

# 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 2017 Accomplishments

**Municipal Law** - Crosstrained and developed office primer on routine legal issues.

**Labor Law** - Remained up to date on all current labor laws/legal issues and provided superior advice to management employees.

**Education** - Advised School Department on all current issues including social media policies.

**Telecom** - Held successful Cable Assertainment hearings.

**Retirement** - Kept current on all issues, including police details for retirees.

## Fiscal Year 2018 Desired Outcomes

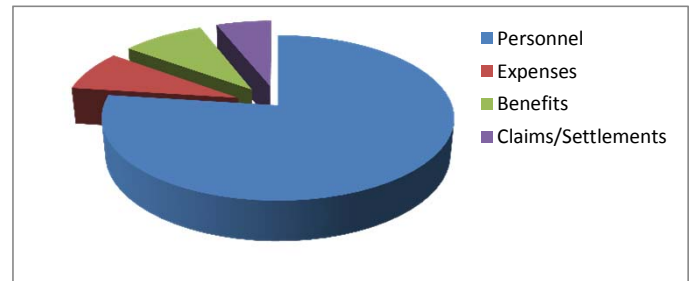
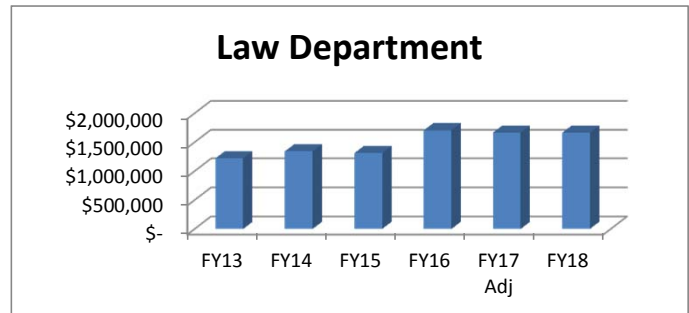
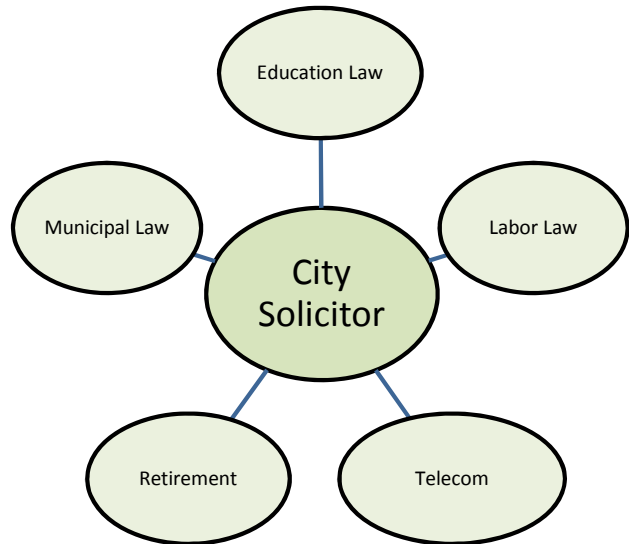
**Zoning Reform** - Provide sound legal advice to all affected departments on the second phase of zoning reform.

**Recodification** - Begin the process of recodification for new ordinance book.

**Public Records** - Work with City Clerk's office on designating Records Access Officer (RAO) to purchase and train on new software system to monitor requests and responses.

**Telecom** - Resolve matter of gas leak damage to trees; negotiate agreements with Comcast and Verizon.

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



## Department Detail

	Actual				-<Adj Budget->		-<Proposed->	
	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2018	
<b>Expenditure by Core Function</b>								
Personnel	\$ 922,645	\$ 953,463	\$ 979,139	\$ 1,079,577	\$ 1,244,747	\$ 1,282,011		
Expenses	\$ 107,012	\$ 104,616	\$ 114,745	\$ 132,844	\$ 176,820	\$ 132,495		
Benefits	\$ 103,058	\$ 113,833	\$ 110,108	\$ 116,848	\$ 145,197	\$ 149,308		
Claims/Settlements	\$ 88,864	\$ 171,221	\$ 107,282	\$ 376,285	\$ 100,000	\$ 100,000		
<b>Total</b>	\$ 1,221,579	\$ 1,343,133	\$ 1,311,274	\$ 1,705,554	\$ 1,666,764	\$ 1,663,814		
<b>% Incr</b>		9.95%	-2.37%	30.07%	-2.27%	-0.18%		
<b>Personnel</b>								
Full-Time	10	10	10	12	12	12		
Part-Time	1	1	1	1	1	1		
<b>Total</b>	11	11	11	13	13	13		

