

planning & development water resources law
transportation police financial services
human resources gwinnett county
fire & emergency services
community services
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corrections

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**Law Department
2011 Business Plan
October 8, 2010**



2011 Budget Request – Law Department

	Total
2010 Adopted Budget	\$ 948,921
Contribution to Capital	\$ -
Recon Adj Contribution to Capital	\$ -
Reconciliation Adjustments	\$ -
2010 Reconciliation Base	\$ 948,921
2011 Base Budget	\$ 907,955
Difference in budget from 2010	\$ (40,966)

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Mission Statement

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

Our Values

- **Integrity**
- **Accountability**
- **Professionalism**
- **Quality**
- **Efficiency**

Our Organization

- **Law Department**
- **Property Division**
- **Risk Division**

Our Organization

- **9 Attorneys**
- **1 Paralegal**
- **6 Support Staff**

Our Services at a Glance

- Advise the BOC, Elected Officials, CA, Departments, etc.
- Court/hearing appearances
- Review BOC agenda items
- Provide client consultations
- Contract review and negotiation

Our Services at a Glance

- Draft legislation/ordinances
- Defend/prosecute litigation
- Draft/provide legal opinions
- Provide assistance with legislative initiatives
- Research feasibility of proposed initiatives

Organizational Performance

- 96.88% of contracts reviewed within 10 business days
- 4.8 customer satisfaction rating on a scale of 1 to 5
- 196 litigation cases pending as of August 31, 2010
- 220 real estate closing files reviewed from January 1 to August 31, 2010

Organizational Performance

- 440 contracts reviewed from January 1 to August 31, 2010
- 410 assignments completed from January 1 to August 31, 2010
- 44 strategic planning sessions attended between July 1, 2010 to August 31, 2010

2011 Staffing Levels

- **2011 Budgeted Positions**
 - 16
- **Vacant Positions**
 - One attorney and two support staff (currently in the process of hiring one support staff)
- **Workload**
 - At such time when permanent staff is acquired, temporary services will be reduced accordingly

2011 Business Continuity

- It is the goal of the Law Department to continue to deliver high-quality legal services. However, reduced resources will continue to impact the department's ability to be as responsive as in past years

2011 Business Challenges

- **Continued Workload**
 - The Law Department will still be called on to provide advice and assistance
- **Staffing Workload**
 - The increased workload has been distributed among fewer staff
- **Response Times**
 - Fewer staff may lead to longer response times

2011 Major Objectives

- To ensure that a full range of high-quality legal services continue to be provided
- To process the workload in a manner that continues to be responsive to the needs of our clients
- To encourage Departments to include Law Department in strategic planning
- To continue to remain current in legal skills knowledge, training, and technology

Core Budget Changes

- There have been no changes to our current operation