

CITY OF JACKSONVILLE, FLORIDA

GENERAL COUNSEL

DEPARTMENT VISION:

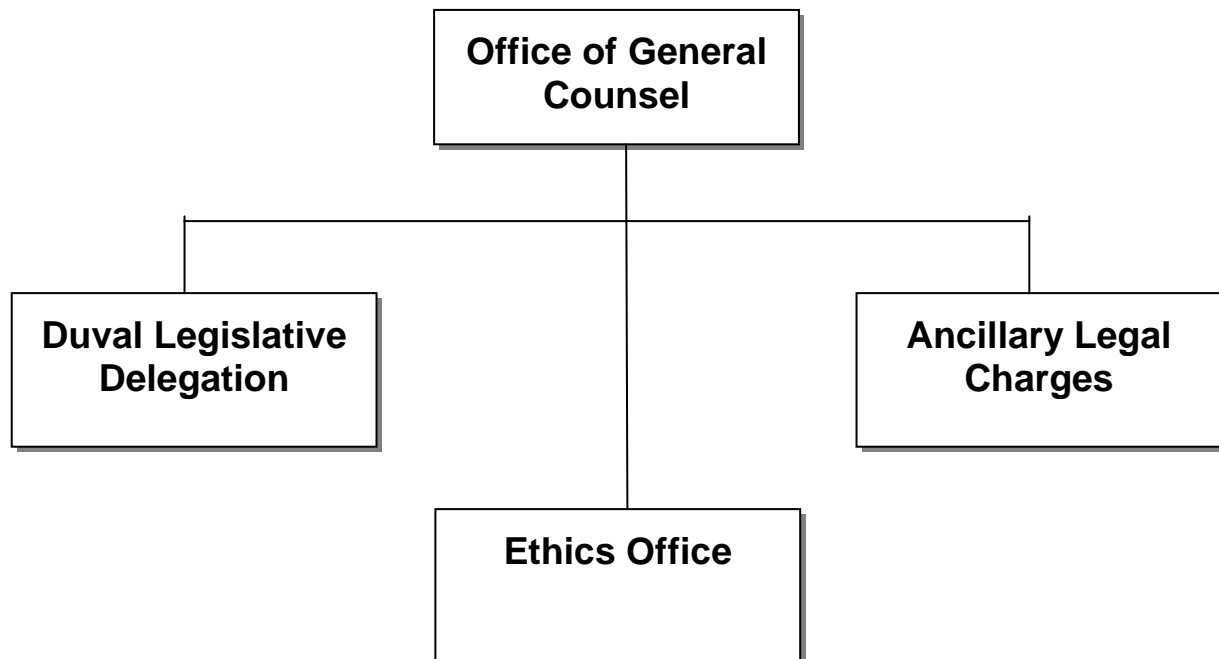
To be one of the best, most progressive and modern law firms in the State of Florida.

Accomplishment of this Vision will be assisted by:

- Hiring and retaining exceptional legal talent.
- Utilizing modern technology to improve quality and lower costs.
- Further developing paralegal and Municipal Law Clinic services.
- Providing specialized expertise in various practice areas.
- Providing cost effective, efficient legal services.
- Developing an awareness of the importance of utilizing legal service on the "front-end" to avoid legal problems.

DEPARTMENT MISSION:

To provide the highest quality legal services to the City of Jacksonville and its Independent Agencies.



CITY OF JACKSONVILLE, FLORIDA

GENERAL COUNSEL

EXPENDITURES BY DIVISION	FY 08 Actual	FY 09 Budget	FY 10 Approved	Dollar Change	Percent Change
ANCILLARY LEGAL CHARGES					
OPERATING EXPENSES	742,098	420,346	446,680	26,334	6.3%
DIVISION TOTAL	742,098	420,346	446,680	26,334	6.3%
ETHICS OFFICE					
PERSONNEL EXPENSES	85,328	81,783	81,135	-648	-0.8%
OPERATING EXPENSES	3,773	17,285	12,089	-5,196	-30.1%
CAPITAL OUTLAY	0	1	1	0	0.0%
DIVISION TOTAL	89,101	99,069	93,225	-5,844	-5.9%
OFFICE OF GENERAL COUNSEL					
PERSONNEL EXPENSES	7,316,621	7,653,175	7,666,135	12,960	0.2%
OPERATING EXPENSES	1,342,567	1,220,997	1,305,961	84,964	7.0%
CAPITAL OUTLAY	0	1	1	0	0.0%
OTHER USES	249,267	252,284	420,824	168,540	66.8%
DIVISION TOTAL	8,908,454	9,126,457	9,392,921	266,464	2.9%
DUVAL LEGISLATIVE DELEGATION					
PERSONNEL EXPENSES	64,460	63,588	66,812	3,224	5.1%
OPERATING EXPENSES	9,198	25,480	19,553	-5,927	-23.3%
CAPITAL OUTLAY	0	1	1	0	0.0%
DIVISION TOTAL	73,658	89,069	86,366	-2,703	-3.0%
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TOTAL EXPENDITURES	9,813,311	9,734,941	10,019,192	284,251	2.9%

AUTHORIZED POSITIONS	FY 08	FY 09	FY 10	Change
ETHICS OFFICE	1	1	0	-1
OFFICE OF GENERAL COUNSEL	72	74	73	-1
DUVAL LEGISLATIVE DELEGATION	2	2	1	-1

PART TIME HOURS	FY 08	FY 09	FY 10	Change
ETHICS OFFICE	0	0	2,080	2,080
OFFICE OF GENERAL COUNSEL	2,600	2,600	2,600	0
DUVAL LEGISLATIVE DELEGATION	0	0	0	0

CITY OF JACKSONVILLE, FLORIDA

DEPARTMENT:	General Counsel
DIVISION:	Ancillary Legal Charges

FUNCTION:

Ancillary legal charges are the external professional legal fees and costs incurred in litigation and transactional representation including but not limited to: court reporters, experts, special counsel, witness fees, deposition fees and other costs associated with providing legal representation.

