

# OFFICE OF LAW - 21

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## MISSION

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The Office of Law provides legal review, advice and representation for the County Executive, County Council and County agencies in order to enforce County laws and ordinances, reduce the County's financial liability and assist other agencies in their efforts to provide programs and services to citizens.

## CORE SERVICES:

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- Serve as legal advisor to the County Executive, County Council, all agencies of the County and the various boards, commissions and committees.
- Represent the County in lawsuits.
- Enforce County ordinances and collection activities.
- Serve as legal counsel to the Department of Social Services and provide legal assistance to the Housing Authority on landlord-tenant issues.
- Review all contractual documents for legal sufficiency.

## FY 2008 KEY ACCOMPLISHMENTS:

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- Provided legal assistance on the Gaylord Minority Business Enterprise (MBE) agreement which benefited minority contractors and employees of the County.
- Provided legal representation for the County to establish the Morgan Boulevard Child Care facility. This facility is near the Morgan Boulevard Washington Metropolitan Area Transit Authority subway station ( Metro ) and will substantially assist parents with children who access the Metro.
- Received a favorable order from the Circuit Court validating the County's tax sale procedures, which allowed the Office of Finance to independently operate its tax sale with the authority of the Court.

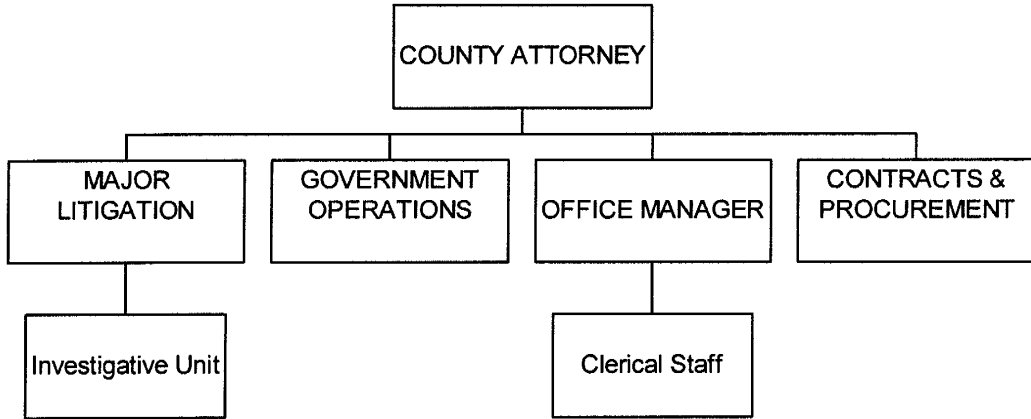
## FY 2009 FISCAL & STAFFING OVERVIEW:

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The FY 2009 approved budget for the Office of Law is \$5.1 million, an increase of \$380,500 or 8.1% from the FY 2008 approved budget of \$4,711,100. Major changes in the FY 2009 approved budget include:

- Cost of living adjustment and merit increases for 61 full-time employees.
- The reallocation of a part-time position to a full-time position.

**ORGANIZATIONAL CHART:**



**PERFORMANCE MANAGEMENT:**

**GOAL 1** - To provide a vigorous defense for Prince George's County in order to limit the County's exposure and financial liability.

**Objective 1.1** – By FY 2010, the disposition of the cases handled by the office will either be below or at the initial reserve on 90% of the cases thereby reducing the County's cost of liability.

**MEASURES**

Measure Name	Measure Category	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Projected
Number of cases received	Output	136	76	87	83	86	77
Number of cases closed	Output				63	81	70
Percent of cases closed	Quality				72%	94%	91%
Number of cases closed at or below reserve	Quality				60	76	65
Percent closed at or below reserve	Outcome				95%	94%	93%

**Performance Measures Explanation** – Reaching the objective target of 90% of all dispositions being at or below the initial reserve will improve the level of expenditures placed on the Risk Management Fund. The Office of Law has been consistent in meeting this objective from FY 2007 through FY 2009.

**GOAL 2** - To provide prompt and accurate legal review and advice to the County Executive and executive branch agencies in order to meet the needs of our clients.

**Objective 2.1** - By FY 2010, meet agency requested due dates on 80% of all requests for legal review and advice on legislative matters in order to accomplish agency operational requirements and initiatives.

