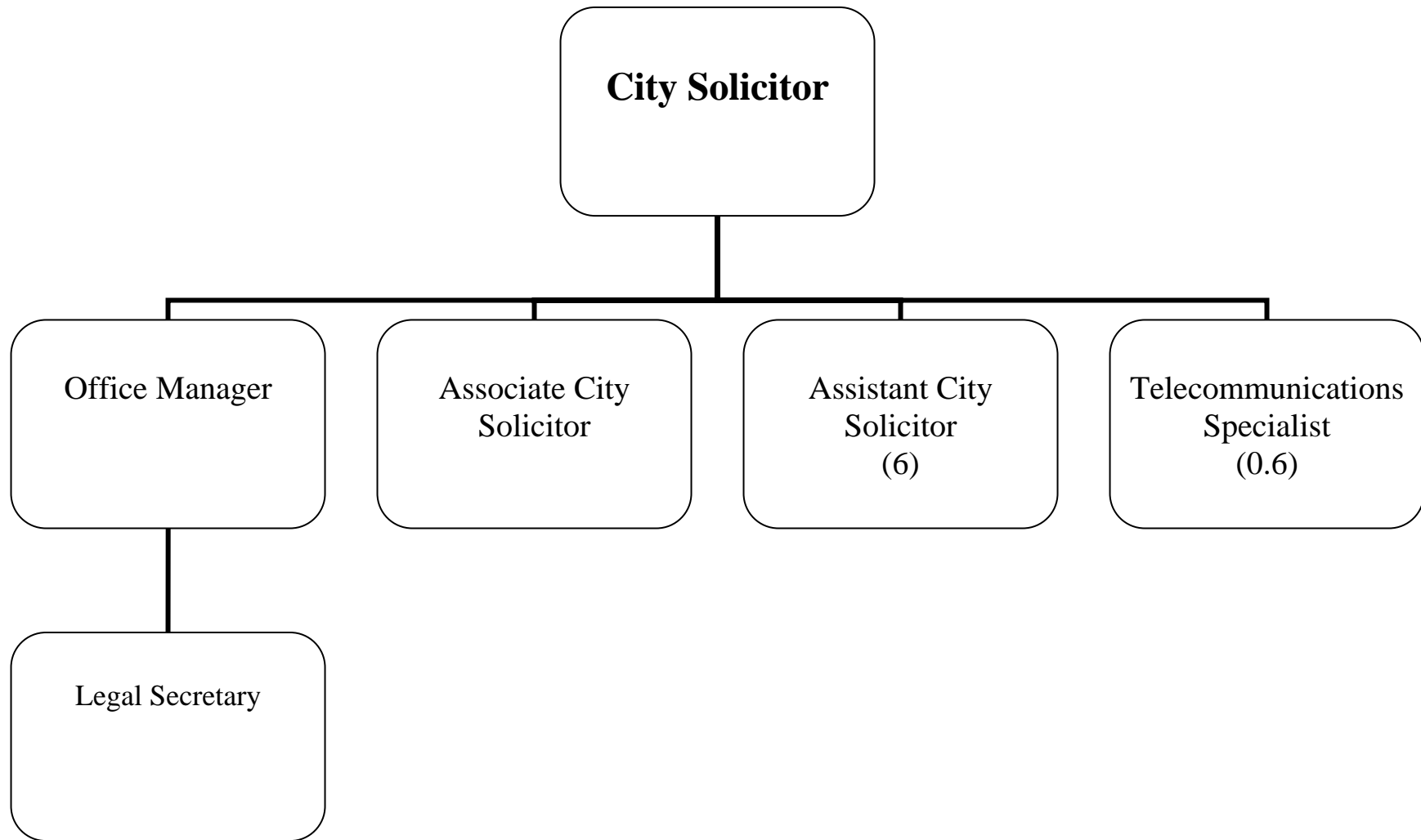


FUND: 01 – GENERAL FUND  
DEPARTMENT: 108 – CITY SOLICITOR



## LAW

### **DEPARTMENT MISSION**

The Law Department's mission is 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.

The duties and responsibilities of the Law Department include:

- commencing and prosecuting legal proceedings;
- defending all claims and suits brought against the City, its officers and employees;
- furnishing City officials with legal opinions and advice relative to any subject affecting city business and operations;
- drafting, negotiating and reviewing deeds, contracts, leases, licenses and conveyances;
- drafting and reviewing City Charter and Ordinance Amendments and special and general legislation;
- handling labor grievances and arbitrations and negotiating collective bargaining agreements.

### **ACCOMPLISHMENTS**

- Brought labor law function in-house to an existing vacant position in the Law Department saving over \$150,000 annually.
- Established code and zoning enforcement teams with Inspectional Services and Health Departments ensuring city-wide ordinance compliance.

