



**OFFICE OF LAW**

**FY2016**

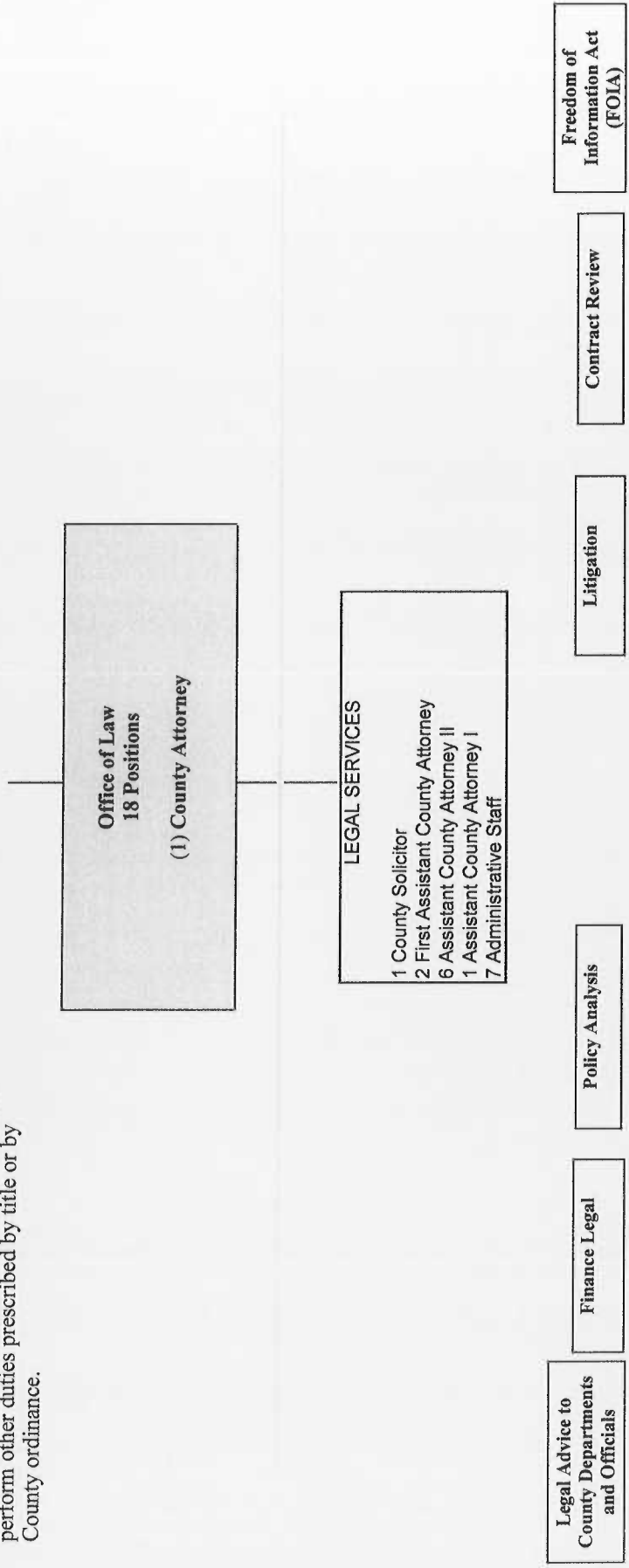
**BUDGET RECOMMENDATION**

**TO COUNTY COUNCIL**

5/11/2015

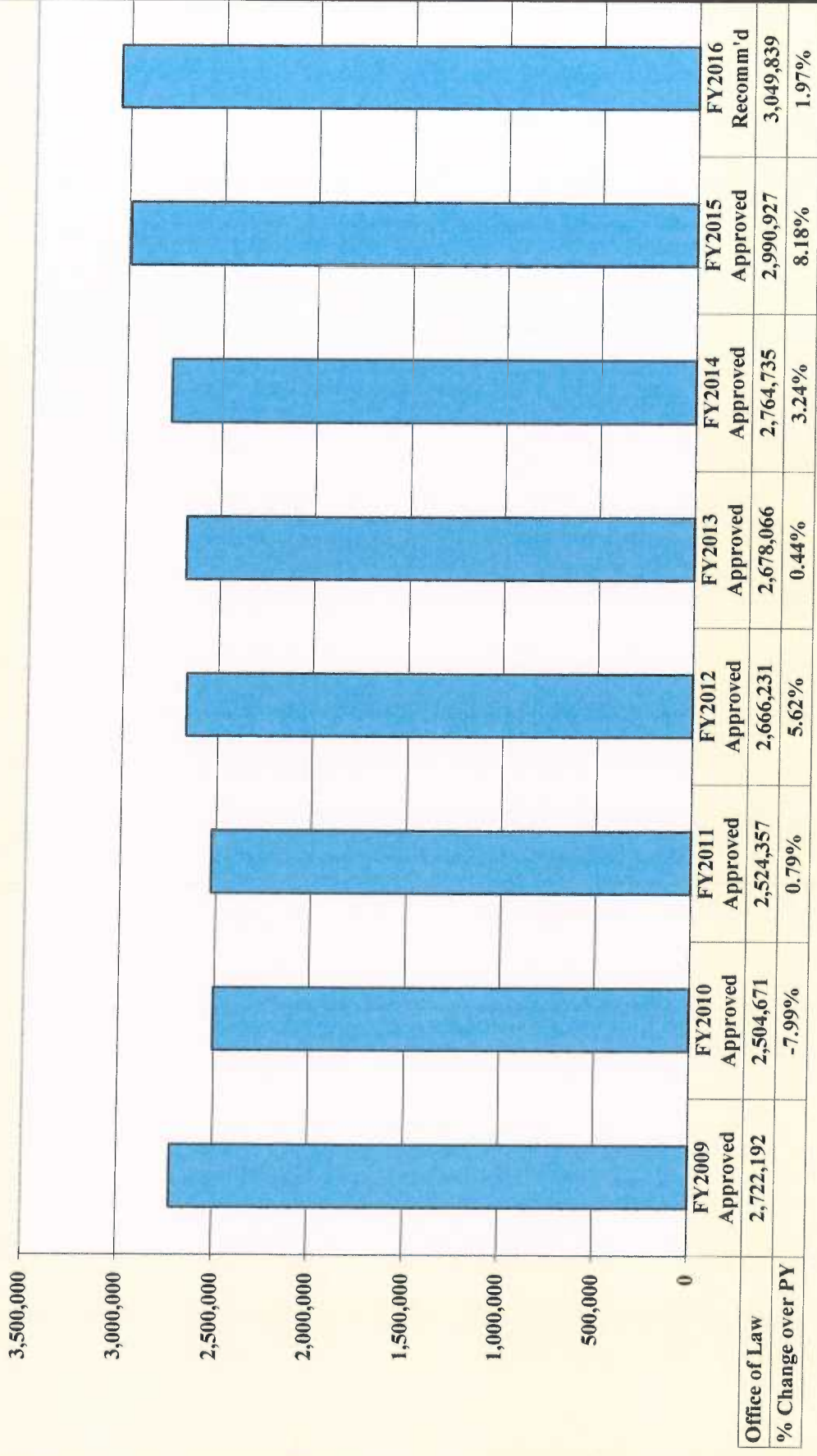
MISSION. . . . .  
 The Office of Law, State mandated mission is to: 1) serve as chief legal advisor to the County Executive, County Council and all County departments, boards, offices and agencies (which includes staffing board and commission meetings) 2) represent the County in all legal proceedings 3) perform other duties prescribed by title or by County ordinance.

