

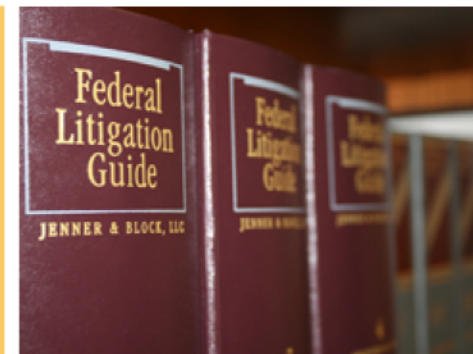
gwinnettcounty



Law Department



Law Department 2014 Business Plan



September 10,
2013



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





Staffing Levels

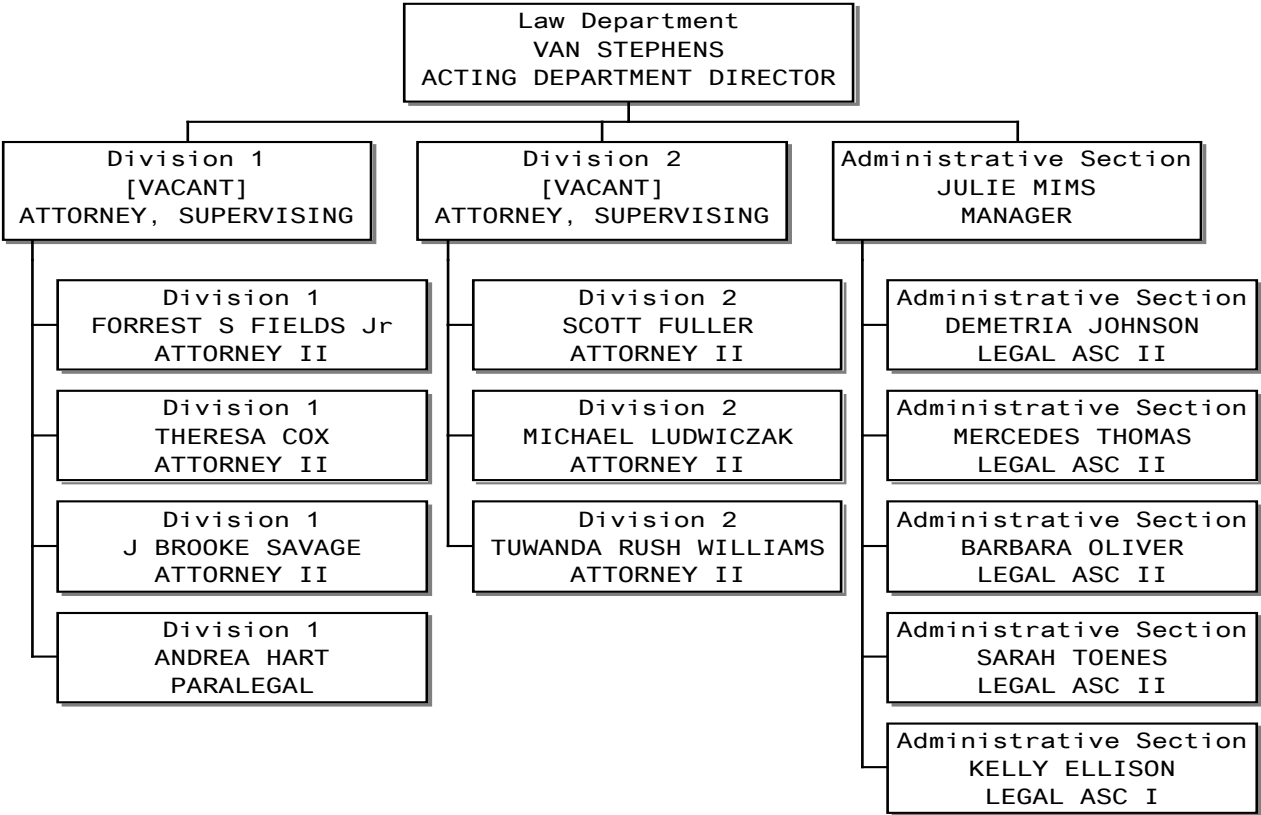


- **2014 Budgeted Positions: 16**
 - 9 attorneys
 - 7 support staff
- **Vacant Positions:**
 - 2 attorneys

