

LAW
DEPARTMENT

2016 Business Plan September 2015



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

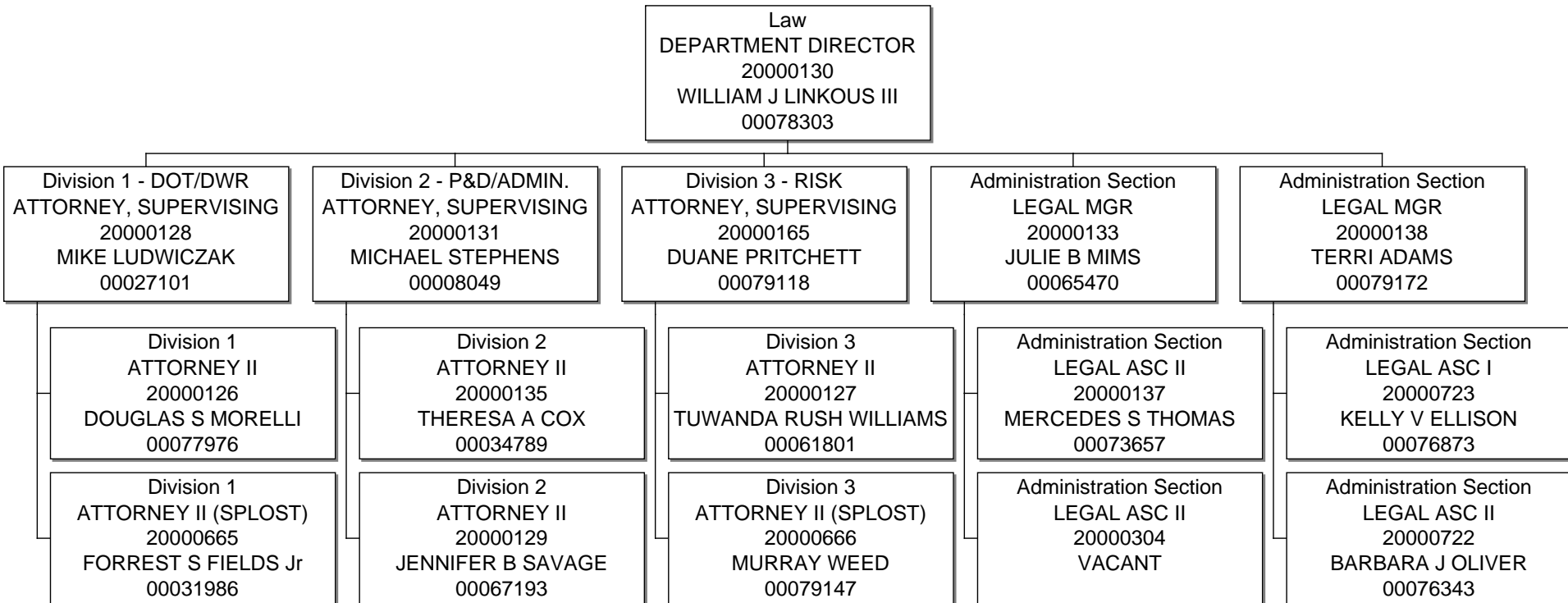


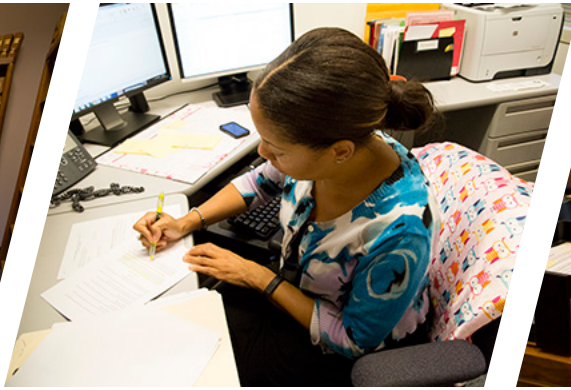
Staffing Levels

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



Our Organization





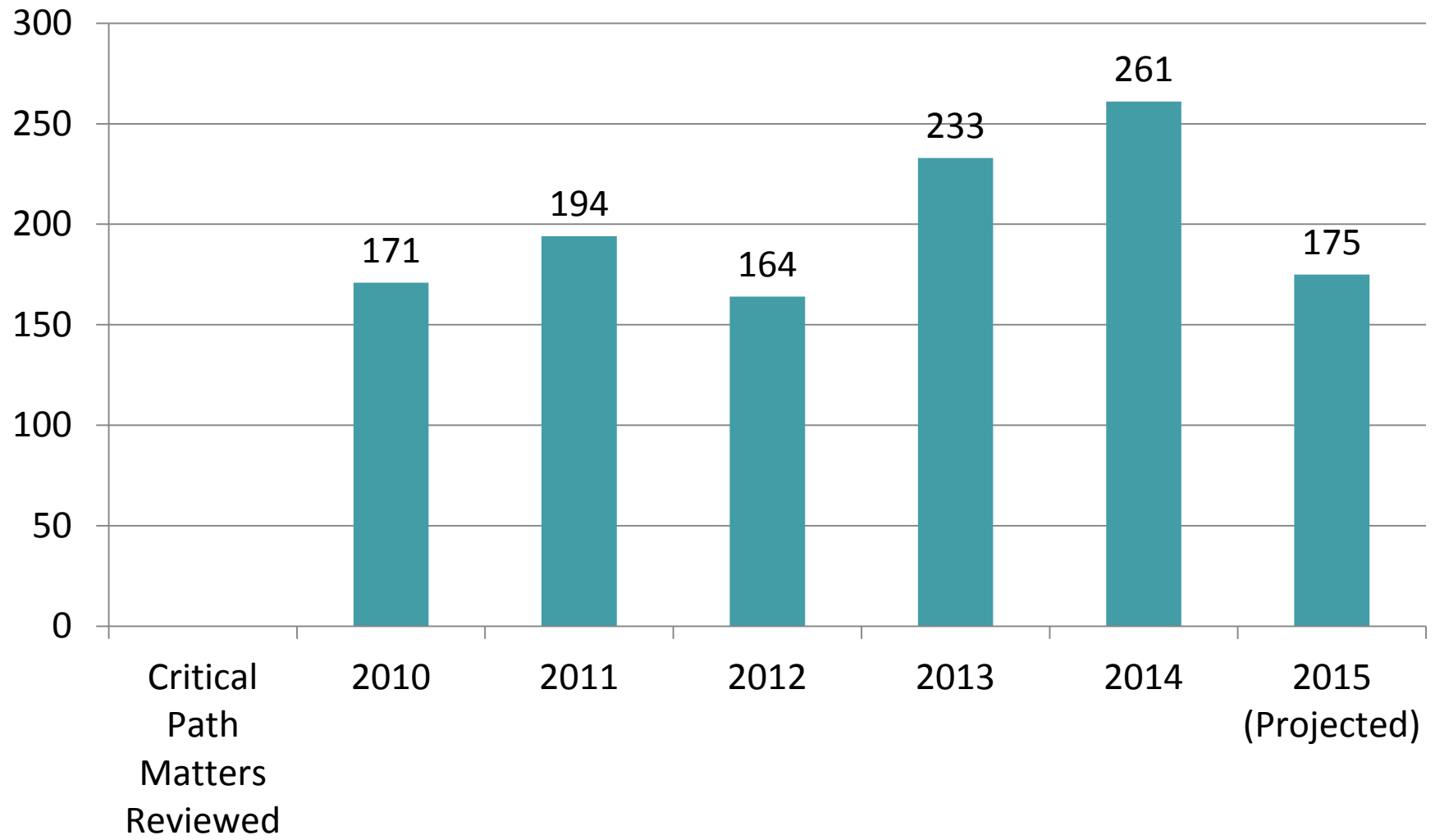
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Organizational Performance

