						
3730 Machinery & Equipment						
3740 Hydrant Rental						
3750 Other						
38 Debt Service						
3810 Principal						
3820 Interest						
3830 Bank Charges						
3840 Lease Payments						
39 Other Services & Charges						
3910 Dues & Subscriptions	3,960	2,722	3,960	3,960		
3920 Laundry & Other Sanitation Serv.						
3940 Temporary Contractual Employment						
3950 Landfill Fees						
3960 Grants						
3970 Mayor's Promotion of Business						
3980 Community Access TV/Radio						
3990 Other Services and Charges	5,940		5,940	5,940		
3991 3991 Crime Control						
TOTAL - CATEGORY 3:	412,021	397,687	576,821	403,421	-173,400	(30.06%)
4 CAPITAL OUTLAYS						
41 Land						
4110 Land Purchase						
42 Buildings						
4210 Building Purchase						
43 Improvements Other Than Building						
4310 Improvements Other Than Bldg.						
44 Machinery & Equipment						
4410 Lease-purchase						
4420 Purchase of Equipment						
4430 Furniture & Fixtures						
4440 Motor Equipment						
4450 Equipment - ITS Capital Replacement						
45 Other Capital Outlays						
4510 Other Capital Outlays						
TOTAL - CATEGORY 4:						
TOTAL - ALL CATEGORIES:	699,942	682,757	879,974	714,856	-165,118	(18.76%)