

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 2018 Accomplishments

Zoning Reform - Provided sound legal advice to all affected departments on the first phase of zoning reform.

Recodification - Concluded the process of recodification for new ordinance book.

Public Records - Worked with City Clerk's office on designating Records Access Officers (RAOs) to purchase and train departments on software system to monitor requests and responses.

Telecom - Negotiated agreements with Comcast and Verizon.

Land Dispositions - Assisted with former HHS building on Centre St; Crescent Street development; Austin Street development.

Negotiations - Worked with relevant departments and staff to negotiate all remaining contracts.

Fiscal Year 2019 Desired Outcomes

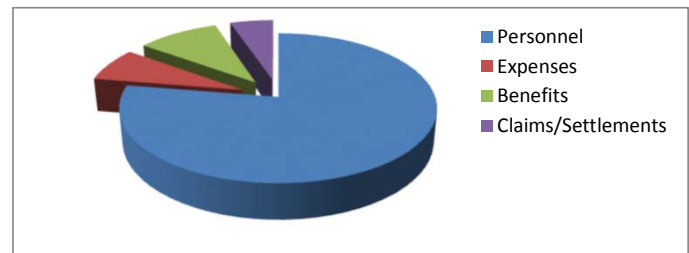
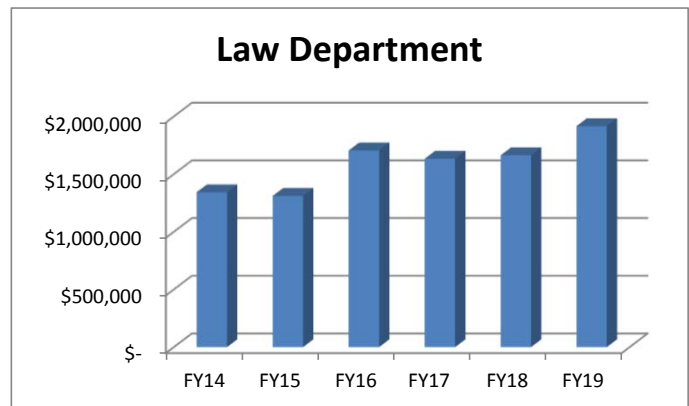
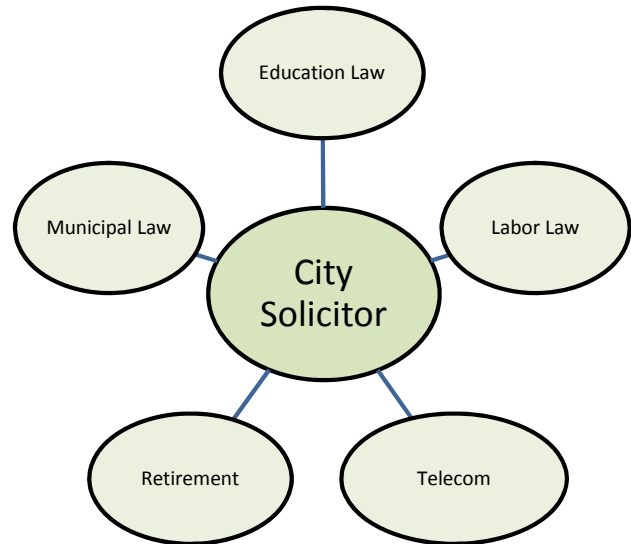
Zoning Reform - Provide sound legal advice regarding Phase Two zoning reform including work related to Washington Street corridor study.

Recodification & Charter Reforms - Address policy issues identified during recodification and possible charter revisions identified by the Charter Commission.

Recreational Marijuana - Negotiate host agreement(s) and work on development of zoning for recreational marijuana establishments

Telecom - Develop standards for grants of location and license agreements for wireless attachments to city owned street lights.

Land Dispositions - Assist with disposition of city water storage tanks and development of Crescent St project.



Department Detail

	<-----Actual----->				<-Adj Budget->		<-Proposed->	
	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2019	
Expenditure by Core Function								
Personnel	\$ 953,463	\$ 979,139	\$ 1,079,577	\$ 1,196,353	\$ 1,282,011	\$ 1,486,351		
Expenses	\$ 104,616	\$ 114,745	\$ 132,701	\$ 137,654	\$ 132,495	\$ 140,875		
Benefits	\$ 113,833	\$ 110,108	\$ 116,848	\$ 134,253	\$ 149,308	\$ 189,052		
Claims/Settlements	\$ 171,221	\$ 107,282	\$ 376,285	\$ 165,736	\$ 100,000	\$ 100,000		
Total	\$ 1,343,133	\$ 1,311,274	\$ 1,705,411	\$ 1,633,996	\$ 1,663,814	\$ 1,916,278		
% Incr		-2.37%	30.06%	-4.19%	1.82%	15.17%		
Personnel								
Full-Time Employees	10	10	12	12	12	14		
Part-Time Employees	1	1	1	1	1	1		
Total	11	11	13	13	13	15		

