

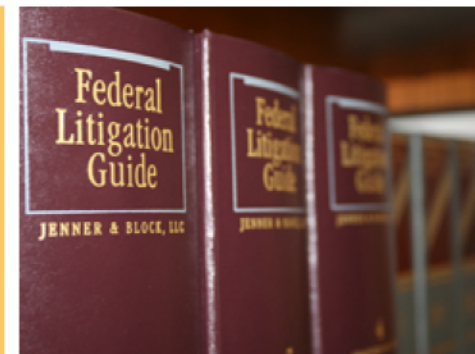
gwinnettcounty



Law Department



Law Department 2015 Business Plan



**September
2014**



The mission of the Law Department is to deliver high-quality legal services at a reasonable cost to Gwinnett County government and its elected officials, employees, managers, staff, authorities, constitutional officers, courts, and other related governmental organizations, thus providing benefits and value to the citizens of Gwinnett County.



Our Values

- Excellence
- Ethics
- Service
- Accountability
- Efficiency

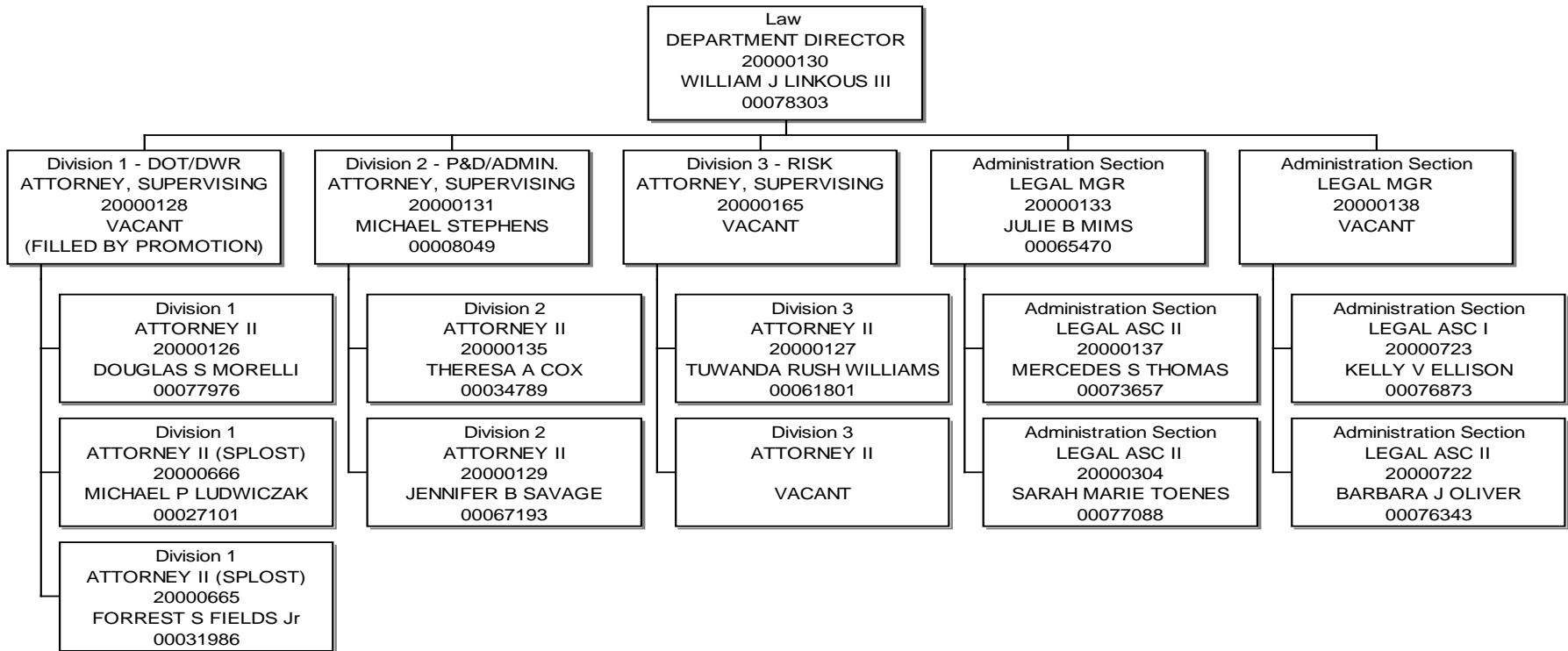


gwinnettcounty

Staffing Levels

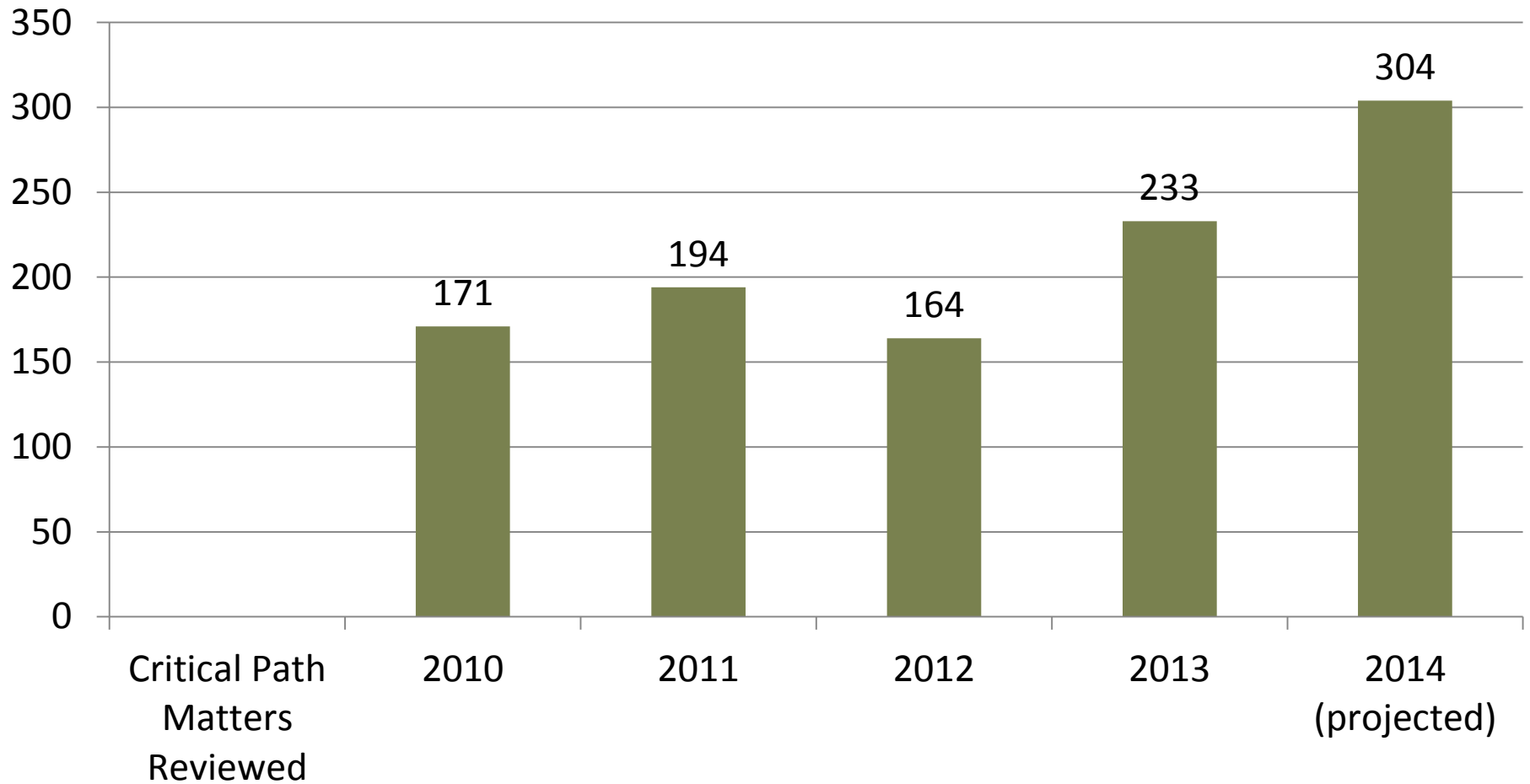
- **2015 Budgeted Positions: 16**
 - 10 attorneys
 - 6 support staff
- **Vacant Positions:**
 - 2 supervising attorneys
 - 1 support staff

