

Law Department

Mission Statement

To provide effective and efficient legal advice and representation to all elected and appointed officials and to all City departments in order to enable the City government to operate at maximum potential with minimal risk.

Fiscal Year 2012 Accomplishments

Municipal Law - Streamlined claims process so that categories of claims are each handled by a single attorney.

Municipal Law - Created a comprehensive claims template.

Municipal Law - Obtained increased legal electronic research for all attorneys.

Municipal Law - Continued legal internship program with steady stream of participating students.

Municipal Law - Participated in local seminars on pertinent areas of law.

Fiscal Year 2013 Desired Outcomes

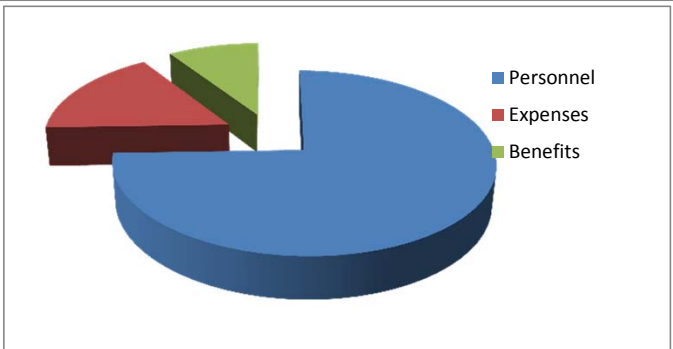
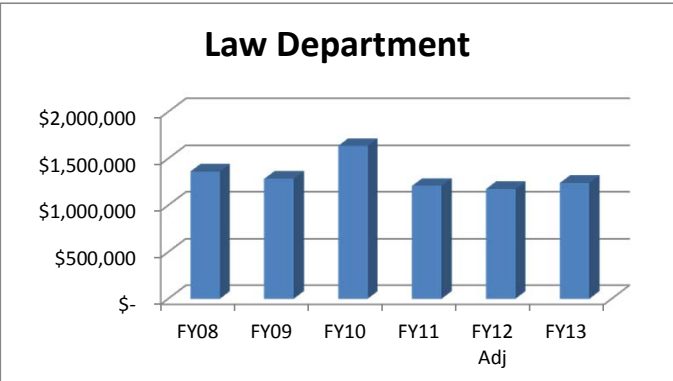
Telecommunications - Favorable contracts with all cable providers

Labor Law - Reduced labor grievances/litigation

Education Law - Reduced education-related litigation

Municipal Law - Increased collections

Retirement - Proper application of Chapter 32 retirement law, including recent Pension Reform Act



Department Detail

	Actual				Adj Budget		Proposed
	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	
Expenditure by Core Function							
Personnel	\$ 837,457	\$ 796,299	\$ 883,256	\$ 823,884	\$ 898,743	\$ 922,865	
Expenses	\$ 423,522	\$ 390,255	\$ 648,347	\$ 292,124	\$ 198,152	\$ 201,970	
Benefits	\$ 100,589	\$ 97,376	\$ 104,428	\$ 91,803	\$ 76,999	\$ 114,308	
Total	\$ 1,361,568	\$ 1,283,930	\$ 1,636,031	\$ 1,207,811	\$ 1,173,894	\$ 1,239,143	
% Incr		-5.70%	27.42%	-26.17%	-2.81%	5.56%	
Personnel							
Full-Time	9	9	10	10	10	10	
Part-Time	3	1	0	0	1	1	
Total	12	10	10	10	11	11	

Outcome #1 - Favorable contracts with all cable providers**Target****Strategy #1. Consolidate ascertainties**

Sign shorter contracts to synchronize contract timelines July 2012
Ascertain comprehensive cable related needs Citywide June 2013

Strategy #2. Develop working group

Seek and select working group members December 2012
Establish working group January 2013
Evaluate and prioritize telecomm needs June 2013

Outcome #2: Reduced labor grievances/litigation**Target****Strategy #1. Open lines of communication with Department Heads and Union Leadership**

Attend meetings with Department Heads and Union leadership regarding outstanding and anticipated issues Quarterly
Establish Open Door policy in Law Department for labor issues June 2012

Strategy #2. Understand recent changes in labor law

Attend pertinent seminars Quarterly
Network with other labor attorneys Monthly

Outcome #3: Reduced education-related litigation**Target****Strategy #1. Work with administrators and special educators**

Regular training Quarterly
Assign staff members to answer daily education questions June 2012

Strategy #2. Understand recent changes in education law

Attend pertinent seminars Quarterly
Communicate changes in law to clients Ongoing
Network with other education law attorneys Monthly

