

# OFFICE OF LAW - 21

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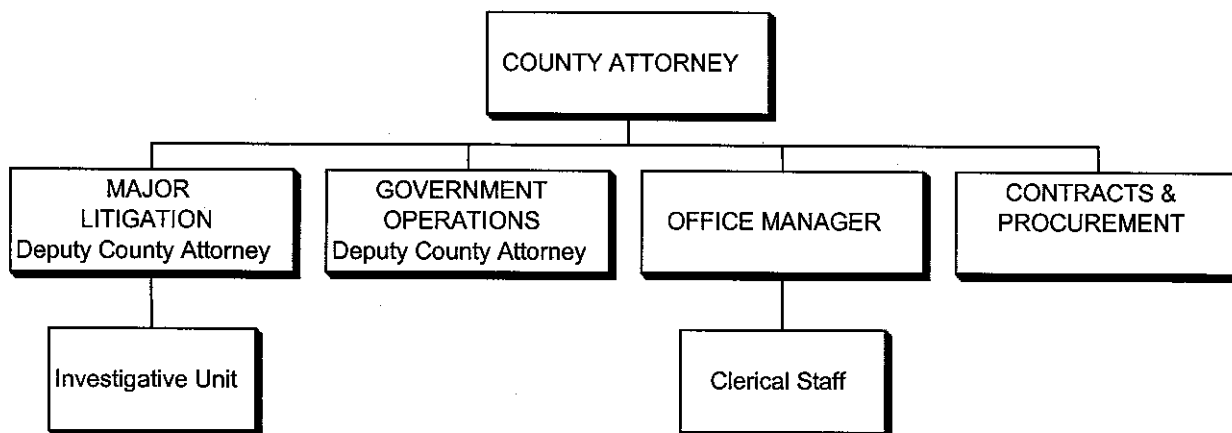
## ***MISSION***

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The mission of the Office of Law is to serve all County agencies and citizens who have matters requiring Office of Law review in an expeditious and professional manner, to effectively enforce the civil laws of the County and to be creative and responsive in its service to County agencies in all matters through a work force committed to excellence, integrity, and teamwork.

## ***ORGANIZATION CHART***

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## ***DESCRIPTION OF SERVICES***

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- Serves as legal advisor to the County Executive, County Council, and all agencies and the various boards, commissions and committees.
- Represents the County in lawsuits; enforces various County ordinances and collection activities.
- Serves as legal counsel to the Department of Social Services and provides legal assistance to the Housing Authority on landlord-tenant issues.
- Provides legal assistance to all County Boards and Commissions through staff resources and outside legal contracts.
- Assists the Board of Ethics, which regulates all lobbying activities and administers the financial disclosure requirements of the Code of Ethics. Educates the public, employees and officials of the County regarding the laws and philosophy of ethics.
- Drafts legislation and reviews legislative proposals of County agencies.
- Reviews all contractual documents for legal sufficiency.

***FY2003 HIGHLIGHTS***

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- The Litigation Division continues to successfully defend the County's interest in a variety of Courts. Highlights include: more than a dozen motions to dismiss or for summary judgment in cases that could have resulted in significant losses to the County; six jury verdicts in favor of the County and its employees; over \$500,000 in judgment and attorney fees were reversed; a Court ruling that the County was not subject to punitive damages and eliminated a \$10,000 award; and successfully defended the County against a number of injunctions.
- Provided representation before the Washington Council of Governments and the Department of Homeland Security in the coordination of regional mutual aid.
- Assisted in the drafting of legislation relating to the National Harbor Development Districts and National Harbor Special Taxing Districts, and authorizing the issuance and sale of bonds relating to this project.
- Advised County Police Department officials regarding several reviews and assisted in revisions to policies designed to sharpen supervisory review and reduce misconduct allegations.

***FY2004 OVERVIEW***

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The Office of Law's FY2004 budget is slightly below the previous fiscal year. An evaluation of staffing assignments allowed for the elimination of one full-time position as its function was transferred to another agency. Fringe Benefits was the only category that increased in FY2004, due to cost increases for health insurance and pension contributions.

Training funds will support continuing education for attorneys as well as intensive trial training opportunities.

A member of the agency's support staff will continue to assist the Board of Ethics in reviewing complaints and rendering decisions in a timely fashion.

