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LAW DEPARTMENT

2016 Business Plan September 2015

gwinnett county GOVERNMENT



Our Mission

The mission of the Law Department is to deliver high-quality legal services at a reasonable cost to Gwinnett County and its citizens, elected officials, managers, staff, authorities, and related organizations.



Our Values

- Excellence
- Ethics
- Service
- Accountability
- Efficiency



Staffing Levels

- 2016 Budgeted Positions: 16
 - 10 attorneys
 - 6 support staff
- Vacant Positions:
 - 1 support staff



Our Organization

Law
DEPARTMENT DIRECTOR
20000130
WILLIAM J LINKOUS III
00078303

Division 1 - DOT/DWR ATTORNEY, SUPERVISING 20000128 MIKE LUDWICZAK 00027101 Division 2 - P&D/ADMIN. ATTORNEY, SUPERVISING 20000131 MICHAEL STEPHENS 00008049 Division 3 - RISK ATTORNEY, SUPERVISING 20000165 DUANE PRITCHETT 00079118 Administration Section LEGAL MGR 20000133 JULIE B MIMS 00065470 Administration Section LEGAL MGR 20000138 TERRI ADAMS 00079172

Division 1
ATTORNEY II
20000126
DOUGLAS S MORELLI
00077976

Division 1
ATTORNEY II (SPLOST)
20000665
FORREST S FIELDS Jr
00031986

Division 2 ATTORNEY II 20000135 THERESA A COX 00034789

Division 2
ATTORNEY II
20000129
JENNIFER B SAVAGE
00067193

Division 3 ATTORNEY II 20000127 TUWANDA RUSH WILLIAMS 00061801

Division 3
ATTORNEY II (SPLOST)
20000666
MURRAY WEED
00079147

Administration Section LEGAL ASC II 20000137 MERCEDES S THOMAS 00073657

Administration Section LEGAL ASC II 20000304 VACANT Administration Section LEGAL ASC I 20000723 KELLY V ELLISON 00076873

