

# 2023 Business Plan Presentation

LAW DEPARTMENT

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County Attorney



**Gwinnett**  
Law Department

# 2021–2022 YTD Recap

## Accomplishments

- Transit center property
- CROWN Act protections
- Ordinance revisions
- Support for economic development projects
- Law Department retreat – Vision, Mission, Values

## Challenges

- Complexity and urgency of assignments, claims, and litigation
- Support staff vacancies
- Succession planning

# Department Snapshot

## External Dependencies/Influences

- Board of Commissioners
- County departments
- Elected officials
- Local, state, and federal laws

# Notable Metrics/Trends (2021)

## Open Records

- Open records requests processed: 41,567
- Average time to close: 3.45 days (2021), 3.06 days (2022 YTD)
- Annual cost of GovQA portal: \$88,984
- Annual revenue from open records: \$93,127

## Assignments

- Closed within 30 days: 57%
- Average time to close: 43 days
- Claims: 8.1%
- Ordinances and resolutions: 2.7%
- Excess proceeds: 2.4%
- IGAs: 2.4%
- Legislation: 0.5%

# Identified Constraints

- Physical space
- Support staff vacancies

# Identified Opportunities

- New Associate County Attorney and Legal Associate positions
- Increased utilization of law student externs

# Operational Decisions

- Fill Associate Attorney and Legal Assistant positions
- Improve Law Department onboarding process
- Implement succession planning and cross-training
- Continue team building efforts

# County Initiatives

- Assist Planning and Development and other County departments to define next steps and develop an action plan based on the Housing Study
- Assist Economic Development with redevelopment plans for the Stone Mountain Tennis Center



# 2023 Requested Budget

**Total Requested Budget**

**\$3,493,055**

**Decision Packages**

**\$0**