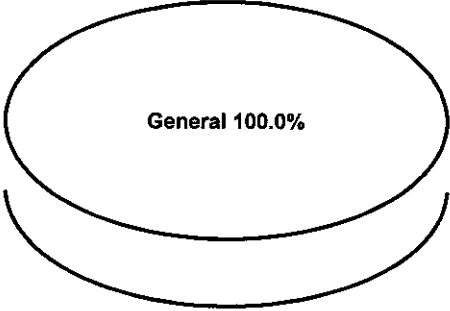
Legal services provided to County agencies as well as semi-autonomous entities such as the Housing Authority continue to be partially reimbursed through recoveries, thus offsetting budgeted costs.

An attorney from the Office of Law will assist the Police Reform Group with its review of the County's Police Department.

	FY2002 ACTUAL	FY2003 BUDGET	FY2003 ESTIMATED	FY2004 PROPOSED	CHANGE FY2003-FY2004
<b>TOTAL EXPENDITURES</b>	\$ 2,716,698	\$ 3,252,700	\$ 3,098,800	\$ 3,251,800	0%
<b>EXPENDITURE DETAIL</b>					
Office Of Law	4,019,457	4,569,100	4,415,200	4,626,300	1.3%
Recoveries	(1,302,759)	(1,316,400)	(1,316,400)	(1,374,500)	4.4%
<b>TOTAL</b>	\$ 2,716,698	\$ 3,252,700	\$ 3,098,800	\$ 3,251,800	0%
<b>SOURCES OF FUNDS</b>					
General Fund	\$ 2,716,698	\$ 3,252,700	\$ 3,098,800	\$ 3,251,800	0%
Other County Operating Funds:					
<b>TOTAL</b>	\$ 2,716,698	\$ 3,252,700	\$ 3,098,800	\$ 3,251,800	0%

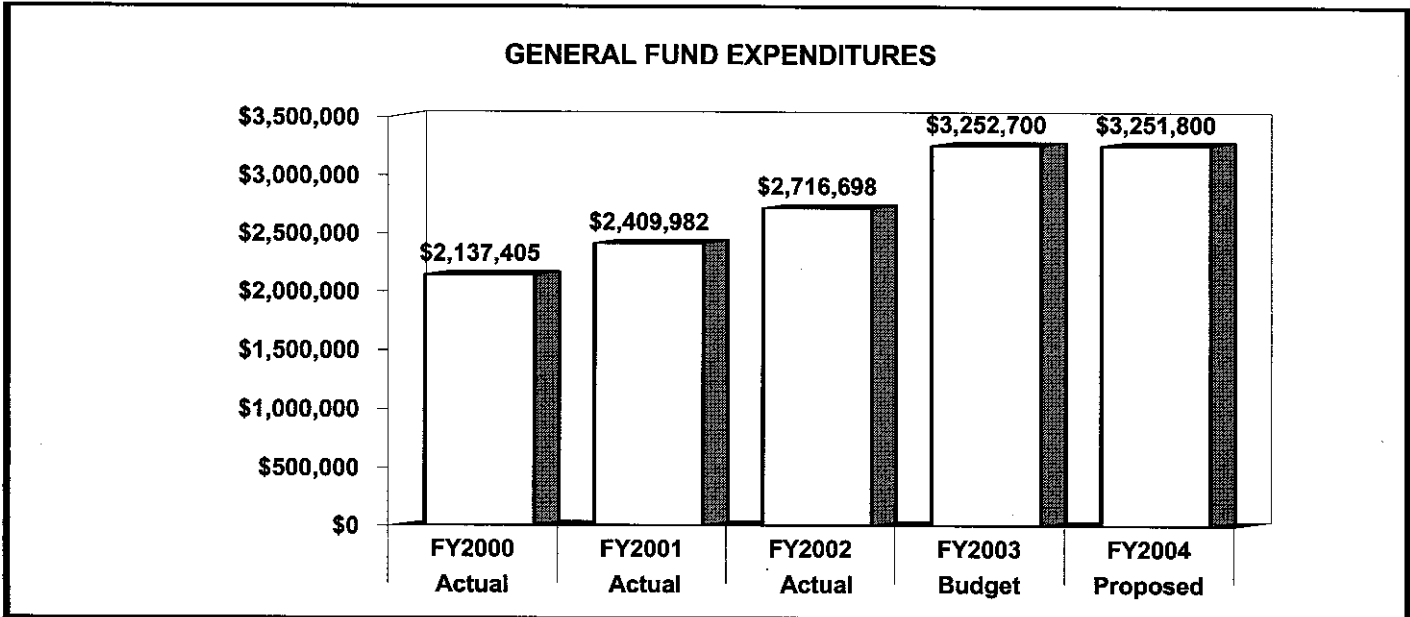
**FY2004 SOURCES OF FUNDS**

This is a General Fund agency, but a number of other sources reimburse costs through the agency's recoveries.

