

06 Law - At A Glance

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.

Budget Summary

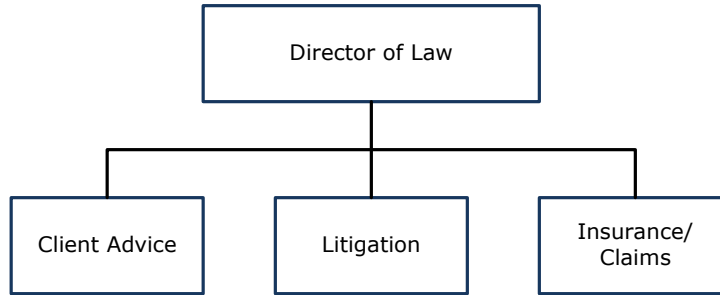
| | 2023-24 | 2024-25 | 2025-26 |
|---|---------------------|---------------------|---------------------|
| Expenditures and Transfers: | | | |
| GSD General Fund | \$10,372,400 | \$10,818,200 | \$12,793,500 |
| Choose How You Move | 0 | 0 | 392,100 |
| Total Expenditures and Transfers | \$10,372,400 | \$10,818,200 | \$13,185,600 |
| Revenue and Transfers: | | | |
| Program Revenue | | | |
| Charges, Commissions, and Fees | \$5,000 | \$4,800 | \$5,400 |
| Other Governments and Agencies | 2,457,400 | 2,457,400 | 2,457,400 |
| Other Program Revenue | 0 | 0 | 0 |
| Total Program Revenue | \$2,462,400 | \$2,462,200 | \$2,462,800 |
| Non-Program Revenue | \$120,800 | \$114,400 | \$139,900 |
| Transfers from Other Funds and Units | 0 | 0 | 0 |
| Total Revenue and Transfers | \$2,583,200 | \$2,576,600 | \$2,602,700 |
| Expenditures per Capita | \$14.42 | \$14.83 | \$17.85 |

| | | | | |
|-----------------|--------------------------|----|----|----|
| Position | Total Budgeted Positions | 56 | 56 | 66 |
|-----------------|--------------------------|----|----|----|

| | | |
|-----------------|---|---|
| Contacts | Director of Law: Wallace Dietz Deputy Director of Law: Tom Cross 108 Metro Courthouse 37201 | email: wally.dietz@nashville.gov email: tom.cross@nashville.gov Phone: 615-862-6341 |
|-----------------|---|---|

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Organizational Structure



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Budget Changes and Impact Highlights

| Recommendation | | | Impact |
|--|-----|---|--|
| Office Space Lease | | | |
| Contractual Increase | GSD | \$11,800 | Contractual increase for the Washington Square lease. |
| Legal Research Tools | | | |
| Contractual Increase | GSD | 4,700 | Contractual increase for Westlaw, the electronic research tool used by many Metro Departments and Agencies. |
| Professional Fees | | | |
| Operational Funding | GSD | 6,100 | To provide additional funding needed to pay for Attorney's Professional Privilege Tax and TN Board of Professional Responsibility fees. |
| Staffing Increase | | | |
| Salary and Benefits | GSD | 1,073,200 8.00 FTEs | To provide funding for the addition of several positions who will assist with law related needs due to increased workload and the growth of Nashville. |
| Choose How You Move | | | |
| Contingency Funds Awaiting Project Approval | SPF | 392,100 2.00 FTEs | Contingency funding for salary and fringe for 2 proposed positions. Funding will be released as CHYM projects are finalized and approved. |
| Non-allocated Financial Transactions | | | |
| Internal Service Charges* | GSD | 66,900 | Delivery of centrally provided services including information systems, fleet management, radio, and surplus property. |
| Pay Plan Allocation | GSD | 665,700 | Supports the hiring and retention of a qualified workforce. |
| Budget Adjustment Savings | GSD | 146,900 | Reinstatement of agency's share of FY25 Budget Adjustment Savings. |
| General Services District Total | | \$1,975,300 8.00 FTEs | |
| Special Purpose Funds Total | | \$392,100 2.00 FTEs | |
| TOTAL | | \$2,367,400 10.00 FTEs | |

