



# Memorandum

To: Members of the City of Bloomington Common Council  
From: Kevin Robling, Corporation Counsel, Legal Department  
Date: July 20, 2009

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The budget of the City of Bloomington Legal Department is reflective of the department's unique mission. That is, the 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 may be 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 department consists of what everyone thinks of when they think of "Legal" –lawyers, legal support staff, and a law library – but it also consists of the Human Rights Division and the Risk Management Division. The budgets are broken down accordingly.

Already, 2009 has been a great year for the City and the City's Legal Department. We successfully negotiated the purchase of an estimated \$10,000,000.00 facility for well below the appraised value and asking price. We navigated the legal waters to close that deal and to make the dream a reality. We negotiated the lease of an underutilized City facility to the Project School – providing a better use for the facility, a steady stream of income for the Parks Department, substantial upgrades to the structure and, of course, providing an opportunity for the community to have a unique, project-oriented school for students who have historically been left behind in the traditional school setting. We are negotiating a collective-bargaining agreement with the City of Bloomington firefighters, which will guarantee a percentage wage increase in a time when many other municipalities are laying off firefighters or freezing wages.

Despite being inherently an internal service department, the Legal Department is also a key player in furthering the City's focus on the 4Cs - Community Commerce, Collaboration, Condition and Character. By keeping an eye toward 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 and Sustainable 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.

As I've said before and will continue to say, 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 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 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.

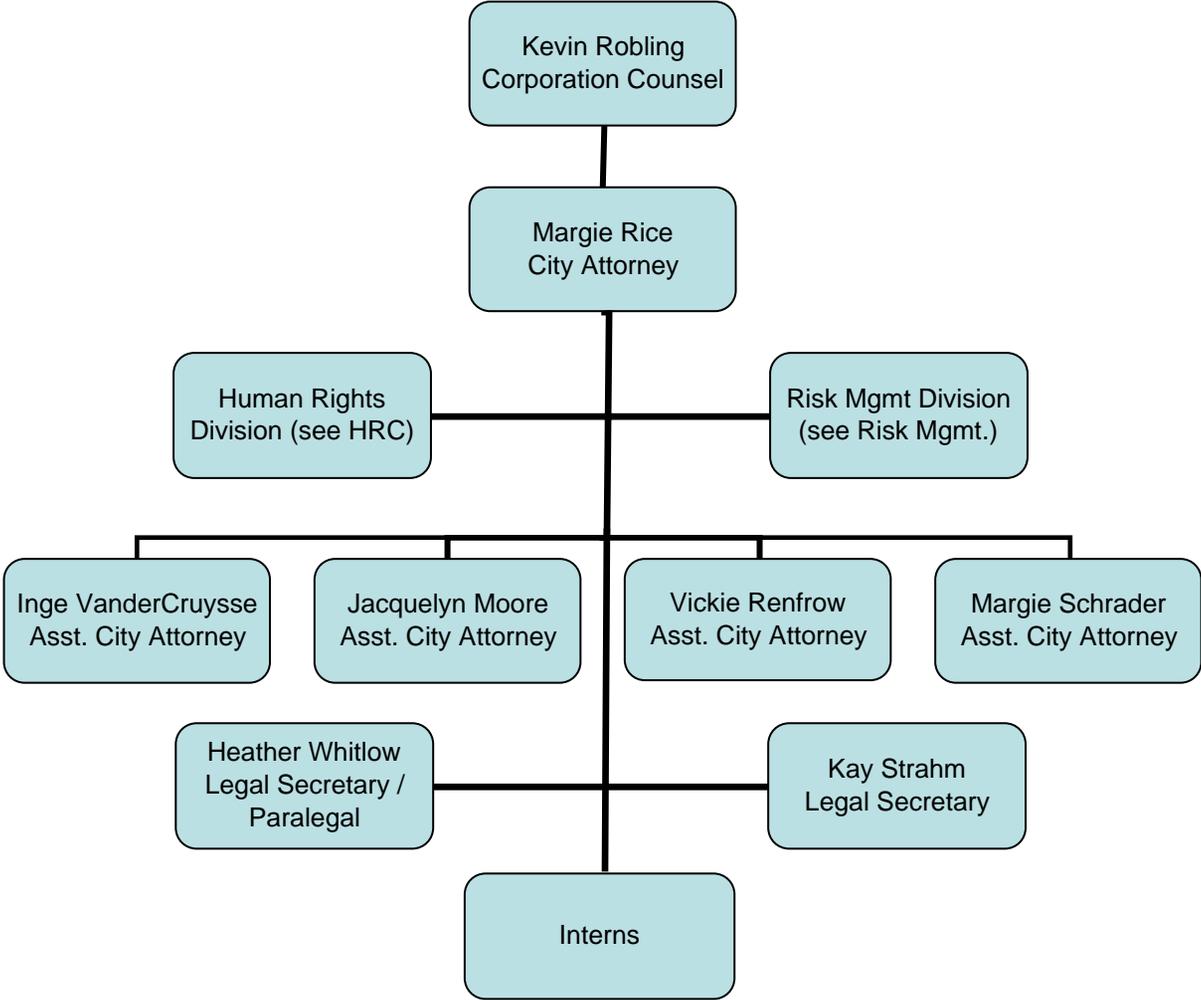
As each of the Cs is discussed, it is clear that the three mentioned above all relate directly to and promote the last – that of **Community Character**. The City of Bloomington is a special, unique place to live and has been for generations. It is a place where people come from