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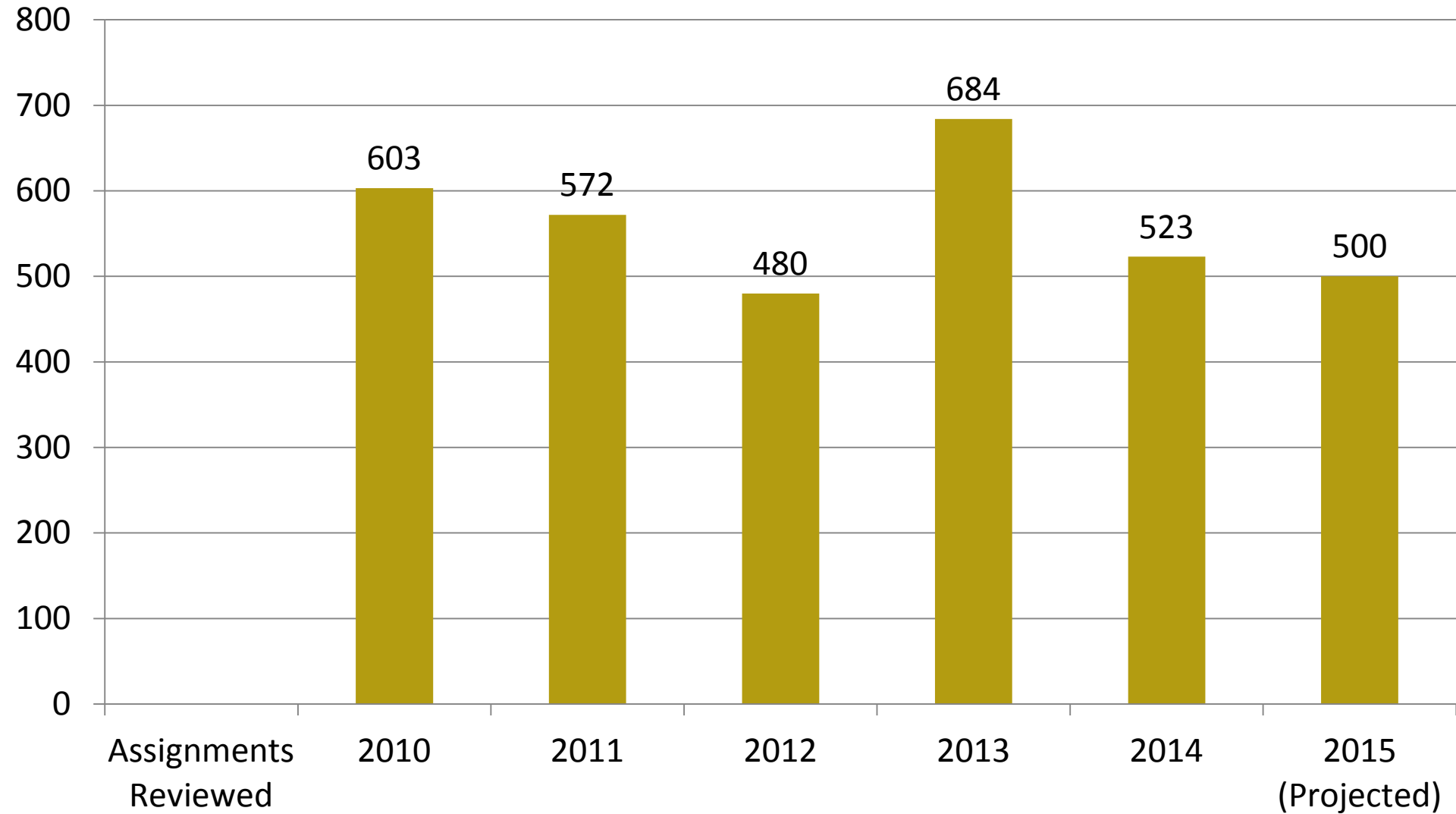