GSD - General Services District

SPF - Special Purpose Funds

* See Internal Service Charges section for details

06 Law - Financial

GSD General Fund

| | FY2024 Budget | FY2024 Actual | FY2025 Budget | FY2026 Budget | FY25-FY26 Difference | FY25-FY26 % Change |
|---------------------------------------|-------------------|------------------|-------------------|-------------------|-------------------------|-----------------------|
| OPERATING EXPENSE: | | | | | | |
| PERSONNEL EXPENSES: | | | | | | |
| Regular, Leave & Holiday Pay | 6,517,000 | 6,195,957 | 6,966,500 | 8,309,500 | 1,343,000 | 19.28% |
| Overtime | 0 | 0 | 0 | 0 | 0 | 0.00% |
| All Other Salary Codes | 20,400 | 84,745 | 20,400 | 20,400 | 0 | 0.00% |
| Fringe Benefits | 1,914,900 | 1,788,324 | 2,007,000 | 2,402,900 | 395,900 | 19.73% |
| TOTAL PERSONNEL EXPENSES | 8,452,300 | 8,069,026 | 8,993,900 | 10,732,800 | 1,738,900 | 19.33% |
| OTHER EXPENSES: | | | | | | |
| Utilities | 500 | 358 | 500 | 500 | 0 | 0.00% |
| Professional & Purchased Services | 500,800 | 500,400 | 500,800 | 500,800 | 0 | 0.00% |
| Travel, Tuition & Dues | 58,100 | 43,757 | 58,100 | 62,700 | 4,600 | 7.92% |
| Communications | 121,500 | 96,514 | 130,800 | 115,400 | (15,400) | -11.77% |
| Repairs & Maintenance Services | 1,200 | 180 | 1,200 | 1,200 | 0 | 0.00% |
| Internal Service Fees | 170,800 | 170,800 | 177,300 | 244,200 | 66,900 | 37.73% |
| All Other Expenses | 1,067,200 | 781,165 | 955,600 | 1,135,900 | 180,300 | 18.87% |
| TOTAL OTHER EXPENSES | 1,920,100 | 1,593,175 | 1,824,300 | 2,060,700 | 236,400 | 12.96% |
| TOTAL OPERATING EXPENSES | 10,372,400 | 9,662,201 | 10,818,200 | 12,793,500 | 1,975,300 | 18.26% |
| TRANSFERS TO OTHER FUNDS | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL EXPENSES & TRANSFERS | 10,372,400 | 9,662,201 | 10,818,200 | 12,793,500 | 1,975,300 | 18.26% |
| PROGRAM REVENUE: | | | | | | |
| Charges, Commissions, & Fees | 5,000 | 4,605 | 4,800 | 5,400 | 600 | 12.50% |
| Federal (Direct & Pass Through) | 0 | 0 | 0 | 0 | 0 | 0.00% |
| State Direct | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Other Government Agencies | 2,457,400 | 2,409,400 | 2,457,400 | 2,457,400 | 0 | 0.00% |
| Other Program Revenue | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL PROGRAM REVENUE | 2,462,400 | 2,414,005 | 2,462,200 | 2,462,800 | 600 | 0.02% |
| NON-PROGRAM REVENUE: | | | | | | |
| Local Option Sales Tax | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Property Taxes | 120,800 | 66,821 | 114,400 | 139,900 | 25,500 | 22.29% |
| Other Tax, Licenses & Permits | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Fines, Forfeits & Penalties | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Compensation from Property | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL NON-PROGRAM REVENUE | 120,800 | 66,821 | 114,400 | 139,900 | 25,500 | 22.29% |
| TRANSFERS FROM OTHER FUNDS | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL REVENUE & TRANSFERS | 2,583,200 | 2,480,826 | 2,576,600 | 2,602,700 | 26,100 | 1.01% |
| Expenditures Per Capita | \$14.42 | \$13.44 | \$14.83 | \$17.32 | \$2.49 | 16.79% |

06 Law - Financial

Choose How You Move

| | FY2024 Budget | FY2024 Actual | FY2025 Budget | FY2026 Budget | FY25-FY26 Difference | FY25-FY26 % Change |
|---------------------------------------|------------------|------------------|------------------|------------------|-------------------------|-----------------------|
| OPERATING EXPENSE: | | | | | | |
| PERSONNEL EXPENSES: | | | | | | |
| Regular, Leave & Holiday Pay | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Overtime | 0 | 0 | 0 | 0 | 0 | 0.00% |
| All Other Salary Codes | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Fringe Benefits | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL PERSONNEL EXPENSES | 0 | 0 | 0 | 0 | 0 | 0.00% |
| OTHER EXPENSES: | | | | | | |
| Utilities | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Professional & Purchased Services | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Travel, Tuition & Dues | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Communications | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Repairs & Maintenance Services | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Internal Service Fees | 0 | 0 | 0 | 0 | 0 | 0.00% |
| All Other Expenses | 0 | 0 | 0 | 392,100 | 392,100 | 100% |
| TOTAL OTHER EXPENSES | 0 | 0 | 0 | 392,100 | 392,100 | 100% |
| TOTAL OPERATING EXPENSES | 0 | 0 | 0 | 392,100 | 392,100 | 0.00% |
| TRANSFERS TO OTHER FUNDS | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL EXPENSES & TRANSFERS | 0 | 0 | 0 | 392,100 | 392,100 | 100% |
| PROGRAM REVENUE: | | | | | | |
| Charges, Commissions, & Fees | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Federal (Direct & Pass Through) | 0 | 0 | 0 | 0 | 0 | 0.00% |
| State Direct | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Other Government Agencies | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Other Program Revenue | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL PROGRAM REVENUE | 0 | 0 | 0 | 0 | 0 | 0.00% |
| NON-PROGRAM REVENUE: | | | | | | |
| Local Option Sales Tax | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Property Taxes | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Other Tax, Licenses & Permits | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Fines, Forfeits & Penalties | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Compensation from Property | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL NON-PROGRAM REVENUE | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TRANSFERS FROM OTHER FUNDS | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL REVENUE & TRANSFERS | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Expenditures Per Capita | \$0.00 | \$0.00 | \$0.00 | \$0.53 | \$0.53 | 0.00% |

