

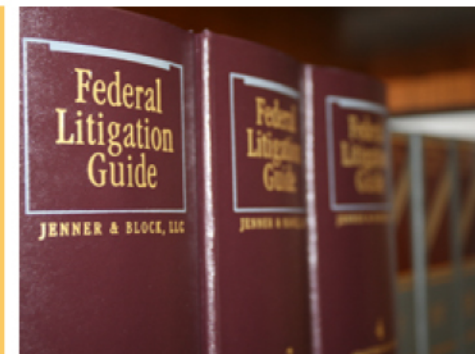
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Law Department



Law Department 2013 Business Plan



September 11,
2012



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.



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Our Values

- Integrity
- Accountability
- Professionalism
- Quality
- Efficiency

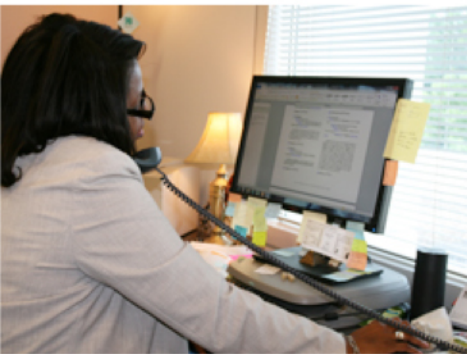


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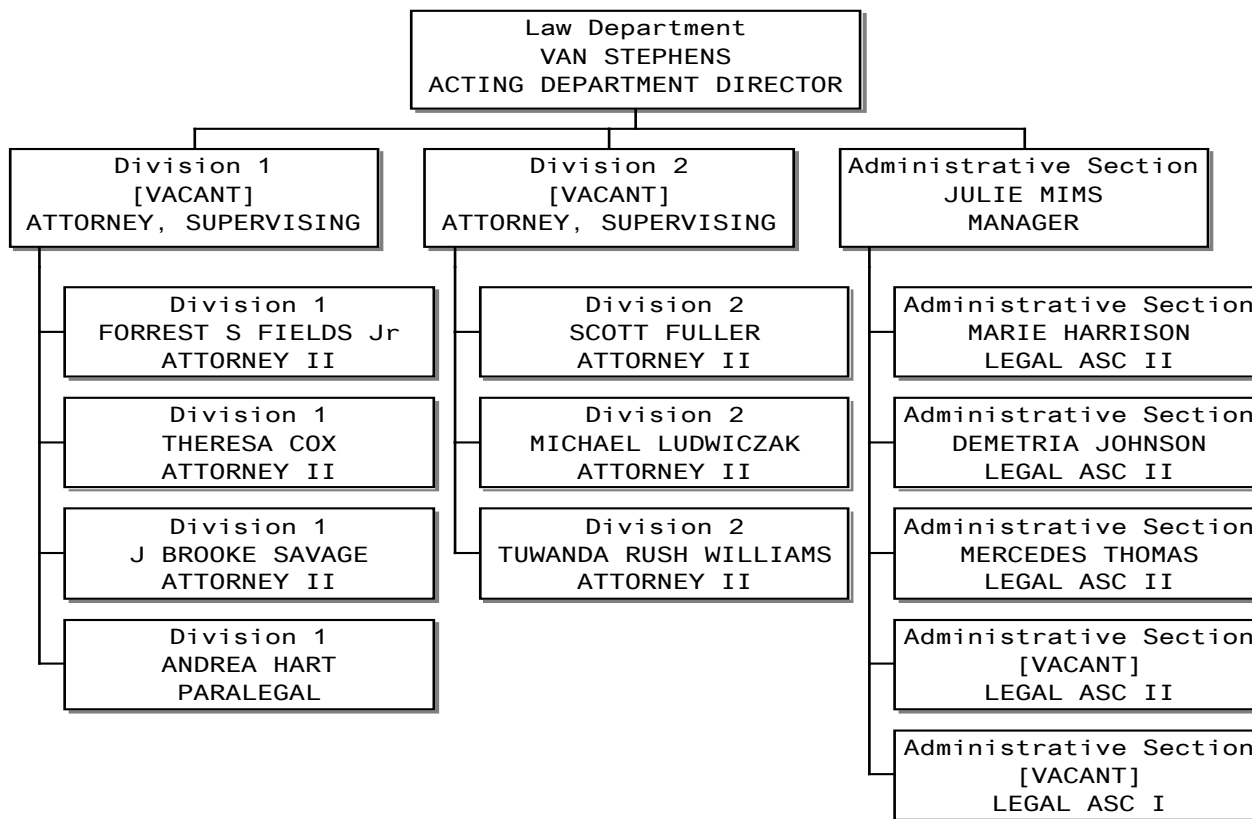
Staffing Levels

