

Law Department

2025 Budget



Law Department Personnel

- **Municipal Court**
 - Court Administrator/Clerk
 - Deputy Court Clerk
 - Probation/Diversion Officer
 - Prosecutor's Assistant
 - Victim/Witness Coordinator
 - Municipal Court Judge (independent contractor)
 - City Prosecutor (Approximately 1/3 of time dedicated to City Court)
- **Office of the City Attorney**
 - City Attorney
 - Assistant City Attorney/City Prosecutor (Approximately 2/3 of time dedicated to Office of the City Attorney)
 - Paralegal

Major Responsibilities

Office of the City Attorney

- Provides legal advice and assistance to the City Commission, City Employees and Boards of the City.
- Contract negotiation, preparation and review
- Drafting of ordinances and resolutions
- Civil litigation (including pre-litigation advice and investigation)
- Employment law issues
- General statutory advice and interpretation

Major Responsibilities

Newton Municipal Court

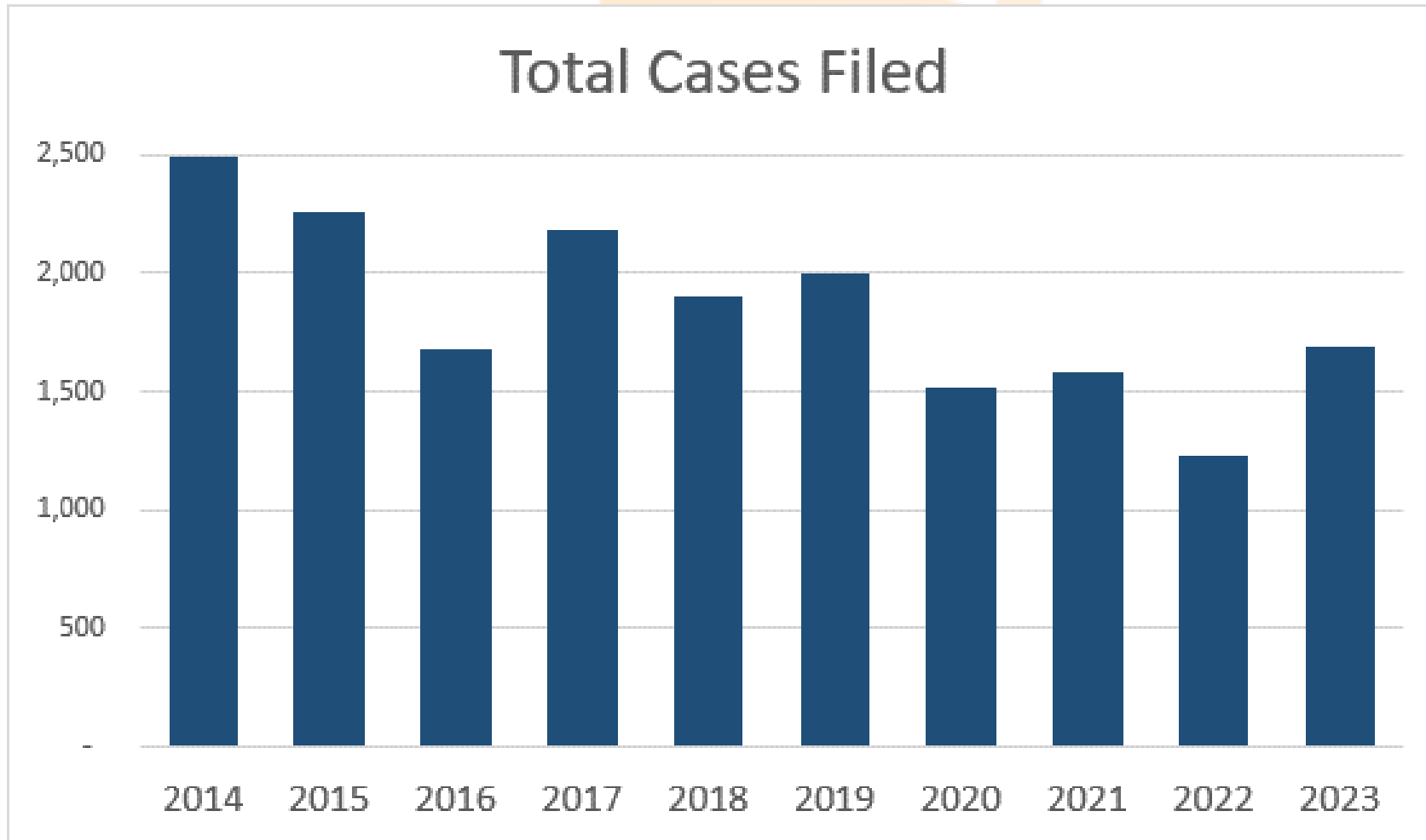
- Alleged violations of City ordinances:
 - Misdemeanors (Domestic Battery, DUI, Battery, Criminal Damage, Trespass, Disorderly Conduct, Obstruction of Justice, etc.)
 - Traffic violations
 - Nuisance/Environmental Code Violations (Criminal)
 - Nuisance/Environmental Code Violations (Administrative)

