

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 2016 Accomplishments

Municipal Law - Advised on construction and land use issues regarding three schools and two fire stations. Advised on outstanding reuse issues.

Labor Law - Completed most remaining collective bargaining contracts.

Education Law - Updated school anti-bullying law. Provided district-wide training on emerging issues including tutoring and transgender students.

Education Law - Participated in large-scale special education training at Suffolk University over multiple days. Trained schools on new discipline rules.

Telecom - Continued cable ascertainment and licensing process.

Retirement - Developed policy for deferred compensation.

Fiscal Year 2017 Desired Outcomes

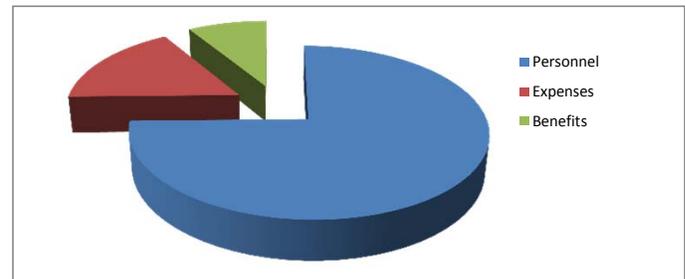
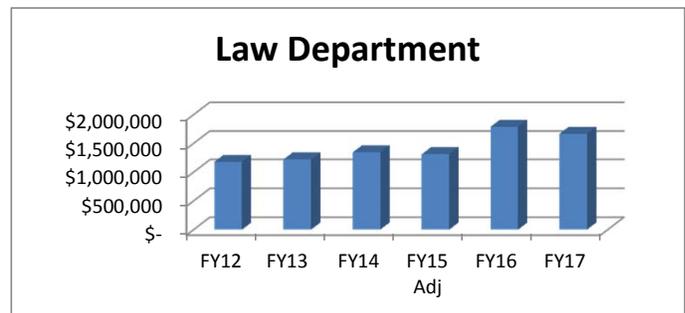
Municipal Law - Crosstrain and develop office primer on routine legal issues.

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

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

Telecom - Hold successful Cable Assertainment Hearings.

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



Department Detail

	Actual				-<Adj Budget->		-<Proposed->	
	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2017	
Expenditure by Core Function								
Personnel	\$ 884,404	\$ 922,645	\$ 953,463	\$ 979,139	\$ 1,153,776	\$ 1,244,747		
Expenses	\$ 188,131	\$ 195,876	\$ 275,837	\$ 222,027	\$ 510,645	\$ 276,820		
Benefits	\$ 106,994	\$ 103,058	\$ 113,833	\$ 110,108	\$ 124,710	\$ 145,197		
Claims/Settlements	\$ 58,504	\$ 88,864	\$ 171,221	\$ 107,282	\$ 373,467	\$ 100,000		
Total	\$ 1,179,529	\$ 1,221,579	\$ 1,343,133	\$ 1,311,274	\$ 1,789,131	\$ 1,666,764		
% Incr		3.56%	9.95%	-2.37%	36.44%	-6.84%		
Personnel								
Full-Time	10	10	10	10	12	12		
Part-Time	0	1	1	1	1	1		
Total	10	11	11	11	13	13		

FY2016 Accomplishments - Law

Outcome #1: Municipal Law

Target

Result

Strategy #1: Provide Superior Level of Advice on All Land Use/Construction Issues

Advise on construction and land use issues regarding three schools and two fire stations.	June 2016	In progress
Advise regarding outstanding reuse issues.	June 2016	In progress

Outcome #2: Labor Law

Target

Result

Strategy #1: Provide Superior Level of Advice/Services to All Management Employees

Prepare and participate in all collective bargaining negotiations and address any changes to contracts	Ongoing	In progress
Attend all local labor law seminars and trainings to remain up to date on legal issues.	Ongoing	In progress

Outcome #3: Education Law

Target

Result

Strategy #1: Provide Legally Sound and Well-Reasoned Advice

Update school anti-bullying law.	Dec. 2015	Completed
Provide district-wide training on emerging issues including tutoring and transgender students.	Dec. 2015	Completed

Outcome #4: Telecom

Target

Result

Continue cable ascertainment and licensing process.	June 2016	In progress
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Outcome #5: Retirement

Target

Result

Develop policy for deferred compensation emergency withdrawals.	Dec. 2015	On hold
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FY2017 Desired Outcomes - Law

Outcome #1: Municipal Law

Target

Strategy #1: Standardize Routine Legal Issues

Crosstrain on routine legal issues.

December 2016

Develop office primer for routine legal issues.

December 2016

Strategy #2: Compliance

Complete inspections of schools for ADA compliance.

January 2017

Strategy #3: Provide Legal Services Regarding Austin Street

Negotiate and draft development agreement.

November 2016

Monitor developers' compliance with obligations set forth in the special permit.

Ongoing

Outcome #2: Labor Law

Target

Strategy #1: Provide Superior Level of Advice/Services to All Management Employees

Prepare and participate in all collective bargaining negotiations and address any changes to contracts.