## *Office of Law Fiscal Year 2016*



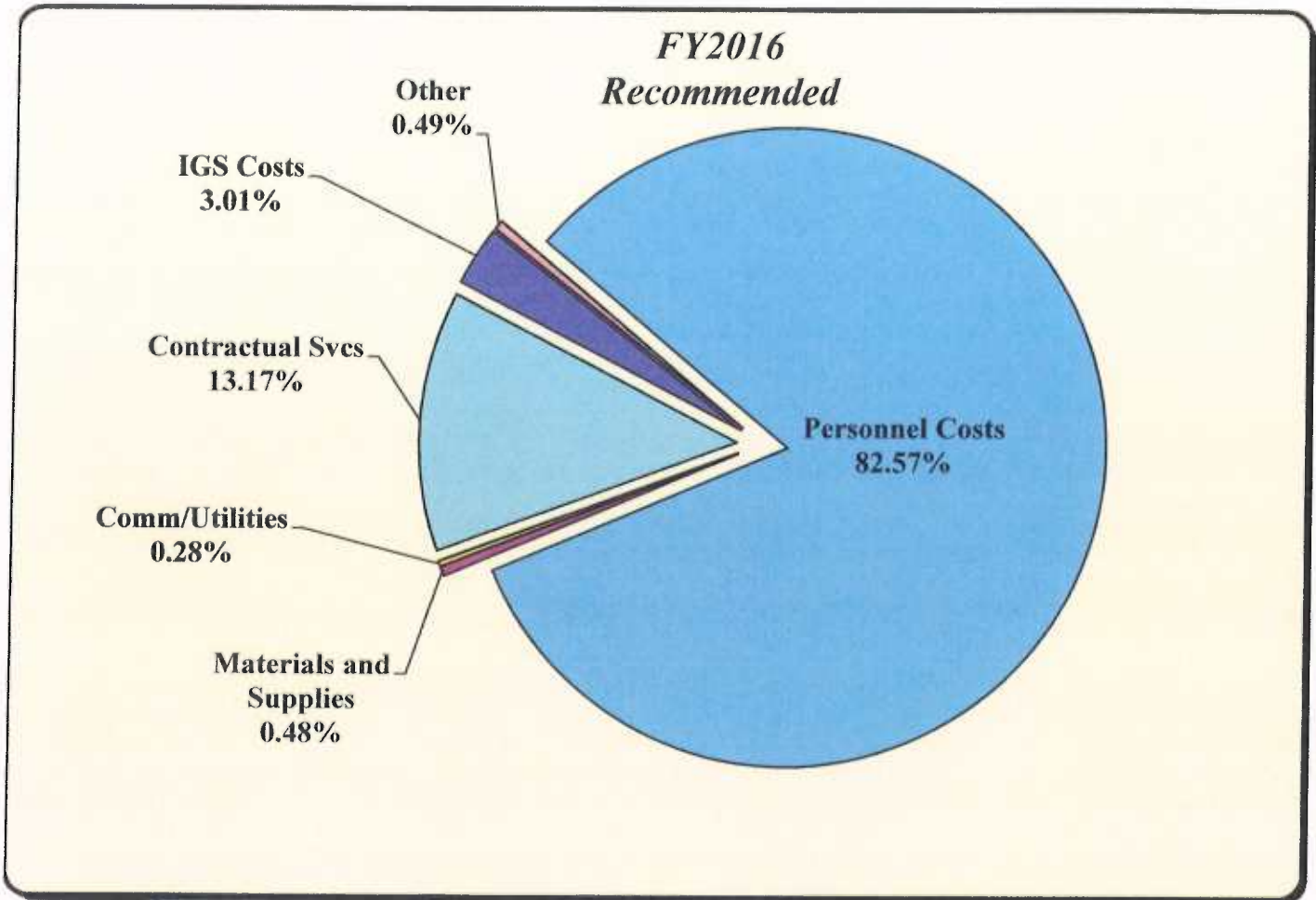
Note: These positions do not include 3 Attorney positions administered and supervised by the Law Department funded in the Special Services budget.