- **2013 Budgeted Positions: 16**
 - 9 attorneys
 - 7 support staff
- **Vacant Positions:**
 - 2 attorneys
 - 2 support staff
 - 1 support staff vacancy is currently occupied by a temporary employee



Our Organization

LAW DEPARTMENT



Organizational Performance/Key Metrics

	2011	2012 Stats	% Increase / Decrease from 2011 Stats
Customer Satisfaction Rating (1-5 scale)	4.9	4.8	-10.00%
# Critical Path Matters Reviewed Jan 1-Jul 31, 2012	105	175	66.67%
# Assignments Reviewed Jan 1-Jul 31, 2012	374	224	-40.11%
# Contracts Reviewed Jan 1-Jul, 31 2012	400	391	-2.25%
% Contracts Reviewed Within 10 Days Jan 1-Jul, 31 2012	93%	94%	1.08%
# Litigation Matters Received Jan 1-Jul 31, 2012	20	89	345.00%
* Volunteer Hours Recorded Jan 1-July 31, 2012	209.25	466.5	122.94%

* 2011 figure for volunteer hours is for the entire year, where all other 2011 figures are for Jan 1-July 31, 2011



2013 Total Base Request	\$1,892,234
2012 Total Base Request	\$1,906,333
Decrease	\$ -14,099

2013 Budget Request

- Total Base Request: \$1,892,234
- Personal Services: \$1,799,527
- Operating Budget: \$ 84,949

2013 Operating Budget

Professional Services:	\$ 5,000
Rentals-Copier Lease:	\$ 6,700
Rentals-PC Leasing:	\$ 7,601
Postal Services:	\$ 700
Telecommunication Services:	\$ 1,236
Printing & Binding Services:	\$ 2,500
Training:	\$ 7,000
Travel/Conference:	\$ 4,500
Dues & Fees (Prof Assoc.):	\$ 6,645
Misc. Other Services:	\$ 936
Supplies-Office:	\$ 6,000
Supplies-Books	\$36,131
Total Operating Budget:	\$84,949



2013 Business Challenges

- **Increased Critical Path Matters**
 - The Law Department is called upon to provide prompt advice and assistance. There is a notable increase in the number of time-sensitive matters.
- **Reduced Staffing Levels**
 - The workload is currently distributed among fewer staff members.
- **Complexity of Legal Issues**
 - Legal issues continue to increase in complexity and intensity.

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

2012 Major Legal Issues

- Service Delivery Strategy Consent Order
- 2012 Elections
- City of Peachtree Corners
- Open Meetings/Open Records Legislation
- Land Acquisition Policy
- Ethics Ordinance
- Recodification of the County Code of Ordinances
- Unified Development Ordinance

2012 Objectives

Attorney cross training

- Develop proficiencies and abilities in multiple disciplines
- Increase long-term efficiency, effectiveness and productivity
- Improve understanding of different practice areas
- Promote teamwork

2012 Objectives (continued)

Volunteer Initiative

- Continue law student Summer internship program
- Develop law student externship program during the school year
- Ongoing administrative volunteers

2013 Major Legal Issues

- SPLOST Referendum
- Implementation of 4 New Special Service Districts
- Providing Transition Services to the City of Peachtree Corners
- Compliance with Open Meetings Act/Open Records Legislation
- Revision of Purchasing Ordinance
- Recodification of the County Code of Ordinances
- Unified Development Ordinance

2013 Objectives

- Provide advice regarding SPLOST Referendum

2013 Objectives (continued)

- Assist in implementation of Special Service Districts

2013 Objectives (continued)

- Provide advice to County departments during the City of Peachtree Corners' transition period

Impact of 2030 Plan

- The Law Department will provide legal advice regarding various aspects of implementation of the 2030 Plan.



Questions?