Our Organization

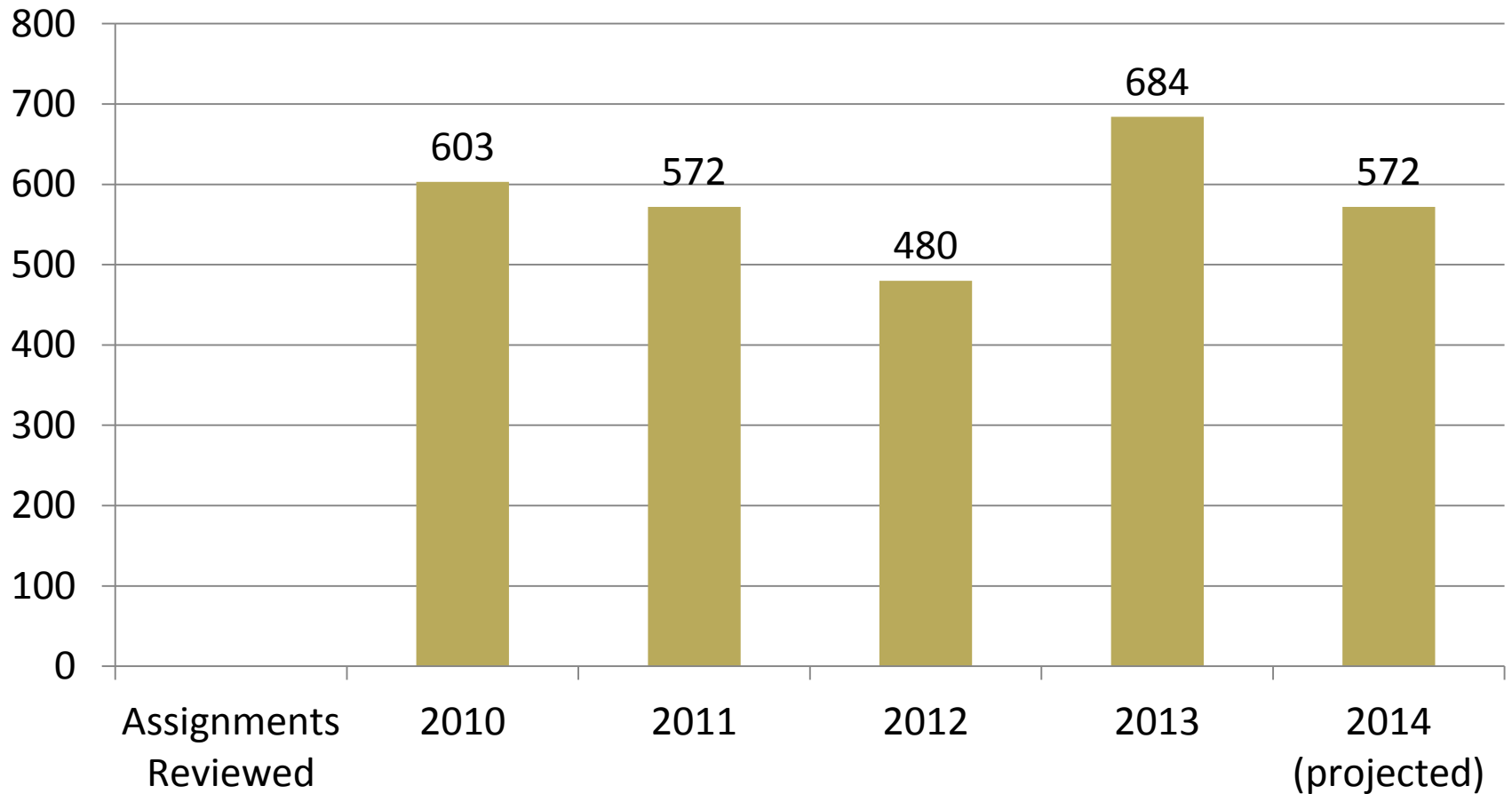


NOTE: This Org Chart shows 1 extra attorney position that will not exist, but