

Law

Mission

The mission of the Department of Law is to provide legal and risk management services to the departments, boards, commissions, agencies, and officials of the Metropolitan Government so they can protect public resources and perform their responsibilities within the law.

Law

Table of Contents

Strategic Goals	3
Administrative Line of Business	
Non-allocated Financial Transactions	4
Legal Services Line of Business	
Litigation and Administrative Hearings Program	6
Legislation Program	5
Client Advice and Support Program	5
Contracts Program	5
Risk Management Line of Business	
Insurance Program	7
Claims Program	7

Law

Strategic Goals

- Provide quality legal representation to the Metropolitan Government in all litigation, client advice, contract review and legislative matters.
- Work on increasing ratio of dollars recovered to dollars owed in Claim matters.
- Work with the Planning Commission to enforce performance agreements and security instruments and assure the completion of infrastructure in subdivisions and developments to required public standards.

Law

Administrative Line of Business

The purpose of the Administrative Line of Business is to provide support services to the department so they can efficiently and effectively deliver results for customers.

Non-allocated Financial Transactions

Central adjustments related to internal service fees, pay adjustments, fringe benefits, non-programmatic changes and departmental “to be determined” budget reductions are reported here. These adjustments will be allocated to individual programs by the department in the upcoming fiscal year.

Law

Legal Services Line of Business

The purpose of the Legal Services Line of Business is to provide client advice and support, contracts, legislation and litigation services to the departments, boards, commissions, agencies, and officials of the Metropolitan Government so they can protect public resources and perform their responsibilities within the law.

Client Advice and Support Program

The purpose of Client Advice and Support Program is to provide legal advice and support to the departments, boards, commissions, agencies, and officials of the Metropolitan Government so that they can effectively and efficiently conduct the business of the Metropolitan Government.

Result Measures

- Percentage of client advice requests reviewed within 3 days
- Percentage of clients reporting that the client advice provided assisted them in making good business decisions

Output Measures

- Number of client advice responses

Demand Measures

- Number of client advice requests anticipated

Contracts Program

The purpose of the Contracts Program is to provide negotiation, drafting and review services to the departments, boards, commissions, agencies, and officials of the Metropolitan Government so they can execute contracts legally and in a timely fashion.

Result Measures

- Percentage of contracts reviewed within 4 business days

Output Measures

- Number of contracts reviewed

Demand Measures

- Number of contracts anticipated

Legislation Program

The purpose of the Legislation Program is to provide analysis and draft legislation services to the departments, boards, commissions, agencies and officials of the Metropolitan Government so they can propose and pass legislation that accomplishes their goals.

Result Measures

- Percentage of clients responding indicate that council legislation passed accomplishes the stated goal

Output Measures

- Number of pieces of legislation approved

Demand Measures

- Number of pieces of legislation to be reviewed or drafted

Law

Litigation and Administrative Hearings Program

The purpose of the Litigation and Administrative Hearings Program is to provide representation and advocacy services to the departments, boards, commissions, agencies, officials of the Metropolitan Government and its employees so they can experience high quality dispute resolutions.

Result Measures

- Percentage of dispute resolutions considered high quality as reported by Metropolitan Government clients

Output Measures

- Number of administrative hearings and litigation matters handled

Demand Measures

- Number of administrative hearings and litigation matters required

Law

Risk Management Line of Business

The purpose of the Risk Management Line of Business is to provide claims and insurance services to the departments, boards, commissions, agencies, and officials of the Metropolitan Government so they can protect public resources.

Claims Program

The purpose of the Claims Program is to provide investigation, negotiation and recovery services to the departments, boards, commissions, agencies, and officials of the Metropolitan Government so they can minimize the financial impact of claims brought against the Metropolitan Government and maximize the monetary recovery of claims in favor of the Metropolitan Government.

Result Measures

- Ratio of costs to dollars recovered or paid
- Ratio of dollars recovered to dollars owed
- Percentage of claims settled without litigation

Output Measures

- Number of claim recoveries
- Number of claims processed

Demand Measures

- Number of claims expected to be filed
- Number of instances of damage to Metropolitan Government property incurred

Insurance Program

The purpose of the Insurance Program is to provide insurance management services to the departments, boards, commissions, agencies, and officials of the Metropolitan Government so they can adequately protect their assets at the best value.

Result Measures

- Percentage of contracts with completed initial review and approval or client notification of disapproval within two days

Output Measures

- Number of insurance policies managed
- Number of consultation hours provided
- Number of insurance contract reviews

Demand Measures

- Number of consultation hours expected to be requested
- Number of hours reviewing contracts
- Number of insurance contract reviews expected to be required
- Number of insurance policies expected to be required