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.

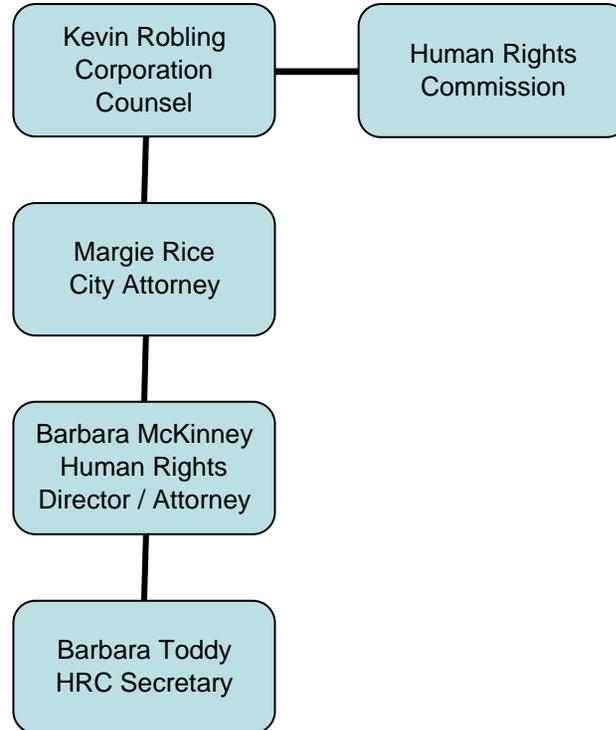
Conclusion:

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



# HUMAN RIGHTS DIVISION



### Legal 2009 Budget vs. 2010 Budget

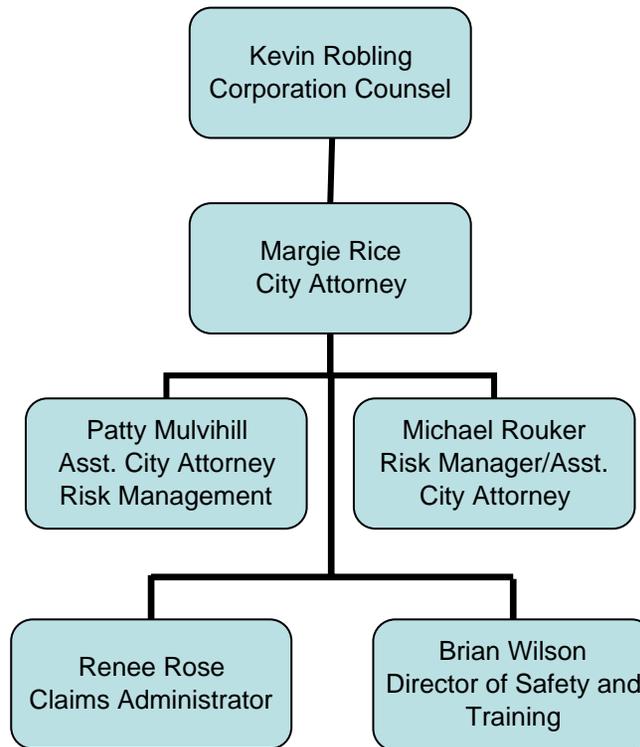
Budget Allocation	2009 Budget			2010 Budget			\$ Change
	General Fund	Other Funds	Total	General Fund	Other Funds	Total	
100 - Personal Service	682,284		682,284	633,911		633,911	(48,373)
200 - Supplies	25,010		25,010	17,050		17,050	(7,960)
300 - Other Services	42,429		42,429	42,222		42,222	(207)
400 - Capital Outlays	0		0	0		0	0
<b>Total</b>	<b>749,723</b>	<b>0</b>	<b>749,723</b>	<b>693,183</b>	<b>0</b>	<b>693,183</b>	<b>(56,540)</b>