**FY2017 Desired Outcomes - Law**

<b>Outcome #1: Municipal Law</b>	<b>Target</b>	<b>Result</b>
<b>Strategy #1: Standardize Routine Legal Issues</b>		
Crosstrain on routine legal issues.	Dec 2016	Completed
Develop office primer for routine legal issues.	Dec 2016	Primer being edited
<b>Strategy #2: Compliance</b>		
Complete inspections of schools for ADA compliance.	Jan 2017	Inspections complete
<b>Strategy #3: Provide Legal Services Regarding Austin Street</b>		
Negotiate and draft development agreement.	Nov 2016	On hold
Monitor developers' compliance with obligations set forth in the special permit.	Ongoing	On hold
<b>Outcome #2: Labor Law</b>		
<b>Strategy #1: Provide Superior Level of Advice/Services to All Management Employees</b>		
Prepare and participate in all collective bargaining negotiations and address any changes to contracts.	June 2017	Police Superior Officers in negotiations
Attend all local labor law seminars and trainings to remain up to date on legal issues.	June 2017	Completed
<b>Strategy #2: Work with School Committee on Custodian Labor Issues</b>		
Participate in collective bargaining.	June 2017	Custodians in negotiations
Resolve/arbitrate outstanding grievances.	Jan 2017	Ongoing
<b>Outcome #3: Education Law</b>		
<b>Strategy #1: Advise School Department Regarding Current Issues</b>		
Research and guidance on social media and technology issues in education.	Jan 2017	Completed
Comprehensive review of current school policies.	June 2017	Ongoing
Training on home tutoring.	Dec 2016	Completed
<b>Outcome #4: Telecom</b>		
<b>Strategy #1: Cable Ascertainment and Hearings</b>		
Cable ascertainment and hearings.	Sep 2016	Completed
Investigate gas leaks and associated damage to trees.	July 2016	Completed
<b>Outcome #5: Retirement</b>		
<b>Strategy #1: Keep Current on Emerging Legal Issues</b>		
Attend MACRS conference (June 2017.)	June 2017	On target
Attend PERAC emerging issues forum (Fall 2017.)	Nov 2017	On target
<b>Strategy #2: Police Details for Retirees</b>		
Amend City ordinances to raise age to 70.	June 2017	Completed
Monitor state's efforts to remedy unemployment issues.	Dec 2016	Completed

## **FY2018 Desired Outcomes - Law**

### **Outcome #1: Zoning Reform**

#### **Target**

#### **Strategy #1: Ordinance Revision**

Work with consultant to draft new ordinance for zoning reform.

Ongoing

### **Outcome #2: Recodification**

#### **Target**

Begin process of recodification for new ordinance book.

January 2018

### **Outcome #3: Public Records**

#### **Target**

#### **Strategy #1: Software Upgrade**

Work with City Clerk's office on designating Records Access Officers (RAO's,) train on new software system to monitor requests and responses.