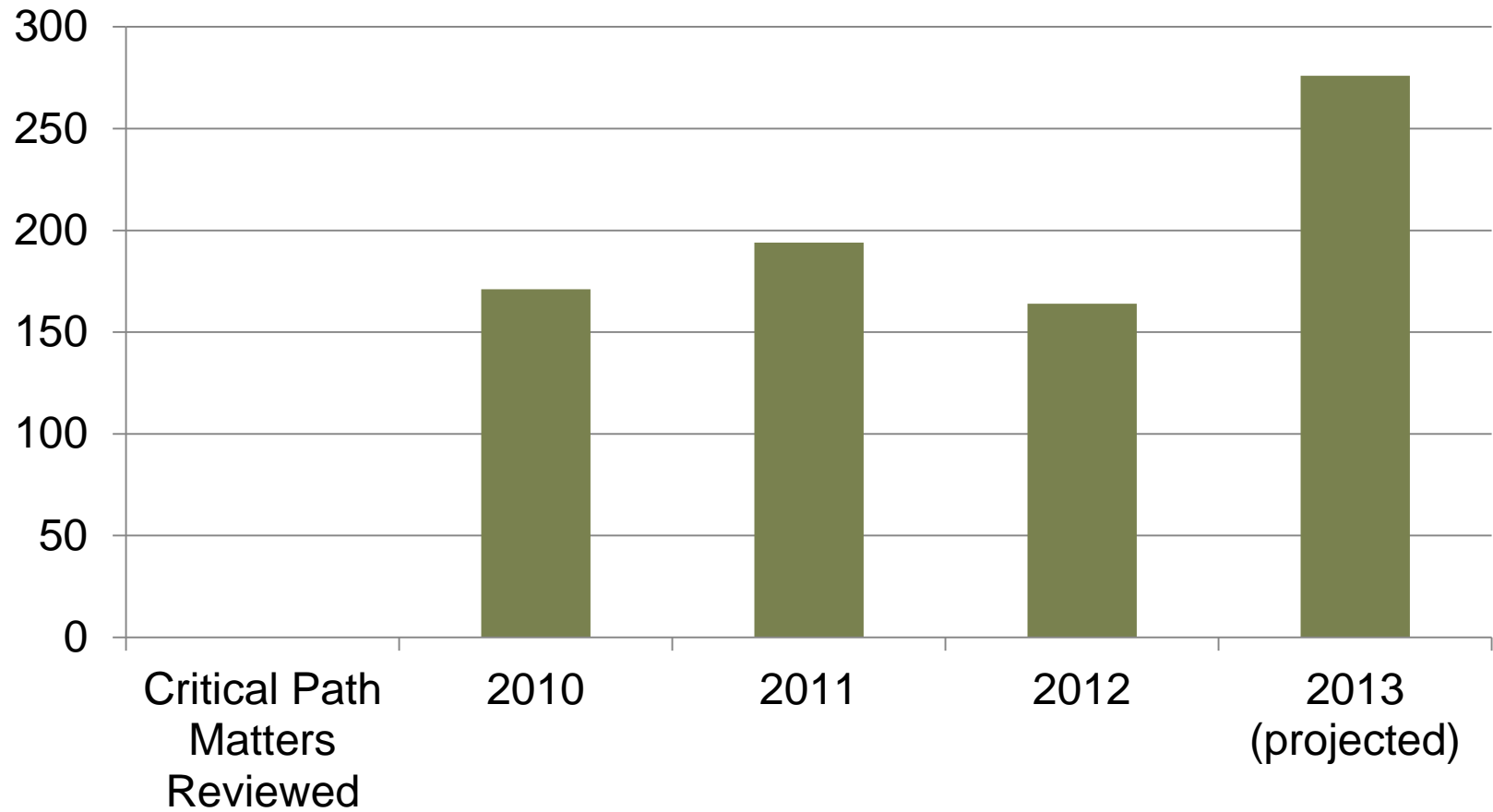


Our Organization

