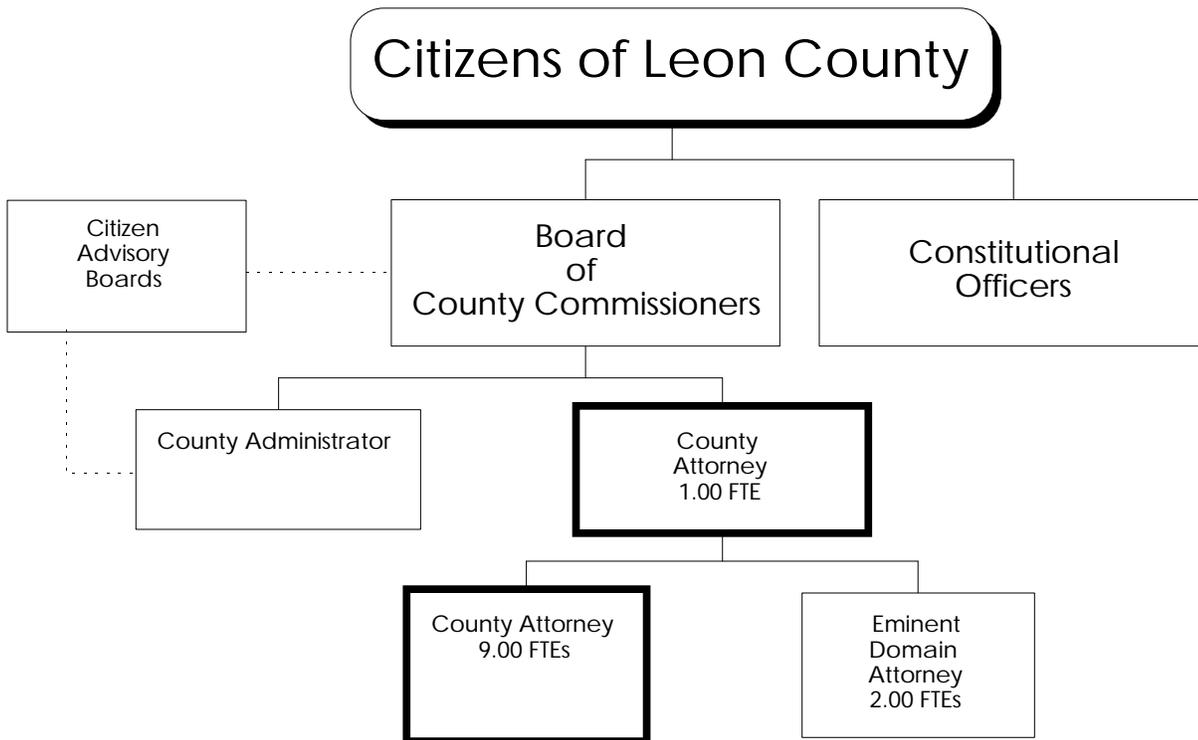


COUNTY ATTORNEY



COUNTY ATTORNEY

The mission of the County Attorney's Office is to provide high quality legal representation to the Board of County Commissioners, all departments and divisions under the Board, the County Administrator, and certain boards and other officials of Leon County as directed by the Board of County Commissioners.

PROGRAM HIGHLIGHTS

During the coming fiscal year, the County Attorney's Office expects to assist in the following:

1. Settling and/or litigating to conclusion the remaining Bradfordville litigation.
2. Providing legal services to staff regarding Blueprint 2000 property acquisitions.
3. Assist in implementing the settlement requirements of the recently settled Americans with Disabilities Act litigation.
4. Lead staff in implementing the new Health Insurance Portability & Accountability Act (HIPPA) legislation.
5. Finalizing agreements related to emergency medical services.

In addition, the County Attorney's Office will continue to:

1. Review and approve all contracts entered into by Leon County.
2. Review all subdivision documentation.
3. Provide legal education seminars to staff.
4. Routinely conduct site visits to County divisions and departments.

ADVISORY BOARD

In addition to serving as counsel to the Board of County Commissioners, the County Attorney also provides counsel to County staff, the Code Enforcement Board, the Board of Adjustments and Appeals, the Metropolitan Planning Organization, and the Contractor's Licensing Board.

SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Florida Statutes, Chapter 112 *Public Officers & Employees*, and Chapter 119 *Public Records*.