June 2017

Attend all local labor law seminars and trainings to remain up to date on legal issues.

June 2017

Strategy #2: Work with School Committee on Custodian Labor Issues

Participate in collective bargaining.

June 2017

Resolve/arbitrate outstanding grievances.

January 2017

Outcome #3: Education Law

Target

Strategy #1: Advise School Department Regarding Current Issues

Research and guidance on social media and technology issues in education.

January 2017

Comprehensive review of current school policies.

June 2017

Training on home tutoring.

December 2016

Outcome #4: Telecom

Target

Cable ascertainment and hearings.

September 2016

Investigate gas leaks and associated damage to trees.

July 2016

Outcome #5: Retirement

Target

Strategy #1: Keep Current on Emerging Legal Issues

Attend MACRS conference (June 2017.)

June 2017

Attend PERAC emerging issues forum (Fall 2017.)

November 2017

Strategy #2: Police Details for Retirees

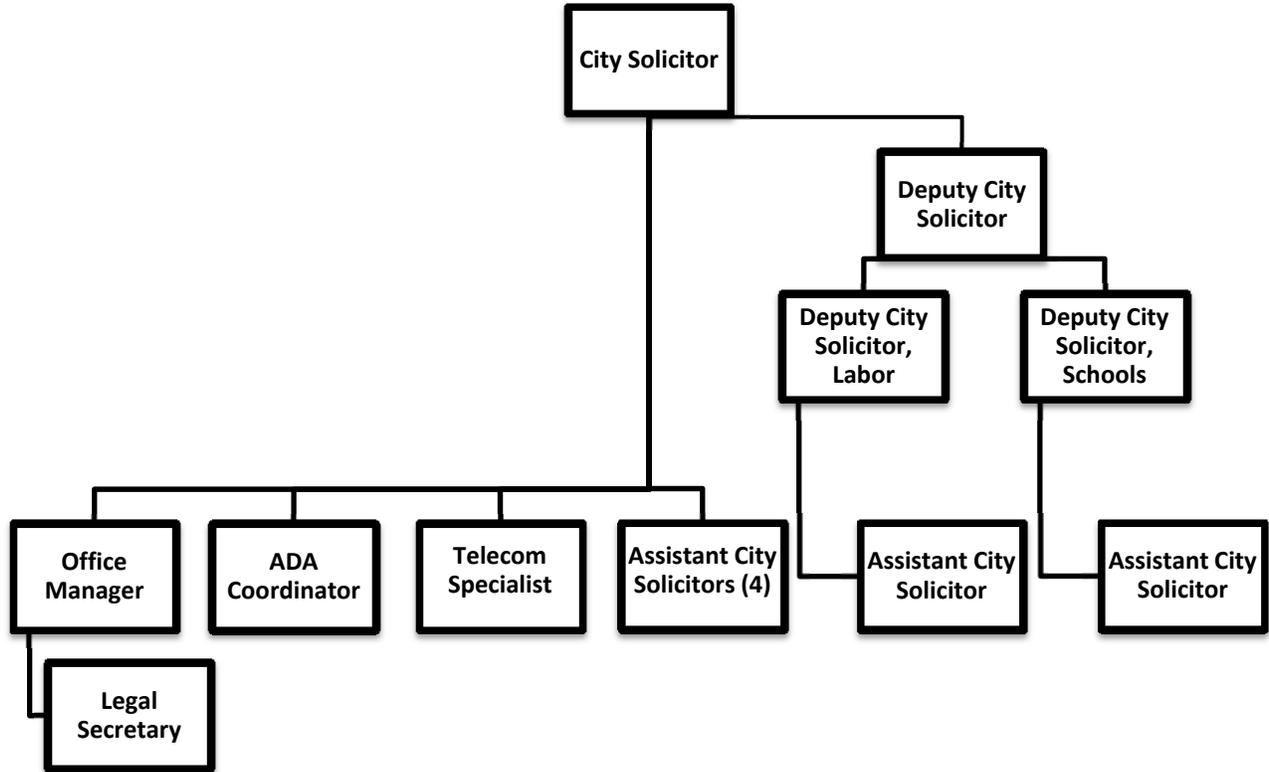
Amend City ordinances to raise age to 70.

June 2017

Monitor state's efforts to remedy unemployment issues.

