



Memorandum

To: Members of the City of Bloomington Common Council
From: Margie Rice, City Attorney, Legal Department
Date: July 14, 2010

The City of Bloomington Legal Department largely exists to serve City departments, boards and commissions. We endeavor to support our clients so that they may achieve their goals efficiently and we strive to remove any legal impediments that may challenge their efforts. When the City discovers an opportunity to purchase land for a park, preserve a historic building and ensure its continued public viability, negotiate an agreement, refinance bonds to save taxpayer dollars, draft or enforce an ordinance or defend itself in court, the Legal Department assists and always looks forward to the opportunity to partner with staff. And, in 2011 and beyond, we are particularly looking forward to the chance to focus on our own and our clients' efforts toward Redefining Prosperity. It is our goal to continue to meet our present needs without compromising the larger community's future needs.

Organizationally, the City Legal Department looks much like a small law firm. Included also under our umbrella, however, are the Human Rights and Risk Management Divisions as well as, for budgeting purposes, the Board of Public Safety. Combined, we employ nine attorneys, four support staff and one Director of Safety and Training. Much like a law firm, our budget is heaviest on personnel expenses, with the remaining budget being comprised of the supplies and expenses necessary to carry out our mission of advising and assisting our clients.

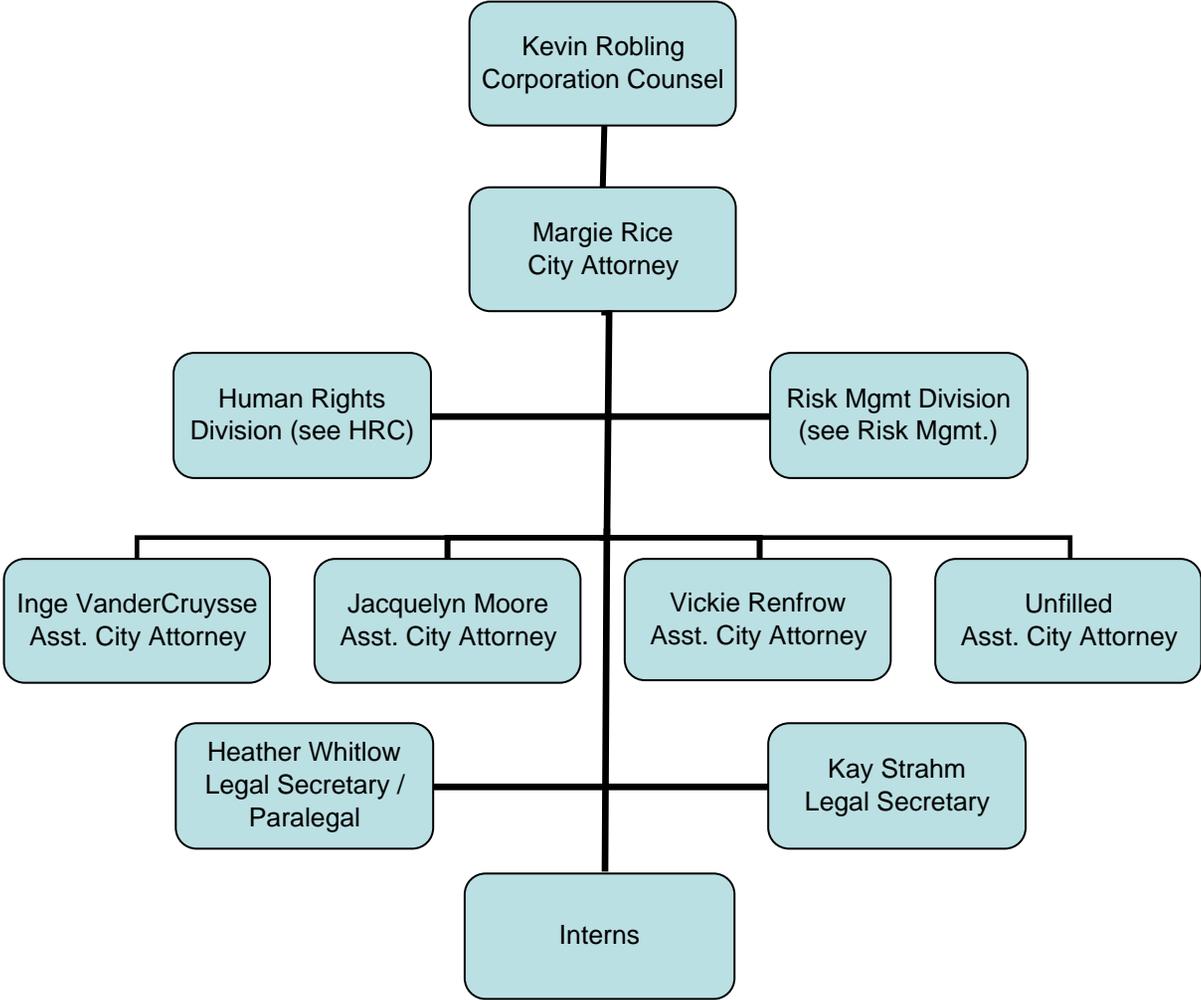
While Indiana law firms have not necessarily been on the cutting edge of creating sustainability tools for their offices, we hope to learn from efforts being made in other areas of the United States. We recognize that our day-to-day office operations impact our environment. As such, we will continue our efforts to recycle and reduce our own energy and paper consumption. We will look for opportunities to send and receive documents electronically and will consult with Information and Technology Services (ITS) to reduce the number of individual, desktop printers in our office. We also intend to purchase more online products for research and our license-required Continuing Legal Education materials and hope a noticeable reduction in our office law library results. In addition, we hope to begin transitioning our official document storage – known to us as “Contract Central” - to a virtual filing cabinet. This will not