Outcome #4: Increased collections**Target****Strategy #1. Simplify payments**

Examine accepting credit cards for fees January 2013
Explore online options for collections June 2013

Strategy #2. Streamline the process for outstanding debts

Develop internal list for repeat debtors January 2013
Work with Police, Fire and ISD on developing internal debt collection procedures June 2013

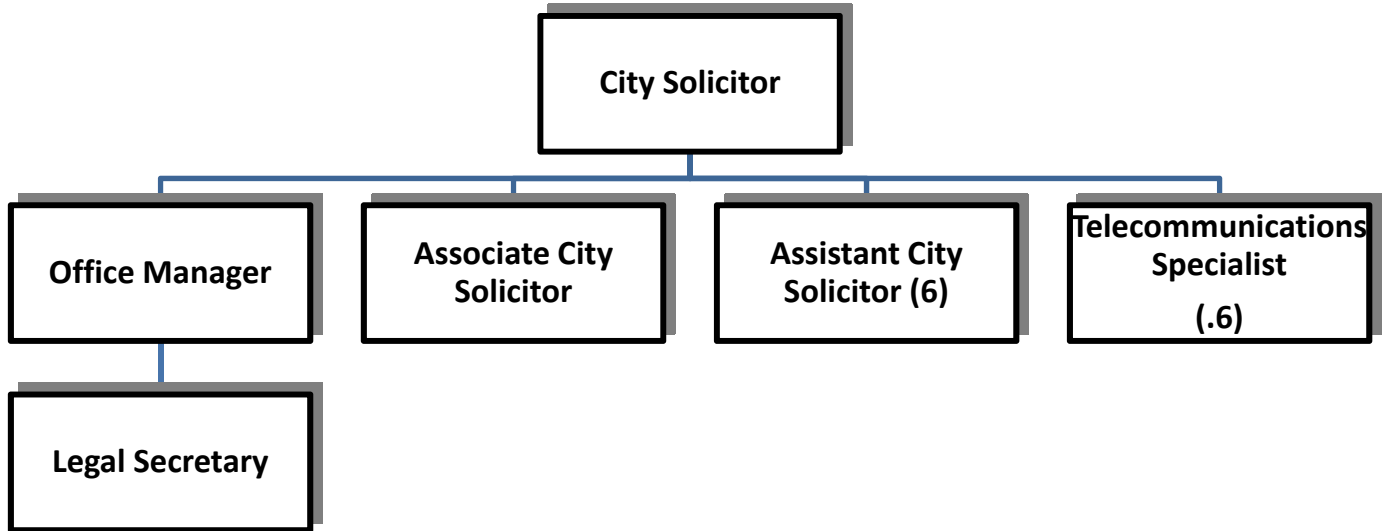
Outcome #5: Proper application of Chapter 32 retirement law**Target****Strategy #1. Ensure Retirement Board is up to date on Chapter 32**

Attend regular Retirement Board meetings Monthly
Address legal issues as they arise Ongoing
Consult PERAC staff Monthly

Strategy #2. Ensure retirement appeals are properly processed under Chapter 32

Review regional medical panel information prior to Board action Ongoing
Represent Retirement Board on administrative appeals Ongoing

LAW



FUND: 01 - GENERAL FUND
DEPARTMENT: 108 - CITY SOLICITOR

**CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL**

	ACTUAL 2010	ACTUAL 2011	AMENDED 2012	YTD 03/31/2012	RECOMMENDED 2013	CHANGE 2012 to 2013
DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	883,256	823,884	898,743	680,351	922,865	24,122
52 - EXPENSES	648,347	292,124	198,152	115,719	201,970	3,818
57 - FRINGE BENEFITS	104,428	91,803	76,999	84,776	114,308	37,309
TOTAL DEPARTMENT	1,636,031	1,207,812	1,173,894	880,846	1,239,143	65,249
LEGAL						
51 - PERSONAL SERVICES	883,256	823,884	898,743	680,351	922,865	24,122
52 - EXPENSES	397,894	131,391	98,152	67,627	101,970	3,818
57 - FRINGE BENEFITS	104,428	91,803	76,999	84,776	114,308	37,309
TOTAL LEGAL	1,385,579	1,047,079	1,073,894	832,754	1,139,143	65,249
LEGAL SETTLEMENTS						
52 - EXPENSES	250,453	160,733	100,000	48,092	100,000	0
TOTAL LEGAL SETTLEMENTS	250,453	160,733	100,000	48,092	100,000	0

