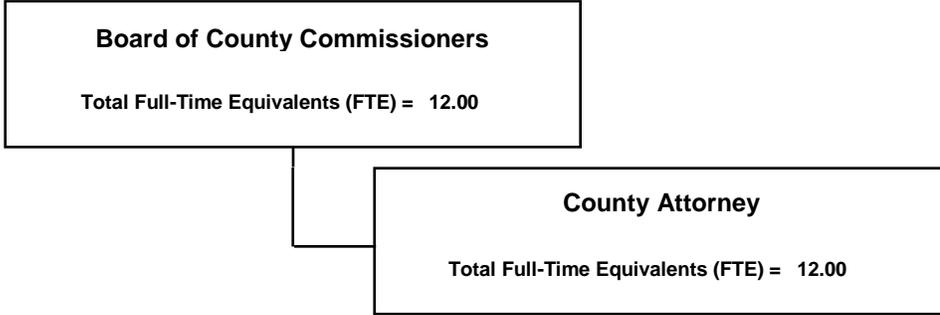


County Attorney's Office

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County Attorney's Office



County Attorney's Office

Executive Summary

The County Attorney's Office section of the Leon County FY 2012 Annual Budget is comprised of the County Attorney's Office.

The County Attorney provides legal services to the Board of County Commissioners, the County Administrator, and County departments, boards and agencies organized under the Board of County Commissioners. The office of the County Attorney also reviews all contracts, bonds, ordinances, resolutions and other written instruments.

HIGHLIGHTS

Under the County Administrator's new organizational structure, the County Attorney's Office was realigned from the Administrative/Legislative section of the budget document.

The County Attorney's Office successfully defended Leon County in *The Collection Point and Harvey, et al., v. Leon County*, concerning Leon County Probation's drug testing program, resulting in a dismissal of the litigation against Leon County and an award of attorneys' fees plus interest to the County. In addition, the CAO granted Intervenor status in the Grady County dam litigation. Lastly, the Office of the County Attorney prepared and filed with the Florida Supreme Court an *Amicus Brief* in the matter of *Keck v. Eminisor*, regarding local, non-elected officials' sovereign immunity, on behalf of the Florida Association of Counties.

**Leon County Government
Fiscal Year 2012 Adopted Budget**

County Attorney's Office

Budgetary Costs	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Personnel Services	1,053,037	1,212,907	1,161,503	7,782	1,169,285	1,206,146
Operating	488,689	567,891	567,557	(89,800)	477,757	477,757
Capital Outlay	6,074	-	-	-	-	-
Total Budgetary Costs	<u>1,547,800</u>	<u>1,780,798</u>	<u>1,729,060</u>	<u>(82,018)</u>	<u>1,647,042</u>	<u>1,683,903</u>
Appropriations	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
County Attorney	1,547,800	1,780,798	1,729,060	(82,018)	1,647,042	1,683,903
Total Budget	<u>1,547,800</u>	<u>1,780,798</u>	<u>1,729,060</u>	<u>(82,018)</u>	<u>1,647,042</u>	<u>1,683,903</u>
Funding Sources	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
001 General Fund	1,547,800	1,780,798	1,729,060	(82,018)	1,647,042	1,683,903
Total Revenues	<u>1,547,800</u>	<u>1,780,798</u>	<u>1,729,060</u>	<u>(82,018)</u>	<u>1,647,042</u>	<u>1,683,903</u>
Staffing Summary	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
County Attorney	10.00	12.00	12.00	-	12.00	12.00
Total Full-Time Equivalents (FTE)	<u>10.00</u>	<u>12.00</u>	<u>12.00</u>	<u>-</u>	<u>12.00</u>	<u>12.00</u>

**Leon County Government
Fiscal Year 2012 Adopted Budget**

**County Attorney's Office
County Attorney Summary**

Budgetary Costs	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Personnel Services	1,053,037	1,212,907	1,161,503	7,782	1,169,285	1,206,146
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Appropriations	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
County Attorney (001-120-514)	1,547,800	1,780,798	1,729,060	(82,018)	1,647,042	1,683,903
Total Budget	<u>1,547,800</u>	<u>1,780,798</u>	<u>1,729,060</u>	<u>(82,018)</u>	<u>1,647,042</u>	<u>1,683,903</u>
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County Attorney's Office

County Attorney - County Attorney (001-120-514)

Goals

The goal 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 other boards and officials of Leon County as directed by the Board of County Commissioners

