

514 – Office of the City Attorney

Description

The City Attorney serves as the chief legal officer, providing legal guidance to the City Commission and City Administration on all matters affecting the City.

The City Attorney provides legal advice in the areas of labor and personnel matters, real estate and real estate related matters, land use and zoning, legislation and related matters, Special Masters, Code Enforcement, all police matters, construction and construction related issues, sunshine laws, public records laws, conflict of interest issues and other ethical issues, the preparation and/or review of all contracts, all litigation including forfeitures, employment matters, eminent domain and tort liability.

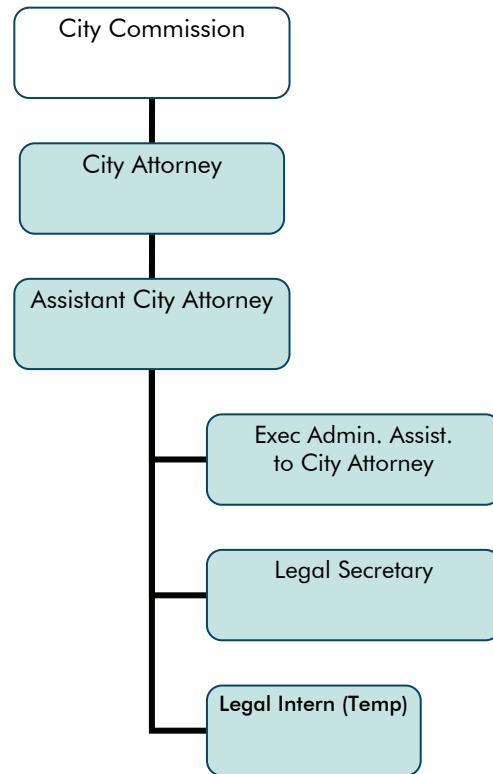
The City Attorney is responsible for hiring all outside counsel. Outside counsel is utilized on a limited basis. The City Attorney handles and advocates the City's position in any potential litigation and supervises litigation and other legal matters that may be referred to outside counsel.

The City Attorney attends all regular and special City Commission meetings, prepares and attends educational workshops for the City Commission; attends advisory board meeting as required by the Commission, attends Code Enforcement hearings, prepares/reviews ordinances and resolutions, reviews and drafts contracts and monitors County and State legislation as it affects the City.

Organizational Chart

The organizational chart below shows the reporting relationships of all positions in the Office of the City Attorney.

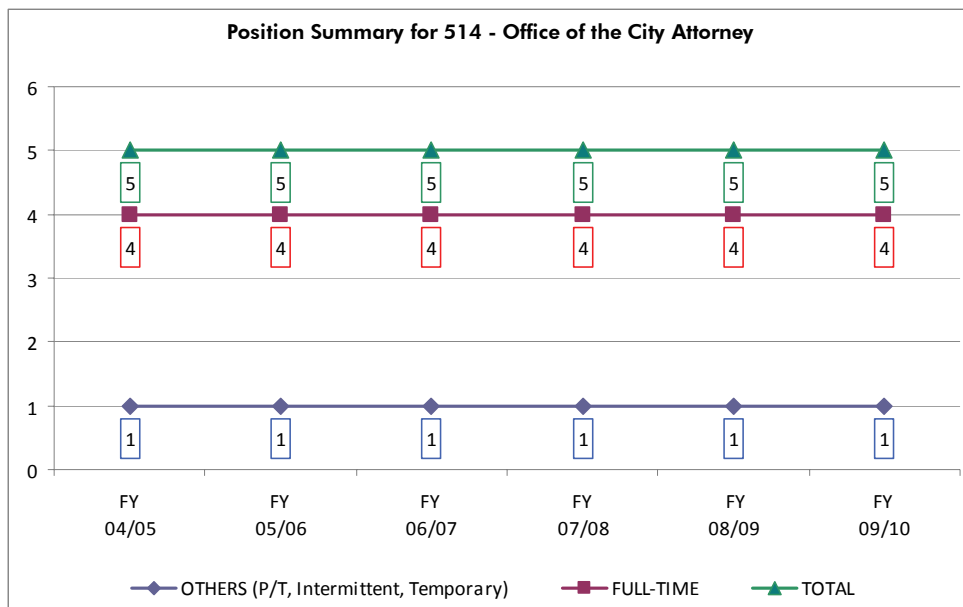
The Office of the City Attorney budget includes funding for the shaded positions.



Staff Summary

The table and graph below show a history of positions in the Office of the City Attorney.

Staff Summary Table	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10
City Attorney	1	1	1	1	1
Deputy City Attorney	1	1	0	0	0
Assistant City Attorney	0	0	1	1	1
Exec Admin. Assistant to City Attorney	1	1	1	1	1
Paralegal/Admin. Assistant/ Legal Secretary	1	1	1	1	1
Legal Intern (Temp)	1	1	1	1	1
Total Full-time	4	4	4	4	4
Total Other (P/T, Intermittent, Temporary)	1	1	1	1	1
Total Positions	5	5	5	5	5



Objectives

The City Attorney's Office strives to provide the highest-quality legal services to City officials and administration in a timely manner and zealously represent the City's interests and positions in negotiations and litigation.

The main objective is to protect the City from liability by practicing preventive law.