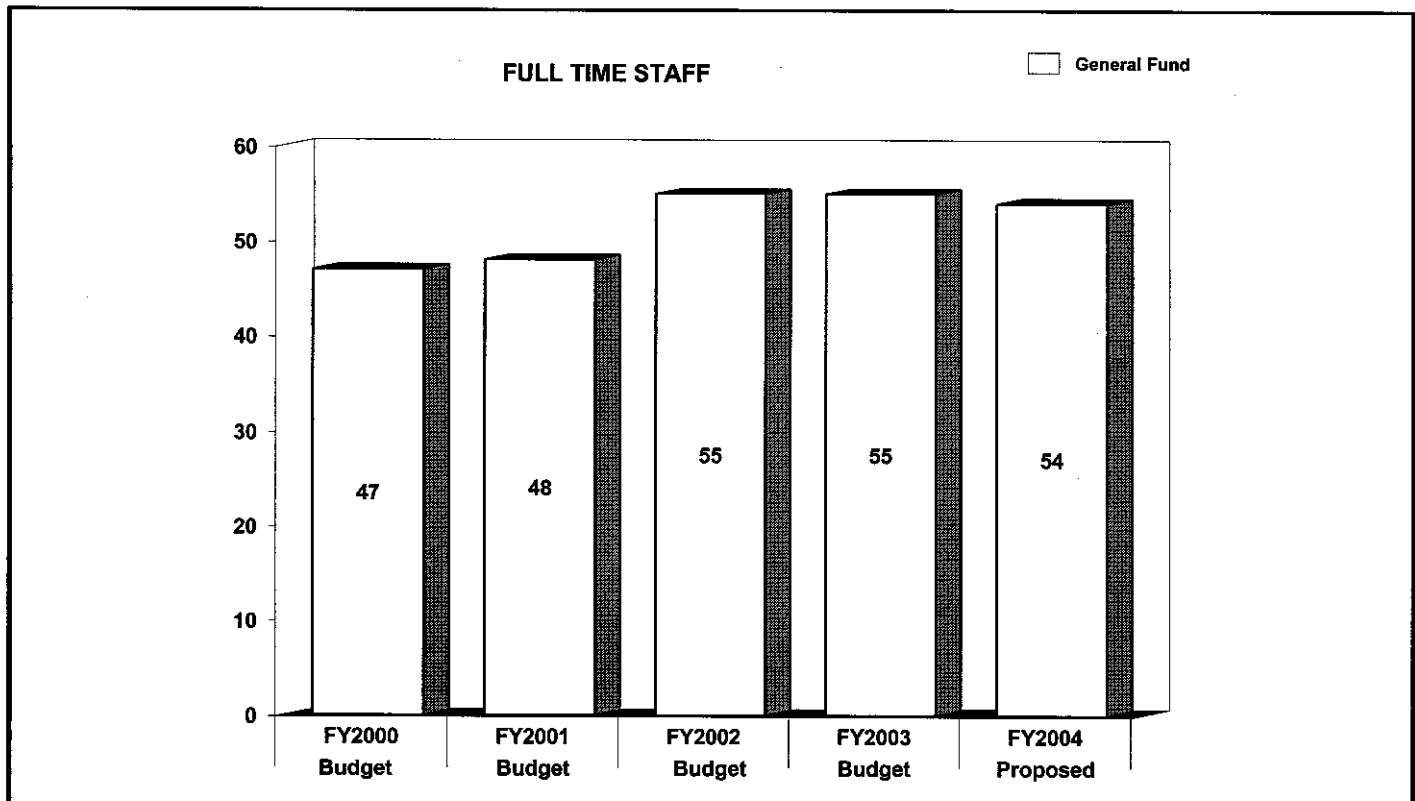


	FY2002 BUDGET	FY2003 BUDGET	FY2004 PROPOSED	CHANGE FY2003- FY2004
<b>GENERAL FUND STAFF</b>				
Full Time - Civilian	55	55	54	-1
Full Time - Sworn	0	0	0	0
Part Time	0	0	1	1
Limited Term Grant Funded	0	0	0	0
<b>OTHER STAFF</b>				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
<b>TOTAL</b>				
Full Time - Civilian	55	55	54	-1
Full Time - Sworn	0	0	0	0
Part Time	0	0	1	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	32	0	0
Administrative Assistants	4	0	0
Investigators	2	0	0
Law Clerks	1	1	0
Administrative Support	12	0	0
<b>TOTAL</b>	<b>54</b>	<b>1</b>	<b>0</b>



The Office of Law's budget for FY2004 is just under the FY2003 approved amount. Compensation remains constant as merit increases will be offset with modest salary lapse.



In FY2004, one Deputy Director position was abolished, and one Law Clerk position was moved from full time to part time status. In addition, an internal promotion resulted in the creation of an administrative support position.

PERFORMANCE MEASURES	FY2000 ACTUAL	FY2001 ACTUAL	FY2002 ACTUAL	FY2003 ESTIMATED	FY2004 PROJECTED
<i>Office of Law</i>					
Receipts from Forfeiture Cases	\$477,138	\$599,869	\$412,385	\$215,000	\$190,000*
Code Enforcement Cases	1,300	1,267	1,165	1,200	1,200
Personnel Board Cases	190	102	149	75	68**
County Legislation (Draft and/or Review)	168	182	172	170	165
Forfeiture Cases referred to Office of Law from Police Department	207	222	159	108	105

Two factors explain the decline in receipts from forfeiture cases.

\*Decreases in police stops, arrests and seizures, has resulted in a decline in the expected forfeiture revenue for FY02-03. In addition, particularly large monetary cases have been transferred to the Federal Government pursuant to Narcotics Enforcement Division instructions. In FY01 only 19 cases were transferred to the Federal Government, in FY02 at least 30 cases will be transferred and the FY03 projected case transfer is expected to exceed 30.

