

LAW DEPARTMENT

Mission Statement

The purpose of the Law Department is to manage the legal affairs of the City by providing legal advice/assistance to the officers, departments, boards, commissions, and other agencies of the City **to comply with all City, state and federal regulations**. The Law Department drafts ordinances and other legal documents of the City **and for its various** departments. This department prosecutes violators of City ordinances and supervises and directs all litigation in which the City has an interest. Additionally, the Law Department provides labor relations services in connection with collective bargaining matters between the Civil City and City Utilities.

Goals and Objectives

To provide efficient, cost effective and timely legal services through an appropriate mix of full-time attorneys and outside counsel. The department will be active in early decision making situations to limit or reduce the potential for avoidable or unnecessary litigation. The law department will apply a business-like risk analysis to pending or threatened litigation.

Performance Measurements

	<u>Actual</u> <u>2004</u>	<u>Est.</u> <u>2005</u>	<u>Est.</u> <u>2006</u>
<u>Ordinance Introduction:</u>			
Annexation	2	2	2
Board of Public Works	75	80	80
Consultant	15	15	15
Controllers's Office	25	25	25
Economic Development	65	60	60
Fire Department	0	0	0
Park Department	0	0	0
Personnel Department	25	12	12
Police Department	0	0	0
Purchasing Department	44	40	40
Zoning	40	75	75
Other	20	15	15
<u>Legal Documents produced: Utilities</u>			
Letters/Memos	156	125	125
Documents	100	90	90
Ordinances/Resolutions	300	310	310
<u>Legal Representation:</u>			
Tort claims filed	300	325	325
Lawsuits Filed (Includes EEOC)	60	70	70
Federal Appeals taken	2	3	3
State Appeals (Ind. Court of Appeals)	2	2	2
State Appeals (Indiana Supreme Court)		2	2
Deferrals	1,800	1,400	1,400
Clerk's Office			

LAW

Dept # 010-009-OFFC

2006 BUDGET COMPARISON

	2004 ACTUAL	2005 APPROVED THRU 7/31/05	2006 SUBMITTED	\$ INCREASE (DECREASE) FROM 2005 APPR TO 2006	% CHANGE FROM 2005 APPR TO 2006
4111 WAGES-REG	\$ 192,604	\$ 229,108	\$ 233,687	\$ 4,579	2.00%
4131 PERF	10,593	11,455	12,853	1,397	12.20%
4132 FICA	13,886	17,527	17,877	350	2.00%
4134 GROUP HEALTH INSUR	26,000	28,000	31,400	3,400	12.14%
4136 UNEMPLOYMENT	113	115	117	2	1.64%
4137 WORKERS COMP	251	252	299	47	18.71%
413A PERF/FRINGE	5,778	6,873	7,011	137	2.00%
413R RETIREE HEALTH INSUR	19,500	21,000	15,700	(5,300)	-25.24%
TOTAL 4100	\$ 268,725	\$ 314,331	\$ 318,944	\$ 4,613	1.47%
4212 STATIONARY/FORMS	\$ 71	\$ 184	\$ 100	\$ (84)	-45.65%
4213 COMPUTER SUPPLIES	-	150	100	(50)	-33.33%
4219 OTHER OFFICE SUPPLIES	1,464	1,120	1,120	-	0.00%
4263 OTHER REPAIR PARTS	-	150	150	-	0.00%
4299 OTHER MATERIALS	24	150	100	(50)	-33.33%
TOTAL 4200	\$ 1,559	\$ 1,754	\$ 1,570	\$ (184)	-10.49%
4311 LEGAL SERVICES	\$ 110,096	\$ 140,000	\$ 125,000	\$ (15,000)	-10.71%
431K SEMINAR FEES	3,375	2,995	2,967	(28)	-0.93%
4322 POSTAGE	2,193	3,117	2,729	(388)	-12.45%
4323 TELEPHONE	899	847	900	53	6.26%
4324 TRAVEL	718	2,775	2,295	(480)	-17.30%
4326 MILEAGE	1,014	1,100	1,100	-	0.00%
432L LONG DISTANCE	170	195	154	(41)	-21.03%
4342 LIABILITY INSUR	106	106	146	40	37.78%
4343 OFCL/CRIME BOND	30	14	20	6	42.86%
4363 CONT OTHER REPAIR	639	600	300	(300)	-50.00%
4369 CONT SERVICES	3,209	2,106	3,284	1,178	55.94%
4374 CONT OTHER RENT	1,404	1,080	1,608	528	48.89%
4391 SUBS & DUES	7,543	7,151	6,832	(319)	-4.46%
4394 JUDGMT/INDEM	-	500	250	(250)	-50.00%
4399 OTHER SERVICES	367	725	1,145	420	57.93%
TOTAL 4300	\$ 131,763	\$ 163,311	\$ 148,730	\$ (14,581)	-8.93%
4443 PUR OFFC EQP	\$ -	\$ 1,300	\$ -	\$ (1,300)	-100.00%
4451 PUR FURNITURE	2,583	-	-	-	0.00%
TOTAL 4400	\$ 2,583	\$ 1,300	\$ -	\$ (1,300)	-100.00%
TOTAL EXPENSES	\$ 404,630	\$ 480,696	\$ 469,244	\$ (11,452)	-2.38%

Law 2006-2010 Capital Improvement Program

FUNDING SOURCE CODE:	GRP-Grant Pending	PT-Property Tax
CC-Cumulative Capital Fund	LE-Lease	RB-Revenue Bond
CDBG-Community Development Block Grant	InfraBd-Infrastructure Bond	ST-State Source
CEDIT-Co. Economic Development Income Tax	LRS-Local Roads & Streets	SU-Sewer Utility
CO-County Source	MISC-Miscellaneous	SWU-Stormwater Utility
FED-Federal Source	MVH-Motor Vehicle Highway	TIF-Tax Increment Financing
GOB-General Obligation Bond	PCBF-Park Cumulative Bldg. Fund	UF-User Fee
GRA-Grant Approved	PS-Private Source	WU-Water Utility

Item #	Project Title & Description	Funding Source	Expenditure				
			2006	2007	2008	2009	2010
1	Desk Unit	PT	-	-	-	-	-
2	Computer	LE	1,230	1,230	1,230	1,230	-
3	Monitor	LE	385	-	-	-	-
4	File Cabinet	PT	-	500	-	-	-
TOTAL			1,615	1,730	1,230	1,230	-

**STAFFING LEVELS
BUDGETED
LAW**

CLASSIFICATION TITLE	EXEMPT GRID/* UNION														
		98	99	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	
City Attorney *	H	1	1	1	1	1	1	1	1	1	1	1	1	1	
Administrative Assistant	A	1	1	1	1	1	1	1	1	1	1	1	1	1	
Labor Relations Specialist */**	D	1	1	0	0	0	0	0	0	0	0	0	0	0	
Associate City Attorneys	H	6	6	2	2	2	2	2	2	2	2	2	2	2	
TOTAL		9	9	4	4	4	4	4	4	4	4	4	4	4	

* Represents Grid and Salary Ordinance changes

** Position moved to Human Resources in 2000.