

CITY ATTORNEY
4 Full Time



City Attorney

Position Summary

| Position Title | Amended FY 2011/2012 | Amended FY 2012/2013 | Proposed FY 2013/2014 |
|-----------------------------|-------------------------|-------------------------|--------------------------|
| City Attorney | 1 | 1 | 1 |
| Assistant City Attorney | 1 | 1 | 1 |
| Legal Secretary | 1 | 1 | 1 |
| Administrative Assistant II | 0 | 0 | 1 |
| Secretary II | 1 | 1 | 0 |
| Total Positions | 4 | 4 | 4 |

| | ACTUAL FY 2011-2012 | AMENDED FY 2012-2013 | PROPOSED FY 2013-2014 |
|---|------------------------|-------------------------|--------------------------|
| CITY ATTORNEY | | | |
| PERSONNEL SERVICES | | | |
| 1401-514.12-01 Salaries | \$354,642 | \$389,974 | \$409,151 |
| 1401-514.14-01 Time and a Half Overtime | 0 | 100 | 0 |
| 1401-514.14-02 Straight-Time Overtime | 246 | 400 | 260 |
| 1401-514.15-01 Executive Expense | 0 | 1,500 | 1,500 |
| 1401-514.15-04 Auto Allowance | 6,066 | 6,000 | 6,000 |
| 1401-514.15-06 Deferred Compensation | 16,649 | 17,000 | 17,500 |
| 1401-514.21-01 SS and Medicare Matching | 25,504 | 25,514 | 26,558 |
| 1401-514.22-01 Pension-General | 114,703 | 136,737 | 134,032 |
| 1401-514.23-01 Health Insurance | 29,356 | 47,638 | 39,300 |
| 1401-514.24-00 Workers' Compensation | 252 | 272 | 851 |
| REQUESTED APPROPRIATION | \$547,418 | \$625,135 | \$635,152 |
| OPERATING EXPENSES | | | |
| 1401-514.31-14 Court Costs | \$50 | \$100 | \$100 |
| 1401-514.31-30 Professional Services | 0 | 100 | 0 |
| 1401-514.34-02 Records Retention | 1,621 | 1,200 | 836 |
| 1401-514.34-04 Temporary Services | 0 | 100 | 0 |
| 1401-514.40-01 Travel and Per Diem | 2,322 | 2,400 | 2,400 |
| 1401-514.40-02 Local Mileage | 22 | 100 | 100 |
| 1401-514.41-01 Communications | 4,987 | 5,000 | 5,000 |
| 1401-514.44-09 Rentals-Other | 0 | 100 | 0 |
| 1401-514.46-11 Maint Office Equipment | 0 | 300 | 300 |
| 1401-514.47-01 Printing and Binding | 76 | 400 | 400 |
| 1401-514.47-02 Photocopying Costs | 736 | 2,000 | 1,300 |
| 1401-514.51-01 Office Supplies | 2,952 | 2,560 | 2,560 |
| 1401-514.52-90 Other Supplies & Expenses | 1,190 | 2,400 | 1,570 |
| 1401-514.54-01 Subs & Memberships | 860 | 1,200 | 1,030 |
| 1401-514.54-02 Tuition & Training | 145 | 614 | 614 |
| 1401-514.54-05 Law Library- Subscriptions | 3,623 | 4,716 | 4,716 |
| REQUESTED APPROPRIATION | \$18,584 | \$23,290 | \$20,926 |
| CAPITAL PURCHASES | | | |
| 1401-514.64-02 Computer Equipment | \$1,965 | \$0 | \$0 |
| 1401-514.64-04 Office Furniture & Equipment | 889 | 0 | 0 |
| REQUESTED APPROPRIATION | \$2,854 | \$0 | \$0 |
| TOTAL REQUESTED APPROPRIATION | \$568,856 | \$648,425 | \$656,078 |

City Attorney (1401)

Program Definition and Goals

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 2012 | Amended FY 2013 | Proposed FY 2014 | \$ Change | % Change |
|--------------------|-------------------|--------------------|---------------------|----------------|-------------|
| Personnel Services | \$547,418 | \$625,135 | \$635,152 | \$10,017 | 1.6% |
| Operating Expenses | 18,584 | 23,290 | 20,926 | (2,364) | -10.2% |
| Capital Purchases | 2,854 | 0 | 0 | 0 | N/A |
| TOTALS | \$568,856 | \$648,425 | \$656,078 | \$7,653 | 1.2% |

Program Revenue

| | Actual FY 2012 | Amended FY 2013 | Proposed FY 2014 | \$ Change | % Change |
|---------------|-------------------|--------------------|---------------------|----------------|-------------|
| General Fund | \$568,856 | \$648,425 | \$656,078 | \$7,653 | 1.2% |
| TOTALS | \$568,856 | \$648,425 | \$656,078 | \$7,653 | 1.2% |

City Attorney (1401)

| Position Summary | | | |
|--------------------------------|--------------------|--------------------|---------------------|
| Position Title | Amended FY 2012 | Amended FY 2013 | Proposed FY 2014 |
| City Attorney | 1 | 1 | 1 |
| Assistant City Attorney | 1 | 1 | 1 |
| Legal Secretary | 1 | 1 | 1 |
| Secretary II | 1 | 1 | 0 |
| Administrative Assistant II | 0 | 0 | 1 |
| Total Program Positions | 4 | 4 | 4 |
| Full Time Positions | 4 | 4 | 4 |