

Legislative/Administrative

Organizational Chart	6 - 2
Executive Summary	6 - 3
Legislative/Administrative Summary	6 - 4
County Commission	6 - 5
County Administration	6 - 7
Summary of County Attorney	6 - 9
County Attorney	6 - 10
County Attorney - Eminent Domain Attorney	6 - 12
Summary of Office of Management & Budget	6 - 14
Office of Management & Budget	6 - 15
Risk Management	6 - 17
Summary of Tourist Development	6 - 19
Tourist Development - Administration	6 - 20
Tourist Development - Advertising	6 - 21
Tourist Development - Marketing	6 - 22
Tourist Development - Special Projects	6 - 23
Tourist Development - 1 Cent Expenditures	6 - 24
Human Resources	6 - 25

**Leon County Government
Fiscal Year 2006 Budget**

Summary of County Attorney

Budgetary Costs	FY 2004 Actual	FY 2005 Adopted	FY 2006 Continuation	FY 2006 Issues	FY 2006 Budget	FY 2007 Budget
001-120-514 County Attorney	1,633,336	2,101,589	1,866,913	68,299	1,935,212	1,983,232
106-122-541 County Attorney - Eminent Domain	150,624	153,253	158,231	4,256	162,487	171,106
Total Budgetary Costs	<u>1,783,960</u>	<u>2,254,842</u>	<u>2,025,144</u>	<u>72,555</u>	<u>2,097,699</u>	<u>2,154,338</u>
Funding Sources			FY 2004 Actual	FY 2005 Adopted	FY 2006 Budget	FY 2007 Budget
001 General Fund			1,633,336	2,101,589	1,935,212	1,983,232
106 Transportation Trust			150,624	153,253	162,487	171,106
Total Revenues			<u>1,783,960</u>	<u>2,254,842</u>	<u>2,097,699</u>	<u>2,154,338</u>
Staffing Summary	FY 2004 Actual	FY 2005 Adopted	FY 2006 Continuation	FY 2006 Issues	FY 2006 Budget	FY 2007 Budget
001-120-514 County Attorney	10.00	10.00	10.00	1.00	11.00	11.00
106-122-541 County Attorney - Eminent Domain	2.00	2.00	2.00	0.00	2.00	2.00
Total Full-Time Equivalents (FTE)	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>1.00</u>	<u>13.00</u>	<u>13.00</u>

County Attorney

Organizational Code: 001-120-514

Mission Statement

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.

Advisory Board

Code Enforcement Board; Board of Adjustments and Appeals; Contractor's Licensing Board; Value Adjustment Board

Summary of Services Provided

1. Handle litigation on behalf of or against Leon County, the Board and other County officials and employees.
2. Advise, counsel and provide legal opinions to the Board, all departments under the Board and other Officials of Leon County as directed by the Board.
3. Prepare ordinances and resolutions.

Accomplishments

1. Oral Arguments before the First District Court of Appeals in the Gleusenkamp case (following the County Attorney's Office's litigating the case at the trial level), with subsequent positive Opinion being issued for Leon County, now considered the leading case in Florida on temporary takings and moratoria.
2. Joined as a party-Plaintiff in the litigation against the State of Florida, regarding the Department of Juvenile Justice's funding shift to Counties.
3. Filed and handled the Leon County v. Department of Environmental Protection case contesting the proposed Total Maximum Daily Load (TMDL) rules; presented the TMDL Board workshop.
4. Provided legal counsel and drafting on numerous ordinances, resolutions, contracts, and policies, including local preference in bidding ordinance, two Article V implementing ordinances, the Deferred Compensation ordinance, the "filthy fluids" ordinance, the County's Administrative Code, Grant to Active Duty Military Personnel policy, the Board's HIPAA policy, Leon County's proper leasing procedures policy, the Emergency Medical Services Internship Interlocal Agreement with the Tallahassee Community College.
5. The County Attorney's Office prepared or assisted in the preparation of, and reviewed for legal sufficiency, 40 ordinances and 52 resolutions; opened 29 new subdivision, limited partition, or site plan review files; responded to 5 new discrimination complaints filed against Leon County; reviewed 363 Bond Estreasure and Forfeiture matters; filed responses in Court for 66 foreclosure files wherein Leon County held a judgment lien; opened 25 new property or personal injury claims files against Leon County; received and processed 60 public records requests; received and processed for legal advice, comment, or opinion 1,496 documents, including agenda requests, contracts, correspondence, resolutions, and ordinances.