December 2016

LAW DEPARTMENT



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

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2014	ACTUAL 2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
CITY SOLICITOR SUMMARY						
51 - PERSONAL SERVICES	953,463	979,139	1,153,776	837,694	1,244,747	90,972
52 - EXPENSES	275,837	222,027	510,645	455,166	276,820	-233,825
57 - FRINGE BENEFITS	113,833	110,108	124,710	90,398	145,197	20,487
TOTAL DEPARTMENT	1,343,133	1,311,274	1,789,131	1,383,258	1,666,765	-122,366
LEGAL						
51 - PERSONAL SERVICES	953,463	979,139	1,153,776	837,694	1,244,747	90,972
52 - EXPENSES	104,616	114,745	137,177	98,790	176,820	39,643
57 - FRINGE BENEFITS	113,833	110,108	124,710	90,398	145,197	20,487
TOTAL LEGAL	1,171,912	1,203,992	1,415,663	1,026,882	1,566,765	151,102
LEGAL CLAIMS/SETTLEMENTS						
52 - EXPENSES	171,221	107,282	373,467	356,376	100,000	-273,467
TOTAL LEGAL CLAIMS/SETTLEMENTS	171,221	107,282	373,467	356,376	100,000	-273,467

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

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2014	ACTUAL FY2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
108 - CITY SOLICITOR						
0110801 - LEGAL						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	902,017	925,289	1,097,482	792,850	1,187,130	89,647
511102 PART TIME > 20 HRS/WK	47,746	49,176	50,843	39,394	52,168	1,324
514001 LONGEVITY	3,700	4,675	5,450	5,450	5,450	0
TOTAL PERSONAL SERVICES	953,463	979,139	1,153,776	837,694	1,244,747	90,972
EXPENSES						
52401 OFFICE EQUIPMENT R-M	658	808	800	655	1,300	500
5274 RENTAL - EQUIPMENT	2,750	2,692	3,200	2,370	3,200	0
5301 CONSULTANTS	18,218	13,620	10,000	8,351	65,000	55,000
530228 ARBITRATION SERVICES	0	23,973	20,000	10,510	20,000	0
5309 LEGAL SERVICES	5,000	0	30,000	25,926	10,000	-20,000
5314 REGIST/RECORDING FEES	518	3,252	2,500	1,120	2,500	0
5315 COURT COSTS/WITNESS F	3,245	1,027	3,000	1,502	3,000	0
53401 TELEPHONE	678	702	720	446	720	0
53402 CELLULAR TELEPHONES	921	867	600	436	600	0
5341 POSTAGE	3,500	3,937	3,500	2,494	3,500	0
5342 PRINTING	19,160	16,324	13,357	5,332	15,000	1,643
5420 OFFICE SUPPLIES	6,774	5,780	5,500	4,970	6,000	500
5592 BOOKS/MANUALS/PERIODI	32,506	32,601	35,000	28,650	35,000	0
5710 VEHICLE USE REIMBURSE	2,047	2,367	2,000	1,483	2,000	0
5711 IN-STATE CONFERENCES	5,665	3,600	3,700	1,244	5,000	1,300
5730 DUES & SUBSCRIPTIONS	2,975	3,195	3,300	3,300	4,000	700
TOTAL EXPENSES	104,616	114,745	137,177	98,790	176,820	39,643
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	2,373	2,228	3,582	1,809	2,900	-682
57HLTH HEALTH INSURANCE	99,595	94,702	100,600	76,445	120,738	20,138
57LIFE BASIC LIFE INSURANCE	340	307	341	255	397	57
57MEDA MEDICARE PAYROLL TAX	11,525	11,849	15,337	10,367	16,141	804
57OPEB OPEB CONTRIBUTION	0	1,021	4,851	1,523	5,022	171
TOTAL FRINGE BENEFITS	113,833	110,108	124,710	90,398	145,197	20,487
TOTAL LEGAL	1,171,912	1,203,992	1,415,663	1,026,882	1,566,765	151,102
0110893 - LEGAL CLAIMS/SETTLEMENTS						
EXPENSES						
5725 CLAIMS/SETTLEMENTS	171,221	107,282	373,467	356,376	100,000	-273,467
TOTAL EXPENSES	171,221	107,282	373,467	356,376	100,000	-273,467
TOTAL LEGAL CLAIMS/SETTLEMENTS	171,221	107,282	373,467	356,376	100,000	-273,467
TOTAL CITY SOLICITOR	1,343,133	1,311,274	1,789,131	1,383,258	1,666,765	-122,366

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

CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	2016			2017		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ADA COORDINATOR	H06	1.0	59,876	H06	1.00	61,428
	ASST CITY SOLICITOR	H11	5.0	477,570	H11	5.00	490,027
	CITY SOLICITOR	H15	1.0	136,984	H15	1.00	140,027
	DEP SOLICITOR LABOR	H11	1.0	100,609	H12	1.00	121,942
	DEP SOLICITOR SCHOOLS	H11	1.0	102,107	H12	1.00	113,170
	DEP. CITY SOLICITOR	H12	1.0	120,574	H13	1.00	130,531
	LEGAL SECRETARY II	H04	1.0	56,312	H04	1.00	57,771
	OFFICE MANAGER	H06	1.0	70,404	H06	1.00	72,234
	Account Totals:		12.0	1,124,437		12.00	1,187,130
511102	ASST CITY SOLICITOR	H08	0.6	50,843	H08	0.60	52,168
	Account Totals:		0.6	50,843		0.60	52,168
	Report Totals:		12.6	1,175,280		12.60	1,239,297