Administration Section LEGAL ASC II 20000722 BARBARA J OLIVER 00076343



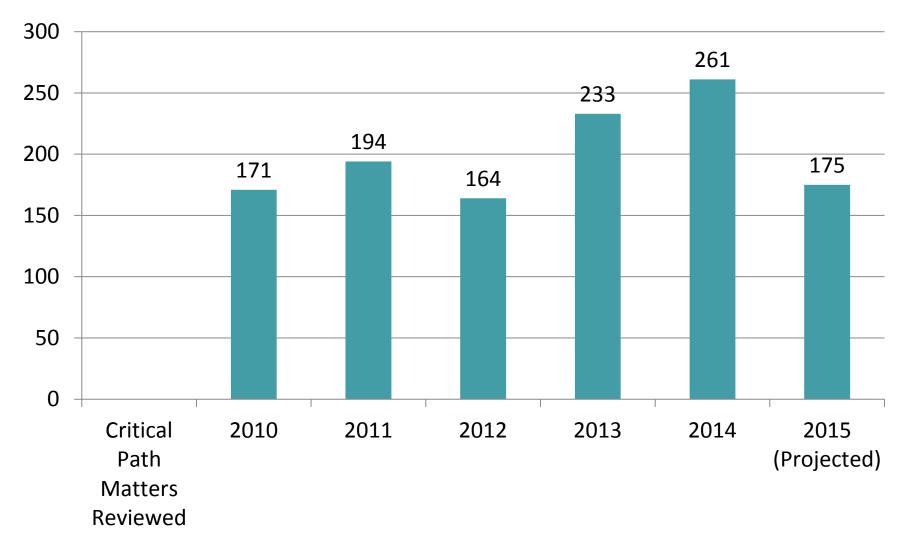
LAW DEPARTMENT

Organizational Performance

gwinnett county GOVERNMENT

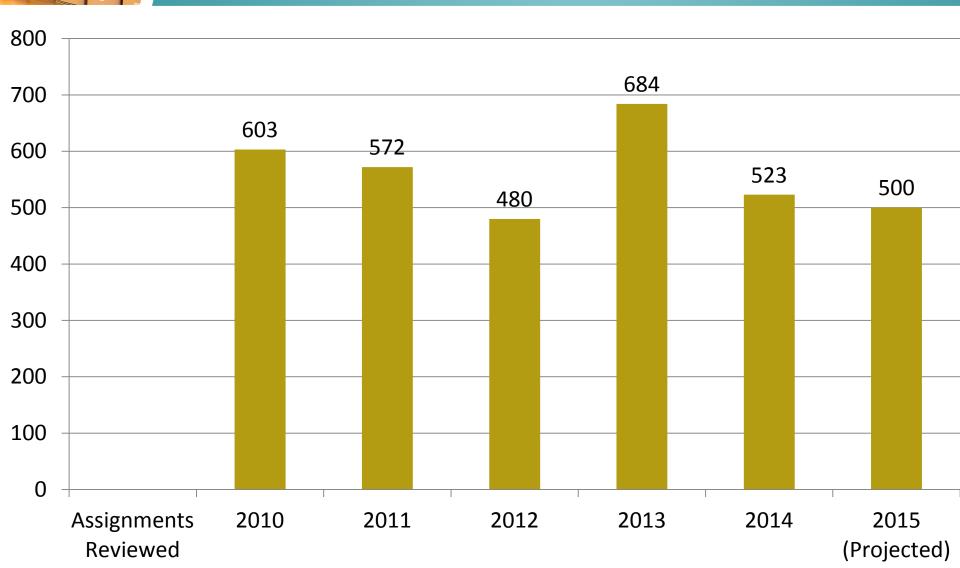


Critical Path Matters Reviewed



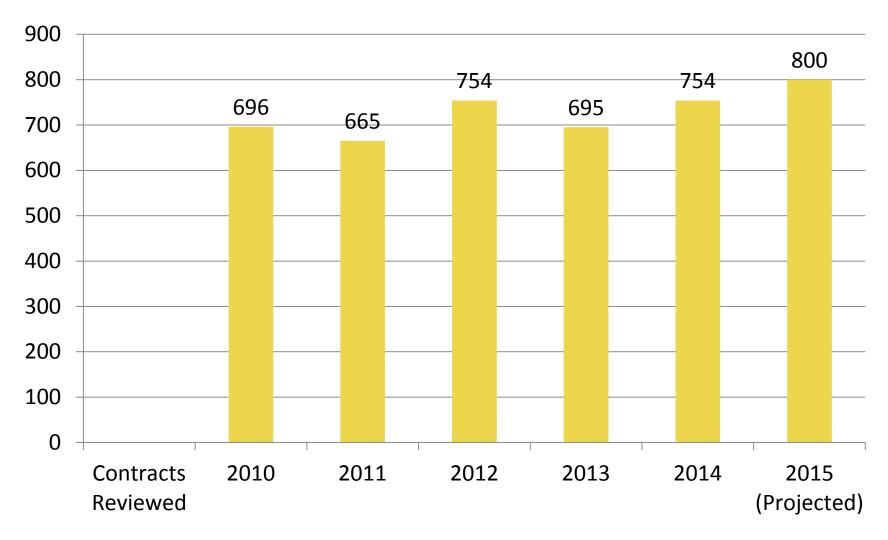


Assignments Reviewed



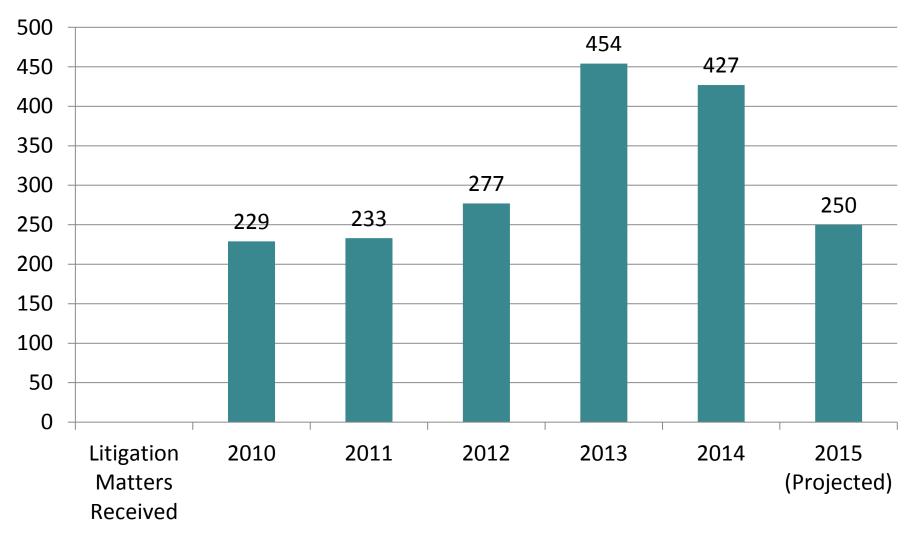


Contracts Reviewed



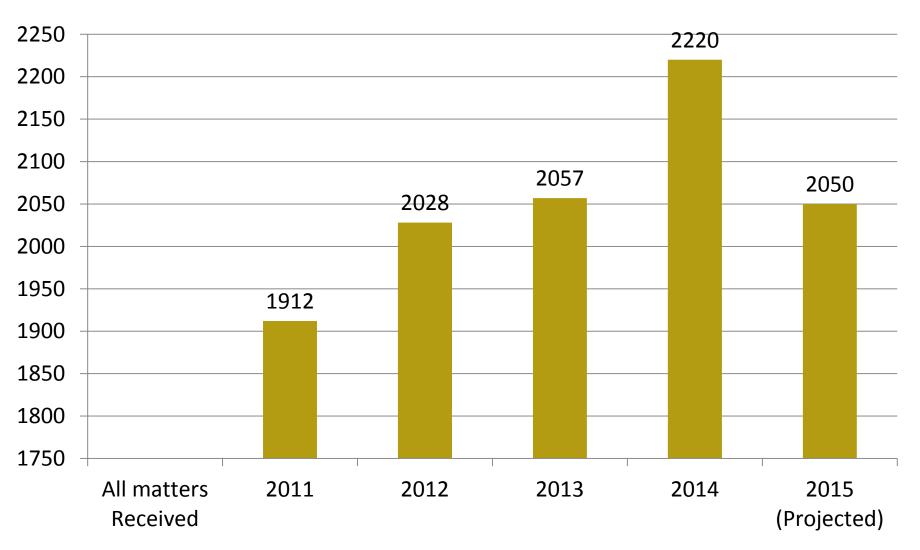


Litigation Matters Received



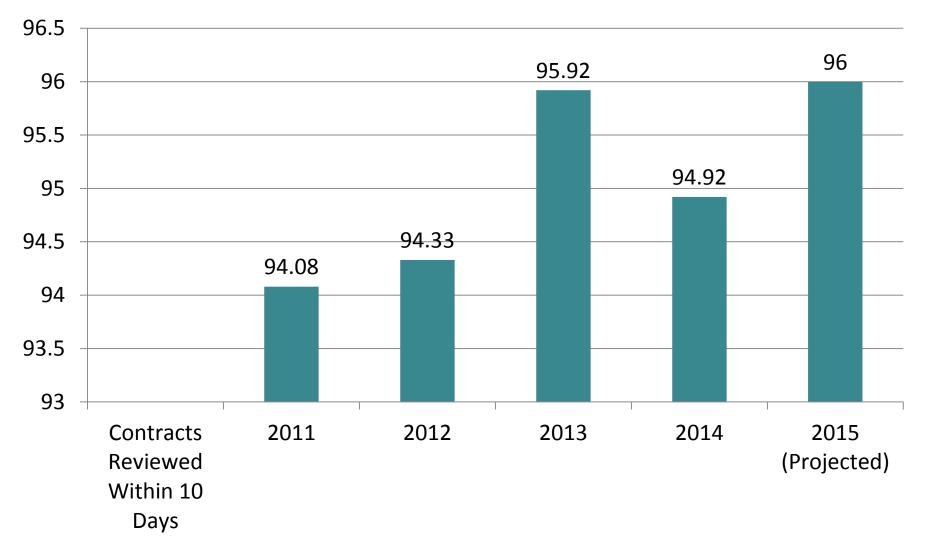


All Matters Received



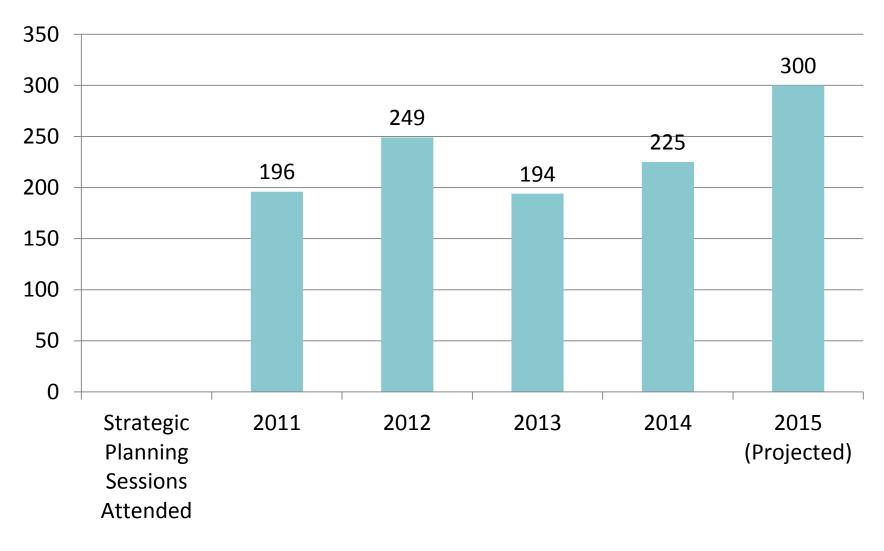


Percentage Contracts Reviewed Within 10 Days



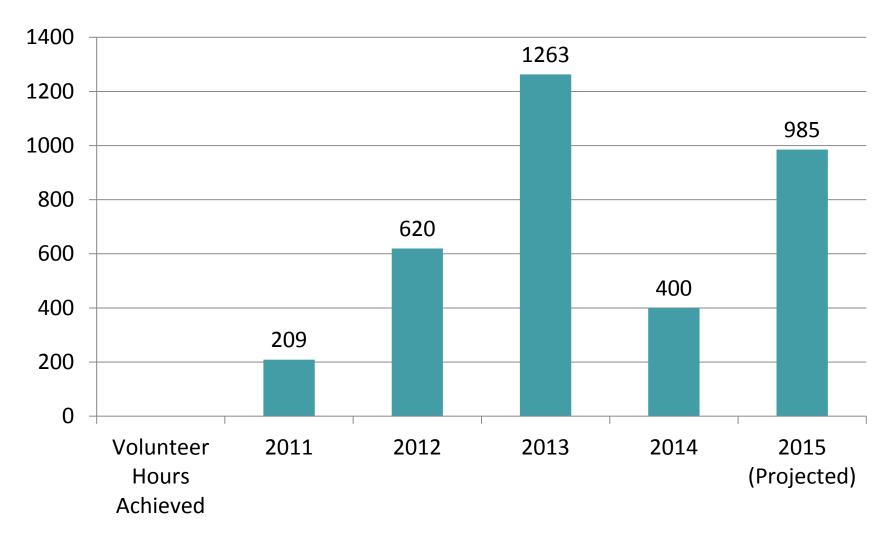