SUMMARY OF KEY SERVICE FUNCTIONS

1. Handle litigation on behalf of or against Leon County, its Board of County Commissioner, officials, and employees in their capacity as a county employee.
2. Advise, counsel, and provide legal opinions to the Board of County Commissioners, all departments under the Board, and other officials of Leon County
3. Prepare ordinances and resolutions.
4. Represent Leon County in all cases where costs in criminal matters may be charged against the County.

FY 2003/2004 THRU FY 2007/2008 FINANCIAL & STAFFING SUMMARY

| | FY 01/02 Actual | FY 02/03 Adopted | FY 03/04 Budget | FY 04/05 Planned | FY 05/06 Planned | FY 06/07 Planned | FY 07/08 Planned |
|------------------|--------------------|---------------------|--------------------|---------------------|---------------------|---------------------|---------------------|
| <u>OPERATING</u> | | | | | | | |
| Personnel | \$623,349 | \$670,633 | \$740,613 | \$784,438 | \$813,193 | \$843,333 | \$874,951 |
| Operating | 488,933 | 480,991 | 380,991 | 380,991 | 380,991 | 380,991 | 380,991 |
| Capital Outlay | 3,695 | 13,742 | | | | | |
| Grants & Aid | | | | | | | |
| TOTAL | \$1,115,977 | \$1,165,366 | \$1,121,604 | \$1,165,429 | \$1,194,184 | \$1,224,324 | \$1,255,942 |
| <u>STAFFING</u> | | | | | | | |
| Full Time | 9.00 | 9.50 | 10.00 | 10.00 | 10.00 | 10.00 | 10.00 |
| O.P.S. | | | | | | | |

FY 2003/2004 PROGRAM CHANGES & NOTES:

This program is recommended at a decreased level. These recommendations are:

1. Reduction in professional services in the amount of \$100,000. As a result of the Board settling a number of cases related to Bradfordville, the need for outside counsel and expert witness fees is greatly reduced. This program change also includes the addition of a 1/2 FTE (Legal Secretary/File Clerk). (\$79,977).
2. As approved by the Board at the June 10, 2003 workshop, funding is provided as a result of the FY 2003/2004 Classification and Pay Plan Study. \$1,185.
3. Human Resources approved the reclassification of two Assistant County Attorneys. \$7,238.

FY 2004/2005 THRU FY 2007/2008 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the out years with exception of anticipated routine salary and wage adjustments.