only reduce our paper and printing demands, but may eventually assist the public in accessing our documents and making public records requests easier and faster. To the extent that we have success in these areas, we hope to share our ideas with our professional partners and municipal associates locally and across the state, encouraging the ability to file documents with local and state offices and courts electronically.

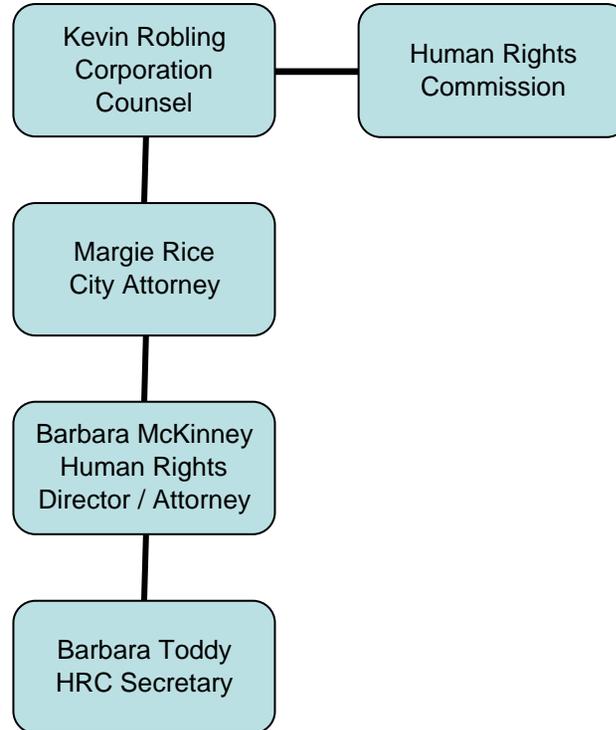
Looking more broadly at the way we represent our clients and work with them in the community, we see opportunities to take the socially responsible ideas our clients generate and turn them into legal reality. This effort cannot be reduced to a specific list, but is rather a commitment to educate ourselves in such a way that we view each project with which we assist through the lens of sustainability. We can produce agreements that protect and uphold the partnerships made and the collaborative ideas generated by and between departments and community groups. We can review, write and enforce ordinances in a way that always assesses the social impact and does not lose sight of the bigger picture, so to speak. We can assist those responsible for economic and sustainable development with all the legal steps necessary to make sure that their ideas can be realized and, ultimately, the citizens of Bloomington benefitted. Simply put, we can find ways that the law can help enhance our clients' projects, rather than hinder them.