### **MAKING GOVERNMENT MORE EFFECTIVE**

- Activity: Streamline claims into categories that are handled by a single attorney.

Goal: To promote expertise in particular types of claims and create specific point persons for each type of claim. Managing claims in this manner will also enable the Law Department to keep track of chronic problems and better implement corrective measures with other departments.

- Activity: Provide comprehensive templates for claims on 311.

Goal: To make it easier for individuals to understand the claims process without the need to call customer service or the Mayor's office.

### **INVESTING FOR THE FUTURE**

- Activity: Obtain full access to legal electronic research for all attorneys.

Goal: To have full on-line up-to-date access to all relevant legal materials which will reduce the need for many collections in the law library.

- Activity: Obtain latest Windows software for Law Department.

Goal: To obtain new features that will reduce time for attorneys who are performing their own word processing documents.

### **STRETCHING FOR EXCELLENCE**

- Activity: Participate in local seminars on pertinent areas of law.

Goal: To obtain information on latest legal trends locally.

- Activity: Keeping a steady stream of legal interns.

Goal: To choose top-notch experienced law students and lawyers to serve in unpaid internship positions to assist in research and other projects.

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

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

	ACTUAL 2009	ACTUAL 2010	ORIGINAL 2011	AMENDED 2011	RECOMMENDED 2012	APPROPRIATION CHANGE 2011 To 2012	
<b>DEPARTMENT SUMMARY</b>							
51 - PERSONAL SERVICES	796,299	883,256	813,716	813,716	881,653	67,937	8%
52 - EXPENSES	390,255	648,347	237,443	292,909	199,252	-93,657	-32%
57 - FRINGE BENEFITS	97,376	104,428	102,977	102,977	84,499	-18,478	-18%
<b>TOTAL DEPARTMENT</b>	<b>1,283,931</b>	<b>1,636,031</b>	<b>1,154,136</b>	<b>1,209,602</b>	<b>1,165,405</b>	<b>-44,197</b>	<b>-4%</b>
<b>LEGAL</b>							
51 - PERSONAL SERVICES	796,299	883,256	813,716	813,716	881,653	67,937	8%
52 - EXPENSES	289,746	397,894	167,443	167,443	99,252	-68,191	-41%
57 - FRINGE BENEFITS	97,376	104,428	102,977	102,977	84,499	-18,478	-18%
<b>TOTAL LEGAL</b>	<b>1,183,422</b>	<b>1,385,579</b>	<b>1,084,136</b>	<b>1,084,136</b>	<b>1,065,405</b>	<b>-18,731</b>	<b>-2%</b>
<b>LEGAL SETTLEMENTS</b>							
52 - EXPENSES	100,509	250,453	70,000	125,466	100,000	-25,466	-20%
<b>TOTAL LEGAL SETTLEMENTS</b>	<b>100,509</b>	<b>250,453</b>	<b>70,000</b>	<b>125,466</b>	<b>100,000</b>	<b>-25,466</b>	<b>-20%</b>