Critical Path Matters Reviewed



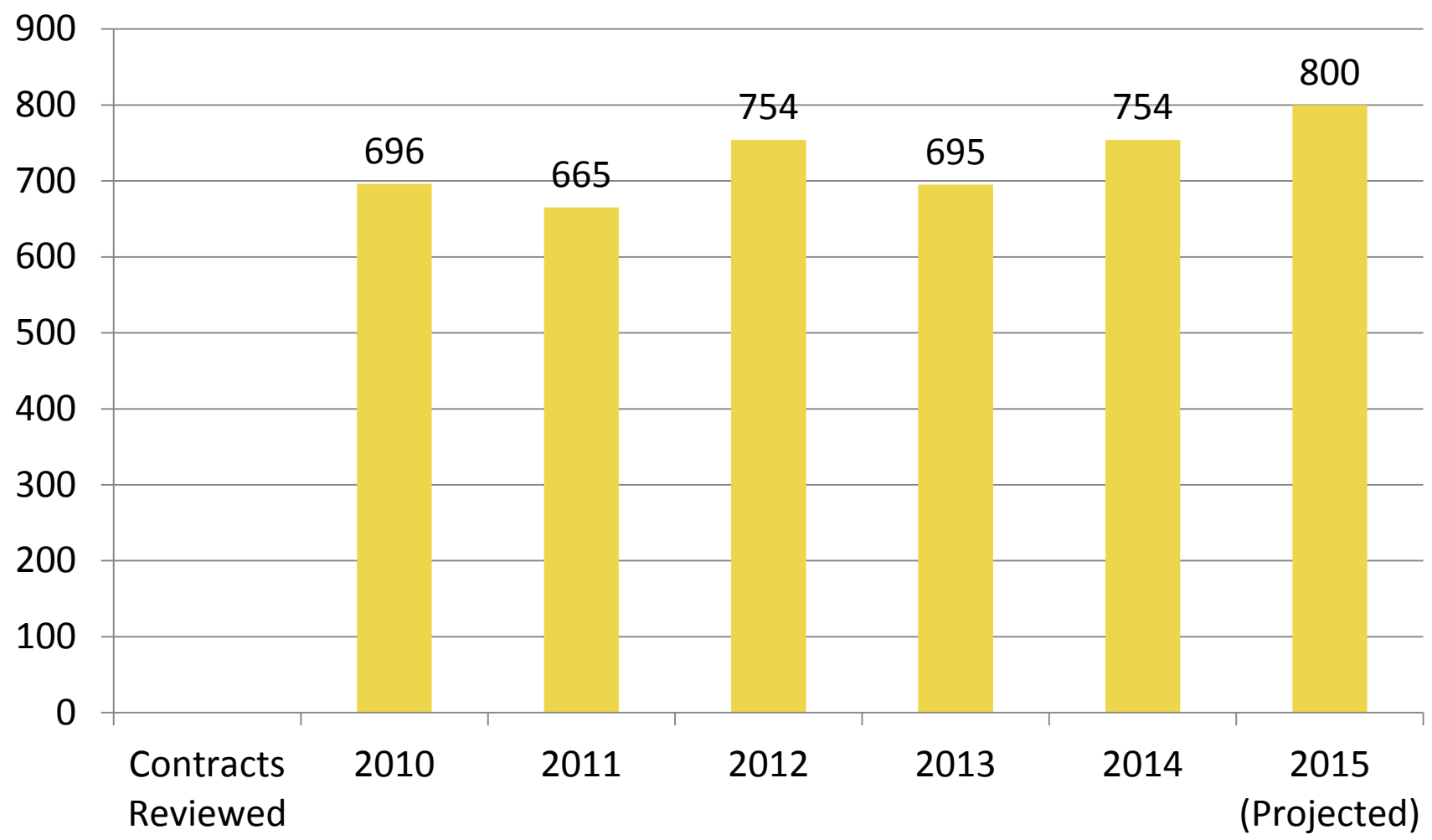


Assignments Reviewed



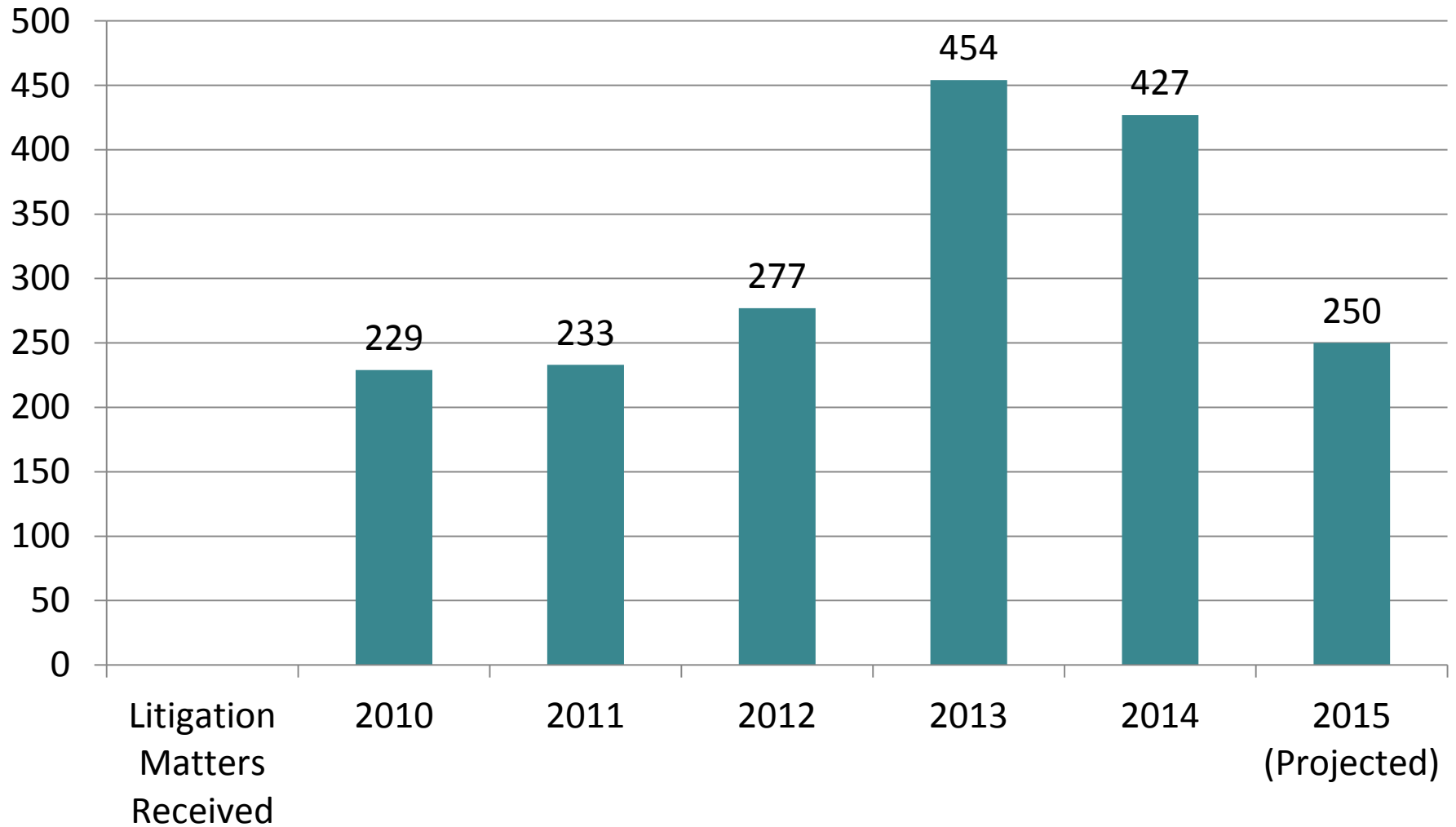


Contracts Reviewed



