

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 2014 Accomplishments

State and Municipal Law - Prepared for new state law changes including Christian's Law and laws concerning Medical Marijuana dispensaries

Permitting & Licensing - Simplified the City's permitting and licensing process

Fees and Fines - Continued review of the City's current fee and fine structure

Labor Law - Continued to work with collective bargaining units through joint labor management meetings

Fiscal Year 2015 Desired Outcomes

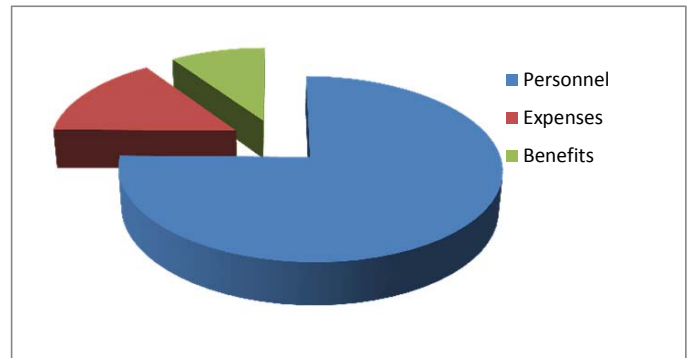
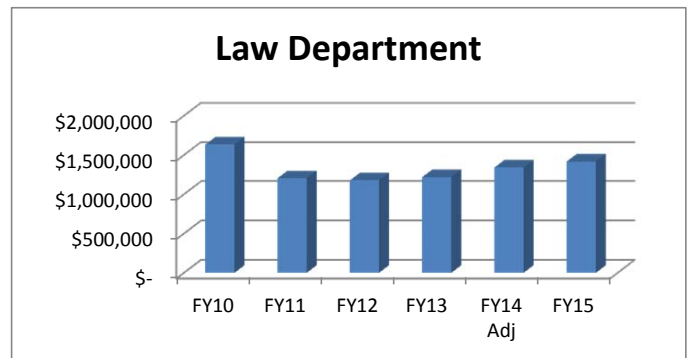
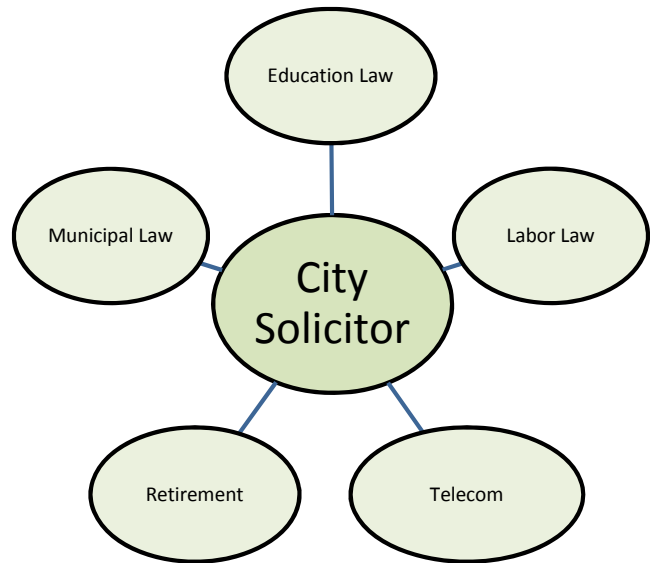
Municipal Law - Complete collection or write-off of police details over one year old; scan all City Solicitor opinions; work with Human Resources to review City workplace policies

Education Law - Participate in large-scale special education training at Suffolk University over multiple days; train for schools on new discipline rules

Labor Law - Collectively bargain with City unions to obtain contracts with all unions; work with police and fire on process for 111F claims

Telecom - Begin collection of data to determine needs for cable ascertainment for new round of negotiations; review of payment compliance by cable operators

Retirement - Advise Retirement Board regarding recent SJC decision on interest rates for overpayments and underpayments