**Office of Law  
Budget History  
FY2009 Approved through FY2016 Recommended**





**NEW CASTLE COUNTY  
OFFICE OF LAW  
FY2016 BUDGET RECOMMENDED**

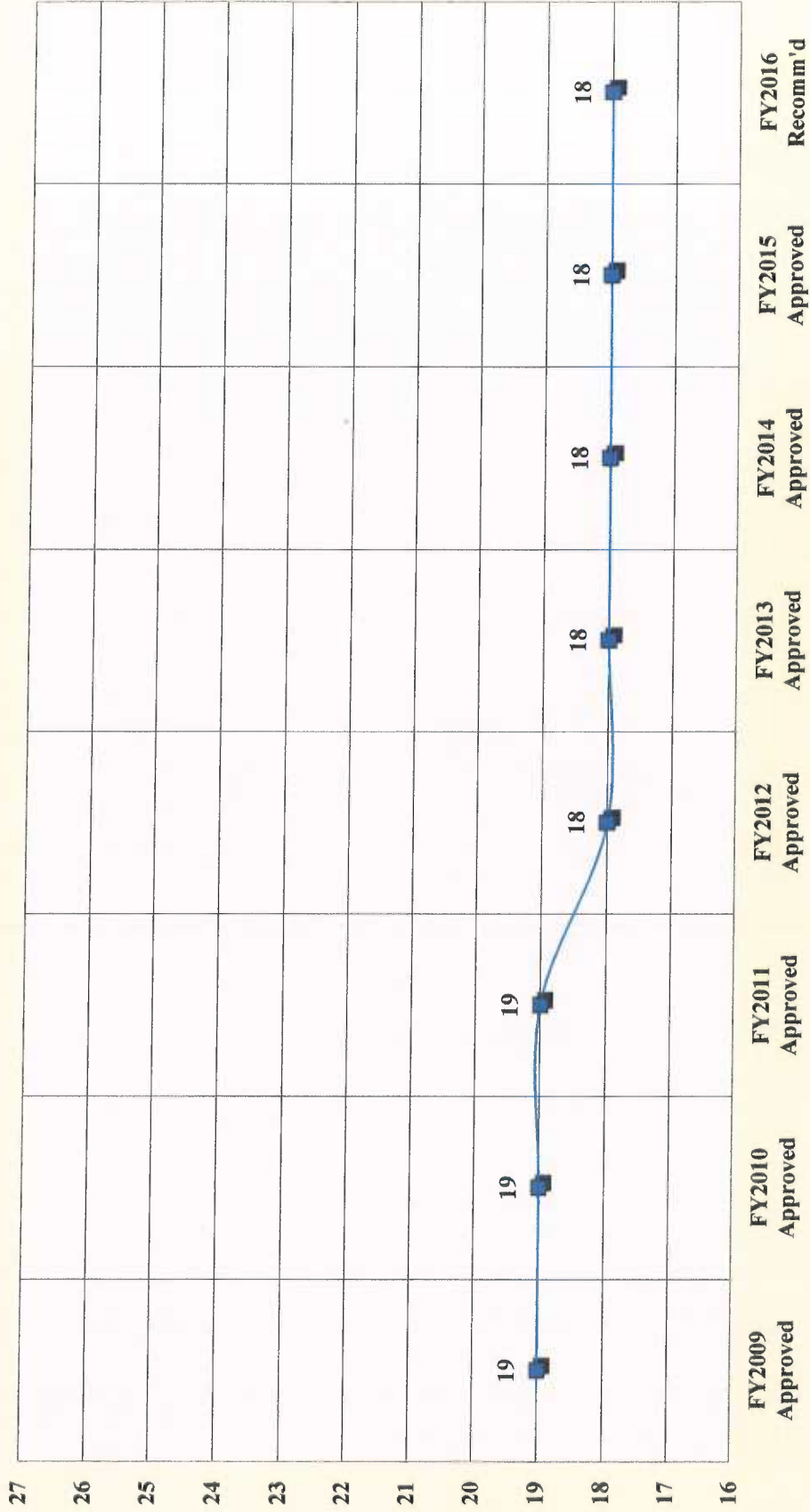


<u>Object Level</u>	<u>FY2016 Recommended</u>
Personnel Costs	\$2,518,208
Comm/Utilities	8,550
Materials and Supplies	14,730
Contractual Svcs	401,650
IGS Costs	91,751
Other	14,950
<b>Total Office of Law:</b>	<b>\$3,049,839</b>



NEW CASTLE COUNTY  
OFFICE OF LAW  
FY2016 BUDGET PRESENTATION

OFFICE OF LAW  
Position History Fiscal Years 2009 through 2016



NEW CASTLE COUNTY  
OFFICE OF LAW  
FY2016 BUDGET PRESENTATION

**DIVERSITY COMPARISON 2014 - 2012**

JOB CATEGORIES	NUMBER OF EMPLOYEES												
	Overall Totals (Sum of Col. B-K)	MALE						FEMALE					
		White (Not of Hispanic Origin) B	Black (Not of Hispanic Origin) C	Hispanic D	Asian or Pacific Islander E	American Indian or Alaskan Native F	White (Not of Hispanic Origin) G	Black (Not of Hispanic Origin) H	Hispanic I	Asian or Pacific Islander J	American Indian or Alaskan Native K		
Officials and Administrators	2014	0											
	2013	0											
	2012	0											
Professionals	2014	9	2	1							4	1	1
	2013	9	2	1							4	1	1
	2012	11	2	1							4	1	1
Technicians	2014	0											
	2013	0											
	2012	0											
Paraprofessionals	2014	0											
	2013	0											
	2012	0											
Administrative Support	2014	8									2	4	
	2013	9									3	4	
	2012	10									3	4	
Skilled Craft Workers	2014	0											
	2013	0											
	2012	0											
Service-Maintenance	2014	0											
	2013	0											
	2012	0											
Certain Elected/Appointed Officials	2014	1	1	1									
	2013	1	1	1									
	2012	1	1	1									
<b>TOTAL</b>	2014	16	2	0	0	0	0	0	0	0	6	5	1
	2013	17	2	0	0	0	0	0	0	0	7	5	1
	2012	17	2	0	0	0	0	0	0	0	7	5	1

