

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 2015 Accomplishments

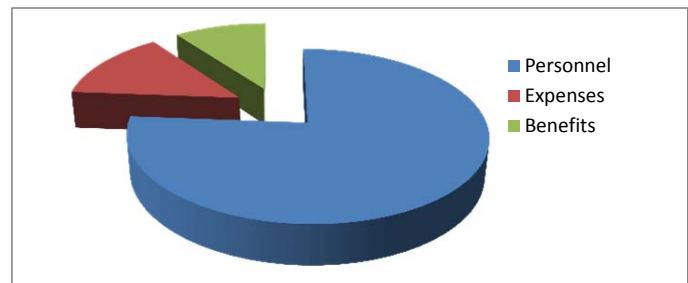
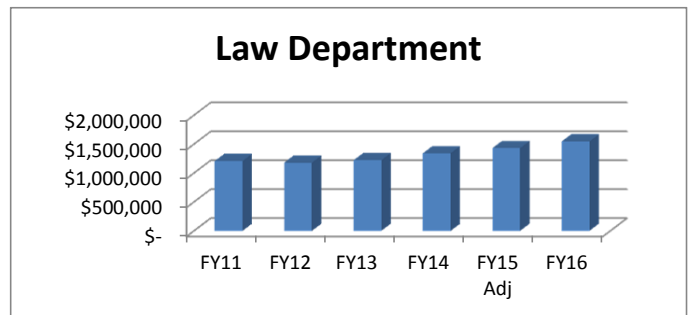
Municipal Law - Completed collection or write-off of police details over one year old. Scanned many City Solicitor opinions. Worked with Human Resources to review City workplace policies. Extensively Researched and drafted ordinances regarding second water meters, new water and sewer and stormwater rate structures, plastic bags, gender identity and expression, and police details for retirees. Participated in negotiation of Infrastructure Development Assistance Agreement in connection with Chestnut Hill Square project.

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

Labor Law - Began collective bargaining with City unions to obtain contracts with all unions. Worked with police and fire on process for 111F claims.

Telecom - Began collection of data to determine needs for cable ascertainment for new round of negotiations. Reviewed payment compliance by cable operators. Launched administration of Oak Hill Radio Frequency Interference Remediation fund.

Retirement - Advised Retirement Board regarding recent SJC decision on interest rates for overpayments and underpayments and enacted regulation regarding interest payments.



Fiscal Year 2016 Desired Outcomes

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

Labor Law - Complete remaining collective bargaining contracts.

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

Telecom - Continue cable ascertainment and licensing process.

Retirement - Develop policy for deferred compensation.

Department Detail

	Actual				<-Adj Budget-> FY2015	<-Proposed-> FY2016
	FY2011	FY2012	FY2013	FY2014		
Expenditure by Core Function						
Personnel	\$ 823,884	\$ 884,404	\$ 922,645	\$ 953,463	\$ 1,068,808	\$ 1,178,855
Expenses	\$ 292,124	\$ 188,131	\$ 195,876	\$ 275,837	\$ 226,477	\$ 212,320
Benefits	\$ 91,803	\$ 106,994	\$ 103,058	\$ 113,833	\$ 135,327	\$ 155,610
Total	\$ 1,207,811	\$ 1,179,529	\$ 1,221,579	\$ 1,343,133	\$ 1,430,612	\$ 1,546,785
% Incr		-2.34%	3.56%	9.95%	6.51%	8.12%
Personnel						
Full-Time	10	10	10	10	11	12
Part-Time	0	1	1	1	1	1
Total	10	11	11	11	12	13

FY2015 Accomplishments - Law

Outcome #1: Municipal Law	Target	Result
Strategy #1: Implementation of Policies		
Complete collection or write-off of police details over one year old	Jan 2015	85% complete
Scanning of all City Solicitor opinions	Jan 2015	75% complete
Work with Human Resources to review City workplace policies	Ongoing	Complete
Strategy #2: Resolve matters involving the City and its officials within principles of efficiency and fairness		
Work in teams on complex legal issues	Ongoing	Ongoing
Develop strategies that are communicated to clients	Ongoing	Ongoing
Provide flawless documents to all courts and agencies	Ongoing	Ongoing
Prepare at a high level for all depositions, hearings and trials	Ongoing	Ongoing
Outcome #2: Education Law		
Strategy #1: Ensure that staff is fully trained and up to date on legal issues		
Participation in large-scale special education training at Suffolk University over multiple days	Jan 2015	Complete
Training for schools on new discipline rules	Sep 2014	Complete
Outcome #3: Labor Law		
Strategy #1: Provide superior level of advice and services to all management, employees		
Collective bargaining with City unions to obtain contracts with all unions	Ongoing	Ongoing
Attend all local labor law seminars and trainings to remain up to date on legal issues	Ongoing	Completed
Work with police and fire on process for 111F claims	Jan 2015	Initial review complete
Outcome #4: Telecom		
Strategy #1: Resolution of all Cable Franchise Agreements		
Begin collection of data to determine needs for cable ascertainment for new round of negotiations	Ongoing	initial data collection complete
Review of payment compliance by cable operators	Jan 2015	Complete
Outcome #5: Retirement		
Strategy #1: Advise retirement board on all legal matters		
Advise Retirement Board regarding recent SJC decision on interest rates for overpayments and underpayments	Sep 2014	Completed