Employees	2009 Budget	2010 Budget	# Change
Regular	9.00	8.25	-0.75
Temporary	0.00	0.00	0.00
<b>Total</b>	<b>9.00</b>	<b>8.25</b>	<b>-0.75</b>

Department: LEGAL - TOTAL	2008	2008	2009	2010	\$	%
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.						
<b>1 PERSONAL SERVICES</b>		<b>FTE:</b>	<b>9.00</b>	<b>8.25</b>		
11 Salaries & Wages						
1110 Salaries & Wages - Regular	459,147	467,082	518,410	481,816	-36,594	(7.06%)
1120 Salaries & Wages - Temporary	8,575	3,176	8,575	8,575		
1130 Salaries & Wages - Overtime						
12 Employee Benefits						
1210 FICA	35,781	33,736	40,314	37,515	-2,799	(6.94%)
1220 PERF	48,210	47,720	55,729	53,000	-2,729	(4.90%)
1230 Health Insurance	57,249	57,249	57,825	53,006	-4,819	(8.33%)
1240 Unemployment Compensation						
1250 New Officer Medicare						
1260 Clothing Allowance						
1270 Police PERF						
1280 Fire PERF						
13 Other Personal Services						
1310 Other Personal Services	1,269	1,269	1,431		-1,431	(100.00%)
<b>TOTAL - CATEGORY 1:</b>	<b>610,231</b>	<b>610,231</b>	<b>682,284</b>	<b>633,911</b>	<b>-48,373</b>	<b>(7.09%)</b>
<b>2 SUPPLIES</b>						
21 Office Supplies						
2110 Office Supplies	3,430	3,493	4,330	3,430	-900	(20.79%)
22 Operating Supplies						
2210 Institutional & Medical		414				
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	17,965	20,680	13,620	-7,060	(34.14%)
2420 Other Supplies	123	67				
2430 Uniforms and Tools						
<b>TOTAL - CATEGORY 2:</b>	<b>22,173</b>	<b>21,939</b>	<b>25,010</b>	<b>17,050</b>	<b>-7,960</b>	<b>(31.83%)</b>
<b>3 OTHER SERVICES &amp; CHARGES</b>						
31 Professional Services						
3110 Engineering & Architectural						
3120 Special Legal Services	9,200	10,401	13,200	13,200		
3130 Medical						
3140 Exterminator Services						
3150 Communications Contract						
3160 Instruction	3,496	4,090	5,680	5,396	-284	(5.00%)
3170 Mgt. Fees, Consultants & Workshops	297	224	350	350		
32 Communication & Transportation						
3210 Telephone	1,599	2,388	1,920	1,995	75	3.91%
3220 Postage	250	150	250	250		
3230 Travel	997	2,037	997	997		
3240 Freight/Other						
3250 Pagers						
33 Printing & Advertising						
3310 Printing	2,475	1,589	3,300	3,300		
3320 Advertising	297	160	297	297		

<b>Department: LEGAL - TOTAL</b>		<b>2008</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>\$</b>	<b>%</b>
<b>Fund: GENERAL (101-10,23)</b>		<b>Budget *</b>	<b>Actual</b>	<b>Budget **</b>	<b>Request</b>	<b>Change</b>	<b>Change</b>
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	102	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	10,914	13,860	14,199	339	2.45%
	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	2,789	1,585	1,248	-337	(21.24%)
	3991 3991 Crime Control						
<b>TOTAL - CATEGORY 3:</b>		<b>35,046</b>	<b>34,844</b>	<b>42,429</b>	<b>42,222</b>	<b>-207</b>	<b>(0.49%)</b>
<b>4 CAPITAL OUTLAYS</b>							
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						
<b>TOTAL - CATEGORY 4:</b>							
<b>TOTAL - ALL CATEGORIES:</b>		<b>667,450</b>	<b>667,014</b>	<b>749,723</b>	<b>693,183</b>	<b>-56,540</b>	<b>(7.54%)</b>

