

CITY ATTORNEY
4 Full Time



City Attorney

Position Summary

Position Title	Amended FY 2010/2011	Amended FY 2011/2012	Adopted FY 2012/2013
City Attorney	1	1	1
Assistant City Attorney	1	1	1
Legal Secretary	1	1	1
Secretary II	1	1	1
Total Positions	4	4	4

	ACTUAL FY 2010-2011	AMENDED FY 2011-2012	ADOPTED FY 2012-2013
CITY ATTORNEY			
PERSONNEL SERVICES			
1401-514.12-01 Salaries	\$96,756	\$349,833	\$389,974
1401-514.14-01 Time and a Half Overtime	0	100	100
1401-514.14-02 Straight-Time Overtime	204	400	400
1401-514.15-01 Executive Expense	0	0	1,500
1401-514.15-04 Auto Allowance	950	6,000	6,000
1401-514.15-06 Deferred Compensation	4,678	16,500	17,000
1401-514.21-01 SS and Medicare Matching	7,537	23,436	25,514
1401-514.22-01 Pension-General	30,963	115,521	136,737
1401-514.23-01 Health Insurance	11,634	55,425	47,638
1401-514.24-00 Workers' Compensation	297	252	272
REQUESTED APPROPRIATION	\$153,019	\$567,467	\$625,135
OPERATING EXPENSES			
1401-514.31-14 Court Costs	\$0	\$100	\$100
1401-514.31-15 Legal Contract	324,000	0	0
1401-514.31-30 Professional Services	0	100	100
1401-514.34-02 Records Retention	1,291	1,705	1,200
1401-514.34-04 Temporary Services	0	100	100
1401-514.40-01 Travel and Per Diem	0	3,000	2,400
1401-514.40-02 Local Mileage	0	100	100
1401-514.41-01 Communications	2,869	6,906	5,000
1401-514.41-05 Data Line	2,884	0	0
1401-514.44-09 Rentals-Other	0	123	100
1401-514.46-11 Maint Office Equipment	114	351	300
1401-514.47-01 Printing and Binding	304	400	400
1401-514.47-02 Photocopying Costs	957	2,800	2,000
1401-514.51-01 Office Supplies	2,493	3,200	2,560
1401-514.52-90 Other Supplies & Expenses	361	2,400	2,400
1401-514.54-01 Subs & Memberships	0	1,200	1,200
1401-514.54-02 Tuition & Training	0	540	614
1401-514.54-05 Law Library- Subscriptions	2,061	4,716	4,716
REQUESTED APPROPRIATION	\$337,334	\$27,741	\$23,290
CAPITAL PURCHASES			
1401-514.64-04 Office Furniture & Equipment	\$0	\$900	\$0
REQUESTED APPROPRIATION	\$0	\$900	\$0
TOTAL REQUESTED APPROPRIATION	\$490,353	\$596,108	\$648,425

City Attorney

Definition/Description of Program

The City Attorney's Office serves as the principal legal counsel to City officials and staff and performs the following functions: provides legal counsel to City Commission, City Manager and all departments; reviews and drafts contracts, leases, ordinances and resolutions; handles real estate transactions; assists in the preparation of agenda backup documents; renders ethics opinions; interacts with consultants, other governmental entities, private enterprise and local citizens; interprets laws and ordinances; prosecutes municipal code violations; represents the City in civil matters, including confiscation forfeiture actions and special assessment foreclosures; serves as liaison to outside special legal counsel; handles small claims for and against the City; and conducts all administrative functions of a City department.

Program Expenditures ~ Cost to Continue at Current Levels

	Actual FY 2011	Amended FY 2012	Adopted FY 2013	\$ Change	% Change
Personnel Services	\$153,019	\$567,467	\$625,135	\$57,668	10.2%
Operating Expenses	337,334	27,741	23,290	(4,451)	-16.0%
Capital Purchases	0	900	0	(900)	-100.0%
TOTALS	\$490,353	\$596,108	\$648,425	\$52,317	8.8%

Program Revenue

	Actual FY 2011	Amended FY 2012	Adopted FY 2013	\$ Change	% Change
General Fund	\$490,353	\$596,108	\$648,425	\$52,317	8.8%
TOTALS	\$490,353	\$596,108	\$648,425	\$52,317	8.8%

Performance Measures	Actual FY 2011	Amended FY 2012	Projected FY 2013	% Change
Number of resolutions and ordinances drafted	449	450	450	0

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Legal Secretary	1	1	1
Secretary II	1	1	1
Total Program Positions	4	4	4
Full Time Positions	4	4	4