FY2016 Desired Outcomes - Law

Outcome #1: Municipal Law

Target

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
Advise regarding outstanding reuse issues.

June 2016

June 2016

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

Ongoing

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

Ongoing

Outcome #3: Education Law

Target

Strategy #1: Provide legally sound and well-reasoned advice

Update school anti-bullying law.

December 2015

Provide district-wide training on emerging issues including tutoring and transgender students.

December 2015

Outcome #4: Telecom

Target

Continue cable ascertainment and licensing process.

June 2016

Outcome #5: Retirement

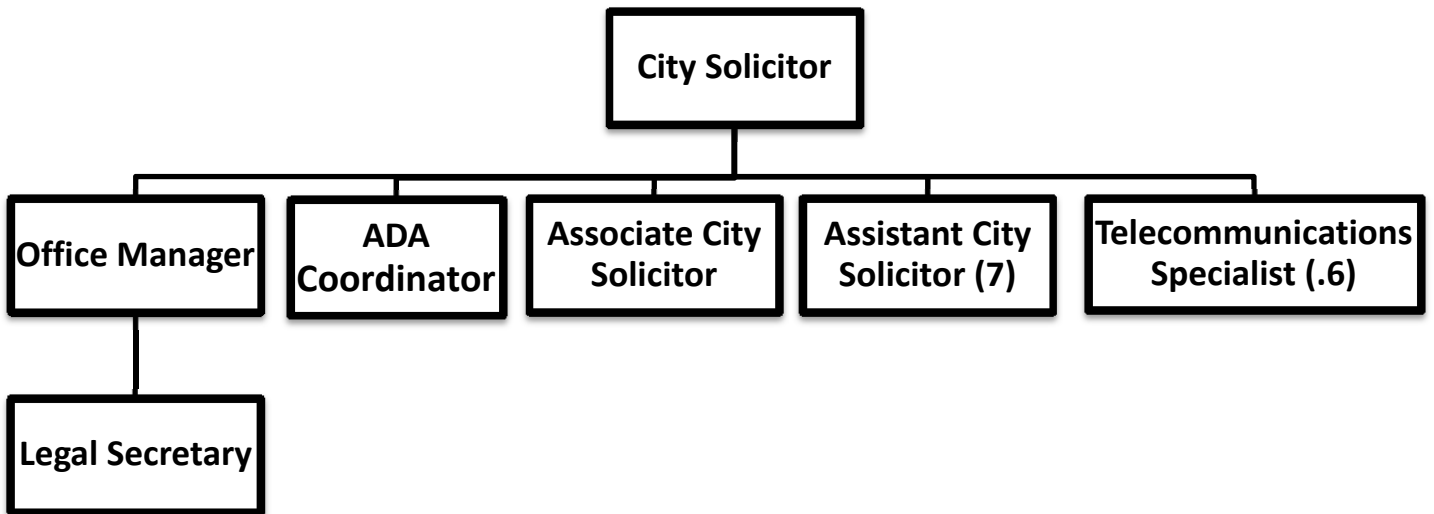
Target

Strategy #1: Advise retirement board on all legal matters

Develop policy for deferred compensation emergency withdrawals (457b) plans.)

December 2015

LAW DEPARTMENT



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

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2013	ACTUAL 2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
CITY SOLICITOR SUMMARY						
51 - PERSONAL SERVICES	922,645	953,463	1,068,808	768,322	1,178,855	110,047
52 - EXPENSES	195,876	275,837	226,477	166,427	212,320	-14,157
57 - FRINGE BENEFITS	103,058	113,833	135,327	88,033	155,610	20,283
TOTAL DEPARTMENT	1,221,579	1,343,133	1,430,612	1,022,782	1,546,786	116,174
LEGAL						
51 - PERSONAL SERVICES	922,645	953,463	1,068,808	768,322	1,178,855	110,047
52 - EXPENSES	107,012	104,616	116,477	83,462	112,320	-4,157
57 - FRINGE BENEFITS	103,058	113,833	135,327	88,033	155,610	20,283
TOTAL LEGAL	1,132,715	1,171,912	1,320,612	939,818	1,446,786	126,174
LEGAL CLAIMS/SETTLEMENTS						
52 - EXPENSES	88,864	171,221	110,000	82,965	100,000	-10,000
TOTAL LEGAL CLAIMS/SETTLEMENT	88,864	171,221	110,000	82,965	100,000	-10,000