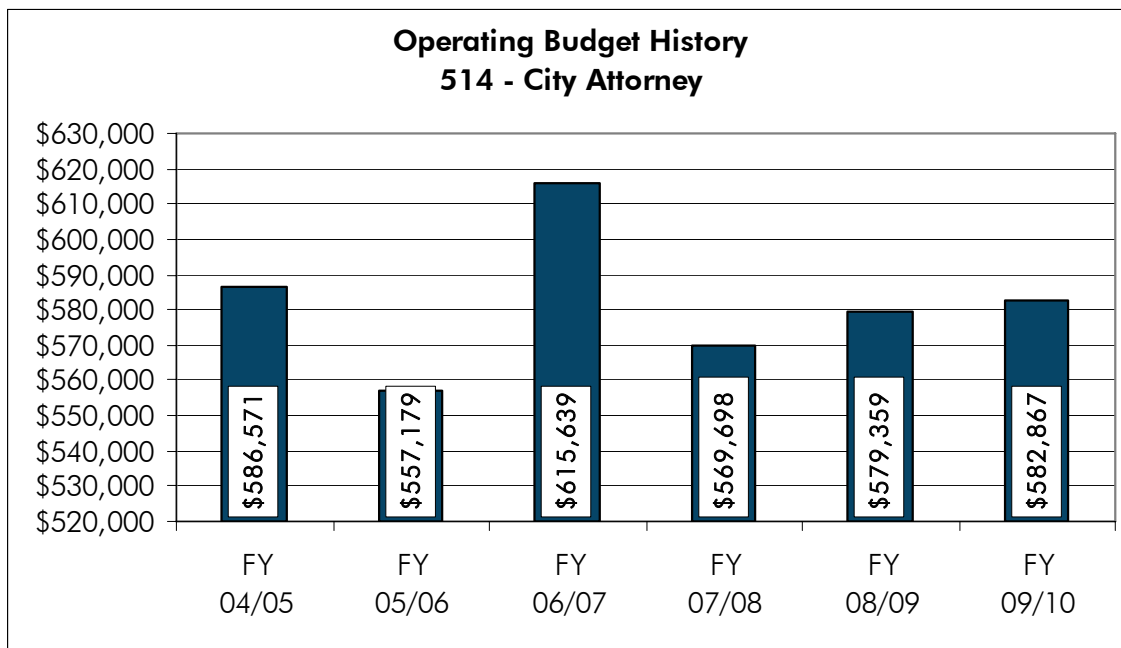
- The City Attorney and staff shall be continuously aware of the legal problems of the City, meet on a regularly scheduled basis with the City administration, confer with employees as needed to discuss, review and resolve legal matters related to the governance of the City of Sunny Isles Beach.
- Recommend and conduct training sessions as needed to reduce potential liability of the City. Prepare memoranda as needed for same purpose. Provide for continuing legal education and professional development of City Attorney staff.
- To handle legal matters concerning the City in accordance with the law and in a timely and efficient manner.
- Represent the City in civil cases initiated by the City or brought against the City. Supervise outside legal representation obtained by the City Attorney for specialized legal needs.
- Research and draft opinions on legal matters in response to requests of the City Commission and

City administration staff. Monitor, review and publicize when appropriate, legislative and administrative matters of other governmental entities, and make recommendations and convey to others official positions as needed.

- To properly represent the interests of the City as may be directed from time to time in other legislative forums.
- As directed, communicate clearly the positions of the City to legislators through letters, phone calls, personal visits and other communication methods with local, state and federal legislators, administrators and executive staff.
- As directed, represent the City at local, regional, state or federal legislative sessions, meetings, hearings or conferences, or similar administrative or executive meetings, hearings or conferences.
- To courteously handle all inquires from the public either via phone or in person relative to the City's ordinances, policies or procedures.

Operating Budget History

This chart compares for this department a history of its operating budget.



Expense Worksheet

City of Sunny Isles Beach							
Expense Budget Worksheet for Fiscal Year 2010							
Fund 10							
Department 514 - City Attorney							
YTD Actual thru 04/30/09							
Account	Account Name	Current FY Amended Budget	Current FY Total Projected Expense	Current FY (Over)/Under	Next FY Budget	\$ Change Plus/(Minus)	% Change Plus/(Minus)
5120	Regular Salaries	364,609	352,683	11,926	367,167	2,558	1
5210	FICA Payroll Taxes	27,893	22,561	5,332	28,088	195	1
5220	Retirement Contribution	42,768	42,042	726	40,231	(2,537)	(6)
5230	Health,Dental & Life Ins.	39,959	52,893	(12,934)	43,244	3,285	8
5240	Worker's Comp Insurance	1,130	872	258	1,137	7	1
5318	Other Legal Services	80,000	80,000	0	80,000	0	0
5401	Allowance /Mileage	6,000	6,000	0	6,000	0	0
5511	Special Supplies	1,500	1,500	0	1,500	0	0
5541	Dues,Sub & Memberships	3,500	3,500	0	3,500	0	0
5542	Travel,Conf & Meetings	6,000	6,000	0	6,000	0	0
5550	Legal Research	6,000	6,000	0	6,000	0	0
*TOTAL 514		579,359	574,051	5,308	582,867	3,508	1