From its inception, the Ancillary Legal Charges account provided a clearing house for the payment of litigation and professional services to the Consolidated Government.

All charges are scrutinized and approved, and all services are monitored and overseen by the Office of General Counsel.

HIGHLIGHTS:

- Provide adequate and timely resources necessary to properly protect City assets and defend City policies.
- Address the important claims, including the multi-million dollar Trail Ridge Landfill claims.

ANALYSIS:

Operating Expenses

The net increase of \$26,334 in operating expenses is a result of \$75,499 increase in professional services, \$5,000 increase in court reporter fees, and \$1,335 increase in information technology GIS aerial charges. These increases are partially offset by a \$55,500 reduction in miscellaneous charges and services.

CITY OF JACKSONVILLE, FLORIDA

DEPARTMENT:	General Counsel
DIVISION:	Ethics Office

FUNCTION:

The Ethics Office and the Ethics Officer have been established pursuant to Chapter 602 of the Ordinance Code, and by Executive Order of the Mayor.

The purposes of the Ethics Office and Ethics Officer are to ensure compliance with the many rules and regulations established by state and local law; and to expand training to and awareness of City employees as to their need to make legal, enlightened, and morally responsible choices in their relationships with others, their public/private interactions.

The Ethics Office and the Ethics Officer work in coordination with the Ethics Commission, the Office of General Counsel, Departmental Ethics Officers, and the leadership of the various branches and agencies of government, to assure more transparency and trust in government, and to encourage ethical and responsible decision making. The Ethics Office and the Ethics Officer monitor a City-wide hotline to help identify, address, root out, or explain behavior that raises appearances of impropriety in government.

The Ethics Office and the Ethics Officer are administratively housed in the Office of General Counsel for fiscal management purposes.

HIGHLIGHTS:

- Find new and effective ways to coordinate ethics activities between the Ethics Commission, Ethics Officer, Inspector General, Office of General Counsel, and State Agencies.
- Improve and expand ethics training to targeted audiences throughout the Consolidated Government.

ANALYSIS:

Personnel Expenses

The net decrease of \$648 is mainly due to minor adjustments in salary and benefit costs.

Operating Expenses

The decrease of \$5,196 is primarily the result of reductions in internal service allocations.

CITY OF JACKSONVILLE, FLORIDA

DEPARTMENT:	General Counsel
DIVISION:	Office of General Counsel

FUNCTION:

The Office of General Counsel provides legal services to all Departments, Agencies, Independent Authorities and elected officials of the City of Jacksonville, including document drafting and review, advice, counsel and advocacy and the prosecution and defense of claims or positions.

The operations of the Office of General Counsel and the services it provides are divided into the following specialty areas: Government Operations and Commercial Law, Real Estate and Procurement Law, Land Use and Environmental Law, Legislative Affairs, General Litigation, and Tort Litigation.

HIGHLIGHTS:

- Continue the focus on providing front-end participation in City negotiations and initiatives for the purpose of avoiding legal exposure and multi-million dollar liability.
- Address the growing needs for legal services of the independent agencies and constitutional officers.
- Address the office and City wide transition to electronic media and storage to enhance transparency and efficiency.

ANALYSIS:

Personnel Expenses

The net increase of \$12,960 is primarily the result of an increase of \$116,485 in pension contributions and \$47,799 in insurance costs. These were offset by a decrease of approximately \$160,000 in permanent and probationary salaries.

Operating Expenses

The net increase of \$84,964 is primarily attributed to a \$133,641 increase in the internal services allocation, most of which was a result of increased data center service charges. Somewhat offsetting this increase was a decrease of \$26,956 in miscellaneous expenditures and plant renewal as well as several other smaller reductions in operating expenses.

Other Uses

The increase of \$168,540 is the result of higher indirect costs. In terms of the Office of General Counsel such indirect costs primarily relate to support provided by the Finance Department, Central Operations, Public Buildings, Office of the Mayor and City Council.

CITY OF JACKSONVILLE, FLORIDA

DEPARTMENT:	General Counsel
DIVISION:	Duval Legislative Delegation

FUNCTION:

The Duval Legislative Delegation Office is a support office for those State Senators and Representatives serving Duval County. The Office provides services to all departments, agencies, independent agencies and elected officials of the City of Jacksonville, citizens and state legislators, including document drafting and review, coordinating and scheduling of events, planning of school field trips and participation at various functions. The Office serves as an effective liaison between the citizens and government of the City of Jacksonville and Duval County's elected state officials.

HIGHLIGHTS:

- Assist the Charter Revision Commission in its recommendation process.
- Continued enhancement of the Duval Delegation's website and public informational processes so as to provide local community access to the legislative process.

ANALYSIS:

Personnel Expenses

The net increase of \$3,324 in personnel expenses is mainly due to a \$1,375 correction in permanent salaries and a \$1,638 increase in pension contributions.

Operating Expenses

The decrease of \$5,927 is the result of several small reductions in the Legislative Delegation's operating budget including \$2,700 in travel expense, \$1,456 in information technology networking charges, and \$1,724 in copy center charges.