Department Detail

	Actual				-<Adj Budget->		-<Proposed->	
	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2015	
Expenditure by Core Function								
Personnel	\$ 883,256	\$ 823,884	\$ 884,404	\$ 922,645	\$ 953,781	\$ 1,068,808		
Expenses	\$ 648,347	\$ 292,124	\$ 188,131	\$ 195,876	\$ 276,160	\$ 216,477		
Benefits	\$ 104,428	\$ 91,803	\$ 106,994	\$ 103,058	\$ 114,025	\$ 135,327		
Total	\$ 1,636,031	\$ 1,207,811	\$ 1,179,529	\$ 1,221,579	\$ 1,343,966	\$ 1,420,612		
% Incr	27.42%	-26.17%	-2.34%	3.56%	10.02%	5.70%		
Personnel								
Full-Time	10	10	10	10	10	11		
Part-Time	0	0	1	1	1	1		
Total	10	10	11	11	11	12		

FY2014 Accomplishments - Law**Outcome #1 - Be Prepared for New State Law Changes****Target Result****Strategy #1. Comprehensive review of Christian's Law**

Review Statute

Aug 2013 Accomplished

Coordinate with Parks & Rec on requirements

Jul 2013 Accomplished; Information contained in current brochures

Strategy #2. Prepare for Medical Marijuana dispensaries

Review state rules and regulations when promulgated

Ongoing Accomplished

Coordinate with Health on requirements

Ongoing Accomplished; Newton chosen for medical marijuana dispensary on Washington Street

Outcome #2: Simplify Permits & Licenses**Target Result****Strategy #1. Review all current permits and licenses**

Determine which licenses can be converted to permits

Jan 2014 Accomplished

Simplify language in both licenses and permits

Jun 2014 Accomplished; Language simplified in both licenses and permits

Outcome #3: Organized City Fees & Fines**Target Result****Strategy #1. Review of current fee and fine structure**

Comprehensive review of City's fees and fines

Jun 2014 Accomplished initial information gathering

FY2015 Desired Outcomes - Law Department**Outcome #1 - Enforcement/Defense of City Ords and Reg****Target****Strategy #1. Resolve all matters involving the City and its officials within principles of efficiency and fairness**

Work in teams on complex legal issues	Ongoing
Develop strategies that are communicated to clients	Ongoing
Thoroughly investigate all matters	Ongoing
Provide flawless documents to all courts and agencies	Ongoing
Prepare at a high level for all depositions, hearings, and trials	Ongoing

Strategy #2. Serve as chief Risk Managers for the City and its officials

Provide training and advice to officials and employees on significant issues, including open meeting law, public records and conflicts of interest	Ongoing
Practice open door policy for all officials and employees who need advice with the goal of avoiding problems before they occur	Ongoing

Strategy #3. Implementation of Policies

Complete collection or write-off of police details over one year old	Jan 2015
Scanning of all City Solicitor opinions	Jan 2015
Work with Human Resources to review City workplace policies	Ongoing

Outcome #2 - NPS Staff able to judiciously enforce Education Law**Target****Strategy #1. Provide legally sound and well-reasoned advice**

Work with all administrative personnel and principals in the Newton Public Schools, at times on an immediate basis	Ongoing
Cross-train two attorneys who are available at all times for advice, including after-hours	Ongoing
Attend all local education and special education seminars and training to remain up to date on legal issues	Ongoing
Training for schools on new discipline rules	Sep 2014
Provide advice to clients at their buildings when necessary	Ongoing

Outcome #3. - Labor Law**Target****Strategy #1. Provide superior level of advice and services to all management employees**

Cross-train two attorneys to address management needs for individual unions	Ongoing
Attend all local labor law seminars and training to remain up to date on legal issues	Ongoing
Work with police and fire on process for 111F claims	Jan 2015
Prepare for and participate in all collective bargaining negotiations to obtain contracts with all unions and address any changes to contracts	Ongoing