# RISK MANAGEMENT



### Risk Management's 2009 Budget vs. 2010 Budget

Budget Allocation	2009 Budget			2010 Budget			\$ Change
	General Fund	Other Funds	Total	General Fund	Other Funds	Total	
100 - Personal Services		265,297	265,297		270,891	270,891	5,594
200 - Supplies		46,138	46,138		44,028	44,028	(2,110)
300 - Other Services		403,421	403,421		411,726	411,726	8,305
400 - Capital Outlays		0	0		0	0	0
<b>Total</b>	<b>0</b>	<b>714,856</b>	<b>714,856</b>	<b>0</b>	<b>726,645</b>	<b>726,645</b>	<b>11,789</b>

Employees	2009 Budget		2010 Budget		# Change
Regular	4.00		4.00		0.00
Temporary					0.00
<b>Total</b>	<b>4.00</b>		<b>4.00</b>		<b>0.00</b>

Department: Risk Management		2008	2008	2009	2010	\$	%
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.							
<b>1 PERSONAL SERVICES</b>			<b>FTE:</b>	<b>4.000</b>	<b>4.000</b>		
11 Salaries & Wages							
1110 Salaries & Wages - Regular	151,997	160,523	201,825	206,651	4,826	2.39%	
1120 Salaries & Wages - Temporary							
1130 Salaries & Wages - Overtime							
12 Employee Benefits							
1210 FICA	15,300	11,545	15,440	15,809	369	2.39%	
1220 PERF	21,000	16,228	21,696	22,732	1,036	4.77%	
1230 Health Insurance	25,444	25,444	25,700	25,700			
1240 Unemployment Compensation							
1250 New Officer Medicare							
1260 Clothing Allowance							
1270 Police PERF							
1280 Fire PERF							
13 Other Personal Services							
1310 Other Personal Services	564	564	636		-636	(100.00%)	
<b>TOTAL - CATEGORY 1:</b>	<b>214,305</b>	<b>214,305</b>	<b>265,297</b>	<b>270,891</b>	<b>5,594</b>	<b>2.11%</b>	
<b>2 SUPPLIES</b>							
21 Office Supplies							
2110 Office Supplies	1,078	1,082	1,078	1,078			
22 Operating Supplies							
2210 Institutional & Medical		22					
2220 Agricultural Supplies							
2230 Garage & Motor Supplies							
2240 Fuel & Oil	4,000	3,148	4,100	2,500	-1,600	(39.02%)	
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	2,020	1,000	490	-510	(51.00%)	
2420 Other Supplies	1,960	1,898	1,960	1,960			
2430 Uniforms and Tools	33,320	32,678	38,000	38,000			
<b>TOTAL - CATEGORY 2:</b>	<b>40,848</b>	<b>40,848</b>	<b>46,138</b>	<b>44,028</b>	<b>-2,110</b>	<b>(4.57%)</b>	
<b>3 OTHER SERVICES &amp; CHARGES</b>							
31 Professional Services							
3110 Engineering & Architectural							
3120 Special Legal Services	48,000	55,282					
3130 Medical							
3140 Exterminator Services							
3150 Communications Contract							
3160 Instruction	495	922	4,195	4,195			
3170 Mgt. Fees, Consultants & Workshops							
32 Communication & Transportation							
3210 Telephone	198	10	198	198			
3220 Postage	1,485	8	1,485	1,485			
3230 Travel							
3240 Freight/Other							
3250 Pagers							
33 Printing & Advertising							
3310 Printing	743		743	743			
3320 Advertising							

<b>Department:</b> Risk Management		<b>2008</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>\$</b>	<b>%</b>
<b>Fund:</b> Risk Management (800-10-00000-5		<b>Budget *</b>	<b>Actual</b>	<b>Budget **</b>	<b>Request</b>	<b>Change</b>	<b>Change</b>
34	Insurance						
	3410 Liability & Casualty Premiums	50,000	45,873	51,500	51,500		
	3420 Worker's Comp. & Risk Admin.	600,000	605,728	321,000	330,000	9,000	2.80%
35	Utility Services						
	3510 Electrical Services						
	3520 Street Lights/Traffic Signals						
	3530 Water & Sewer						
	3540 Natural Gas						
36	Repairs & Maintenance						
	3610 Building						
	3620 Motor	900	900	1,300	1,100	-200	(15.38%)
	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	768	3,960	4,059	99	2.50%
	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	2,229	5,940	5,346	-594	(10.00%)
	3991 Crime Control						
<b>TOTAL - CATEGORY 3:</b>		724,821	724,821	403,421	411,726	8,305	2.06%
<b>4 CAPITAL OUTLAYS</b>							
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						
<b>TOTAL - CATEGORY 4:</b>							
<b>TOTAL - ALL CATEGORIES:</b>		979,974	979,974	714,856	726,645	11,789	1.65%