FUND: 01 - GENERAL FUND
DEPARTMENT: 108 - CITY SOLICITOR

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2010	ACTUAL FY2011	AMENDED 2012	YTD 03/31/2012	RECOMMENDED 2013	CHANGE 2012 to 2013
108 - CITY SOLICITOR						
0110801 - LEGAL						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	779,117	799,467	840,938	633,416	872,552	31,615
511101 PART TIME < 20 HRS/WK	23,600	400	0	0	0	0
511102 PART TIME > 20 HRS/WK	0	0	45,180	34,311	46,713	1,532
514001 LONGEVITY	4,450	4,150	4,375	4,375	3,600	-775
515002 SEVERANCE PAY	76,089	19,867	0	0	0	0
515005 BONUSES	0	0	8,250	8,250	0	-8,250
TOTAL PERSONAL SERVICES	883,256	823,884	898,743	680,351	922,865	24,122
EXPENSES						
52401 OFFICE EQUIPMENT R-M	540	432	432	432	50	-382
52410 SOFTWARE MAINTENANC	0	0	896	896	0	-896
5274 RENTAL - EQUIPMENT	0	0	1,605	688	2,750	1,145
5301 CONSULTANTS	6,125	0	4,895	0	6,500	1,605
5309 LEGAL SERVICES	329,069	67,107	25,000	21,000	25,000	0
5314 REGIST/RECORDING FEES	3,184	1,445	4,096	215	4,000	-96
5315 COURT COSTS/WITNESS	1,780	3,263	2,500	2,391	3,000	500
53401 TELEPHONE	769	732	800	533	800	0
5341 POSTAGE	2,222	2,439	2,404	2,154	2,000	-404
5342 PRINTING	5,705	9,429	6,704	3,521	7,500	796
5343 ADVERTISING/PUBLICATIO	688	688	0	0	0	0
5420 OFFICE SUPPLIES	4,622	4,363	4,200	4,073	4,200	0
5592 BOOKS/MANUALS/PERIOD	38,845	34,683	39,000	27,432	39,000	0
5710 VEHICLE USE REIMBURSE	1,870	1,259	2,000	1,135	2,000	0
5711 IN-STATE CONFERENCES	175	3,132	1,100	1,087	2,000	900
5730 DUES & SUBSCRIPTIONS	2,300	2,420	2,520	2,070	3,170	650
TOTAL EXPENSES	397,894	131,391	98,152	67,627	101,970	3,818
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	1,395	817	970	1,335	2,280	1,310
57HLTH HEALTH INSURANCE	93,252	80,585	66,424	74,769	99,917	33,493
57LIFE BASIC LIFE INSURANCE	283	245	170	260	341	170
57MEDA MEDICARE PAYROLL TAX	9,498	10,156	9,435	8,413	11,771	2,336
TOTAL FRINGE BENEFITS	104,428	91,803	76,999	84,776	114,308	37,309
TOTAL LEGAL	1,385,579	1,047,079	1,073,894	832,754	1,139,143	65,249
0110893 - LEGAL SETTLEMENTS						
EXPENSES						
5725 CLAIMS/SETTLEMENTS	250,453	160,733	100,000	48,092	100,000	0
TOTAL EXPENSES	250,453	160,733	100,000	48,092	100,000	0
TOTAL LEGAL SETTLEMENTS	250,453	160,733	100,000	48,092	100,000	0
TOTAL CITY SOLICITOR	1,636,031	1,207,812	1,173,894	880,846	1,239,143	65,249

FUND: 01 - GENERAL FUND
 DEPARTMENT: 108 - CITY SOLICITOR

**CITY OF NEWTON BUDGET
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2012			2013		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	FULL TIME SALARIES	HI	1.0	81,137	HI	1.00	84,023
	City Solicitor	H15	1.0	111,920	H15	1.00	115,608
	Assoc. City Solicitor	H12	1.0	106,467	H12	1.00	110,013
	Asst. City Solicitor	H11	1.0	87,417	H11	1.00	90,466
	Asst. City Solicitor	H11	4.0	344,699	H11	4.00	356,769
	Office Manager	H06	1.0	61,879	H06	1.00	64,264
	Legal Secretary II	H04	1.0	49,351	H04	1.00	51,409
	Account Totals:		10.0	842,869		10.00	872,552
511102	PART TIME > 20 HRS/WK	HI	0.6	44,764	HI	0.60	46,713
	Account Totals:		0.6	44,764		0.60	46,713
	Report Totals:		10.6	887,633		10.60	919,265