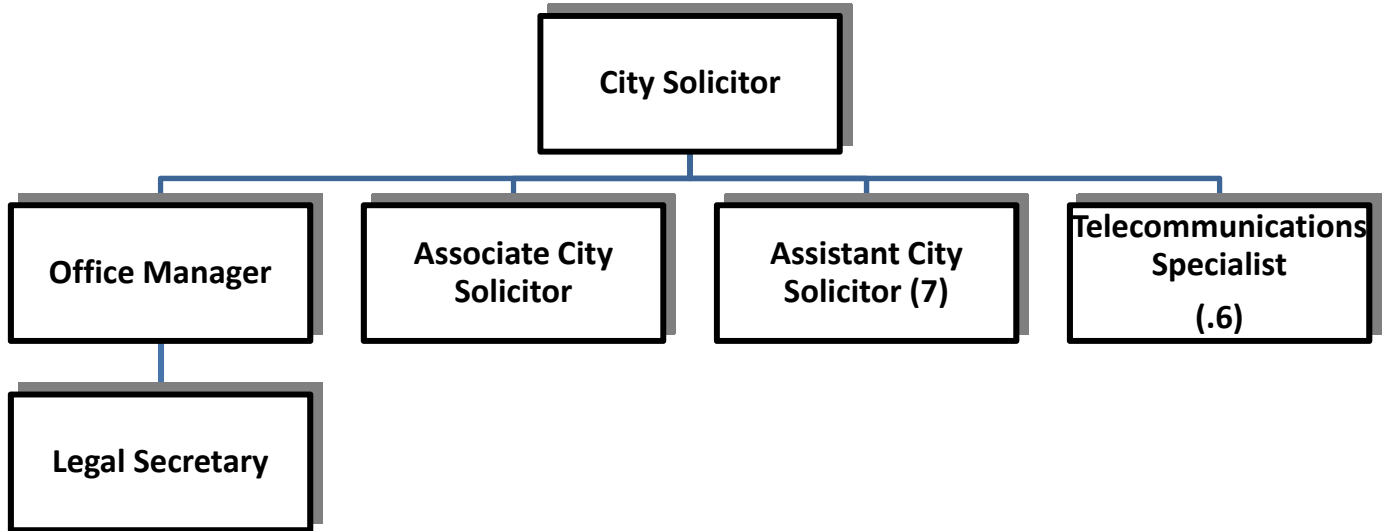
Outcome #4. - Retirement Bd knowledgeable of State Law**Target****Strategy #1. Advise retirement board on all legal retirement board on all legal matters**

Attend all retirement board meetings	Ongoing
Attend all local retirement seminars and training to remain up to date on legal issues	Ongoing

Outcome #5. - Resolution of Cable Franchise Agreements**Target****Strategy #1. Advise retirement board on all legal retirement board on all legal matters concerning state retirement law**

Begin collection of data to determine needs for cable ascertainment for new round of negotiations	Ongoing
Review of payment compliance by cable operators	Jan 2015

LAW DEPARTMENT



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

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2012	ACTUAL 2013	AMENDED 2014	YTD 4/22/2014	RECOMMENDED 2015	CHANGE 2014 to 2015
DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	884,404	922,645	953,781	749,683	1,068,808	115,026
52 - EXPENSES	188,131	195,876	276,160	142,318	216,477	-59,683
57 - FRINGE BENEFITS	106,994	103,058	114,026	89,744	135,327	21,301
TOTAL DEPARTMENT	1,179,530	1,221,579	1,343,967	981,744	1,420,611	76,644
LEGAL						
51 - PERSONAL SERVICES	884,404	922,645	953,781	749,683	1,068,808	115,026
52 - EXPENSES	88,131	107,012	101,160	78,330	116,477	15,317
57 - FRINGE BENEFITS	106,994	103,058	114,026	89,744	135,327	21,301
TOTAL LEGAL	1,079,530	1,132,715	1,168,967	917,757	1,320,611	151,644
LEGAL CLAIMS/SETTLEMENTS						
52 - EXPENSES	100,000	88,864	175,000	63,987	100,000	-75,000
TOTAL LEGAL CLAIMS/SETTLEMENTS	100,000	88,864	175,000	63,987	100,000	-75,000