Your support of the Legal Department's budget is very much appreciated. The City Legal Department looks forward to working with you and your legal staff in 2011 and to assisting with your efforts to Redefine Prosperity in Bloomington.

LEGAL



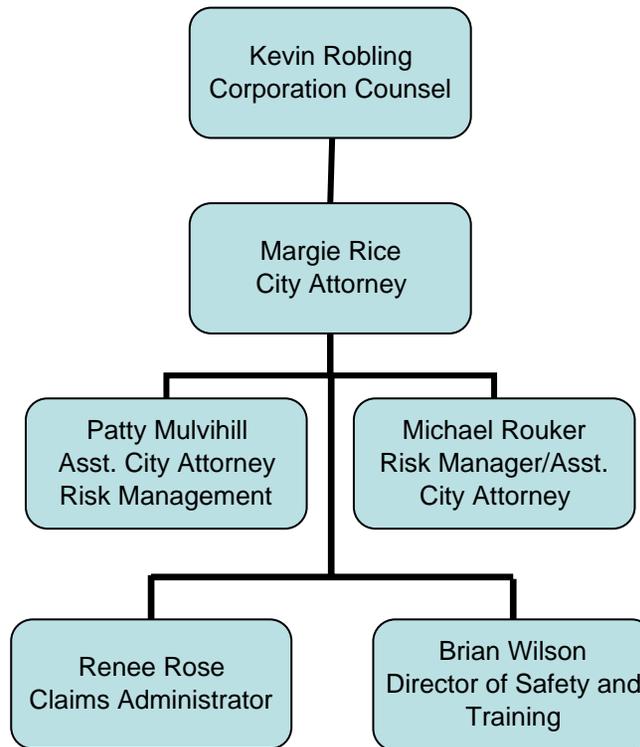
HUMAN RIGHTS DIVISION



Department: LEGAL - TOTAL		2009	2009	2010	2011	\$	%
Fund: GENERAL (101-10,23)		Budget *	Actual	Budget **	Request	Change	Change
* Budget amounts include all appropriations approved. ** Budget amounts include appropriations approved through June 30th.							
1 PERSONAL SERVICES			FTE:	8.00	8.25		
11 Salaries & Wages							
1110 Salaries & Wages - Regular	505,525	507,863	481,816	485,683	3,868	0.80%	
1120 Salaries & Wages - Temporary	8,575	7,209	8,575	8,575			
1130 Salaries & Wages - Overtime							
12 Employee Benefits							
1210 FICA	40,314	38,850	37,515	37,811	296	0.79%	
1220 PERF	55,729	55,952	53,000	54,640	1,640	3.09%	
1230 Health Insurance	57,825	57,825	53,006	53,542	536	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	1,431	1,431		1,816	1,816		
TOTAL - CATEGORY 1:	669,399	669,130	633,911	642,067	8,156	1.29%	
2 SUPPLIES							
21 Office Supplies							
2110 Office Supplies	4,330	1,755	3,430	3,430			
22 Operating Supplies							
2210 Institutional & Medical		68					
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	20,680	22,486	13,620	13,620			
2420 Other Supplies		75					
2430 Uniforms and Tools							
TOTAL - CATEGORY 2:	25,010	24,383	17,050	17,050			
3 OTHER SERVICES & CHARGES							
31 Professional Services							
3110 Engineering & Architectural							
3120 Special Legal Services	13,200	2,053	13,200	13,200			
3130 Medical							
3140 Exterminator Services							
3150 Communications Contract							
3160 Instruction	5,680	3,476	5,396	5,396			
3170 Mgt. Fees, Consultants & Workshops	350	306	350	350			
32 Communication & Transportation							
3210 Telephone	1,920	2,656	1,995	1,995			
3220 Postage	250	74	250	250			
3230 Travel	997	802	997	997			
3240 Freight/Other							
3250 Pagers							
33 Printing & Advertising							
3310 Printing	3,300	637	3,300	3,300			
3320 Advertising	297	83	297	297			