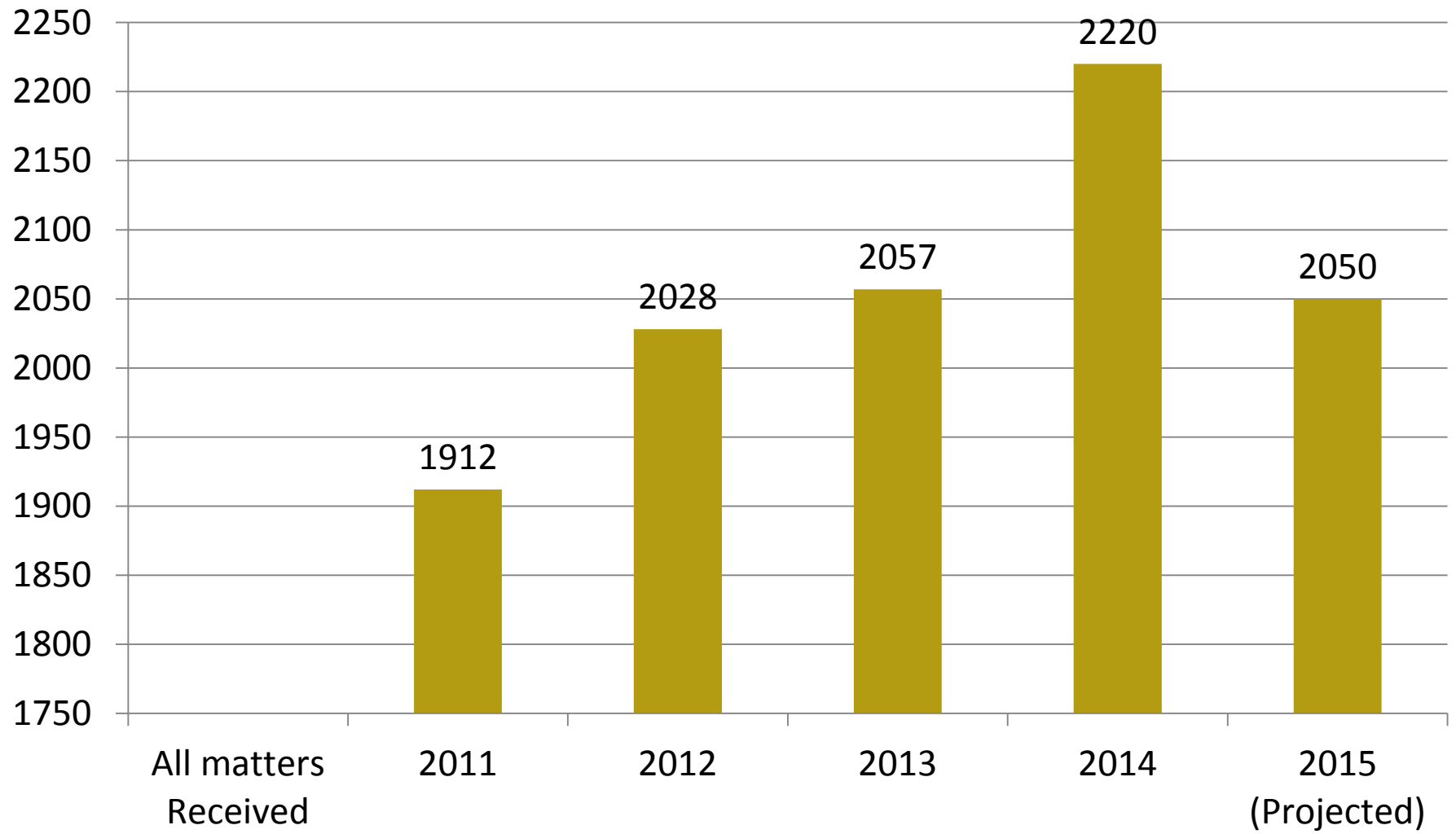


Litigation Matters Received



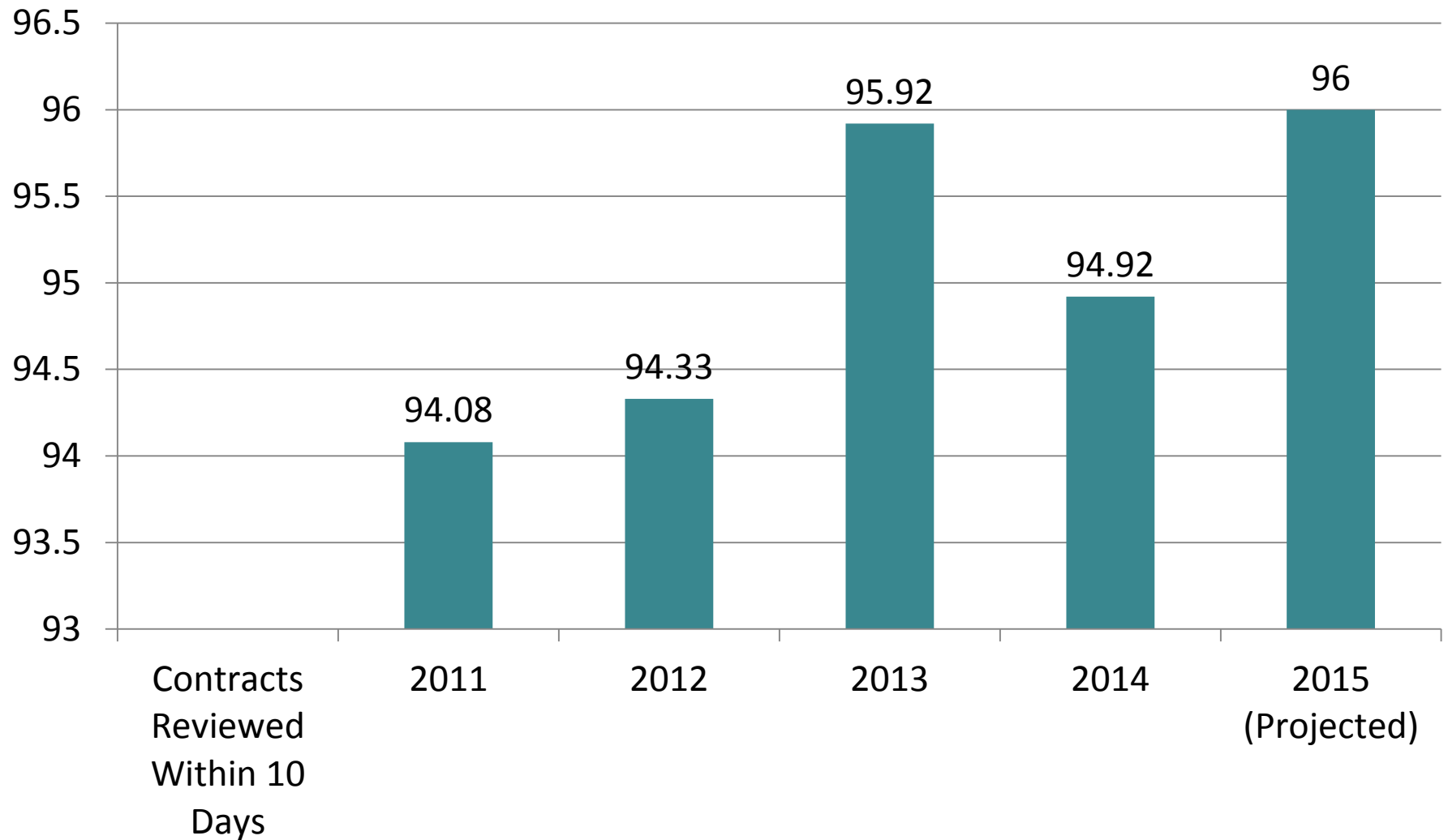


All Matters Received



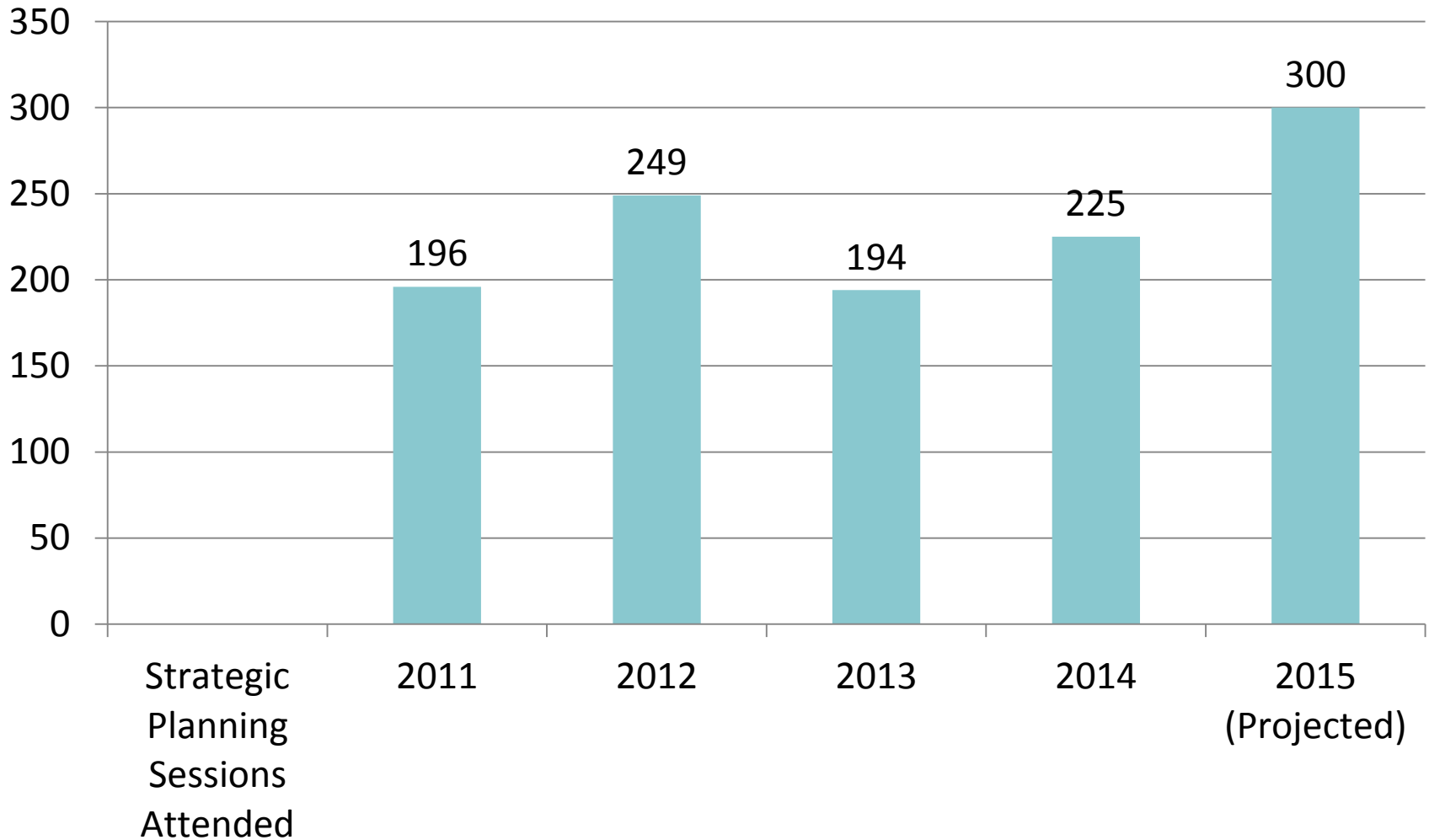


