

CITY ATTORNEY'S OFFICE

MISSION:

Responsible for protecting the City in legal matters and advising the City Council, City Manager, and City departments on the legal implications of their actions.

CORE SERVICES:

- Serve as legal counsel for the City of Palm Bay, FL.
- Answer legal questions posed by the Mayor and City Council, City Manager's Office, City Clerk's Office and all of the departments in the City.
- Draft and review contracts, real estate documents, and all legally operative City documents.
- Conduct legal research on pending issues of great public importance to the City.
- Prosecute and defend all litigation matters on behalf of the City, including management of outside counsel litigation expenditures.
- Administer a risk management program, which includes worker's compensation, safety, property and auto liability, and insurance coverage.

Comparison of Fiscal Year 2018 Approved to Prior Fiscal Years:

Expenditures/Funding/Position Summaries:							
Department:	Actual	Approved	Amended	Estimated	Approved	Approved	Approved
Office of City Attorney	FY 2016	Budget	Budget	Year-End	Budget	to Amended	to Amended
		FY 2017	FY 2017	FY 2017	FY 2018	\$ Change	% Change
Divisions:							
Administration	1,195,635	316,919	313,113	325,177	287,672	(25,441)	-8.1%
Counsel Support	-	297,000	358,556	539,556	290,000	(68,556)	-19.1%
Risk City Attorney Office	2,972,347	1,192,457	1,201,366	1,193,894	1,325,688	124,322	10.3%
Risk Liability Insurance	-	2,739,677	3,633,014	2,776,896	2,806,444	(826,570)	-22.8%
Total Expenditures	4,167,982	4,546,053	5,506,049	4,835,523	4,709,804	(796,245)	-14.5%
Category							
Personnel	1,288,236	1,304,093	1,310,137	1,322,387	1,393,407	83,270	6.4%
Operating	426,238	205,283	203,592	196,279	219,953	16,361	8.0%
Operating -Counsel Support	862,705	297,000	358,556	539,556	290,000	(68,556)	-19.1%
Operating -Claims	1,258,420	2,739,677	3,633,014	2,776,551	2,806,444	(826,570)	-22.8%
Capital	8,101	-	-	-	-	-	-
Contributions	1,000	-	750	750	-	(750)	-100.0%
Transfers	323,282	-	-	-	-	-	-
Total Expenditures	4,167,982	4,546,053	5,506,049	4,835,523	4,709,804	(796,245)	-14.5%
Funding Source							
General Fund	1,195,635	613,919	671,669	864,733	577,672	(93,997)	-14.0%
Risk Management Fund	2,972,347	3,932,134	4,834,380	3,970,790	4,132,132	(702,248)	-14.5%
Total Funding	4,167,982	4,546,053	5,506,049	4,835,523	4,709,804	(796,245)	-14.5%
Positions	10.34	10.34	10.34	10.34	11.30	0.96	9.3%

Actual	Amended	Approved	\$ Change	% Change
FY 2016	Budget	Budget	FY 18 to FY 17	FY 18 to FY 17
4,167,982	5,506,049	4,709,804	(796,245)	-14.5%

Explanation of Expenditure Changes of 10% or more

Operating Expenditures

- Reduction in Other Attorney Costs due to completion of Litigation in FY 2017
- Reduction in Workers Comp Claims due to large settlement in FY 2017.

Contribution Expenditures

- One time donation in FY 2017 for Law Scholarship award.

Authorized Personnel	FY 16 Actual	FY 17 Approved	FY 17 Amended	FY 18 Approved
Administration Division-FT	1.75	1.75	1.75	0.75
Administration Division-PT	0.34	0.34	0.34	1.30
Risk Management Division-FT	8.25	8.25	8.25	9.25
Risk Management Division-PT	-	-	-	-
City Attorney's Office Total	10.34	10.34	10.34	11.30

Personnel Changes

- Removal of full-time Administrative Assistant to two part-time Administrative Assistants in Administrative division.
- Addition of full-time Administrative Assistant in Risk Management division.

FY 18 Organization Chart

