



To: Cuyahoga County Council
From: Greg Huth, Law Director
Re: 2020 – 2021 Budget Statement
Date: October 17, 2019

The Law Department's 2020 biennium budget is, essentially, status quo in comparison to the 2018 biennium, with the only significant change being the 2% COLA.

The contracts line in this budget includes the Matrix software used for case management, the Lexis legal research software, and e-discovery software. The Lexis contract is county-wide and includes the services provided to the County Prosecutor's Office (no longer charged back).

There are 25 FTEs in the Law Department: one Administrative Assistant, two paralegals, two claims adjusters, and 20 attorneys, including myself and the Director of Risk Management. This budget, however, covers 17 of the attorneys; one of the 17, Anka Davis, is housed in Public Works and PW reimburses Law for her services. Two of the Department's attorneys not on this budget are funded through HHS and one is funded through DCFs.

We do need to fill the Director of Risk Management position and interviews are scheduled for tomorrow, October 18.

While no new initiatives are included in this budget, I did make two requests for additional funding that are not included:

1. An additional attorney position to provide support to the Office of Consumer Affairs, which has several critical initiatives including enforcement of the new plastic bag legislation, and the Human Rights Commission. (Estimated annual salary = \$75,000)

I hope to have a plan to address this issue after we've filled the Risk Management position.

2. Software to enhance our management of public records requests. As of September 16, the County has received 15% more requests than in all of 2017 and 7% more than in all of 2018. Consequently, our turn-around time is increasing. There are software packages available that could streamline the process by, for example, routinizing the process across all departments, identifying duplicate requests to decrease turn-around times, and providing prompt notification to the responsible department. (Estimated cost = \$250,000)

We are going to continue to gather information and costs on how to address the issue through either an RFP or RFQ process and will re-visit the issue after we've gathered more information.