is shown for the purposes of visualization.

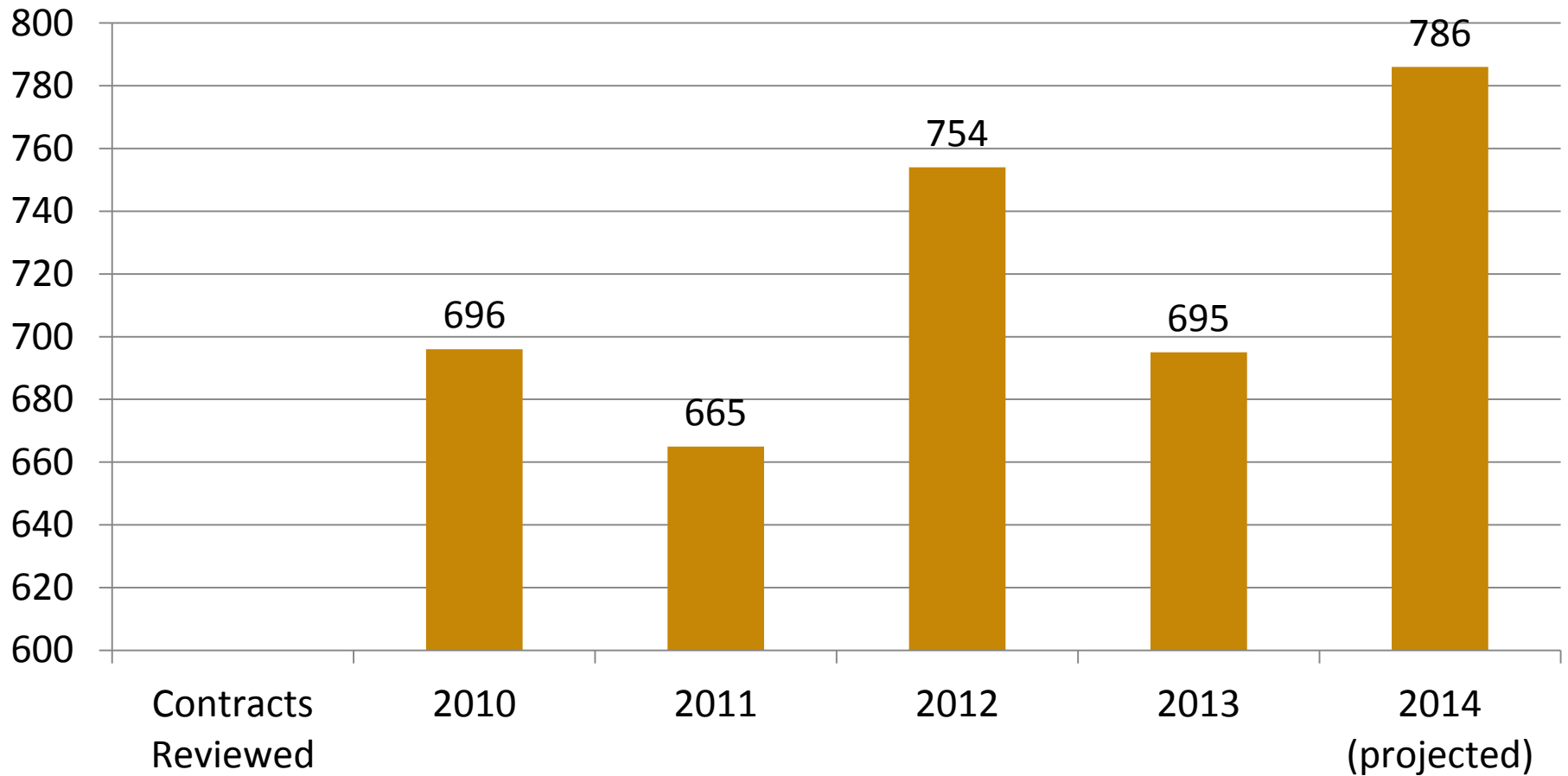
Organizational Performance / Key Metrics