Objectives

1. Advising, counseling, and providing legal opinions to the Board of County Commissioners and to County Administration.
2. Representing clients (BOCC, County Departments and employees) in litigation matters before the Courts and before administrative agencies such as the Division of Administrative Hearings, Code Enforcement Board, and Board of Adjustment and Appeals.
3. Preparing briefs and making oral arguments before various appellate courts in cases on appeal.
4. Representing Leon County in employment related matters before agencies such as the Florida Commission on Human Relations and the Agency for Work Force Innovation.
5. Providing legal education seminars to Senior Management staff.
6. Preparing materials and presenting workshops to the Board of County Commissioners.
7. Representing the Board of County Commissioners and County Administration in negotiating contracts.
8. Researching and drafting for Board consideration legal documents such as contracts, ordinances, resolutions, and Board policies.
9. Reviewing documents to be signed by the Chairman or the County Administrator, or their designees, other than routine correspondence.
10. Preparing and reviewing legal advertisements relating to the adoption of ordinances and certain meetings of the Board of County Commissioners.
11. Reviewing documentation relating to subdivision approval, including plats, maintenance agreements, restrictive covenants, and so forth.
12. Working with County staff in responding to public records requests.

Real Estate and Eminent Domain

1. Representing the Board of County Commissioners and County Administration in negotiating real estate and eminent domain contracts.
2. Commencing eminent domain lawsuits when necessary.
3. Participating in committee work dealing with establishment and implementation of various Leon County programs involving real estate transactional matters such as Flood Lands Exchange Program, County Lands Survey Program, Flooded Property Acquisition Program, Private Paved Roads Repair Services Program, and Homestead Loss Prevention Program.
4. Representing Leon County, the Board of County Commissioners, and the County's departments and employees, in their capacity as a County employee, in all eminent domain matters, including road widening projects, drainage improvement projects, and County Accepted Roadway and Drainage Systems program (CARDS).
5. Reviewing and/or preparing legal documents such as purchase and sale agreements, lease agreements, eminent domain acquisition documents.

Statutory Responsibilities

Chapter 112, Florida Statutes, Public Officers and Employees
Chapter 119, Florida Statutes, Public Records
Chapter 73, Florida Statutes, Eminent Domain
Chapter 74, Florida Statutes, Proceedings Supplemental to Eminent Domain
Chapter 127, Florida Statutes, Right of Eminent Domain to Counties

Advisory Board

The County Attorney's Office represents the Board of County Commissioners, the Canvassing Board, the Tourist Development Council, and the Contractors Licensing Board, and represents staff before the Code Enforcement Board and the Board of Adjustment and Appeals.

**Leon County Government
Fiscal Year 2012 Adopted Budget**

County Attorney's Office

County Attorney - County Attorney (001-120-514)

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Total Revenues	1,547,800	1,780,798	1,729,060	(82,018)	1,647,042	1,683,903

Staffing Summary	FY 2010 Actual	FY 2011 Adopted	FY 2012 Continuation	FY 2012 Issues	FY 2012 Budget	FY 2013 Budget
Administrative Associate III	1.00	1.00	1.00	-	1.00	1.00
Asst County Attorney	2.00	3.00	3.00	-	3.00	3.00
County Attorney	1.00	1.00	1.00	-	1.00	1.00
Legal Administrator	1.00	1.00	1.00	-	1.00	1.00
Legal Records Specialist	1.00	1.00	1.00	-	1.00	1.00
Legal Assistant	1.00	2.00	2.00	-	2.00	2.00
Sr. Legal Assistant	1.00	1.00	1.00	-	1.00	1.00
Paralegal	1.00	1.00	1.00	-	1.00	1.00
Sr Asst County Attorney	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	10.00	12.00	12.00	-	12.00	12.00

Due to the Board approved Leon LEADs reorganization, this program was realigned to the Board of County Commissioners from the Legislative/Administrative Department.

The major variances for the FY 2012 County Attorney budget are as follows:

Increases to Program Funding:

1. Position reclass from Senior Assistant County Attorney to Deputy County Attorney effective October 1, 2011 in the amount of \$7,782.

Decreases to Program Funding:

1. Costs associated with the 3% State mandated decrease in County's portion of funding for the Florida Retirement System and a reduction in workers compensation rates. Employees will be responsible for contributing to this portion of their retirement. These decreases are offset by a 4% increase to Health insurance and a 3% salary adjustment for employees making under \$50,000, a 1.5% salary adjustment for employees making \$50,000 - \$69,999. No adjustment is provided for those employees making over \$70,000.
2. Costs associated with programmatic budget reductions in Professional Services, Consultants, and Outside Counsel in the amount of \$89,800.
3. Communication costs in the amount of \$934.