\*\* Recent changes in personnel laws have eliminated appeal rights by applicants for County employment. This will reduce the Personnel Board's overall caseload.

	FY2002 ACTUAL	FY2003 BUDGET	FY2003 ESTIMATED	FY2004 PROPOSED	CHANGE FY2003-FY2004
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 3,124,919	\$ 3,486,200	\$ 3,377,400	\$ 3,516,400	0.9%
Fringe Benefits	552,978	657,500	620,600	689,200	4.8%
Operating Expenses	341,560	425,400	417,200	420,700	-1.1%
Capital Outlay	0	0	0	0	0%
	\$ 4,019,457	\$ 4,569,100	\$ 4,415,200	\$ 4,626,300	1.3%
Recoveries	(1,302,759)	(1,316,400)	(1,316,400)	(1,374,500)	4.4%
<b>TOTAL</b>	<b>\$ 2,716,698</b>	<b>\$ 3,252,700</b>	<b>\$ 3,098,800</b>	<b>\$ 3,251,800</b>	<b>0%</b>
<b>STAFF</b>					
Full Time - Civilian	-	55	-	54	-1.8%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	1	100%
Limited Term Grant	-	0	-	0	0%

Compensation includes funding for annualized merit increases. Salary lapse equivalent to the value of one attorney position has been included in FY2004.

Operating Expenses were reduced slightly from FY 2003. Primarily, the Office of Law modified its agreement with the County's Fleet Management Program. The agency rents vehicles from the motor pool as needed rather than pay maintenance fees for purchased vehicles assigned to the Office of Law.

The Office of Law continues to recover for expenses incurred on behalf of the Department of Social Services, the Health Department, the Washington Suburban Transit Commission, the Department of Public Works and Transportation, the Fire Department, the Office of Central Services, and the Risk Management Fund. In addition, the Office will recover the cost of an Attorney assigned to provide legal assistance to the Police Reform Group.

MAJOR OPERATING EXPENDITURES FY2004	
Office Automation	\$ 190,600
General and Administrative Contracts	\$ 70,800
Training	\$ 33,500
Telephones	\$ 29,000
Printing and Reproduction	\$ 26,500