Percentage Contracts Reviewed Within 10 Days



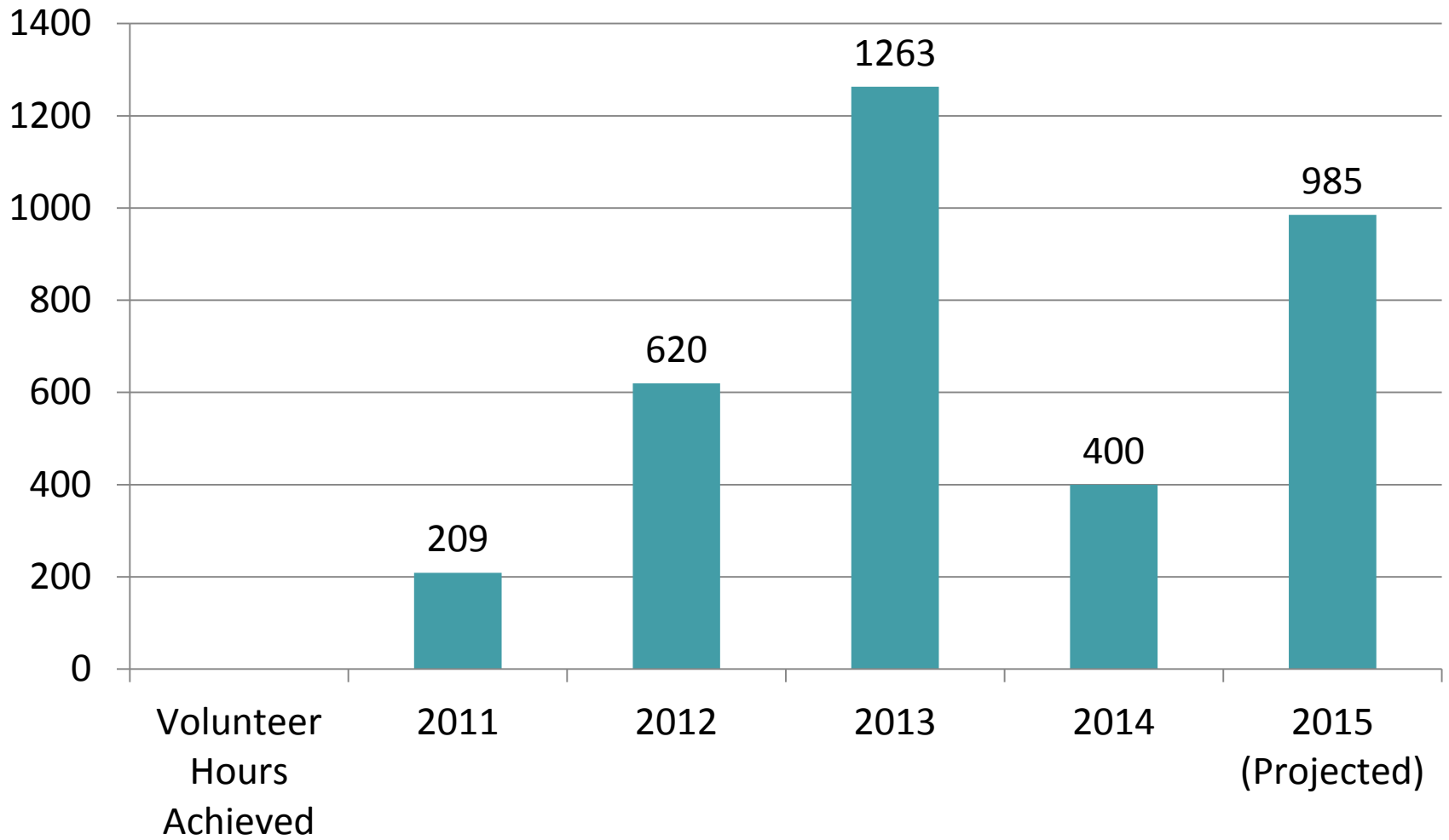


Strategic Planning Sessions Attended With Departments





Volunteer Hours Achieved