Major Goals - Newton Municipal Court

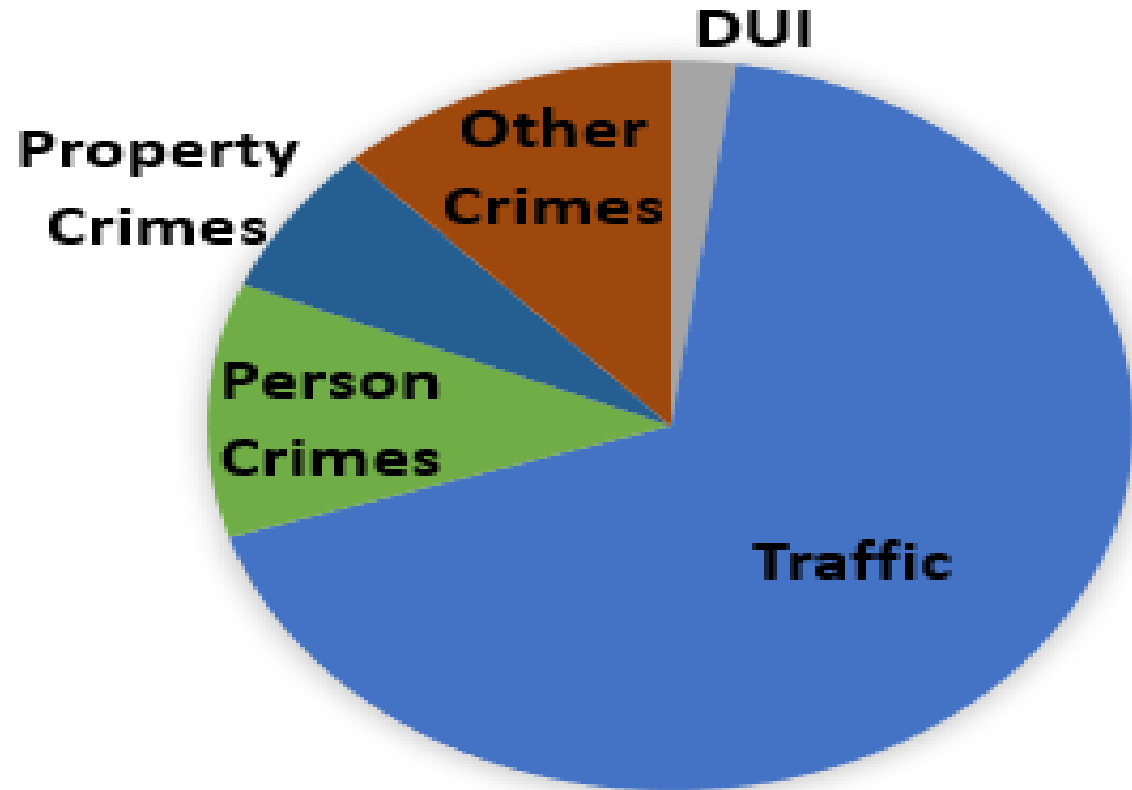
- Fair & Equitable
- Efficient
- Professional
- Courteous

Major Responsibilities

Newton Municipal Court – Caseload



Major Responsibilities Municipal Court Caseload 2023



Operational Achievements

City Attorney's Office

- Have opened approximately 54 files year to date.
- Assisted City Staff in the completion of a number of projects and the resolution of disputes.

Operational Achievements

Newton Municipal Court

- New Driving While Suspended Diversion Program
- Electronic Court Check-in
- Increased remote appearances for defendants in out-of-county jails, saving officer transport time and money, as well as convenience for all involved.

Significant Budgetary Challenges

- Uncertainty of costs for utilizing outside counsel when necessary.
- Fluctuations in caseload and subsequent public defender expenses for indigent defendants.
- Credit card transaction fees now allocated to the department.
- I.T. –Costs of server management are increasing. Software trends are moving to use of hosted environments. Our court is moving to a hosted environment.

2024/2025 Objectives

Newton Municipal Court

- Move to a cloud-based court database for better stability and customer service.
- Enhance address & contact information tracking. Begin using collection agency tools to find information which will reduce the need for warrants, resolve warrants, increase case resolution, and increase revenue.

DEPARTMENT EXPENDITURES	ACTUAL 2022	ACTUAL 2023	ADOPTED 2024	PROPOSED 2025
PERSONAL SERVICES	\$ 515,819	\$ 514,253	\$ 585,137	\$ 631,858
CONTRACTUAL SERVICES	84,746	104,713	100,004	108,104
COMMODITIES & SUPPLIES	11,628	3,148	3,350	3,350
VEHICLE OPERATING	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
TRANSFERS	11,520	11,520	11,520	11,520
	<u>\$ 623,713</u>	<u>\$ 633,634</u>	<u>\$ 700,011</u>	<u>\$ 754,832</u>