

Solicitor

Mission Statement

The Solicitor's office is responsible for providing representations and advice to the City and its officials in numerous areas including but not limited to: zoning issues, employment law, civil rights, civil service, contract actions, real estate, workers' compensation, education law, tort actions involving personal injury and property damage claims. Members of the legal department regularly attend and provide advice at meetings of the City Council and sub-committees thereof and to several City boards and commissions. In addition to drafting ordinances and other legal documents, numerous verbal and written opinions are rendered to the City Council and Department Heads.

Significant Changes

Continued to provide legal counsel to municipal officials using in-house counsel and reduced the amount of funds spent on outside counsel. Worked cooperative with MIIA to manage claims against the city and significantly reduced payments of damages outside insurance policy. Settled collective bargaining agreement with the Superior Officers that has long-term benefits/cost reductions for city. Solicitor's Department was reduced by .5 paralegal positions.

Previous Fiscal Year Accomplishments

- Continued to reduced funds spent on outside legal counsel
- Managed claims against city with minimal damages paid outside of insurance policy
- Defended law suits against the city in Land Court (zoning appeals) and Superior Court
- Prepared Civil Complaints and Motions for Preliminary Injunction concerning zoning violations, e.g. sober house
- Prepared multiple amendments to the City's Ordinance including:
 - Management of new racks
 - R resident sticker parking
 - Pedi-cabs
 - Halloween management
- Advised various boards and commissions re. state and local law and case law
- Negotiated collective bargaining agreements
- Prepared contracts and license agreement
- Prepared Opinions for boards and commissions
- Worked with various departments on requests for proposals
- Chair safety committee to reduce risk of property damage and personal injury
- Worked with Licensing Board to develop Adult Entertainment Regulations
- Developed contract for solid waste collection and work on committee to monitor contract compliance
- Worked on committee examining Pay as You Throw programs for waste reduction

FY 2010 Goals & Objectives

- Continue to reduce use of outside legal counsel
- Defend claims against city and its officers
- Revise existing ordinances to address any inefficiencies or concern, e.g. sunshine ordinance
- Establish new ordinances to meet new state laws, e.g. storm water run-off and trench safety
- Address problem properties, health, building and zoning violations, through civil and criminal action
- Manage MIIA rewards program to ensure the city maximizes training opportunities and reduces cost of insurance premiums
- Continue to work on a committee relative to waste reduction and the solid waste contract
- Assist the City in completing the closure of the Swampscott Road Transfer Station

PERFORMANCE INDICATORS

260-Solicitor

Activity	Actual FY 2006	Actual FY 2007	Actual FY 2008	Estimated FY 2009	Estimated FY 2010
Reduce outside counsel by 10%	N/A	N/A	43,490	30,000	27,000
Increase attendance at MIIA Reward classes by 50%	N/A	1	4	7	11
Add in-house programs to reduce claims	N/A	N/A	N/A	0	2

5/26/2009

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CITY OF SALEM - FY 2010 OPERATING BUDGET

			Expenditures	Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	
			FY 2008	FY 2009	FY 2009	FY 2009	FY 2010	FY 2010	
Solilcitor-Personnel									
11511	5111	SALARIES-FULL TIME	149,292.28	152,269.00	147,269.00	125,355.35	152,269.00	143,858.00*	
11511	5113	SALARIES-PART TIME	0.00	0.00	0.00	0.00	0.00	0.00	
Total Solilcitor-Personnel			149,292.28	152,269.00	147,269.00	125,355.35	152,269.00	143,858.00	-5.52%
Solicitor-Expenses									
11512	5303	LEGAL SERVICES	43,489.74	48,000.00	38,000.00	17,751.26	48,000.00	48,000.00	
11512	5421	OFFICE SUPPLIES (GEN	921.10	2,500.00	2,500.00	1,498.44	2,500.00	2,500.00	
11512	5730	DUES AND SUB	6,530.00	6,500.00	6,500.00	4,537.63	6,500.00	6,500.00	
11512	5760	JUDGMENTS	22,007.85	15,000.00	15,000.00	5,918.84	15,000.00	15,000.00	
Total Solicitor-Expenses			72,948.69	72,000.00	62,000.00	29,706.17	72,000.00	72,000.00	0.00%
260	151	Department Total	222,240.97	224,269.00	209,269.00	155,061.52	224,269.00	215,858.00	-3.75%

FY 2010 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget Voted FY 2009	Code	F T E	# Hours Wkly = 1	# Board Meetings	Rate FY 2009	Dept Rate FY 2010	Dept Level Funded FY 2010	Dept - 10% Reduction FY 2010	Mayor Rate FY 2010	Mayor FY 2010
					52.2					2.0%	0.0%	52.2	52.2	2.0%	52.2
RENNARD ELIZABETH	260 SOLICITOR	11511-5111	ACTING SOLICITOR	4/1/2004	77,487.02		1.0	1		1,484.43	1,484.43	77,487.02	77,487.02	1,514.11	79,036.76
PARISELLA JERALD	260 SOLICITOR	11511-5111	ASSISTANT SOLICITOR	6/28/06	37,450.16		0.5	1		717.44	717.44	37,450.16	37,450.16	731.78	38,189.16
BOSSE JOHN	260 SOLICITOR	11511-5111	PARALEGAL	3/7/06	37,331.64			1		715.17	-	RESIGNED	RESIGNED	-	RESIGNED
FREITAS JOANNE	260 SOLICITOR	11511-5113	PARALEGAL	6/28/06			0.7	25	20.00	715.77	500.00	26,100.00	19,835.87	510.00	26,622.00
					152,268.82	Total Full Time - 5111					141,037.18	134,773.05		143,857.92	
					152,268.82	2.2	Department Total				141,037.18	134,773.05		143,857.92	

	FY 2008	FY 2009	FY 2010	Variance
Full-Time Equivalent Employees:	1.5	2.5	2.2	-0.3

**FY 2010 DETAILED BUDGET REPORT
EXPENSES**

Solicitor - 260

ORG	OBJECT	DESCRIPTION	Dept Request Level Funded	Dept Request 10% Cut	Approved by Mayor
11512	5303	Legal Services			
		Kevin Daly	5,000	5,000	5,000
		Daniel Kulak	15,000	11,000	15,000
		Other Special Counsel	15,000	15,000	15,000
		Surveying, title Examinations, Etc.	10,000	10,000	10,000
		Filing Fees & Printing	3,000	3,000	3,000
TOTAL			48,000	44,000	48,000
11512	5421	Office Supplies and Equipment			
		Supplies	1,000	1,000	1,000
		Equipment	1,500	500	1,500
TOTAL			2,500	1,500	2,500
11512	5730	Dues & Subscriptions			
		Bar membership/ dues	1,000	1,000	1,000
		Subscriptions & publications; Cont. legal ed.	1,450	1,450	1,450
		Westlaw service	4,050	4,050	4,050
TOTAL			6,500	6,500	6,500
11512	5760	Judgments			
		Judgments	15,000	15,000	15,000
TOTAL			15,000	15,000	15,000
TOTAL PROPOSED			72,000	67,000	72,000