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CITY OF FORT LAUDERDALE FY 2025 DEPARTMENT REQUEST

City Attorney's Office



City Attorney's Office

Charter Office Description

The City Attorney's Office is the legal advisor and counselor for the City, its elected and appointed officials, boards, departments, and agencies, and responds to legal questions, issues, and requests for information. The City Attorney's Office provides high quality, professional, timely and cost-efficient legal advice and drafting assistance. The primary focus of the Office is to protect the legal interests of the City, minimize liability and future legal problems, support the operations of the City, and accomplish the goals of the City Commission and City Management while ensuring compliance with City, state, and federal laws.

CORE SERVICES

- Advises and assists City staff and the City Commission on a wide variety of legal issues specifically related to their function and commonly related to government operation
- Prepares, reviews, and approves all ordinances, resolutions, contracts, agreements, purchase/change orders, and numerous other legal instruments
- Prosecutes violations of City ordinances
- Protects and defends, on behalf of the City, all complaints, suits, and controversies in which the City is a party, or, when required to do so by the City Commission, files any action on behalf of the City
- Furnishes the City Commission or the City Manager, when requested to do so, an opinion on questions of law relating to any legal matter or to the powers, duties, obligations, or liability of any officer or employee of the City
- Reviews and responds to requests and questions relating to Florida's Sunshine Law and Public Records Law
- Advises the Police Department on legal matters relating to enforcement of City, state, and federal laws
- Acts as the legal advisor to City boards and Departments

City Attorney's Office

FY 2025 Projected Organizational Chart

Total FTEs - 31

CITY ATTORNEY - 31

City Attorney	1
Deputy City Attorney	1
Law Office Manager	1
Assistant City Attorney I	1
Assistant City Attorney III	10
Legal Administrative Assistant	1
Legal Assistant	3
Paralegal	6
Senior Assistant City Attorney	2
Senior Legal Assistant	5

FY 2024 Adopted	FY 2025 Projected	Difference
31	31	0

General Fund



City Attorney's Office - General Fund

Department Fund Financial Summary

Financial Summary - Funding Source

	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Estimate	FY 2025 Budget Recommended	FY 2024 Adopted Budget vs FY 2025 Budget Recommended	Percent Difference
General Fund - 001	\$ 6,063,891	7,296,105	6,746,576	7,660,330	364,225	5.0%
Total Funding	6,063,891	7,296,105	6,746,576	7,660,330	364,225	5.0%

Financial Summary - Program Expenditures

	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Estimate	FY 2025 Budget Recommended	FY 2024 Adopted Budget vs FY 2025 Budget Recommended	Percent Difference
City Attorney	6,063,891	7,296,105	6,746,576	7,660,330	364,225	5.0%
Total Expenditures	6,063,891	7,296,105	6,746,576	7,660,330	364,225	5.0%

Financial Summary - Category Expenditures

	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Estimate	FY 2025 Budget Recommended	FY 2024 Adopted Budget vs FY 2025 Budget Recommended	Percent Difference
Personnel Services	4,878,860	5,617,528	5,060,318	6,020,366	402,838	7.2%
Operating Expenses	1,185,031	1,678,577	1,686,258	1,639,964	(38,613)	(2.3%)
Total Expenditures	\$ 6,063,891	7,296,105	6,746,576	7,660,330	364,225	5.0%
Full Time Equivalents (FTEs)	31	31	31	31	-	0.0%

FY 2025 Major Variances

Personnel Services

- \$ 212,047 - Increase in permanent salaries, health and pension cost due to mid-year promotions and staff changes
- 159,500 - Increase in part-time employee compensation to reflect the continued service of the part-time Assistant City Attorney III

Operating Expenses

- 115,000 - Increase in office space rent due to temporary City Hall transition
- (149,515) - Decrease in one-time professional services to implement a new cloud-based document management software system