Organizational Performance / Key Metrics

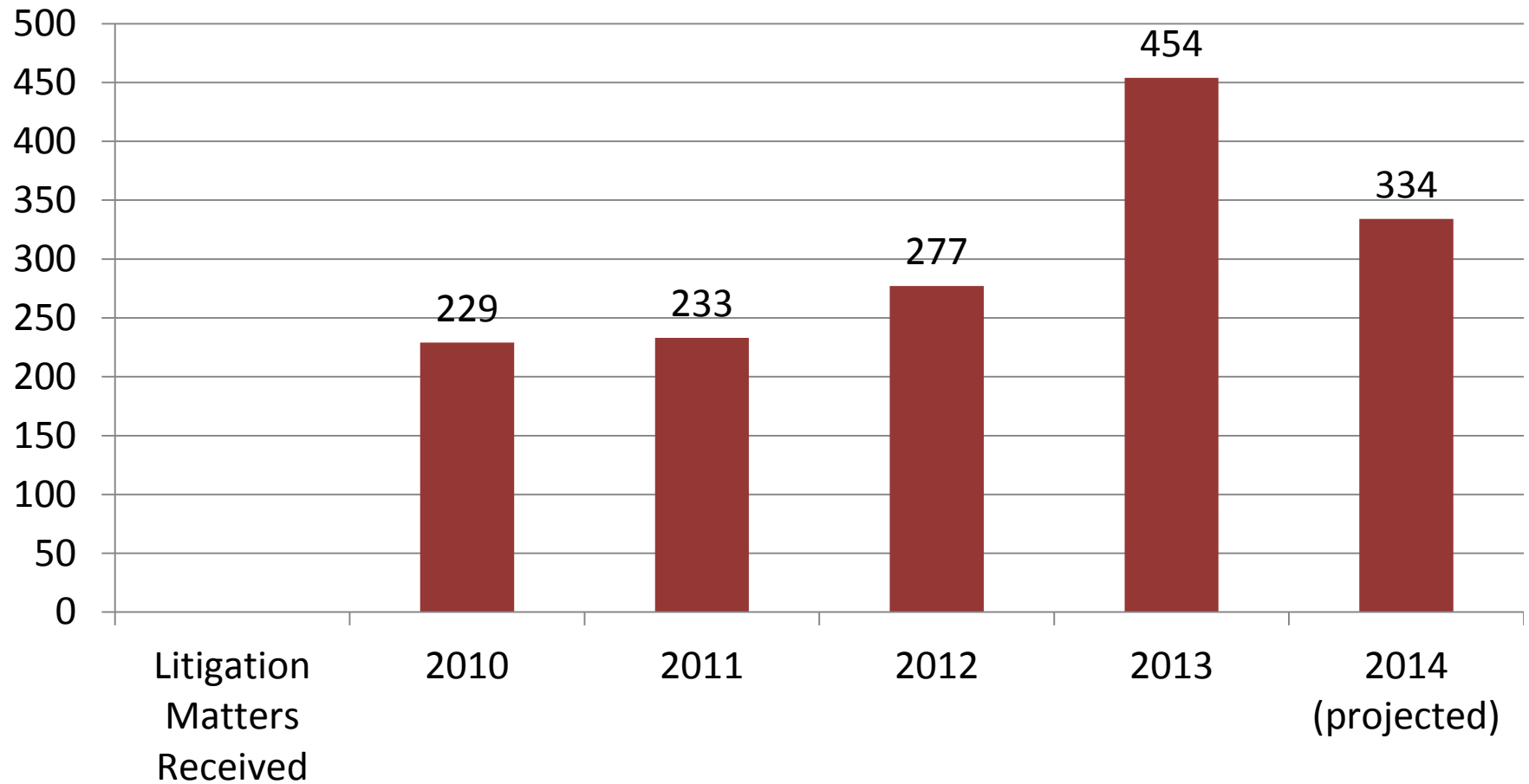


Organizational Performance / Key Metrics