Current Year Notes

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

1. Routine salary, wage and benefit adjustments.
2. In accordance with the recommendations from Human Resource's market salary study, funding is provided in the amount of \$9,610.
3. Funding is provided for a full-time receptionist. Total fiscal impact is \$37,678.
4. Funding is provided for the reclassification of the following positions: Legal Administrator from paygrade 85 to paygrade 86, Legal Records Specialist from paygrade 79 to paygrade 82, Legal Secretary I to Legal Secretary II, two Legal Secretary II's from paygrade 80 to paygrade 82, Legal Secretary III from paygrade 81 to paygrade 83, Paralegal from paygrade 82 to paygrade 84. Total fiscal impact is \$21,011.

Out-Year Notes

There are no Budget Issues requested in FY2007 thru 2010, with the exception of anticipated routine salary, wage and benefit adjustments.

**Leon County Government
Fiscal Year 2006 Budget**

County Attorney

Organizational Code: 001-120-514

Budgetary Costs	FY 2004 Actual	FY 2005 Adopted	FY 2006 Continuation	FY 2006 Issues	FY 2006 Budget	FY 2007 Budget
Personal Services	790,227	802,098	819,698	66,609	886,307	935,727
Operating	843,109	1,299,491	1,047,215	290	1,047,505	1,047,505
Capital Outlay	0	0	0	1,400	1,400	0
Total Budgetary Costs	<u>1,633,336</u>	<u>2,101,589</u>	<u>1,866,913</u>	<u>68,299</u>	<u>1,935,212</u>	<u>1,983,232</u>

Funding Sources	FY 2004 Actual	FY 2005 Adopted	FY 2006 Budget	FY 2007 Budget
001 General Fund	1,633,336	2,101,589	1,935,212	1,983,232
Total Revenues	<u>1,633,336</u>	<u>2,101,589</u>	<u>1,935,212</u>	<u>1,983,232</u>

Staffing Summary	FY 2004 Actual	FY 2005 Adopted	FY 2006 Continuation	FY 2006 Issues	FY 2006 Budget	FY 2007 Budget
Asst County Attorney	2.00	2.00	2.00	0.00	2.00	2.00
County Attorney	1.00	1.00	1.00	0.00	1.00	1.00
Legal Administrator	1.00	1.00	1.00	0.00	1.00	1.00
Legal Records Specialist	1.00	1.00	1.00	0.00	1.00	1.00
Legal Secretary I	1.00	1.00	1.00	1.00	2.00	2.00
Legal Secretary II	1.00	1.00	1.00	0.00	1.00	1.00
Legal Secretary III	1.00	1.00	1.00	0.00	1.00	1.00
Paralegal	1.00	1.00	1.00	0.00	1.00	1.00
Sr Asst County Attorney	1.00	1.00	1.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>1.00</u>	<u>11.00</u>	<u>11.00</u>

County Attorney - Eminent Domain Attorney

Organizational Code: 106-122-541

Mission Statement

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.

Advisory Board

None

Summary of Services Provided

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

Accomplishments

1. Filed with the Courts 45 new eminent domain matters.

Current Year Notes

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

1. Routine salary, wage and benefit adjustments.
2. Funding is provided for the reclassification of the following position: Legal Secretary II from paygrade 80 to paygrade 82. Total fiscal impact is \$4,256.

Out-Year Notes

There are no Budget Issues requested in FY2007 thru FY2010, with the exception of anticipated routine salary, wage and benefit adjustments.

**Leon County Government
Fiscal Year 2006 Budget**

County Attorney - Eminent Domain Attorney

Organizational Code: 106-122-541

Budgetary Costs	FY 2004 Actual	FY 2005 Adopted	FY 2006 Continuation	FY 2006 Issues	FY 2006 Budget	FY 2007 Budget
Personal Services	143,139	146,555	151,533	4,256	155,789	164,408
Operating	7,485	6,698	6,698	0	6,698	6,698
Total Budgetary Costs	<u>150,624</u>	<u>153,253</u>	<u>158,231</u>	<u>4,256</u>	<u>162,487</u>	<u>171,106</u>
Funding Sources			FY 2004 Actual	FY 2005 Adopted	FY 2006 Budget	FY 2007 Budget
106 Transportation Trust			150,624	153,253	162,487	171,106
Total Revenues			<u>150,624</u>	<u>153,253</u>	<u>162,487</u>	<u>171,106</u>
Staffing Summary	FY 2004 Actual	FY 2005 Adopted	FY 2006 Continuation	FY 2006 Issues	FY 2006 Budget	FY 2007 Budget
Asst County Attorney	1.00	1.00	1.00	0.00	1.00	1.00
Legal Secretary II	1.00	1.00	1.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>	<u>2.00</u>	<u>2.00</u>