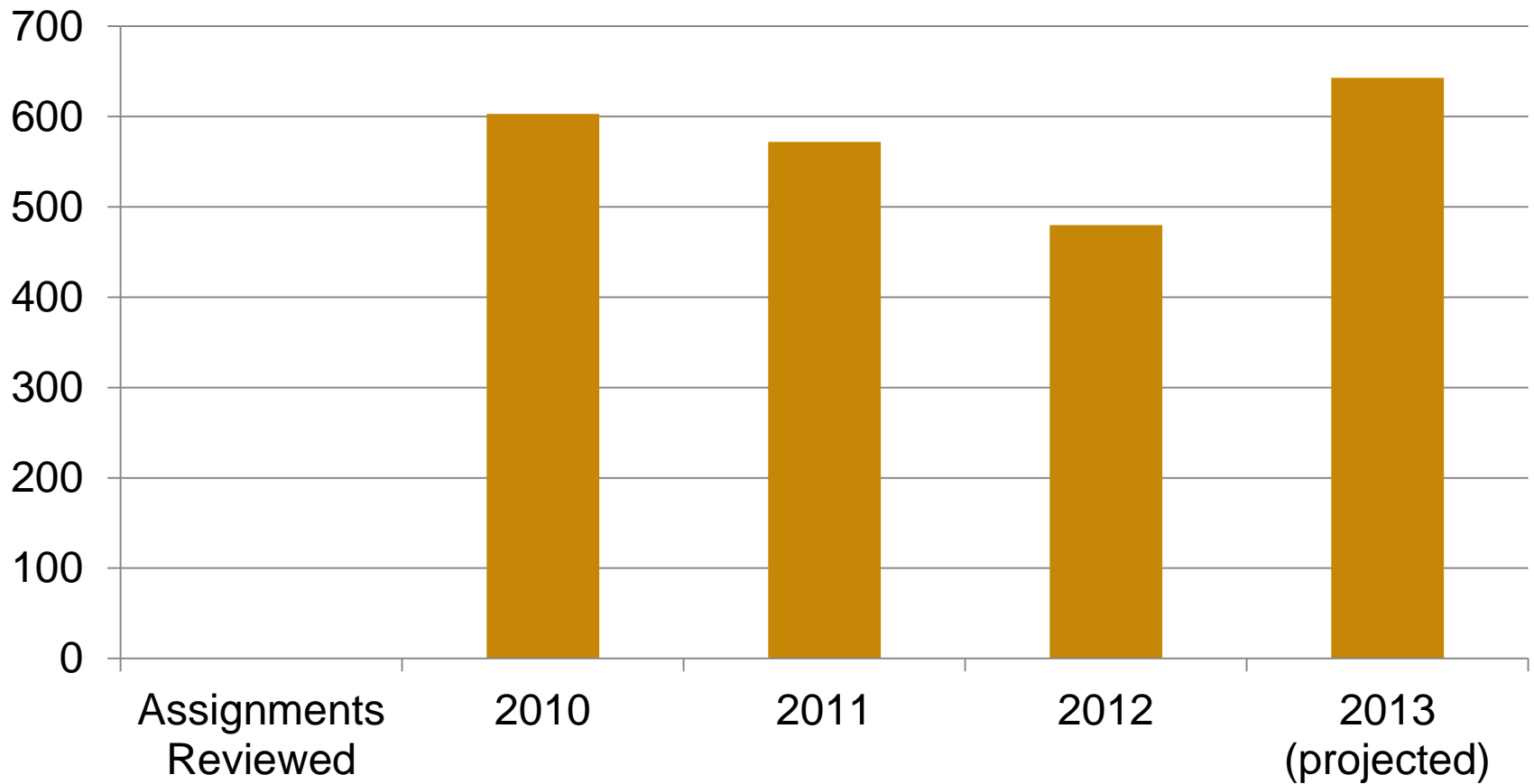
LAW DEPARTMENT