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

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
108 - CITY SOLICITOR						
0110801 - LEGAL						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	872,542	902,017	1,014,626	725,211	1,122,562	107,936
511102 PART TIME > 20 HRS/WK	46,403	47,746	49,507	38,436	50,843	1,336
514001 LONGEVITY	3,700	3,700	4,675	4,675	5,450	775
TOTAL PERSONAL SERVICES	922,645	953,463	1,068,808	768,322	1,178,855	110,047
EXPENSES						
52401 OFFICE EQUIPMENT R-M	0	658	808	808	800	-8
5274 RENTAL - EQUIPMENT	2,750	2,750	2,750	1,902	3,200	450
5301 CONSULTANTS	0	18,218	10,500	10,470	10,000	-500
530228 ARBITRATION SERVICES	0	0	20,000	19,180	20,000	0
5309 LEGAL SERVICES	27,616	5,000	13,570	0	5,000	-8,570
5314 REGIST/RECORDING FEES	2,143	518	2,500	2,275	2,500	0
5315 COURT COSTS/WITNESS	3,056	3,245	1,150	887	3,000	1,850
53401 TELEPHONE	694	678	600	467	720	120
53402 CELLULAR TELEPHONES	0	921	800	591	600	-200
5341 POSTAGE	2,776	3,500	3,300	2,755	3,500	200
5342 PRINTING	11,269	19,160	12,744	12,702	15,000	2,256
5420 OFFICE SUPPLIES	7,568	6,774	4,400	4,367	5,000	600
5592 BOOKS/MANUALS/PERIOD	42,616	32,506	35,000	20,513	33,000	-2,000
5710 VEHICLE USE REIMBURSE	1,873	2,047	2,000	1,294	2,000	0
5711 IN-STATE CONFERENCES	1,815	5,665	3,000	2,356	5,000	2,000
5730 DUES & SUBSCRIPTIONS	2,835	2,975	3,355	2,895	3,000	-355
TOTAL EXPENSES	107,012	104,616	116,477	83,462	112,320	-4,157
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	1,842	2,373	2,488	1,780	3,582	1,094
57HLTH HEALTH INSURANCE	89,660	99,595	116,237	75,854	131,500	15,263
57LIFE BASIC LIFE INSURANCE	340	340	341	231	341	0
57MEDA MEDICARE PAYROLL TAX	11,216	11,525	13,780	9,387	15,337	1,556
57OPEB OPEB CONTRIBUTION	0	0	2,481	781	4,851	2,370
TOTAL FRINGE BENEFITS	103,058	113,833	135,327	88,033	155,610	20,283
TOTAL LEGAL	1,132,715	1,171,912	1,320,612	939,818	1,446,786	126,174
0110893 - LEGAL CLAIMS/SETTLEMENTS						
EXPENSES						
5725 CLAIMS/SETTLEMENTS	88,864	171,221	110,000	82,965	100,000	-10,000
TOTAL EXPENSES	88,864	171,221	110,000	82,965	100,000	-10,000
TOTAL LEGAL CLAIMS/SETTLEMENTS	88,864	171,221	110,000	82,965	100,000	-10,000
TOTAL CITY SOLICITOR	1,221,579	1,343,133	1,430,612	1,022,782	1,546,786	116,174

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

**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2015			2016		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ADA COORDINATOR		0.5	26,736	H06	1.00	59,876
	ASSOCIATE CITY SOLICITO		1.0	116,616	H12	1.00	120,574
	ASST CITY SOLICITOR		6.0	556,848	H11	6.00	578,347
	CITY SOLICITOR		1.0	122,528	H15	1.00	136,439
	INT DIR HUMAN RESOURCES		1.0	97,304	H11	1.00	100,609
	LEGAL SECRETARY II		1.0	54,473	H04	1.00	56,312
	OFFICE MANAGER		1.0	68,098	H06	1.00	70,404
	Account Totals:		11.5	1,042,603		12.00	1,122,562
511102	TELECOMMUNICATION SPECIA		0.6	49,507	H08	0.60	50,843
	Account Totals:		0.6	49,507		0.60	50,843
	Report Totals:		12.1	1,092,110		12.60	1,173,405