COUNTY ATTORNEY

ACCOUNT NUMBER: 001-120-514

PROGRAM EXPENDITURE DETAIL

| Object | | FY 01/02 | FY 02/03 | FY 03/04 Requested | | | FY 03/04 Budget | | |
|--------------------------|----------------------|-------------|-------------|--------------------|-------------|-------------|-----------------|-------------|-------------|
| Code | Account Description | Actual | Adopted | NII | Change | Total | NII | Change | ARB |
| 51200 | Salaries & Wages | \$504,790 | \$542,168 | \$561,884 | \$16,736 | \$578,620 | \$561,884 | \$16,736 | \$578,620 |
| 51400 | Overtime | 4,886 | | | | | | | |
| 52100 | FICA Taxes | 33,748 | 36,771 | 36,932 | 1,280 | 38,212 | 36,932 | 1,280 | 38,212 |
| 52200 | Retirement | 38,207 | 32,205 | 52,247 | 2,137 | 54,384 | 52,247 | 2,137 | 54,384 |
| 52300 | L & H Insurance | 39,886 | 57,511 | 59,566 | 8,252 | 67,818 | 59,566 | 8,252 | 67,818 |
| 52400 | Workers' Comp. | 1,832 | 1,978 | 1,538 | 41 | 1,579 | 1,538 | 41 | 1,579 |
| TOTAL PERSONAL SERVICES | | \$623,349 | \$670,633 | \$712,167 | \$28,446 | \$740,613 | \$712,167 | \$28,446 | \$740,613 |
| 53100 | Prof. Services | 369,842 | 400,000 | 400,000 | (100,000) | 300,000 | 400,000 | (100,000) | 300,000 |
| 53300 | Crt. Reporter Svcs. | 12,644 | 10,000 | 10,000 | | 10,000 | 10,000 | | 10,000 |
| 53400 | Other Contract Svcs. | 34,589 | 11,400 | 11,400 | | 11,400 | 11,400 | | 11,400 |
| 54000 | Travel & Per Diem | 7,635 | 9,050 | 9,050 | | 9,050 | 9,050 | | 9,050 |
| 54100 | Communication | 4,000 | 3,430 | 3,430 | | 3,430 | 3,430 | | 3,430 |
| 54200 | Postage | 1,055 | 1,344 | 1,344 | | 1,344 | 1,344 | | 1,344 |
| 54400 | Rentals & Leases | 4,169 | 4,800 | 4,800 | | 4,800 | 4,800 | | 4,800 |
| 54600 | Repair & Maint. | 1,717 | 1,411 | 1,411 | | 1,411 | 1,411 | | 1,411 |
| 54700 | Printing & Binding | 3,113 | 2,400 | 2,400 | | 2,400 | 2,400 | | 2,400 |
| 54900 | Other Current Chg. | 964 | | | | | | | |
| 55100 | Office Supplies | 6,993 | 5,365 | 5,365 | | 5,365 | 5,365 | | 5,365 |
| 55200 | Operating Supplies | 3,730 | 1,000 | 1,000 | | 1,000 | 1,000 | | 1,000 |
| 55400 | Bks, Pubs, & Memb. | 36,406 | 30,041 | 30,041 | | 30,041 | 30,041 | | 30,041 |
| 55401 | Training | 2,076 | 750 | 750 | | 750 | 750 | | 750 |
| TOTAL OPERATING EXPENSES | | \$488,933 | \$480,991 | \$480,991 | (\$100,000) | \$380,991 | \$480,991 | (\$100,000) | \$380,991 |
| 56400 | Mach. & Equip. | 3,695 | 13,742 | | | | | | |
| TOTAL CAPITAL OUTLAY | | \$3,695 | \$13,742 | | | | | | |
| PROGRAM TOTAL | | \$1,115,977 | \$1,165,366 | \$1,193,158 | (\$71,554) | \$1,121,604 | \$1,193,158 | (\$71,554) | \$1,121,604 |

PROGRAM STAFFING DETAIL

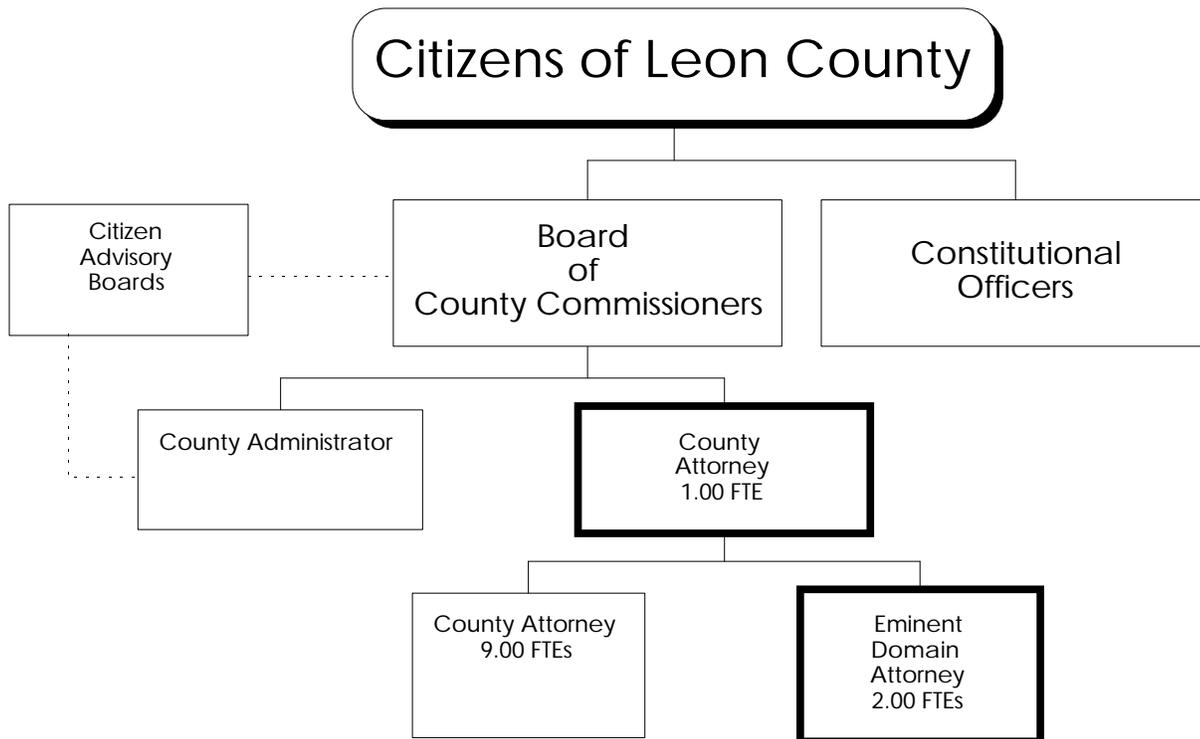
| | | | | | | | | |
|------------------------------|------|------|------|------|-------|------|------|-------|
| *Assistant County Attorney | 2.00 | 2.00 | 2.00 | | 2.00 | 2.00 | | 2.00 |
| County Attorney | 1.00 | 1.00 | 1.00 | | 1.00 | 1.00 | | 1.00 |
| **File Clerk/Legal Secretary | 1.00 | 1.50 | 1.50 | 0.50 | 2.00 | 1.50 | 0.50 | 2.00 |
| Legal Administrator | 1.00 | 1.00 | 1.00 | | 1.00 | 1.00 | | 1.00 |
| Legal Secretary II | 1.00 | 1.00 | 1.00 | | 1.00 | 1.00 | | 1.00 |
| Legal Secretary III | 1.00 | 1.00 | 1.00 | | 1.00 | 1.00 | | 1.00 |
| Paralegal | 1.00 | 1.00 | 1.00 | | 1.00 | 1.00 | | 1.00 |
| Senior Asst County Attorney | 1.00 | 1.00 | 1.00 | | 1.00 | 1.00 | | 1.00 |
| Total | 9.00 | 9.50 | 9.50 | 0.50 | 10.00 | 9.50 | 0.50 | 10.00 |