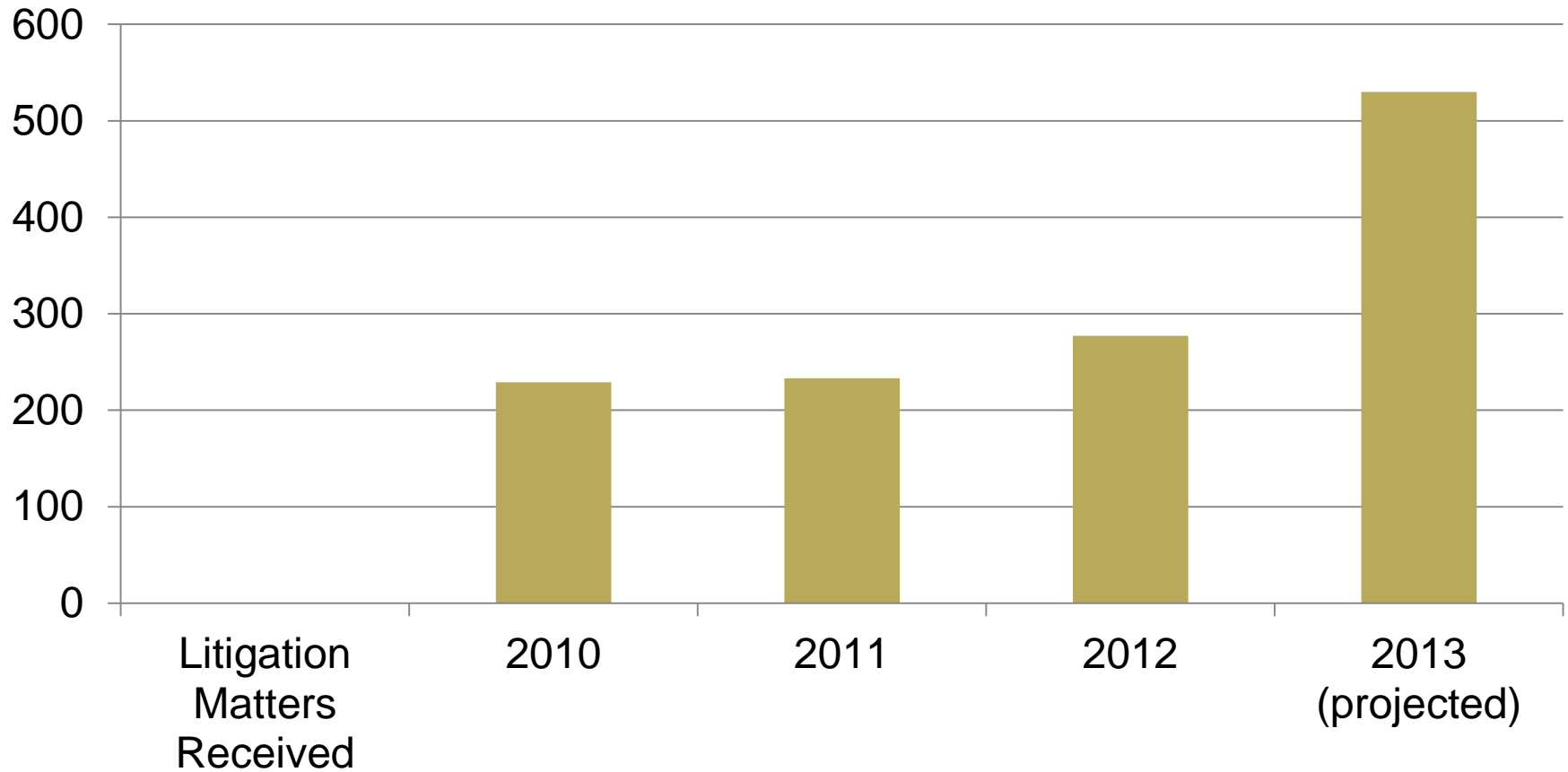
Organizational Performance / Key Metrics