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

**CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL**

	ACTUAL FY2009	ACTUAL FY2010	ORIGINAL 2011	AMENDED 2011	YTD EXPENSES 2011	RECOMMENDED 2012	APPROPRIATION CHANGE FY2011 AND FY2012		
<b>108 - CITY SOLICITOR</b>									
<b>0110801 - LEGAL</b>									
<b>PERSONAL SERVICES</b>									
511001	FULL TIME SALARIES	737,672	779,117	810,341	808,884	618,043	834,522	25,639	3%
511101	PART TIME < 20 HRS/WK	0	23,600	0	400	400	44,331	43,931	0983%
511102	PART TIME > 20 HRS/WK	49,475	0	0	0	0	0	0	0%
514001	LONGEVITY	3,775	4,450	3,375	4,150	4,150	2,800	-1,350	-33%
515002	SEVERANCE PAY	5,377	76,089	0	282	282	0	-282	-100%
<b>TOTAL PERSONAL SERVICES</b>		<b>796,299</b>	<b>883,256</b>	<b>813,716</b>	<b>813,716</b>	<b>622,875</b>	<b>881,653</b>	<b>67,937</b>	<b>8%</b>
<b>EXPENSES</b>									
52401	OFFICE EQUIPMENT R-M	540	540	1,443	1,443	432	432	-1,011	-70%
52410	SOFTWARE MAINTENANCE	0	0	600	600	0	800	200	33%
5301	CONSULTANTS	7,175	6,125	8,000	8,000	0	6,500	-1,500	-19%
5309	LEGAL SERVICES	221,813	329,069	100,000	100,000	70,000	25,000	-75,000	-75%
5314	REGIST/RECORDING FEES	4,591	3,184	3,000	3,000	351	4,000	1,000	33%
5315	COURT COSTS/WITNESS FE	2,954	1,780	1,000	1,000	873	2,500	1,500	150%
53401	TELEPHONE	761	769	1,900	1,900	484	800	-1,100	-58%
5341	POSTAGE	1,985	2,222	2,000	2,000	1,678	2,000	0	0%
5342	PRINTING	679	5,705	7,000	6,312	5,645	7,500	1,188	19%
5343	ADVERTISING/PUBLICATION	0	688	0	688	688	0	-688	-100%
5420	OFFICE SUPPLIES	4,136	4,622	4,000	4,000	3,408	4,200	200	5%
5592	BOOKS/MANUALS/PERIODIC	37,485	38,845	30,000	30,000	25,147	39,000	9,000	30%
5710	VEHICLE USE REIMBURSEM	2,057	1,870	2,500	2,500	833	2,000	-500	-20%
5711	IN-STATE CONFERENCES	1,741	175	3,000	3,000	2,028	2,000	-1,000	-33%
5730	DUES & SUBSCRIPTIONS	3,830	2,300	3,000	3,000	1,620	2,520	-480	-16%
<b>TOTAL EXPENSES</b>		<b>289,746</b>	<b>397,894</b>	<b>167,443</b>	<b>167,443</b>	<b>113,187</b>	<b>99,252</b>	<b>-68,191</b>	<b>-41%</b>
<b>FRINGE BENEFITS</b>									
57DENTAL	DENTAL INSURANCE	1,726	1,395	1,107	1,107	645	970	-137	-12%
57HLTH	HEALTH INSURANCE	86,458	93,252	90,907	90,907	60,871	73,924	-16,983	-19%
57LIFE	BASIC LIFE INSURANCE	283	283	227	227	198	170	-57	-25%

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL FY2009	ACTUAL FY2010	ORIGINAL 2011	AMENDED 2011	YTD EXPENSES 2011	RECOMMENDED 2012	APPROPRIATION CHANGE FY2011 AND FY2012	
57MEDA      MEDICARE PAYROLL TAX	8,908	9,498	10,736	10,736	7,836	9,435	-1,301	-12%
<b>TOTAL FRINGE BENEFITS</b>	<b>97,376</b>	<b>104,428</b>	<b>102,977</b>	<b>102,977</b>	<b>69,550</b>	<b>84,499</b>	<b>-18,478</b>	<b>-18%</b>
<b>TOTAL LEGAL</b>	<b>1,183,422</b>	<b>1,385,579</b>	<b>1,084,136</b>	<b>1,084,136</b>	<b>805,612</b>	<b>1,065,405</b>	<b>-18,731</b>	<b>-2%</b>
<b>0110893 - LEGAL SETTLEMENTS</b>								
<b>EXPENSES</b>								
5725      CLAIMS/SETTLEMENTS	100,509	250,453	70,000	125,466	124,989	100,000	-25,466	-20%
<b>TOTAL EXPENSES</b>	<b>100,509</b>	<b>250,453</b>	<b>70,000</b>	<b>125,466</b>	<b>124,989</b>	<b>100,000</b>	<b>-25,466</b>	<b>-20%</b>
<b>TOTAL LEGAL SETTLEMENTS</b>	<b>100,509</b>	<b>250,453</b>	<b>70,000</b>	<b>125,466</b>	<b>124,989</b>	<b>100,000</b>	<b>-25,466</b>	<b>-20%</b>
<b>TOTAL CITY SOLICITOR</b>	<b>1,283,931</b>	<b>1,636,031</b>	<b>1,154,136</b>	<b>1,209,602</b>	<b>930,601</b>	<b>1,165,405</b>	<b>-44,197</b>	<b>-4%</b>

FUND: 01 - GENERAL FUND  
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**CITY OF NEWTON BUDGET  
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2011		2012	
			FTE	SALARY	FTE	SALARY
511001	City Solicitor	H15	1	110,812	1	110,812
	Assoc. City Solicitor	H12	1	105,412	1	105,412
	Asst. City Solicitor	H11	1	86,551	1	86,551
		H11	1	87,851	0	0
	Asst City Solicitor				1	80,333
	Asst. City Solicitor	H11	4	341,286	4	341,286
	Office Manager	H06	1	61,266	1	61,266
	Legal Secretary II	H04	1	48,863	1	48,863
<b>Account Totals:</b>			<b>10</b>	<b>842,040</b>	<b>10</b>	<b>834,522</b>
511101	Telecom Specialist PT		0	0	0.6	44,331
	<b>Account Totals:</b>			<b>0</b>	<b>0</b>	<b>0.6</b>
<b>Report Totals:</b>			<b>10</b>	<b>842,040</b>	<b>10.6</b>	<b>878,853</b>