06 Law - Financial

| Title | Grade | Class | FY2024 Budgeted | | FY2025 Budgeted | | FY2026 Budgeted | | Variance | |
|---|-------|-------|--------------------|--------------|--------------------|--------------|--------------------|--------------|-----------|--------------|
| | | | Pos. | FTE | Pos. | FTE | Pos. | FTE | Pos. | FTE |
| GSD General 10101 | | | | | | | | | | |
| Administrative Assistant | ST09 | 07241 | 0 | 0.00 | 1 | 1.00 | 2 | 2.00 | 1 | 1.00 |
| Administrative Services Manager | OR07 | 07242 | 1 | 1.00 | 1 | 1.00 | 1 | 1.00 | 0 | 0.00 |
| Administrative Services Officer 3 | OR03 | 07244 | 2 | 2.00 | 1 | 1.00 | 1 | 1.00 | 0 | 0.00 |
| Administrative Services Officer 4 | OR05 | 07245 | 2 | 2.00 | 2 | 2.00 | 2 | 2.00 | 0 | 0.00 |
| Assistant Metropolitan Attorney 1 | OR07 | 10868 | 2 | 2.00 | 3 | 3.00 | 5 | 5.00 | 2 | 2.00 |
| Assistant Metropolitan Attorney 2 | OR09 | 10869 | 2 | 2.00 | 4 | 4.00 | 6 | 6.00 | 2 | 2.00 |
| Assistant Metropolitan Attorney 3 | OR11 | 10870 | 13 | 13.00 | 9 | 9.00 | 9 | 9.00 | 0 | 0.00 |
| Assistant Metropolitan Attorney 4 | OR12 | 10871 | 18 | 18.00 | 19 | 19.00 | 20 | 20.00 | 1 | 1.00 |
| Associate Metropolitan Attorney | OR13 | 07192 | 3 | 3.00 | 3 | 3.00 | 3 | 3.00 | 0 | 0.00 |
| Claims Rep 1 | ST08 | 06674 | 1 | 1.00 | 1 | 1.00 | 2 | 2.00 | 1 | 1.00 |
| Claims Rep 2 | ST09 | 06673 | 1 | 1.00 | 1 | 1.00 | 1 | 1.00 | 0 | 0.00 |
| Deputy Metropolitan Attorney | OR14 | 01496 | 1 | 1.00 | 1 | 1.00 | 1 | 1.00 | 0 | 0.00 |
| Info Sys Advisor 1 | OR09 | 07234 | 1 | 1.00 | 1 | 1.00 | 1 | 1.00 | 0 | 0.00 |
| Insurance Division Manager | OR09 | 06581 | 1 | 1.00 | 1 | 1.00 | 1 | 1.00 | 0 | 0.00 |
| Law Clerk | OR03 | 02867 | 1 | 1.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| Metropolitan Attorney | DP02 | 03130 | 1 | 1.00 | 1 | 1.00 | 1 | 1.00 | 0 | 0.00 |
| Paralegal | ST10 | 07343 | 6 | 6.00 | 7 | 7.00 | 8 | 8.00 | 1 | 1.00 |
| 10101 Total Positions & FTEs | | | 56 | 56.00 | 56 | 56.00 | 64 | 64.00 | 8 | 8.00 |
| Metro Transit Operating Expense Fund 30322 | | | | | | | | | | |
| Assistant Metropolitan Attorney 3 | OR11 | 10870 | 0 | 0.00 | 0 | 0.00 | 2 | 2.00 | 2 | 2.00 |
| 30322 Total Positions & FTEs | | | 0 | 0.00 | 0 | 0.00 | 2 | 2.00 | 2 | 2.00 |
| | | | | | | | | | | |
| Department Totals | | | 56 | 56.00 | 56 | 56.00 | 66 | 66.00 | 10 | 10.00 |

06 Law

Program Purpose Statements

Legal Services Line of Business

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.

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.

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.

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.

Risk Management Line of Business

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.

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.