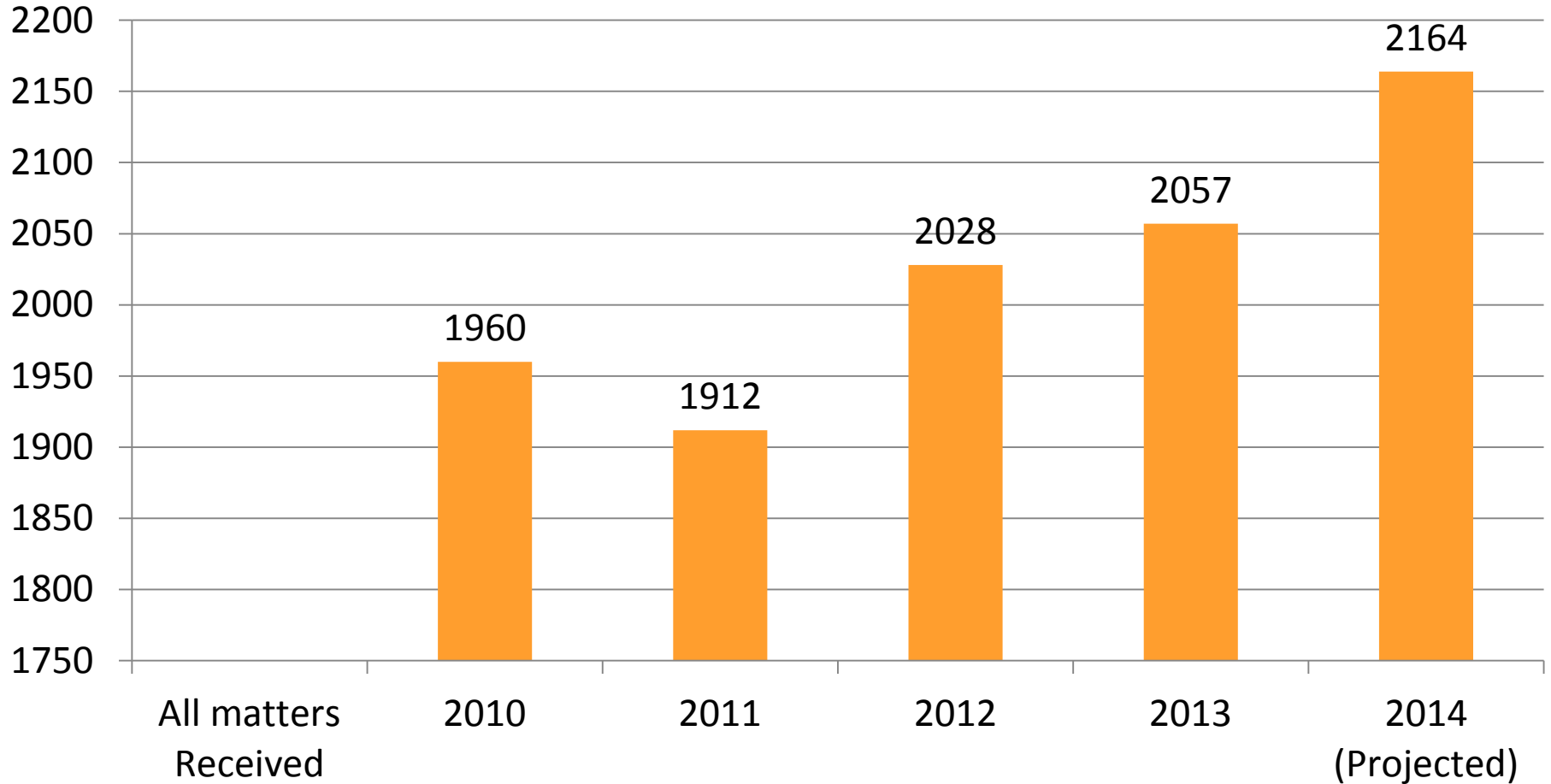


Contracts
Reviewed

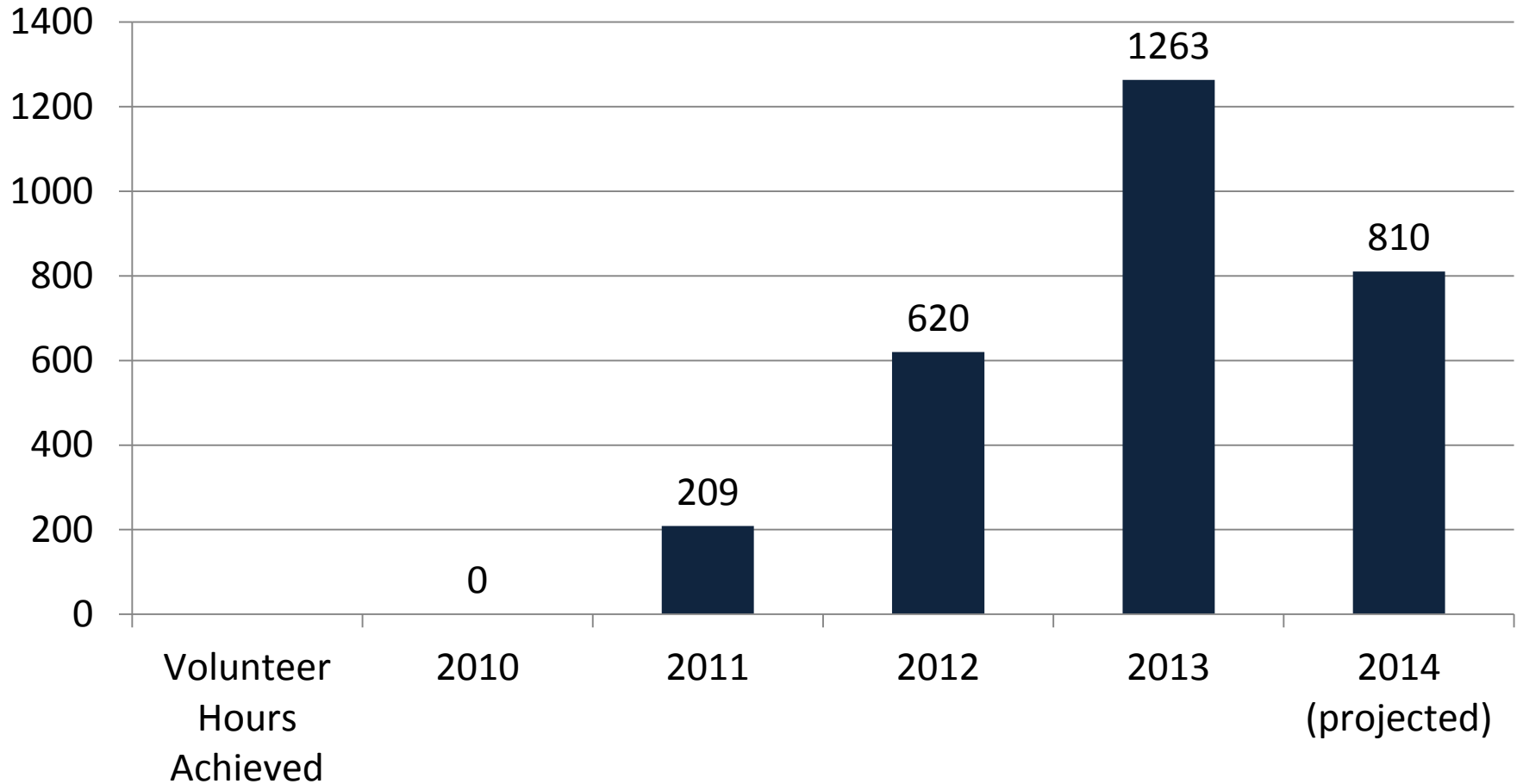
Organizational Performance / Key Metrics



