

# Mayor's Office of Legal Counsel FY2016

**Agency** Mayor's Office of Legal Counsel

**Mission** The mission of the Mayor's Office of Legal Counsel (MOLC) is to provide various legal services to the Mayor and District of Columbia government agencies specifically working with their General Counsels.

## Summary of Services

### 2016 Objectives

#### FY16 Objectives

Objective Number	Objective Description
<b>Mayor's Office of Legal Counsel (5 Objectives)</b>	
1	Provide advice, assistance, and counsel to the Mayor and DC agency attorneys on personnel-related matters, contracts, drafting of statues and regulations, real estate transactions and compliance with FOIA.
2	Assist with hiring, legal training, and retention of a highly qualified workforce of attorneys across District government.
3	Assist government agencies to help resolve intergovernmental issues to the city's advantage.
4	Adjudicate FOIA appeals brought against District agencies.
5	Advise agency staff with FOIA compliance, including facilitating FOIA training, scheduling FOIAxpress training, and resolving other public records issues.

### 2016 Key Performance Indicators

Measure	Division	Frequency of Reporting	FY 2013	FY 2014	FY 2015	FY 2015 Target	FY 2016 Target
<b>2 - Assist with hiring, legal training, and retention of a highly qualified workforce of attorneys across District government. (3 Measures)</b>							
number of agencies who MOLC collaborated with throughout Fiscal Year		Annually					100
number of surveys from legal training courses with high rating feedback on topics presented		Annually					100
number of surveys from legal training courses with high rating feedback on speakers/presenters		Annually					100
<b>3 - Assist government agencies to help resolve intergovernmental issues to the city's advantage. (1 Measure)</b>							
number of attorneys that attended legal training courses		Annually					100

### 2016 Workload Measures

Measure	Frequency of Reporting	FY 2013	FY 2014	FY 2015
<b>Workload Measure (5 Measures)</b>				

number of hiring and promotion packages reviewed by MOLC	Annually			
number of attorneys evaluations received	Annually			
number of adjudicated FOIA appeals	Annually			
number of partnerships, grants, and MOU's reviewed	Annually			
number of issues, matters, and cases advised and opined by the MOLC Associate Directors	Annually			

## 2016 Initiatives

Objective Number	Objective Title	Initiative Number	Initiative Title	Initiative Description
<b>Mayor's Office of Legal Counsel - 1 (2 Initiatives)</b>				
1	Advise District agencies in personnel-related matters.	1.1	Collaborate with DCHR on processes and procedures in agency counsel matters.	MOLC will work with DCHR to coordinate meetings with their Human Resources Agency Specialists to update them on new process, procedures, and announcements that concern their respective agencies.
1	Advise District agencies in personnel-related matters.	1.2	Revise sections of Chapter 36 – Personnel Regulations Legal Service Act.	MOLC is currently working with the General Counsel at DCHR and Director Gibson on updating sections of Chapter 36 that need to be updated post the bifurcation.
TOT				
<b>Mayor's Office of Legal Counsel - 2 (2 Initiatives)</b>				
2		1.2	Coordinate year round legal training courses	In FY16, MOLC will hold regular CLE training's on a variety of topics relevant to the work of agency counsel. The training's will be District- wide and provide an opportunity for agency counsel to fulfill CLE requirements while learning about important legal issues and new developments in the law. MOLC training will feature District lawyers and agency counsel with subject matter expertise in the topics addressed. MOLC will continue to work with OAG and other District agencies in the development of legal training courses that will allow the agency counsel to meet their annual legal training requirements.
2		1.3	Revise Rating Period for line attorneys to be on the same rating period as all other attorneys.	The current rating period for line attorneys is from September1 to August 31. The rating period for supervisors and non-supervisory attorneys is from October 1 to September 30.
TOT				
<b>Mayor's Office of Legal Counsel - 3 (1 Initiative)</b>				

3		1.1	Meet with agency General Counsel on a quarterly basis.	The MOLC will host quarterly meetings with agency General Counsel to share important updates, get feedback about issues and areas of concern, and answer questions.
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**Mayor's Office of Legal Counsel - 4 (2 Initiatives)**

4		1.1	MOLC will improve the timeframe in which appeals are adjudicated	This improvement will take place by working closely with the Mayor's Correspondence Unit to more quickly discern whether correspondence sent to the Mayor is a FOIA appeal or another request. MOLC will also work on adjudicating the appeals internally on a faster basis.
4		1.2	MOLC will continue to mediate FOIA disputes before they become appeals.	Many times FOIA appeals are filed because agencies do not respond to FOIA requests. MOLC will attempt to contact these agencies to expedite FOIA responses before they rise to the level of appeals.

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**Mayor's Office of Legal Counsel - 5 (3 Initiatives)**

5		1.1	MOLC will continue to serve as the EOM's primary contact for agencies seeking guidance on FOIA issues.	This guidance consists of interpretation of FOIA exemptions and applicable case law and regulations. In addition, MOLC will assist agencies in addressing overly burdensome requests and fee issues.
5		1.2	MOLC will continue conducting training to agency FOIA officers and attorneys, both independently and in conjunction with the Office on Open Government.	The type of training offered will be both general as well as specific to particular FOIA issues that are frequently appealed, such as the personal privacy exemption. MOLC will also continue scheduling FOIAxpress training classes and webinars for District employees.

5		1.3	Collect, report, and responsibly share information and examples of FOIA decisions with FOIA officers throughout the District government.	This will help FOIA officers identify and analyze issues under FOIA in a consistent and analytical manner.
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<b>TOT</b>				