January 2018

### **Outcome #4: Telecom**

#### **Target**

#### **Strategy #1: New Cable Agreements**

Negotiate new agreements with Comcast and Verizon

June 2018

### **Outcome #5: Land Dispositions**

#### **Target**

#### **Strategy #1: Assist with Reuse and Development Proposals**

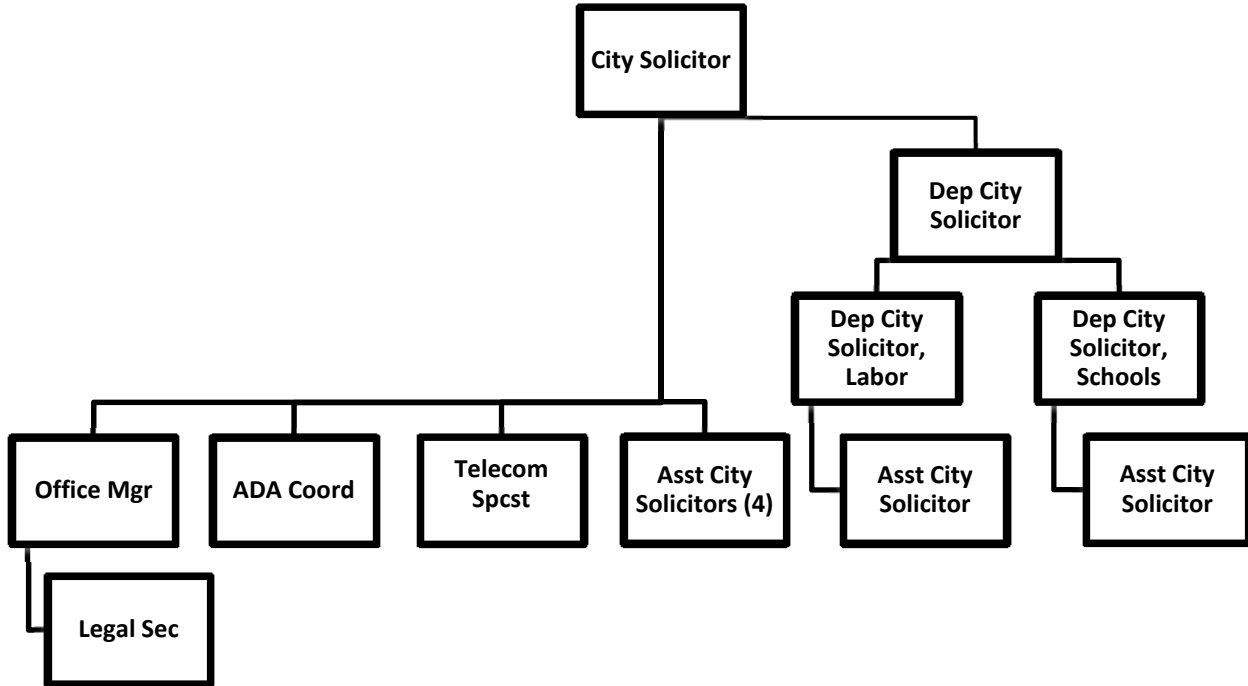
Provide legal assistance in connection with 1294 Centre Street building.  
Provide legal assistance in connection with Crescent Street development.  
Provide legal assistance in connection with Austin Street development.

June 2018

June 2018

January 2018

# LAW DEPARTMENT



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

CITY OF NEWTON BUDGET  
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2015	ACTUAL 2016	AMENDED 2017	YTD 4/4/2017	RECOMMENDED 2018	CHANGE 2017 to 2018
<b>CITY SOLICITOR SUMMARY</b>						
51 - PERSONAL SERVICES	979,139	1,079,577	1,244,747	865,028	1,282,011	37,263
52 - EXPENSES	222,027	509,129	276,820	214,945	232,495	-44,325
57 - FRINGE BENEFITS	110,108	116,848	145,197	96,220	149,308	4,110
<b>TOTAL DEPARTMENT</b>	<b>1,311,274</b>	<b>1,705,554</b>	<b>1,666,765</b>	<b>1,176,194</b>	<b>1,663,813</b>	<b>-2,952</b>
<b>LEGAL</b>						
51 - PERSONAL SERVICES	979,139	1,079,577	1,244,747	865,028	1,282,011	37,263
52 - EXPENSES	114,745	132,843	176,820	113,986	132,495	-44,325
57 - FRINGE BENEFITS	110,108	116,848	145,197	96,220	149,308	4,110
<b>TOTAL LEGAL</b>	<b>1,203,992</b>	<b>1,329,269</b>	<b>1,566,765</b>	<b>1,075,234</b>	<b>1,563,813</b>	<b>-2,952</b>
<b>LEGAL CLAIMS/SETTLEMENTS</b>						
52 - EXPENSES	107,282	376,285	100,000	100,960	100,000	0
<b>TOTAL LEGAL CLAIMS/SETTLEMENT</b>	<b>107,282</b>	<b>376,285</b>	<b>100,000</b>	<b>100,960</b>	<b>100,000</b>	<b>0</b>