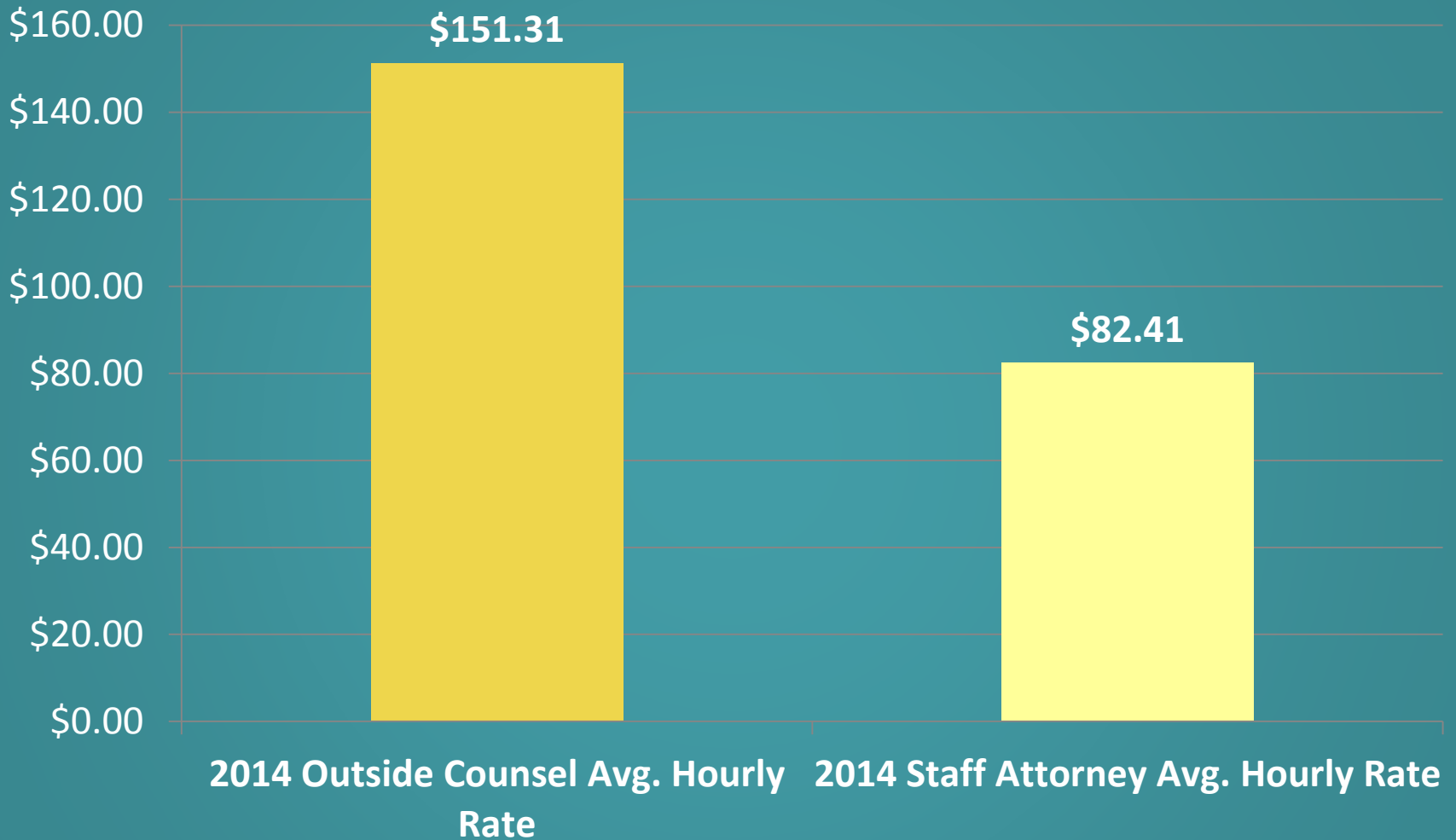




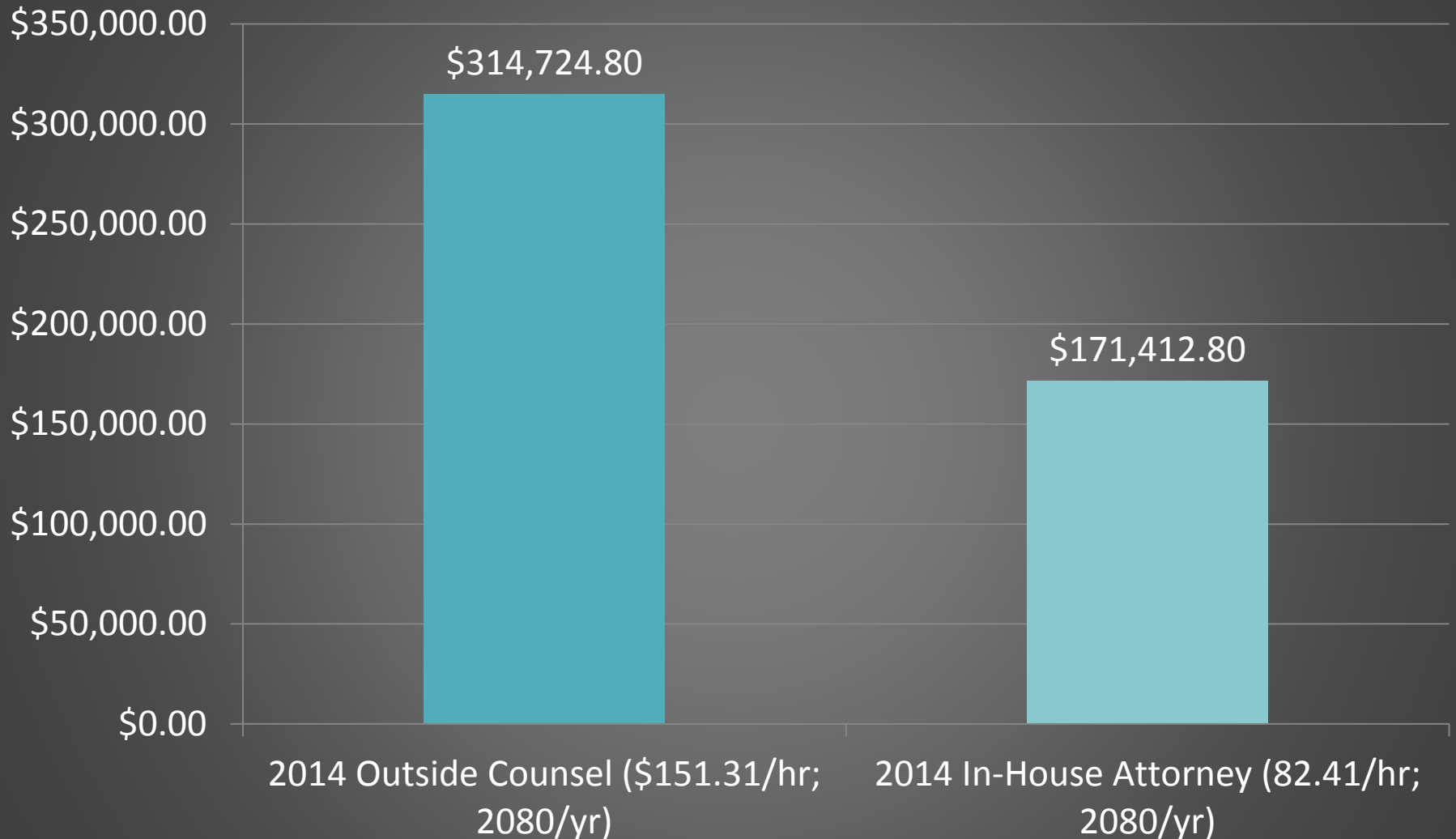
Value of In-House Law Department

- 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 \$2,165,322