Strategic Planning Sessions Attended With Departments





Volunteer Hours Achieved

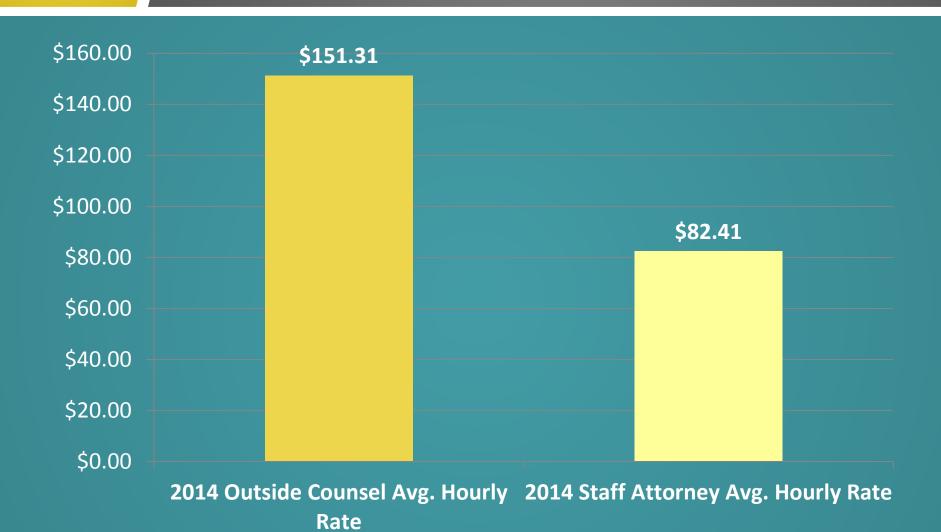




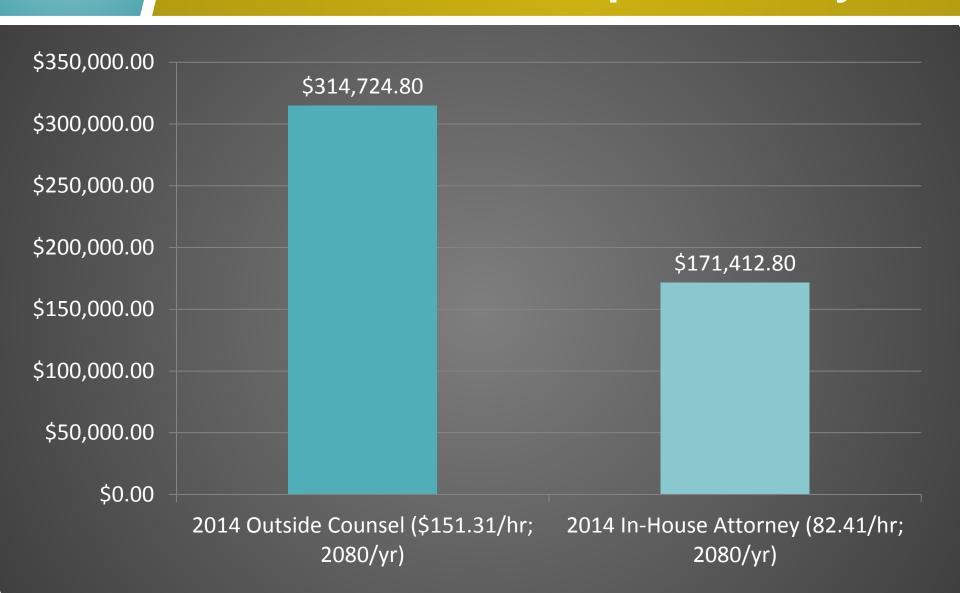
Value of In-House Law Department

- Proactive Legal Advice
- In-depth knowledge of the goals of the organization
- Frequent interaction with key personnel
- Availability for special projects that benefit the County

Avg. Hourly Rate Comparison O.C. vs. Law Dept. Attorneys



Annual Compensation Comparison O.C. vs. Law Dept. Attorneys



2016 Budget Request

- 2016 Budget Request
- 2015 Adopted Budget

- \$2,165,322
- \$2,173,320



Ongoing Objectives

- Ensure that a full range of high-quality legal services continues to be provided
- Process the workload in a manner responsive to the needs of our clients
- Proactively assist Departments in strategic planning
- Remain current in legal skills, knowledge, training, and technology



2015 Business Challenges

- Urgency of Assignment Requests
 - Legal issues continue to demand timesensitive responsiveness
- Complexity of Legal Issues
 - Legal issues continue to increase in complexity and intensity



2015 Objectives

- Become fully staffed
- Acquire additional space in department
- Develop policy and procedure manual
- Create unified filing system
- Develop proficiencies and abilities in multiple disciplines by cross training attorneys
- Provide internship/externship volunteer opportunities



2015 Major Legal Issues

- Recodification
- Economic development efforts and revitalization
- Joint city/county SPLOST projects
- Revision of Purchasing Ordinance



2016 Objectives

- Implement unified filing system
- Improve litigation document control
- Develop policies and procedures manual
- Complete build-out of additional departmental space
- Maintain cross-training initiative
- Encourage content-specific training
- Continue to offer internship opportunities for law school students



2016 Major Legal Issues

- Economic redevelopment efforts and revitalization
- Revision of Sign Ordinance
- Revise Adult Entertainment Ordinance and handle any resulting litigation
- 2016 Election

