



Cuyahoga County

Law Department Budget: 2024-25

Rick Manoloff, Director of Law

November 2, 2023

Law Department Overview

- The Law Department was established by Council through a series of 2011-12 Ordinances (Nos. O2011-0016, O2011-0029, and O2012-0001) pursuant to Section 3.09(2) of the County Charter.
- Per County Code Section 202.05(A)(7), the Law Department has the following Divisions and Sections:
 - General Division
 - Labor and Employment Section
 - Open Meetings and Public Records Section
 - Budget and Finance Section
 - Legislation Section
 - Contracting, Procurement and Real Estate Section
 - Environmental Section
 - Charter and Constitutional Law Section
 - Risk Management Division
- Law Department attorneys and paralegals have been specifically assigned to cover both Divisions and all Sections. The two Divisions are formally maintained through separate budgets (LW100100 for the General Division and LW100120 for the Risk Management Division), among other things.



Law Department Matters

- As catalogued by our “Matrix” software (which does not capture all matters), the Law Department has handled/is handling the following number of discrete matters in the following years:
 - 2021: 4,468
 - 2022: 4,692
 - 2023: 5,478 (projected, based on October 25, 2023 data)
- Excepting public records requests:
 - 2021: 2,706
 - 2022: 2,846
 - 2023: 2,967 (projected)
- Breaking down the net figure for 2023, the following substantive areas are projected to be covered at the following levels:

• Risk Management:	1,412 (48%)
• Contracts, Leases and Loans:	803 (27%)
• Labor and Employment:	485 (16%)
• Other:	267 (9%)



Law Department Personnel

- 15 Attorneys
 - Primary Focus – Labor and Employment: 6
 - Primary Focus – Contracts, Leases and Loans: 5
 - Primary Focus – HHS (within HHS budget): 2
 - Primary Focus – Enterprise Risk Management: 1
 - General Oversight (Director of Law): 1
- 3 Paralegals (1 within the HHS budget)
- 2 Enterprise Risk Management Staff (Risk Management Specialist and Senior Risk Adjuster)
- 1 Administrative Assistant
- 21 TOTAL (as of November 2, 2023; 3 within HHS budget)

- 2 Open Positions (included in “2024-2025 Revenue Enhancements/Recommended Budget Adjustments/Recommended ODI’s” – see p. 104 of Appendix D) – will improve responsiveness to legal needs and support specialization/efficiency

- Revised organizational chart under administrative review, with the following goals in mind:
 - Supervisory/accountability channels – improve provision of legal services generally
 - Supervisory opportunities – improve retention of attorneys and attendant expertise
 - Specified substantive areas – improve efficiency through focused experience



Law Department Budget

- General Division
 - Executive's Recommended Biennial Budget projects 18 staff paid from Law Department budget (with 3 staff paid from HHS budget) – see App. D (p. 104) and App. C (p. 65-66)
 - Executive's Recommended Biennial Budget *also* includes “Recommended Budget Adjustments” to include “additional Attorneys (2)” – see App. D (p. 104)
- Risk Management Division
 - Executive's Recommended Biennial Budget includes “Recommended Budget Adjustments” to include “software, and consultants” – see App. D (p. 104)
 - Will support “Enterprise Risk Management” initiative to go beyond risk transference (through insurance policies) to risk reduction within each department and agency
- Cost Overview
 - Budgeted personnel costs for 2024 (\$2,199,058) represent approximately 43% of total budget (\$5,107,164)
 - Relatively low personnel percentage due to inclusion of all insurance premiums, broker fees, etc. (amounting to \$2,444,709), in denominator
 - “Other Expenses” also include such items as LexisNexis (legal research) software, Matrix (case management) software, etc.
 - Budget includes COLA and increase for employer's share of health coverage costs



