



DEPARTMENT OF LAW

Administration - Law

Priority Outcome: Responsible Stewardship of City Resources

Service Number: 860

Fiscal 2022 Recommended Budget: \$1,650,622

Service Description

Service 860 provides for the overall direction and control of the Law Department. It works to successfully defend lawsuits against the City; generate revenue; advocate for the City's interest before State and Federal public bodies; draft, negotiate and review contracts and proposed laws; and advise all City government elected officials and senior/executive personnel.

Major Budget Items

- The Fiscal 2022 budget includes \$78,725 in additional funding to implement the Administrative Procedures Act (APA), which was signed into law in November 2020 and took effect in January 2021. The funding will support 2 contractual employees and software needed to implement the APA.
- The recommended budget transfers 2 FTE positions to Service 860: Administration
 - *Secretary III from Service 861: Controversies
 - *Special Assistant from Service 862: Transactions

Controversies

Priority Outcome: Responsible Stewardship of City Resources

Service Number: 861

Fiscal 2022 Recommended Budget: \$8,589,535

Service Description

Service 861 provides the general litigation, labor and employment, land use, collections, and pre-litigation claims investigation services for the City. This service aims to steadily increase City revenue streams while avoiding or limiting liability payouts.

Major Budget Items

- The recommended budget creates a new Environmental Law division within this service, staffed by 5 positions transferred from the Department of Public Works.
- The budget transfers several positions between services to accurately reflect where personnel are assigned. There is a net increase of 1 position supported by Risk Management funds.
- This service includes resources from both the General Fund and the Risk Management Internal Service Fund, which supports the agency's work on legal liability claims resulting from auto accidents and other issues.

Type	Performance Measure	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Target	FY20 Actual	FY21 Target	FY22 Target
Output	% of repayment versus amount negotiated for collections cases	47%	73%	113%	76%	76%	105%	98%
Effectiveness	% of clients rating services good or excellent	100%	88%	89%	90%	91%	90%	95%

Transactions

Priority Outcome: Responsible Stewardship of City Resources

Service Number: 862

Fiscal 2022 Recommended Budget: \$2,114,938

Service Description

Service 862 provides Charter mandated legal services essential for City operations and governance. With attorneys experienced and knowledgeable in the nuances of City government and municipal law, this group provides advice for the City's real estate, economic development, lending, and municipal finance activities. This service negotiates, drafts, and reviews all City contracts, and advises the Mayor's Office, the City Council, and all City agencies, boards and commissions on the entire range of legal issues facing the City.

Major Budget Items

- The recommended funding level includes a net decrease of 1 General Fund position to Service: 861 (Labor/Employment) and 1 Risk Management position to Service 872 (Workers Compensation).
- The budget for this service includes a contract attorney working on real estate matters. Costs for this contract are shared with the Baltimore Development Corporation.

Type	Performance Measure	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Target	FY20 Actual	FY21 Target	FY22 Target
Outcome	# of PIA requests handled	265	313	338	350	348	350	350
Effectiveness	% of PIA requests answered on time	100%	100%	86%	90%	31%	90%	90%

Minority and Women's Business Opportunity Office

Priority Outcome: Equitable Neighborhood Development

Service Number: 869

Fiscal 2022 Recommended Budget: \$723,436

Service Description

Service 869 is responsible for certification of Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), maintaining a directory of certified businesses, investigating alleged violations of the MWBE ordinance, maintaining statistics on availability and utilization of MBEs and WBEs, setting annual participation goals, setting contract participation goals on a contract by contract basis, setting participation goals on City-assisted projects, and providing assistance to bidders and developers in identifying MBE/WBE firms.

Major Budget Items

- The budget transfers 2 positions from the Department of Finance. The transfers are intended to strengthen the City's focus on purchasing from minority-and women-owned businesses.

Type	Performance Measure	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Target	FY20 Actual	FY21 Target	FY22 Target
Outcome	# of applications approved	160	252	172	150	363	165	300
Effectiveness	# of days average for application review	39	18	30	35	90	35	45

Police Legal Affairs

Priority Outcome: Building Public Safety

Service Number: 871

Fiscal 2022 Recommended Budget: \$2,148,597

Service Description

Service 871 provides legal advice and handles all legal matters for the Baltimore City Police Department (BPD). It defends the BPD in civil litigation in federal and state courts, and in arbitrations. It represents the BPD in internal employee discipline proceedings, civil citation hearings, forfeiture hearings, and City Code violation hearings. The attorneys in this Practice Group provide legal advice and contract drafting and review, as well as oversight for BPD's Public Information Act requests and subpoena responses. The attorneys engage in preventive lawyering by assisting with training, written directives review, analyzing trends in liability and advising the BPD concerning risks of future litigation and liability.

Major Budget Items

- The recommended budget uses existing funding for contract staff to create 1 Assistant Solicitor and maintain 2 work study students to manage Maryland Public Information Act (MPIA) requests.
- The recommended funding level transfers 1 Chief Solicitor position to Service 861: Controversies (Litigation) in exchange for 1 Assistant Solicitor position from Service 861: Controversies.

Type	Performance Measure	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Target	FY20 Actual	FY21 Target	FY22 Target
Output	# of misconduct cases resolved	100	192	84	180	171	200	180
Effectiveness	% of cases resolved prior to hearing	91%	92%	76%	90%	90%	90%	90%

Workers' Compensation Practice

Priority Outcome: Responsible Stewardship of City Resources

Service Number: 872

Fiscal 2022 Recommended Budget: \$5,823,370

Service Description

Service 872 represents the Mayor and City Council in workers' compensation litigation. Attorneys in the Workers' Compensation Practice Group are involved in all aspects of workers' compensation claims brought against the City. They assist claims adjusters at the City's external adjusting company by giving legal and practical advice on claim handling, particularly in cases that involve legal issues, complex trial questions, or other close calls, with decision making and by issuing subpoenas and gathering and reviewing subpoenaed documents. They are also involved in communication about claims and processes with the external adjusting company. Workers' Compensation Practice Group attorneys also attend regular meetings with City agencies to discuss claims, procedures and practices, and they prepare and argue multiple cases on a daily basis, before the Maryland Workers' Compensation Commission.

Major Budget Items

- The budget transfers Secretary III from Service 862: Transactions to Service 872
- The recommended budget transfers \$1.2 million from service 707: Risk Management. The Department of Finance previously managed this contract (Health Services).

Type	Performance Measure	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Target	FY20 Actual	FY21 Target	FY22 Target
Output	# of claims handled each year	N/A	N/A	4,267	4,000	3,321	4,000	3,500
Effectiveness	% of "Yes/No" issues tried and won	N/A	N/A	N/A	5%	42%	5%	15%