FY2018 Accomplishments - Law

Outcome #1: Phase I Zoning Reform	Target	Result
Strategy #1: Ordinance Revision		
Worked with consultant to draft new ordinance for zoning reform	Ongoing	Completed
Outcome #2: Recodification		
Participated in recodification of 2017 Ordinances	Jan 2018	Completed
Outcome #3: Public Records		
Strategy #1: Software Upgrade		
Worked with City Clerk's office to designate new Records Access Officers (RAO's) and train departments on use of NextRequest software system which monitors requests and responses.	Jan 2018	Completed
Outcome #4: Telecom		
Strategy #1: New Cable Agreements		
Negotiated new agreements with Comcast and Verizon	Jun 2018	Completed
Outcome #5: Land Dispositions		
Strategy #1: Assist with Reuse and Development Proposals		
Provided legal assistance in connection with 1294 Centre Street building.	Jun 2018	Ongoing
Provided legal assistance in connection with Crescent Street development.	Jun 2018	Ongoing
Provided legal assistant in connection with Austin Street development.	Jun 2018	Ongoing
Outcome #6: Negotiations		
Worked with relevant departments and staff to successfully negotiate all remaining contracts.	FY18	Ongoing

FY2019 Desired Outcomes - Law

Outcome#1: Phase II Zoning Reform

Target

Strategy #1: Ordinance Revision

Continue providing legal advice regarding development of form-based zoning including work related to Washington Street corridor study.

FY 2019

Outcome #2: Recodification and Charter Revisions

Target

Work with City Council to address policy issues identified during recodification and possible charter revisions identified by the Charter Commission.

FY 2019

Outcome #3: Recreational Marijuana

Target

Strategy #1: Ordinance Revision

Assist in negotiation of host agreement and development of zoning addressing recreational marijuana establishments.

FY 2019

Outcome #4: Wireless Service Facilities

Target

Strategy #1:

Work with City Council regarding new wireless service facilities grant of location procedures and standards; development of license agreements for wireless attachments to city-owned street lights.

FY 2019

Outcome #5: Land Dispositions

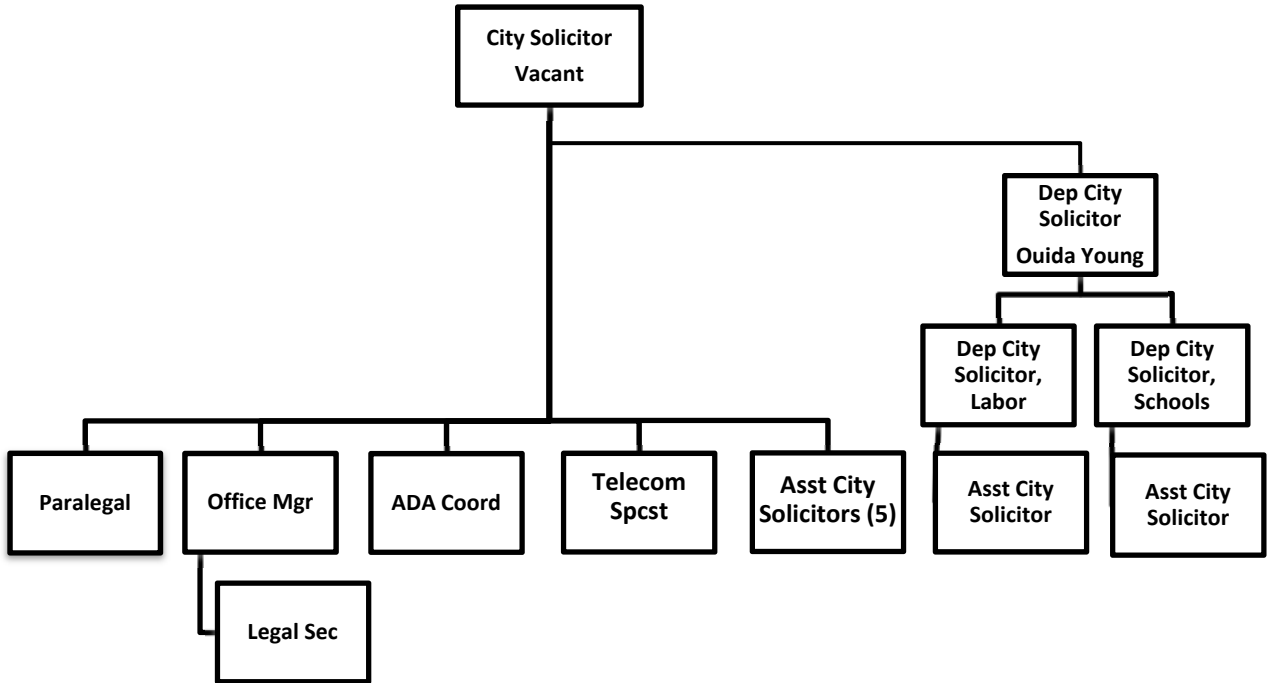
Target

Strategy #1: Assist with development proposals

Assist with disposition of water storage tanks on Stanton Avenue and Winchester Street; assist in development of Crescent Street project.