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

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL FY2015	ACTUAL FY2016	AMENDED 2017	YTD 4/4/2017	RECOMMENDED 2018	CHANGE 2017 to 2018
<b>108 - CITY SOLICITOR</b>						
<b>0110801 - LEGAL</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	925,289	1,023,284	1,187,130	820,867	1,216,147	29,017
511102 PART TIME > 20 HRS/WK	49,176	50,843	52,168	38,176	53,539	1,371
514001 LONGEVITY	4,675	5,450	5,450	5,450	12,325	6,875
515006 VACATION BUY BACK	0	0	0	535	0	0
<b>TOTAL PERSONAL SERVICES</b>	<b>979,139</b>	<b>1,079,577</b>	<b>1,244,747</b>	<b>865,028</b>	<b>1,282,011</b>	<b>37,263</b>
<b>EXPENSES</b>						
52401 OFFICE EQUIPMENT R-M	808	642	1,408	1,408	1,400	-8
52410 SOFTWARE MAINTENANC	0	0	7,000	7,000	0	-7,000
5274 RENTAL - EQUIPMENT	2,692	3,160	3,200	2,633	3,200	0
5301 CONSULTANTS	13,620	13,694	58,000	45,000	20,000	-38,000
530228 ARBITRATION SERVICES	23,973	16,960	20,000	7,475	20,000	0
5309 LEGAL SERVICES	0	25,926	10,000	1,668	10,000	0
5314 REGIST/RECORDING FEES	3,252	2,210	2,500	2,014	2,500	0
5315 COURT COSTS/WITNESS	1,027	1,627	3,000	2,142	3,000	0
53401 TELEPHONE	702	650	720	355	720	0
53402 CELLULAR TELEPHONES	867	616	600	387	675	75
5341 POSTAGE	3,937	3,266	3,500	1,981	3,500	0
5342 PRINTING	16,324	8,165	14,563	1,853	15,000	437
5343 ADVERTISING/PUBLICATIO	0	143	329	199	0	-329
5420 OFFICE SUPPLIES	5,780	5,799	6,000	4,759	6,000	0
5592 BOOKS/MANUALS/PERIOD	32,601	41,875	35,000	27,923	35,000	0
5710 VEHICLE USE REIMBURSE	2,367	1,902	2,000	1,118	2,000	0
5711 IN-STATE CONFERENCES	3,600	1,586	5,000	2,840	5,000	0
5730 DUES & SUBSCRIPTIONS	3,195	4,625	4,000	3,230	4,500	500
<b>TOTAL EXPENSES</b>	<b>114,745</b>	<b>132,843</b>	<b>176,820</b>	<b>113,986</b>	<b>132,495</b>	<b>-44,325</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	2,228	2,338	2,900	1,951	1,727	-1,173
57HLTH HEALTH INSURANCE	94,702	98,819	120,738	82,040	125,566	4,828
57LIFE BASIC LIFE INSURANCE	307	340	397	222	342	-55
57MEDA MEDICARE PAYROLL TAX	11,849	13,384	16,141	10,553	16,611	470
57OPEB OPEB CONTRIBUTION	1,021	1,968	5,022	1,454	5,062	40
<b>TOTAL FRINGE BENEFITS</b>	<b>110,108</b>	<b>116,848</b>	<b>145,197</b>	<b>96,220</b>	<b>149,308</b>	<b>4,110</b>
<b>TOTAL LEGAL</b>	<b>1,203,992</b>	<b>1,329,269</b>	<b>1,566,765</b>	<b>1,075,234</b>	<b>1,563,813</b>	<b>-2,952</b>
<b>0110893 - LEGAL CLAIMS/SETTLEMENTS</b>						
<b>EXPENSES</b>						
5725 CLAIMS/SETTLEMENTS	107,282	376,285	100,000	100,960	100,000	0
<b>TOTAL EXPENSES</b>	<b>107,282</b>	<b>376,285</b>	<b>100,000</b>	<b>100,960</b>	<b>100,000</b>	<b>0</b>
<b>TOTAL LEGAL CLAIMS/SETTLEMENTS</b>	<b>107,282</b>	<b>376,285</b>	<b>100,000</b>	<b>100,960</b>	<b>100,000</b>	<b>0</b>
<b>TOTAL CITY SOLICITOR</b>	<b>1,311,274</b>	<b>1,705,554</b>	<b>1,666,765</b>	<b>1,176,194</b>	<b>1,663,813</b>	<b>-2,952</b>

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

**CITY OF NEWTON BUDGET  
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2017			2018		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ADA COORD	H6-6	1.0	61,193	H6-8	1.00	63,021
	ASST CITY COLICITOR	H11-7	2.0	184,132	H11-9	2.00	189,657
	ASST CITY SOLIC	H11-10	3.0	301,316	H11-12	3.00	310,373
	CITY SOLICITOR	H15-20	1.0	139,490	H15-22	1.00	143,706
	DEP CITY SOLIC	H12-18	3.0	365,016	H12-20	3.00	376,000
	LEGAL SEC	H4-14	1.0	57,550	H4-16	1.00	59,267
	OFF MGR	H6-17	1.0	71,957	H6-19	1.00	74,121
	<b>Account Totals:</b>		<b>12.0</b>	<b>1,180,654</b>		<b>12.00</b>	<b>1,216,147</b>
511102	ASST CITY SOLIC	H8-18	0.6	51,968	H8-20	0.60	53,539
	<b>Account Totals:</b>		<b>0.6</b>	<b>51,968</b>		<b>0.60</b>	<b>53,539</b>
	<b>Report Totals:</b>		<b>12.6</b>	<b>1,232,622</b>		<b>12.60</b>	<b>1,269,686</b>