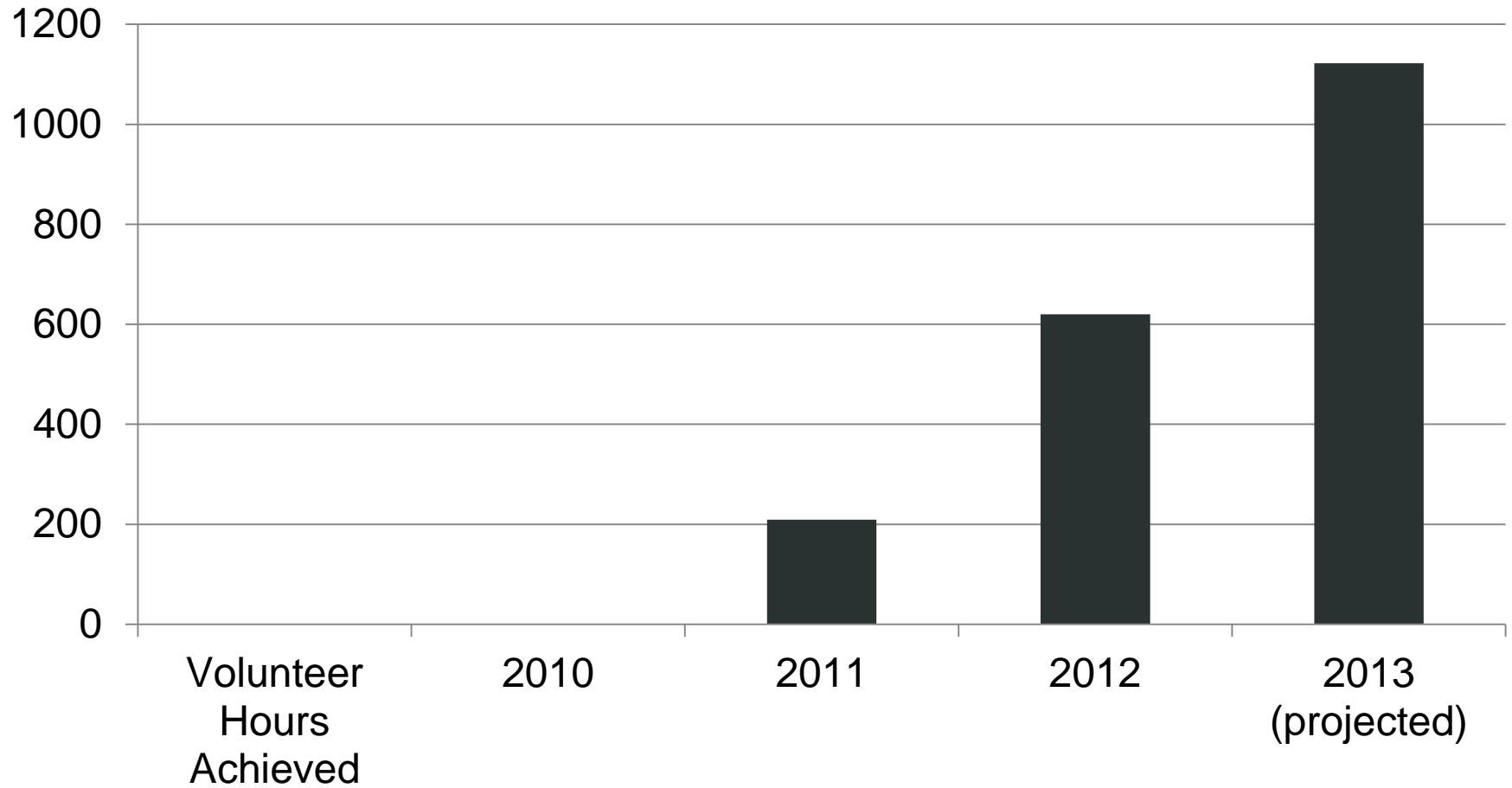
Organizational Performance / Key Metrics



Organizational Performance / Key Metrics



Organizational Performance / Key Metrics





2014 Total Base Request	\$1,904,654
2013 Adopted Budget	\$1,892,702
* Increase	\$ 11,952

- * Increase is due to group self insurance

2014 Budget Request

- **Total Base Request:** \$1,904,654
- **Personal Services:** \$1,807,526
- **Operating Budget:** \$ 89,857

2013 Operating Budget

Professional Services:	\$ 5,000
Rentals-Copier Lease:	\$ 8,000
Rentals-PC Leasing:	\$ 7,487
Postal Services:	\$ 900
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:	\$ 844
Supplies-Office:	\$ 6,000
<u>Supplies-Books:</u>	<u>\$39,745</u>
Total Operating Budget:	\$89,857



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

2013 Business Challenges

- **Increase in Litigation Matters**
 - Bankruptcy, judicial foreclosure, and interpleader matters account for a big part of the increase.
- **Substantial Increase in Assignments**
 - The number of assignments continues to increase as in past years.
- **Complexity of Legal Issues**
 - Legal issues continue to increase in complexity and intensity.
- **Reduced Staffing Levels**
 - The workload is currently distributed among fewer attorneys.

2013 Major Legal Issues

- Implementation of Service Districts Created by the Service Delivery Strategy Order
- Preparation for 2013 SPLOST Referendum
- Completion of Transition Period for the City of Peachtree Corners
- Significant increase in the complexity of Open Records Requests

2013 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

2013 Objectives (continued)

Volunteer Initiative

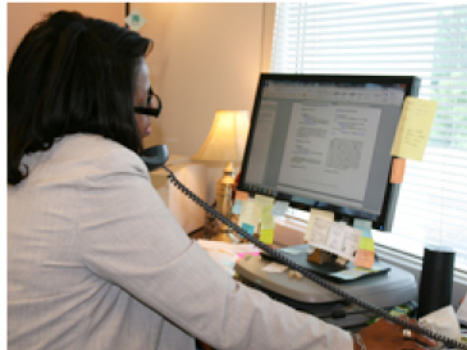
- Continue law student internship and externship programs

2014 Major Legal Issues

- Adjustment of services due to the incorporation of the City of Peachtree Corners
- Condemnation litigation issues
- Implementation of the Unified Development Ordinance

2014 Objectives

- Litigate Highway 20 condemnation cases to conclusion
- Develop proficiencies and abilities in multiple disciplines by cross training attorneys
- Provide internship/externship volunteer opportunities in the amount of 1,200 hours



Questions?