**MEASURES**

Measure Name	Measure Category	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Projected
Number of legislative attorneys	Input				2	2	3
Number of legislative review requests received	Output				113	154	129
Number of legislative review and advice requests per attorney	Efficiency				57	77	43
Percent of requests and advice reviewed on or before deadline	Outcome				11%	19%	80%

**Performance Measures Explanation** – Reaching this objective will enable Executive Branch agencies to meet their operational needs in the prescribed legislative timeframe. The Office of Law is focusing on internal and external training, communication between the attorneys and the agencies as well as reviewing internal procedures in order to achieve the objective.

**GOAL 3** - To provide prompt and accurate legal review of submitted contractual documents in order to meet the needs of our clients.

**Objective 3.1** - By FY 2010, requests for legal review of contractual documents reviewed by the Office of Law will be within 30 days 85% of the time in order to meet operational programs and initiatives of the clients.

***MEASURES***

Measure Name	Measure Category	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Projected
Number of contractual attorneys	Input					5	5
Number of contractual reviews received	Output					339	1,000
Number of contractual reviews per attorney	Efficiency					67	200
Number of contractual documents reviewed within 30 days	Quality						850
Percent of contractual reviews processed within 30 days	Outcome						85%

**Performance Measures Explanation** – Reaching this objective will assist agencies to meet their goals and objectives by assisting with the review agency of contracts, programs and initiatives.

**Objective 3.2** - By FY 2010, the Office of Law Administrative Review Committee (ARC) member will approve documents for legal sufficiency within seven days of the ARC meeting date on 85% of the contracts reviewed in order to meet operational programs and initiatives of the clients.

***MEASURES***

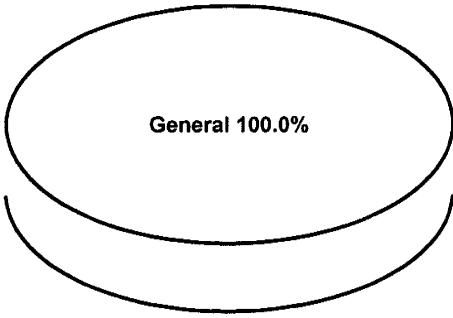
Measure Name	Measure Category	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimated	FY 2009 Projected
Number of ARC attorneys	Input					5	5
Number of ARC packages received	Output						650
Number of ARC reviews per attorney	Efficiency						650
Number of ARC packages reviewed within 7 days	Quality						552
Percent of ARC packages reviewed within 7 days	Outcome						1

**Performance Measures Explanation** – Reaching this objective will assist agencies to meet their goals and objectives by reviewing ARC documents for legal sufficiency.

	FY2007 ACTUAL	FY2008 BUDGET	FY2008 ESTIMATED	FY2009 APPROVED	CHANGE FY08-FY09
<b>TOTAL EXPENDITURES</b>	\$ 3,990,789	\$ 4,711,100	\$ 4,545,600	\$ 5,091,600	8.1%
<b>EXPENDITURE DETAIL</b>					
Office Of Law	5,242,464	5,978,200	5,942,300	6,478,400	8.4%
Recoveries	(1,251,675)	(1,267,100)	(1,396,700)	(1,386,800)	9.4%
<b>TOTAL</b>	\$ 3,990,789	\$ 4,711,100	\$ 4,545,600	\$ 5,091,600	8.1%
<b>SOURCES OF FUNDS</b>					
General Fund	\$ 3,990,789	\$ 4,711,100	\$ 4,545,600	\$ 5,091,600	8.1%
Other County Operating Funds:					
<b>TOTAL</b>	\$ 3,990,789	\$ 4,711,100	\$ 4,545,600	\$ 5,091,600	8.1%