FY 2019

LAW DEPARTMENT



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

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2016	ACTUAL 2017	AMENDED 2018	YTD 4/12/2018	RECOMMENDED 2019	CHANGE 2018 to 2019
CITY SOLICITOR SUMMARY						
51 - PERSONAL SERVICES	1,079,577	1,196,353	1,282,011	1,017,020	1,486,351	204,340
52 - EXPENSES	508,986	303,390	247,664	169,998	240,875	-6,789
57 - FRINGE BENEFITS	116,848	134,253	149,308	112,403	189,052	39,745
TOTAL DEPARTMENT	1,705,412	1,633,996	1,678,982	1,299,421	1,916,278	237,296
LEGAL						
51 - PERSONAL SERVICES	1,079,577	1,196,353	1,282,011	1,017,020	1,486,351	204,340
52 - EXPENSES	132,701	137,655	132,495	97,767	140,875	8,380
57 - FRINGE BENEFITS	116,848	134,253	149,308	112,403	189,052	39,745
TOTAL LEGAL	1,329,126	1,468,260	1,563,813	1,227,190	1,816,278	252,464
LEGAL CLAIMS/SETTLEMENTS						
52 - EXPENSES	376,285	165,736	115,169	72,231	100,000	-15,169
TOTAL LEGAL CLAIMS/SETTLEMENTS	376,285	165,736	115,169	72,231	100,000	-15,169

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

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2016	ACTUAL FY2017	AMENDED 2018	YTD 4/12/2018	RECOMMENDED 2019	CHANGE 2018 to 2019
108 - CITY SOLICITOR						
0110801 - LEGAL						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	1,023,284	1,138,735	1,160,875	907,165	1,404,506	243,630
511102 PART TIME > 20 HRS/WK	50,843	52,168	53,539	41,184	55,145	1,606
514001 LONGEVITY	5,450	5,450	12,325	13,400	11,700	-625
515002 SEVERANCE PAY	0	0	55,272	55,272	0	-55,272
5197 CURRENT YEAR WAGE RE	0	0	0	0	15,000	15,000
TOTAL PERSONAL SERVICES	1,079,577	1,196,353	1,282,011	1,017,020	1,486,351	204,340
EXPENSES						
52401 OFFICE EQUIPMENT R-M	642	1,466	1,400	858	1,700	300
5274 RENTAL - EQUIPMENT	3,160	3,160	3,200	2,409	3,400	200
5301 CONSULTANTS	13,694	45,000	15,000	5,000	20,000	5,000
530228 ARBITRATION SERVICES	16,960	12,270	20,000	19,957	20,000	0
5309 LEGAL SERVICES	25,926	2,778	20,000	10,000	10,000	-10,000
5314 REGIST/RECORDING FEES	2,210	4,109	2,500	1,886	2,500	0
5315 COURT COSTS/WITNESS F	1,627	2,764	3,000	1,142	3,000	0
53401 TELEPHONE	650	535	720	314	600	-120
53402 CELLULAR TELEPHONES	616	565	675	280	675	0
5341 POSTAGE	3,266	3,336	2,500	1,859	3,500	1,000
5342 PRINTING	8,165	3,948	15,000	12,816	15,000	0
5373 ADA REASONABLE ACCO	0	1,000	0	0	1,000	1,000
5420 OFFICE SUPPLIES	5,799	5,688	6,000	4,766	6,000	0
5592 BOOKS/MANUALS/PERIODI	41,875	41,283	32,000	29,097	42,000	10,000
5710 VEHICLE USE REIMBURSE	1,902	1,890	2,000	1,089	2,000	0
5711 IN-STATE CONFERENCES	1,586	3,683	4,000	2,210	5,000	1,000
5730 DUES & SUBSCRIPTIONS	4,625	4,180	4,500	4,084	4,500	0
TOTAL EXPENSES	132,701	137,655	132,495	97,767	140,875	8,380
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	2,338	2,732	1,727	2,322	3,144	1,417
57HLTH HEALTH INSURANCE	98,819	114,547	125,566	95,636	150,756	25,190
57LIFE BASIC LIFE INSURANCE	340	335	342	255	342	0
57MEDA MEDICARE PAYROLL TAX	13,384	14,650	16,611	12,615	21,542	4,931
57OPEB OPEB CONTRIBUTION	1,968	1,989	5,062	1,576	13,268	8,206
TOTAL FRINGE BENEFITS	116,848	134,253	149,308	112,403	189,052	39,745
TOTAL LEGAL	1,329,126	1,468,260	1,563,813	1,227,190	1,816,278	252,464
0110893 - LEGAL CLAIMS/SETTLEMENTS						
EXPENSES						
5725 CLAIMS/SETTLEMENTS	376,285	165,736	115,169	72,231	100,000	-15,169
TOTAL EXPENSES	376,285	165,736	115,169	72,231	100,000	-15,169
TOTAL LEGAL CLAIMS/SETTLEMENTS	376,285	165,736	115,169	72,231	100,000	-15,169
TOTAL CITY SOLICITOR	1,705,412	1,633,996	1,678,982	1,299,421	1,916,278	237,296