Department: LEGAL - TOTAL		2009	2009	2010	2011	\$	%
Fund: GENERAL (101-10,23)		Budget *	Actual	Budget **	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	115	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	13,473	14,199	14,199		
	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	1,272	1,248	1,248		
	3991 3991 Crime Control						
TOTAL - CATEGORY 3:		42,429	24,945	42,222	42,222		
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:		736,838	718,458	693,183	701,339	8,156	1.18%

RISK MANAGEMENT



Department: Risk Management		2009	2009	2010	2011	\$	%
Fund: Risk Management (800-10-00000-E		Budget *	Actual	Budget **	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	201,825	165,344	206,651	208,012	1,362	0.66%
1120	Salaries & Wages - Temporary						
1130	Salaries & Wages - Overtime						
12	Employee Benefits						
1210	FICA	15,440	12,027	15,809	15,913	104	0.66%
1220	PERF	21,696	18,416	22,732	23,401	670	2.95%
1230	Health Insurance	25,700	25,700	25,700	25,960	260	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	636	636		908	908	
TOTAL - CATEGORY 1:		265,297	222,124	270,891	274,195	3,304	1.22%
2 SUPPLIES							
21	Office Supplies						
2110	Office Supplies	1,078	1,064	1,078	1,078		
22	Operating Supplies						
2210	Institutional & Medical						
2220	Agricultural Supplies						
2230	Garage & Motor Supplies						
2240	Fuel & Oil	4,100	1,963	2,500	2,500		
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	1,000	1,685	490	490		
2420	Other Supplies	1,960	879	1,960	1,960		
2430	Uniforms and Tools	38,000	37,798	38,000	38,000		
TOTAL - CATEGORY 2:		46,138	43,388	44,028	44,028		
3 OTHER SERVICES & CHARGES							
31	Professional Services						
3110	Engineering & Architectural						
3120	Special Legal Services						
3130	Medical						
3140	Exterminator Services						
3150	Communications Contract						
3160	Instruction	4,195	1,093	4,195	4,195		
3170	Mgt. Fees, Consultants & Workshops						
32	Communication & Transportation						
3210	Telephone	198	189	198	198		
3220	Postage	1,485	59	1,485	1,485		
3230	Travel						
3240	Freight/Other						
3250	Pagers						
33	Printing & Advertising						
3310	Printing	743		743	743		
3320	Advertising						

Department: Risk Management		2009	2009	2010	2011	\$	%
Fund: Risk Management (800-10-00000-5		Budget *	Actual	Budget **	Request	Change	Change
34	Insurance						
	3410 Liability & Casualty Premiums	59,097	8,729	51,500	51,500		
	3420 Worker's Comp. & Risk Admin.	571,000	620,883	330,000	330,000		
35	Utility Services						
	3510 Electrical Services						
	3520 Street Lights/Traffic Signals						
	3530 Water & Sewer						
	3540 Natural Gas						
36	Repairs & Maintenance						
	3610 Building						
	3620 Motor	1,300	1,300	1,100	1,100		
	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	12,592	4,059	4,059		
	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	865	5,346	5,346		
	3991 3991 Crime Control						
	TOTAL - CATEGORY 3:	661,018	658,811	411,726	411,726		
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:		972,453	924,323	726,645	729,949	3,304	0.45%