State and Local Government Information (EEO-4) Report Format  
The Office of Law is committed to workforce diversity. Currently our numbers reflect gender and racial diversity



**OFFICE OF LAW  
RECOMMENDED BUDGET**

Object Level	FY2015 Approved	FY2016 Recommended	FY2015 Approved vs. FY2016 Recommended	% Incr (Decr) over FY2015 Approved
Salaries and Wages	\$1,688,692	\$1,676,254	(12,438)	-0.74%
Employee Benefits	799,923	841,954	42,031	5.25%
Training and Civic Affairs	13,950	13,950	0	0.00%
Communication and Utilities	8,550	8,550	0	0.00%
Materials and Supplies	14,730	14,730	0	0.00%
Contractual Services	371,300	401,650	30,350	8.17%
Equipment Replacement	1,000	1,000	0	0.00%
Fixed Charges	0	-	0	0.00%
Land/Structures	-	-	0	
Contingency	-	-	0	
IGS Costs	92,782	91,751	(1,031)	-1.11%
<b>Total:</b>	<b>\$2,990,927</b>	<b>\$3,049,839</b>	<b>58,912</b>	<b>1.97%</b>



**NEW CASTLE COUNTY  
OFFICE OF LAW  
FY2016 BUDGET DETAILS**

Object Level	FY2016 Recommended	\$ Change	% Change
<b>Salaries and Wages :</b>	<b>\$1,676,254</b>	<b>(\$12,438)</b>	<b>-0.74%</b>
<p>Expenditures in this line include: Salaries and merit increases for eligible employees and funding for part-time employees</p>			
<b>Employee Benefits:</b>	<b>\$841,954</b>	<b>\$42,031</b>	<b>5.25%</b>
<p>Expenditures reflects the benefit rate of 52.8%</p>			
<b>Training and Civic Affairs:</b>	<b>\$13,950</b>	<b>\$0</b>	<b>0.00%</b>
<p>Expenditures in this line include: Conference and seminar fees and expenses, membership and dues, mileage and parking fees.</p>			
<b>Communication and Utilities:</b>	<b>\$8,550</b>	<b>\$0</b>	<b>0.00%</b>
<p>Expenditures in this line include: Local postage, overnight express postage, and all telephone service.</p>			
<b>Materials and Supplies:</b>	<b>\$14,730</b>	<b>\$0</b>	<b>0.00%</b>
<p>Expenditures in this line include Books and subscriptions, office supplies, computer and printer cartridges.</p>			
<b>Contractual Services:</b>	<b>\$401,650</b>	<b>\$30,350</b>	<b>8.17%</b>
<p>Expenditures in this line include: Equipment repair, service contracts, printing and related expenses, Other Professional Services (i.e., title searches, transcriptions) Prothonotary, Sheriff and District Court filing fees; outside law firms; Increase partially due to funding request for increased title searches for FY2016 (\$21,600.)</p>			





NEW CASTLE COUNTY  
OFFICE OF LAW  
FY2016 BUDGET DETAILS

Object Level	FY2016 Recommended		\$ Change	% Change
--------------	-----------------------	--	-----------	----------

<b>Equipment Replacement:</b>	<b>\$1,000</b>		<b>\$0</b>	<b>0.00%</b>
-------------------------------	----------------	--	------------	--------------

Expenditures in this line include:  
Any safety or office equipment replacement.

<b>IGS Costs:</b>	<b>\$91,751</b>		<b>(\$1,031)</b>	<b>-1.11%</b>
-------------------	-----------------	--	------------------	---------------

Net decrease attributed to:  
IS Data Processing charges from \$76,270 to \$73,277.  
and  
Fleet charges from \$3,012 to \$4,974.