Organizational Performance / Key Metrics



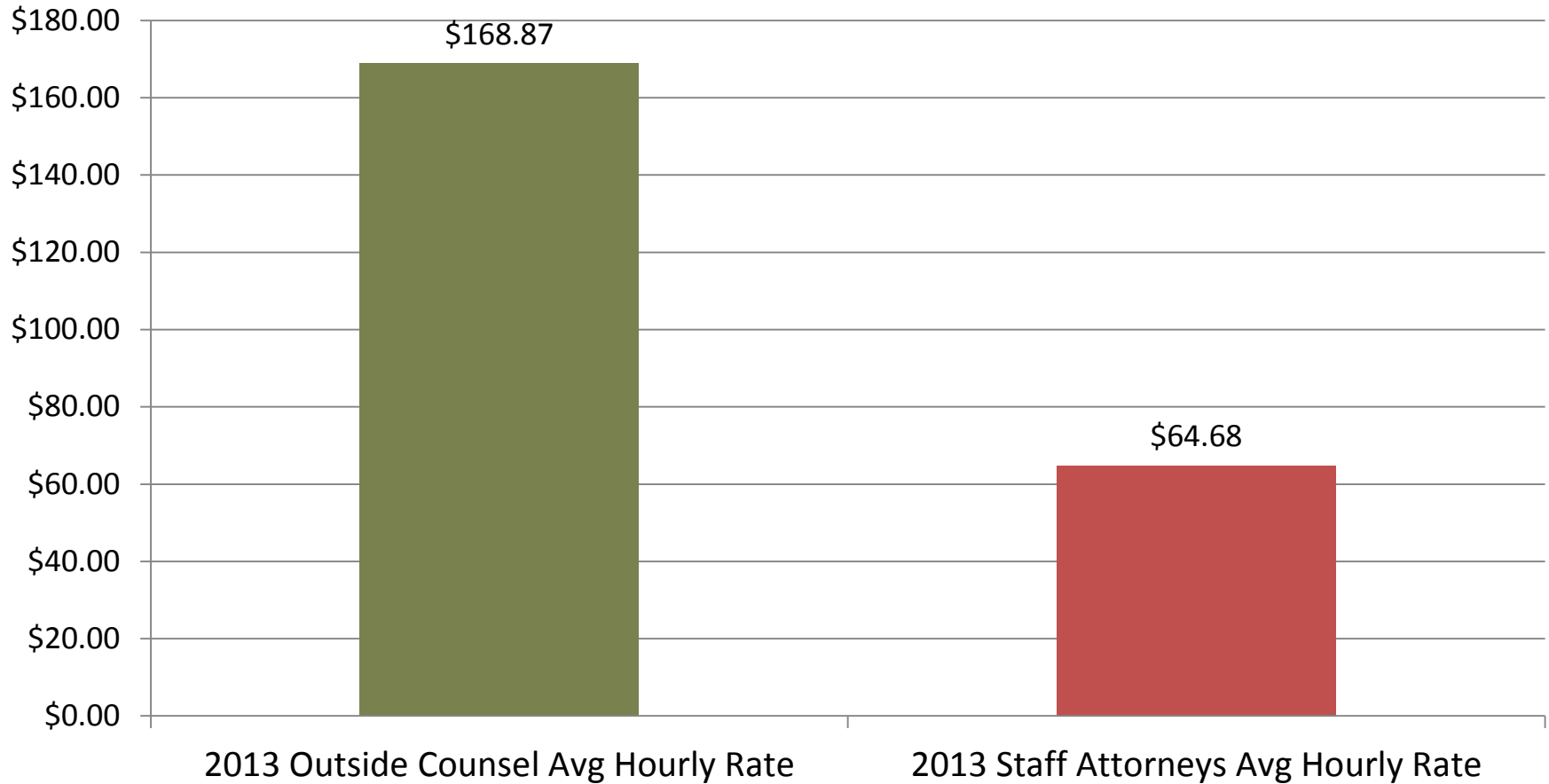
Organizational Performance / Key Metrics