- 2015 Adopted Budget \$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 time-sensitive 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



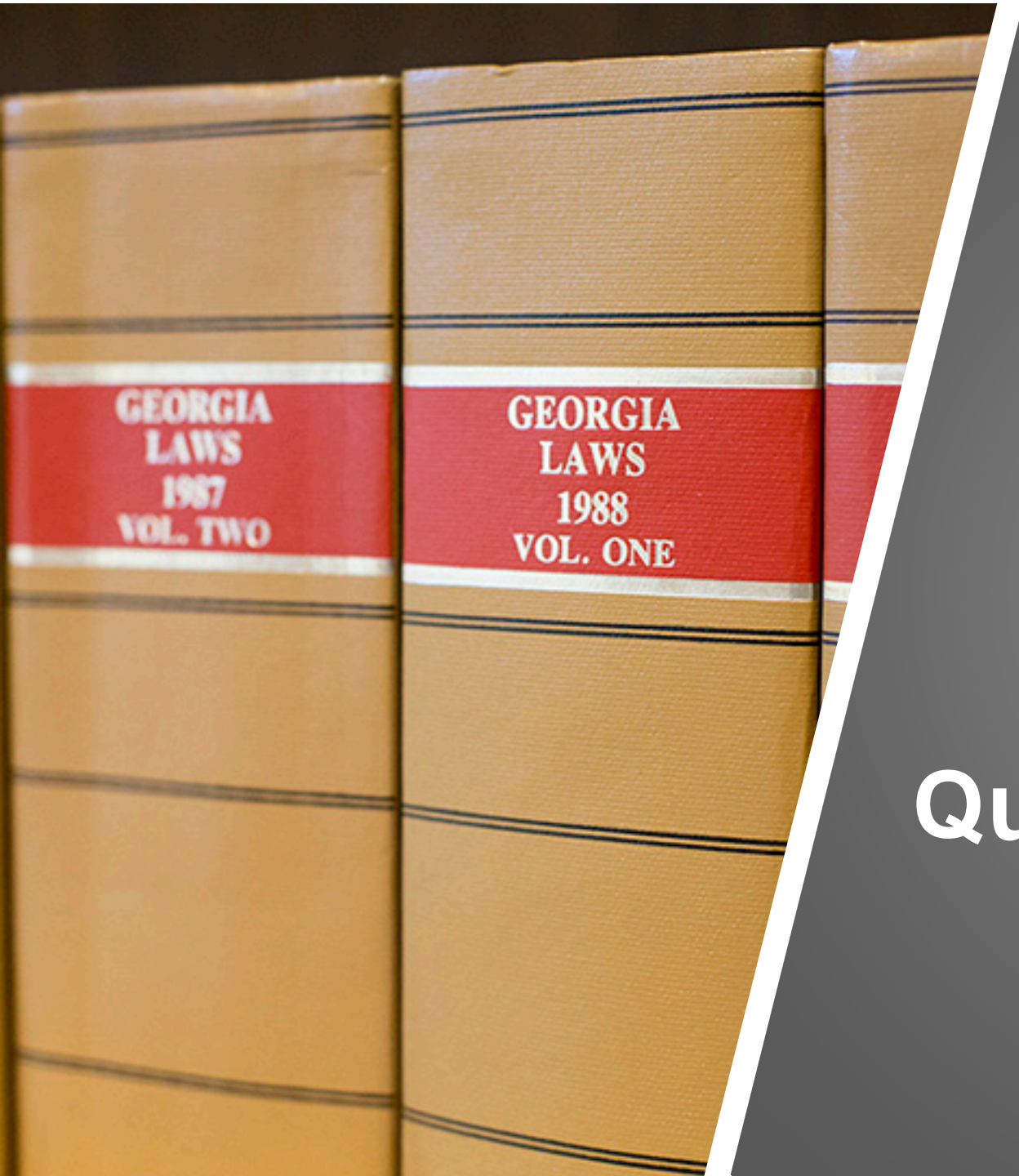
2016 Objectives

- 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



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Questions?