NEW CASTLE COUNTY  
OFFICE OF LAW  
FY2016 FT POSITION ADJUSTMENTS

Position addition

Position deletion

INCREASE	
#	Title
NONE	
0.00	TOTAL INCREASE

DECREASE	
#	Title
NONE	
0.00	TOTAL DECREASE



**NEW CASTLE COUNTY  
OFFICE OF LAW  
FY2016 NEW/DELETED PROGRAMS/SERVICES**

**NEW PROGRAMS/SERVICES:**

---

N/A

**DELETED PROGRAMS/SERVICES:**

N/A



## **NEW CASTLE COUNTY OFFICE OF LAW ACCOMPLISHMENTS**

---

The **Office of Law's** mission is set by State and County law. The duties are to:  
1) serve as chief legal advisor to the County Executive, County Council and all County departments, boards, offices and agencies; 2) represent the County in all legal proceedings; and 3) perform other duties prescribed by State law and County ordinances.

### **SIGNIFICANT ACCOMPLISHMENTS FY2015**

#### **The Office of Law:**

Successfully litigated against several multi-million dollar land development plans that would have subjected the County to substantial cost and jeopardize the quality of life for New Castle County residents;

Represented New Castle County government in employment, personal injury, premise liability, Land Use, Section 1983 litigation and other matters in State and Federal courts;

Provided internal assistance and advice to all County operating departments and branches of the government;

Processed FOIA requests and provided legal assistance with FOIA policies and procedures;

Drafted, reviewed and/or modified in excess of 300 contracts;

Provided training to New Castle County Police Academy classes on issues involving various aspects of the law;

Effectively administered a system to return Escrowed Bankruptcy payments to Trustees;

Implemented monthly training sessions with all Office of Law staff members to increase efficiency and productivity.



**NEW CASTLE COUNTY  
OFFICE OF LAW  
FY2016 CHALLENGES**

---

**FY2016 CHALLENGES/GOALS**

To maintain the quality of the research, advice, review and in-house representation for the operating departments, Row Offices, boards and commissions.

To aggressively defend the County's interest in all pending and potential litigation matters.

To reduce reliance on outside legal counsel where prudent and productive.

To increase opportunities for Continuing Legal Education (CLE) credit and professional training in a cost effective manner.

To continue supporting, providing legal service and participating in all meetings concerning the TAPS program.



# VACANCIES

New Castle County  
Office of Law  
VACANCIES

Department	ADMINISTRATION/ OFFICE OF LAW		
Division	Description	Date Vacated	# of positions
Legal Services	First Assistant County Attorney	6/1/2008	1
Legal Services	Law Office Administrator	11/1/2014	1
Legal Services	Assistant County Attorney I	4/1/2015	1
			3
Office of Law Total			



# CONTRACTUAL SERVICES



New Castle County  
 Department of ADMINISTRATION  
 OFFICE OF LAW  
 FY2016 Contractual Services Details

OCA	OCA Title	Obj Level	Object Level 3 Title	FY2016 Budgeted Amount	Explanation	
030101	Law- Legal Services	5101	Equipment Repairs	\$ 300	Scanner, equipment repairs, Fax Machine	
		5300	Printing & Related	\$ 500	Envelopes, business cards, etc.	
		5400	Legal Fees	\$ 55,000	Local Court filing fees, Document Security, Court reporters	
		5406	Other Professional Services	\$ 70,000	Title searches, transcriptions, legal copies, Prothonatory, Sheriff and District Court filing fees	
		5408	Attorney Fees	\$ 275,000	Outside law firms	
		5800	Advertising Services	\$ 500	Services for Sheriff Sale advertisements	
		5810	Food Service	\$ 350	Service Award	
			<b>Subtotal Contractual Services</b>		<b>\$ 401,650</b>	
			IGS Costs			
		5900	IS Contract-Data Processing	\$ 73,277	IS cross charges	
		5901	IS Contract- Photocopies	\$ 13,000	Copier cross charges	
		5902	IS Contract- Printing & Duplic	\$ 500	Printing cross charges	
		5904	IS Contract- Fleet	\$ 4,974	Vehicle cross charges	
			<b>Subtotal IGS costs</b>		<b>\$ 91,751</b>	
	<b>Total 030101</b>		<b>\$ 493,401</b>			
<b>Total Contractual Services</b>				<b>\$ 493,401</b>		



# BUDGET BY OBJECT CODE