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

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2012	ACTUAL FY2013	AMENDED 2014	YTD 4/22/2014	RECOMMENDED 2015	CHANGE 2014 to 2015
108 - CITY SOLICITOR						
0110801 - LEGAL						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	827,176	872,542	902,018	708,481	1,014,626	112,608
511102 PART TIME > 20 HRS/WK	44,603	46,403	48,063	37,501	49,507	1,444
514001 LONGEVITY	4,375	3,700	3,700	3,700	4,675	975
515005 BONUSES	8,250	0	0	0	0	0
TOTAL PERSONAL SERVICES	884,404	922,645	953,781	749,683	1,068,808	115,026
EXPENSES						
52401 OFFICE EQUIPMENT R-M	432	0	671	671	672	1
52410 SOFTWARE MAINTENANC	896	0	0	0	0	0
5274 RENTAL - EQUIPMENT	1,375	2,750	2,750	2,292	2,750	0
5301 CONSULTANTS	0	0	4,346	1,900	6,500	2,154
530228 ARBITRATION SERVICES	0	0	0	0	20,000	20,000
5309 LEGAL SERVICES	14,400	27,616	23,000	11,956	20,000	-3,000
5314 REGIST/RECORDING FEES	243	2,143	511	508	2,500	1,989
5315 COURT COSTS/WITNESS	2,306	3,056	2,300	1,702	3,000	700
53401 TELEPHONE	712	694	621	506	600	-21
53402 CELLULAR TELEPHONES	0	0	836	680	600	-236
5341 POSTAGE	2,901	2,776	2,500	2,391	2,500	0
5342 PRINTING	13,913	11,269	12,984	12,892	10,000	-2,984
5420 OFFICE SUPPLIES	4,887	7,568	6,200	5,458	4,000	-2,200
5592 BOOKS/MANUALS/PERIOD	40,620	42,616	35,000	29,307	35,000	0
5710 VEHICLE USE REIMBURSE	1,608	1,873	1,931	1,292	2,000	70
5711 IN-STATE CONFERENCES	1,167	1,815	4,400	4,400	3,000	-1,400
5730 DUES & SUBSCRIPTIONS	2,670	2,835	3,110	2,375	3,355	245
TOTAL EXPENSES	88,131	107,012	101,160	78,330	116,477	15,317
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	1,760	1,842	1,917	1,871	2,488	571
57HLTH HEALTH INSURANCE	93,984	89,660	99,979	78,527	116,237	16,258
57LIFE BASIC LIFE INSURANCE	345	340	341	255	341	0
57MEDA MEDICARE PAYROLL TAX	10,906	11,216	11,789	9,091	13,780	1,991
57OPEB OPEB CONTRIBUTION	0	0	0	0	2,481	2,481
TOTAL FRINGE BENEFITS	106,994	103,058	114,026	89,744	135,327	21,301
TOTAL LEGAL	1,079,530	1,132,715	1,168,967	917,757	1,320,611	151,644
0110893 - LEGAL CLAIMS/SETTLEMENT						
EXPENSES						
5725 CLAIMS/SETTLEMENTS	100,000	88,864	175,000	63,987	100,000	-75,000
TOTAL EXPENSES	100,000	88,864	175,000	63,987	100,000	-75,000
TOTAL LEGAL CLAIMS/SETTLEMENTS	100,000	88,864	175,000	63,987	100,000	-75,000
TOTAL CITY SOLICITOR	1,179,530	1,221,579	1,343,967	981,744	1,420,611	76,644

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

**CITY OF NEWTON BUDGET
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2014			2015		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ASSOCIATE CITY SOLICITO	H12	1.0	113,196	H12	1.00	116,616
	ASST CITY SOLICITOR	H11	6.0	550,848	H11	7.00	652,911
	CITY SOLICITOR	H15	1.0	118,953	H15	1.00	122,528
	LEGAL SECRETARY II	H04	1.0	52,896	H04	1.00	54,473
	OFFICE MANAGER	H06	1.0	66,122	H06	1.00	68,098
	Account Totals:		10.0	902,016		11.00	1,014,626
511102	TELECOMMUNICATION SPECIA	H08	0.6	48,065	H08	0.60	49,507
	Account Totals:		0.6	48,065		0.60	49,507
	Report Totals:		10.6	950,081		11.60	1,064,133