* Reclassified as of October 1, 2003 (Pay Grade Only)

** Salary adjusted due to HR Pay Plan Study.

COUNTY ATTORNEY

Eminent Domain Attorney



COUNTY ATTORNEY

EMINENT DOMAIN ATTORNEY

The mission of the Eminent Domain Attorney Section is to provide high quality legal representation to the Board of County Commissioners, all departments and divisions under the Board, the County Administrator, and certain boards and other officials of Leon County as directed by the Board of County Commissioners.

PROGRAM HIGHLIGHTS

The County Attorney's Office, Eminent Domain Section, continues to:

1. Work diligently with the staff of the Public Works Department regarding property acquisitions for various stormwater and road widening projects.
2. Assist staff with Metropolitan Planning Organization and Blueprint 2000 matters.

Additionally, specific projects which will be worked on during the coming fiscal year include Orange Avenue, Buck Lake, and Tharpe Street road widenings.

ADVISORY BOARD

None

SUMMARY OF KEY STATUTORY RESPONSIBILITIES

The power of eminent domain and related issues is granted to counties, including but not limited to, Florida Statutes Chapters 73 *Eminent Domain* , 74 *Proceedings Supplemental to Eminent Domain* , 119 *Public Records* , & 127 *Right of Eminent Domain to Counties* .

SUMMARY OF KEY SERVICE FUNCTIONS

1. Represent Leon County in negotiating contracts, and acquiring by eminent domain proceedings, when necessary, for various parcels of real estate, easements, and other property interests for the purposes set forth by the Board of County Commissioners for road widening and stormwater projects.
2. Review, approve, and advise staff regarding property transaction documents.

COUNTY ATTORNEY - EMINENT DOMAIN ATTORNEY

ACCOUNT NUMBER: 106-122-541

FY 2003/2004 THRU FY 2007/2008 FINANCIAL & STAFFING SUMMARY

| | FY 01/02 Actual | FY 02/03 Adopted | FY 03/04 Budget | FY 04/05 Planned | FY 05/06 Planned | FY 06/07 Planned | FY 07/08 Planned |
|------------------|--------------------|---------------------|--------------------|---------------------|---------------------|---------------------|---------------------|
| <u>OPERATING</u> | | | | | | | |
| Personnel | \$151,045 | \$123,859 | \$140,388 | \$148,356 | \$153,815 | \$159,538 | \$165,544 |
| Operating | 6,470 | 6,698 | 6,698 | 6,698 | 6,698 | 6,698 | 6,698 |
| Capital Outlay | | | | | | | |
| Grants & Aid | | | | | | | |
| TOTAL | \$157,515 | \$130,557 | \$147,086 | \$155,054 | \$160,513 | \$166,236 | \$172,242 |
| <u>STAFFING</u> | | | | | | | |
| Full Time | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| O.P.S. | | | | | | | |