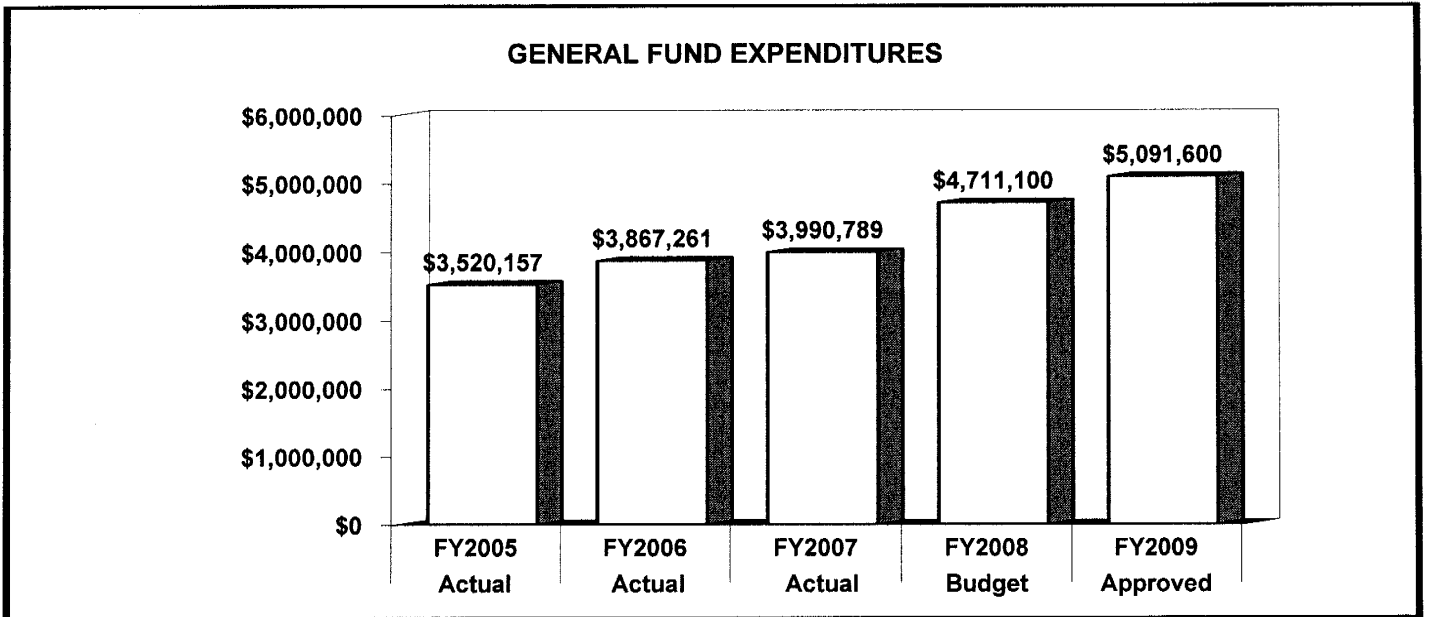
**FY2009 SOURCES OF FUNDS**

This agency's funding is derived solely from the County's General Fund. A portion of its costs are recovered based on legal services provided to other County Funds.