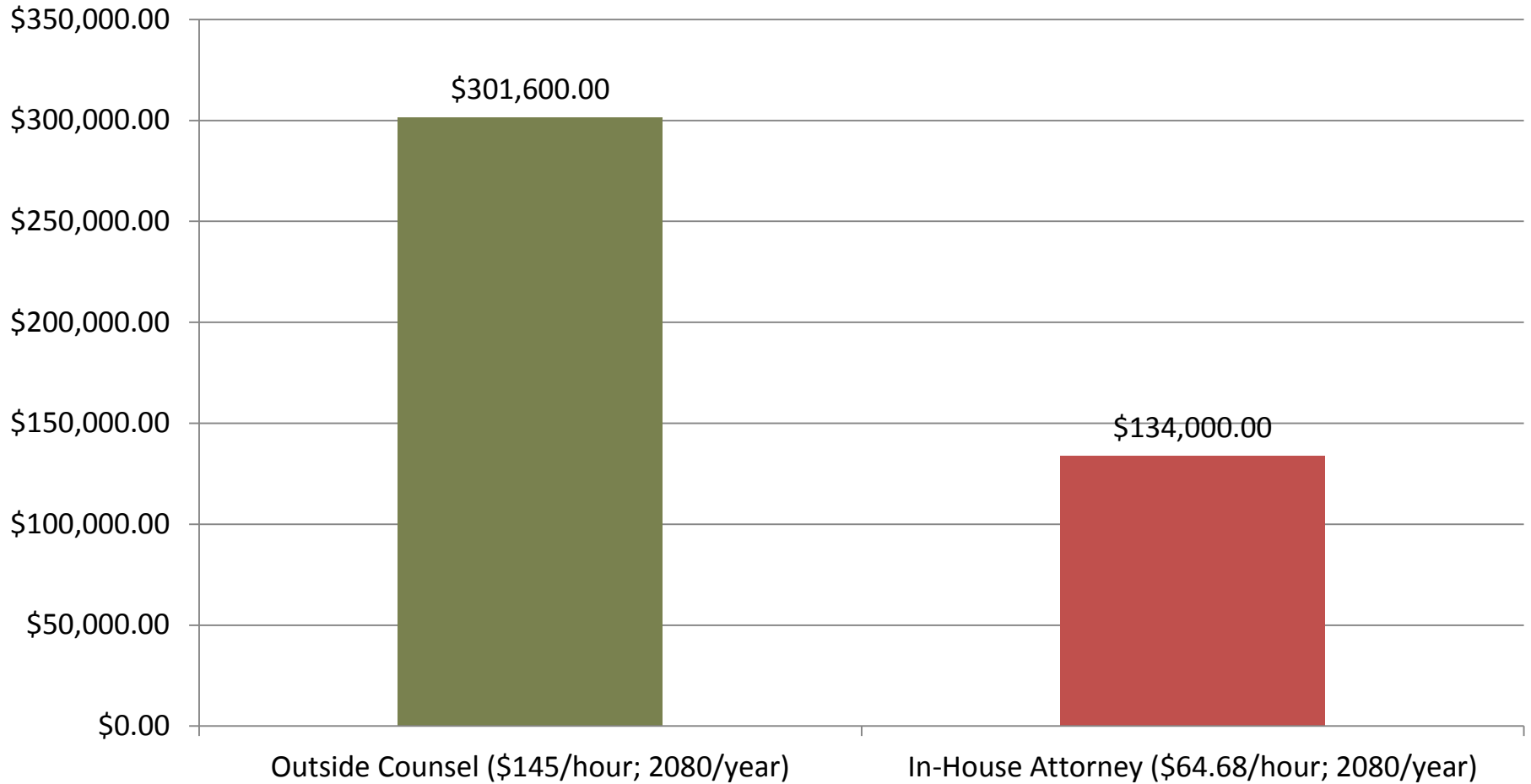
Value of In-House Law Department

- Proactive Legal Advice
- In-depth knowledge of the goals of the organization
- Frequent interaction with key personnel
- Availability for special projects that benefit the County

Average Hourly Rate Comparison Outside Counsel vs. Law Dept. Attorneys



Annual Compensation Comparison Outside Counsel vs. Law Dept. Attorneys





2015 Budget Request

\$ 2,028,901

2014 Adopted Budget

\$ 1,951,765

Increase

\$ 77,136



2015 Budget Request

- **Total Base Request:** \$2,028,901
- **Personal Services:** \$1,901,399
- **Operating Budget:** \$ 122,863

Explanation of Increase

- Salaries and wages: budgeting at first quartile for vacant positions
- License support: new County-wide required item
- Employment advertising for attorney vacancy(ies)
- Telecommunications: budgeting for 4 BlackBerries
- Training/Travel/Dues: increases for additional attorney
- Tuition reimbursement request
- Annual increases for our law library subscriptions

2015 Operating Budget Request

Professional Services:	\$ 5,000
License Support:	\$ 13,046
Rentals-Copier Lease:	\$ 8,000
Rentals-PC Leasing:	\$ 7,478
Postal Services:	\$ 1,000
Telecommunication Services:	\$ 3,000
Advertising – Employment:	\$ 2,450
Printing & Binding Services:	\$ 2,500
Training:	\$ 10,000
Travel/Conference:	\$ 6,430
Dues & Fees (Prof Assoc.):	\$ 7,845
Misc. Other Services:	\$ 844
Supplies-Office:	\$ 7,000
Supplies-Books:	\$ 48,270
Total Operating Budget:	\$122,863



gwinnettcounty

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

2014 Business Challenges

- **Increase in Number of Matters Received**
 - The number of assignments continues to increase as in past years
- **Increase in Number of Critical Path Matters Reviewed**
 - Legal issues requiring immediate response continue to increase
- **Complexity of Legal Issues**
 - Legal issues continue to increase in complexity and intensity
- **Reduced Staffing Levels**
 - The workload is currently distributed among fewer staff

2014 Objectives

Restructuring

- Restructure Law Department and fill vacancies

Volunteer Initiative

- Continue law student internship and externship programs

2014 Objectives (continued)

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

2014 Major Legal Issues

- House Bill 60 (Safe Carry Protection Act of 2014)
- Adjustment of services due to the incorporation of the city of Peachtree Corners
- Completion of issues associated with the termination of Peachtree Corners' transition period
- Condemnation litigation issues
- Implementation of the Unified Development Ordinance
- 2014 Election

2015 Objectives

- Become fully staffed
- Additional space in department
- Policy and procedure manual
- Unified filing system
- Develop proficiencies and abilities in multiple disciplines by cross training attorneys
- Provide internship/externship volunteer opportunities

2015 Major Legal Issues

- Recodification
- Economic Development Efforts and Revitalization
- Joint city/county SPLOST Projects



Questions?