FY 2003/2004 PROGRAM CHANGES & NOTES:

This program is recommended at an increased funding level. These recommendations are:

1. Human Resources approved the reclassification of the Eminent Domain Attorney at a total cost impact of \$4,321.

FY 2004/2005 THRU FY 2007/2008 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the outyears with exception of anticipated routine salary and wage adjustments.

COUNTY ATTORNEY - EMINENT DOMAIN ATTORNEY

ACCOUNT NUMBER: 106-122-541

PROGRAM EXPENDITURE DETAIL

| Object Code | Account Description | FY 01/02 | FY 02/03 | FY 03/04 Requested | | | FY 03/04 Budget | | ARB |
|--------------------------|----------------------|-----------|-----------|--------------------|---------|-----------|-----------------|---------|-----------|
| | | Actual | Adopted | NIT | Change | Total | NIT | Change | |
| 51200 | Salaries & Wages | \$125,059 | \$99,766 | \$105,752 | \$3,710 | \$109,462 | \$105,752 | \$3,710 | \$109,462 |
| 51300 | Other Salaries | | | | | | | | |
| 51400 | Overtime | 4,035 | | | | | | | |
| 51500 | Special Pay | | | | | | | | |
| 52100 | FICA Taxes | 8,270 | 7,632 | 8,090 | 284 | 8,374 | 8,090 | 284 | 8,374 |
| 52200 | Retirement | 6,291 | 5,747 | 8,883 | 276 | 9,159 | 8,883 | 276 | 9,159 |
| 52300 | L & H Insurance | 7,043 | 10,345 | 13,054 | 41 | 13,095 | 13,054 | 41 | 13,095 |
| 52400 | Workers' Comp | 347 | 369 | 288 | 10 | 298 | 288 | 10 | 298 |
| TOTAL PERSONAL SERVICES | | \$151,045 | \$123,859 | \$136,067 | \$4,321 | \$140,388 | \$136,067 | \$4,321 | \$140,388 |
| 54000 | Travel & Per Diem | 1,878 | 200 | 200 | | 200 | 200 | | 200 |
| 54100 | Communication | 238 | 300 | 300 | | 300 | 300 | | 300 |
| 54200 | Postage | 98 | 450 | 450 | | 450 | 450 | | 450 |
| 54700 | Printing & Binding | 171 | 100 | 100 | | 100 | 100 | | 100 |
| 54980 | Reimb Of Admin Costs | | | | | | | | |
| 55100 | Office Supplies | 841 | 1,475 | 1,475 | | 1,475 | 1,475 | | 1,475 |
| 55200 | Operating Supplies | | 15 | 15 | | 15 | 15 | | 15 |
| 55400 | Bks, Pubs, & Memb. | 2,649 | 2,658 | 2,658 | | 2,658 | 2,658 | | 2,658 |
| 55401 | Training | 595 | 1,500 | 1,500 | | 1,500 | 1,500 | | 1,500 |
| TOTAL OPERATING EXPENSES | | \$6,470 | \$6,698 | \$6,698 | | \$6,698 | \$6,698 | | \$6,698 |
| PROGRAM TOTAL | | \$157,515 | \$130,557 | \$142,765 | \$4,321 | \$147,086 | \$142,765 | \$4,321 | \$147,086 |

PROGRAM STAFFING DETAIL

| STAFFING TABLE | FY 01/02 | FY 02/03 | FY 03/04 Requested | | | FY 03/04 Budget | | ARB |
|--------------------------|----------|----------|--------------------|--------|-------|-----------------|--------|------|
| | Actual | Adopted | NIT | Change | Total | NIT | Change | |
| *Eminent Domain Attorney | 1.00 | 1.00 | 1.00 | | 1.00 | 1.00 | | 1.00 |
| Legal Secretary II | 1.00 | 1.00 | 1.00 | | 1.00 | 1.00 | | 1.00 |
| Total | 2.00 | 2.00 | 2.00 | | 2.00 | 2.00 | | 2.00 |

* Reclassified as of October 1, 2003 (Pay Grade Only)