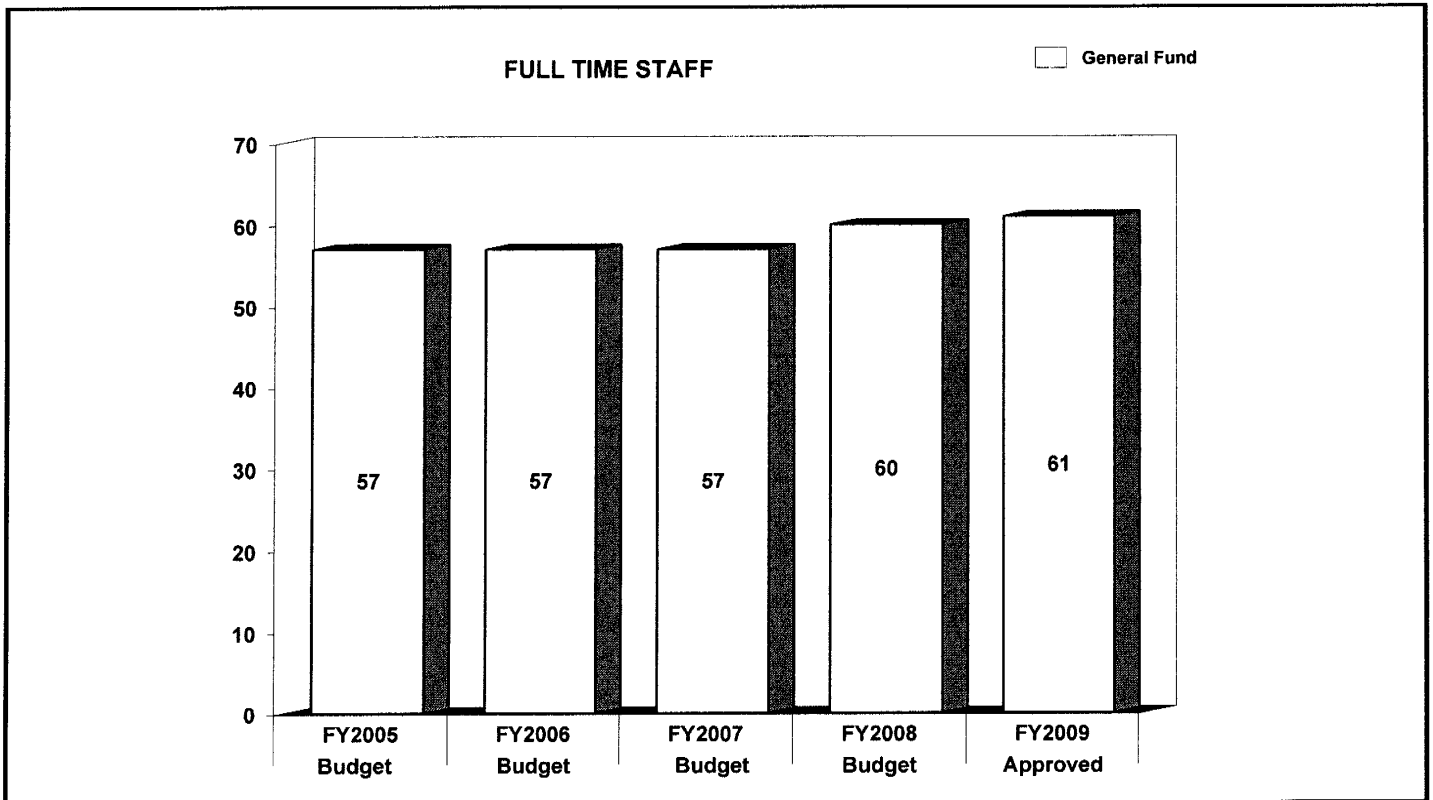


	FY2007 BUDGET	FY2008 BUDGET	FY2009 APPROVED	CHANGE FY08-FY09
<b>GENERAL FUND STAFF</b>				
Full Time - Civilian	57	60	61	1
Full Time - Sworn	0	0	0	0
Part Time	1	1	0	-1
Limited Term	0	0	0	0
<b>OTHER STAFF</b>				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
<b>TOTAL</b>				
Full Time - Civilian	57	60	61	1
Full Time - Sworn	0	0	0	0
Part Time	1	1	0	-1
Limited Term	0	0	0	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Directors	1	0	0
Deputy Directors	2	0	0
Attorneys	39	0	0
Administrative Assistants	4	0	0
Investigators	2	0	0
Law Clerks	2	0	0
Administrative Support	11	0	0
<b>TOTAL</b>	<b>61</b>	<b>0</b>	<b>0</b>



The agency's actual expenditures increased 13.4% from FY 2005 to FY 2007. This increase is primarily driven by cost of living, merit, and fringe benefit adjustments. The FY 2009 approved budget is 8.1% more than the FY 2008 approved budget.



The authorized staffing complement increased by four positions from FY 2005 to FY 2009. This increase is due to increased legal workload. The FY 2009 staffing level increased by one position from FY 2008.

	<b>FY2007 ACTUAL</b>	<b>FY2008 BUDGET</b>	<b>FY2008 ESTIMATED</b>	<b>FY2009 APPROVED</b>	<b>CHANGE FY08-FY09</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 3,977,790	\$ 4,544,000	\$ 4,529,000	\$ 5,024,300	10.6%
Fringe Benefits	888,659	1,003,900	1,003,900	1,059,100	5.5%
Operating Expenses	376,015	430,300	409,400	395,000	-8.2%
Capital Outlay	0	0	0	0	0%
	<b>\$ 5,242,464</b>	<b>\$ 5,978,200</b>	<b>\$ 5,942,300</b>	<b>\$ 6,478,400</b>	<b>8.4%</b>
Recoveries	(1,251,675)	(1,267,100)	(1,396,700)	(1,386,800)	9.4%
<b>TOTAL</b>	<b>\$ 3,990,789</b>	<b>\$ 4,711,100</b>	<b>\$ 4,545,600</b>	<b>\$ 5,091,600</b>	<b>8.1%</b>
<b>STAFF</b>					
Full Time - Civilian	-	60	-	61	1.7%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	1	-	0	-100%
Limited Term	-	0	-	0	0%

In FY 2009, compensation increased 10.6% over the FY 2008 budget due to cost of living adjustments, merit increases and staffing complement and salary changes. Compensation costs includes funding for 61 full-time employees and five summer youth employees.

<b>MAJOR OPERATING EXPENDITURES</b>	
<b>FY2009</b>	
Office Automation	\$ 150,000
General and Administrative	\$ 111,700
Contracts	
Miscellaneous	\$ 34,000
Telephones	\$ 28,200
Local Transportation	\$ 16,900