Descriptions & Line Items by Division



City Attorney's Office

City Attorney - General Fund

Division - Fund Budget by Account

Account Name	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2024 Estimate	FY 2025 Department Requested	FY 2025 Budget Recommended	FY 2024 Adopted vs FY 2025 Budget Recommended	% Dif	Justification
10-1101 - Permanent Salaries	3,155,011	4,064,033	4,064,033	3,468,607	4,260,392	4,260,392	196,359	4.83%	
10-1107 - Part Time Salaries	146,311	-	-	162,383	159,500	159,500	159,500	100.00%	
10-1110 - Sick Conv to Cash	2,904	-	-	3,081	-	-	-	0.00%	
10-1113 - Vac Mgmt Conv	84,868	-	-	37,424	36,400	36,400	36,400	100.00%	
10-1199 - Other Reg Salaries	30,559	30,768	30,768	30,768	31,189	31,189	421	1.37%	
10-1201 - Longevity Pay	28,316	26,937	26,937	22,476	20,578	20,578	(6,359)	(23.61%)	
10-1316 - Upgrade Pay	-	-	-	7,747	-	-	-	0.00%	
10-1401 - Car Allowances	59,970	76,704	76,704	62,056	75,024	75,024	(1,680)	(2.19%)	
10-1413 - Cellphone Allowance	15,510	15,840	15,840	17,780	18,360	18,360	2,520	15.91%	
10-1501 - Overtime 1.5X Pay	-	1,919	1,919	65	2,000	2,000	81	4.22%	
10-1701 - Retirement Gifts	262	-	-	-	-	-	-	0.00%	
10-1704 - Severance Pay	103,002	-	-	-	-	-	-	0.00%	
10-1707 - Sick Termination Pay	35,710	-	-	11,969	-	-	-	0.00%	
10-1710 - Vacation Term Pay	45,762	-	-	32,542	-	-	-	0.00%	
20-2119 - Wellness Incentives	6,000	5,500	5,500	5,500	5,500	5,500	-	0.00%	
20-2204 - Pension - General Emp	50,752	62,224	62,224	62,224	46,522	46,522	(15,702)	(25.23%)	
20-2210 - Pension - FRS	165,080	277,671	277,671	252,929	340,258	340,258	62,587	22.54%	
20-2290 - Pension - Other	-	-	-	-	21,700	21,700	21,700	100.00%	
20-2299 - Pension - Def Cont	241,613	241,305	241,305	181,371	212,762	212,762	(28,543)	(11.83%)	
20-2301 - Soc Sec/ Medicare	233,765	283,283	283,283	240,244	300,554	300,554	17,271	6.10%	
20-2304 - Supplemental FICA	-	147	147	-	12,400	12,400	12,253	8,335.37%	
20-2307 - Year End FICA Accr	8,966	-	-	(8,966)	-	-	-	0.00%	
20-2401 - Disability Insurance	3,796	5,317	5,317	1,676	4,000	4,000	(1,317)	(24.77%)	
20-2402 - Life Insurance	11,355	1,121	1,121	10,366	3,689	3,689	2,568	229.08%	
20-2404 - Health Insurance	332,151	398,901	398,901	332,218	356,250	356,250	(42,651)	(10.69%)	
20-2410 - Workers' Comp	3,614	4,118	4,118	4,118	4,118	4,118	-	0.00%	

City Attorney's Office

City Attorney - General Fund

Division - Fund Budget by Account

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90-9237 - Transfer Out to Special Obligation Bonds	89,839	-	-	-	-	-	-	0.00%	
90-9239 - Transfer Out to Special Obligation Bonds Refinance	23,742	121,740	121,740	121,740	109,170	109,170	(12,570)	(10.33%)	
Personnel Services	4,878,860	5,617,528	5,617,528	5,060,318	6,020,366	6,020,366	402,838	7.17%	
30-3119 - Legal Services	557,516	700,038	700,038	700,038	700,038	700,038	-	0.00%	Outside counsel
30-3199 - Other Prof Serv	45,349	81,025	85,866	85,866	81,025	76,405	(4,620)	(5.70%)	Title Searches, Westlaw Research
30-3201 - Ad/Marketing	-	1,000	1,000	1,000	1,000	1,000	-	0.00%	Publishing
30-3210 - Clerical Services	3,223	1,500	1,500	1,500	1,500	1,500	-	0.00%	Court Reporters
30-3216 - Costs/Fees/Permits	13,089	30,000	30,000	30,000	30,000	30,000	-	0.00%	Recording, parking, notary and clerk fees
30-3222 - Custodial Services	4,765	5,575	5,575	5,575	5,575	5,575	-	0.00%	City Prosecutor's Office
30-3231 - Food Services	-	-	-	-	1,860	1,860	1,860	100.00%	
30-3299 - Other Services	596	147,895	147,895	147,895	147,895	3,000	(144,895)	(97.97%)	PACER and Subpoena
30-3304 - Office Equip Rent	11,066	13,692	13,692	13,692	13,692	13,692	-	0.00%	Three (3) Toshiba printer and copier machines
30-3319 - Office Space Rent	56,493	216,000	232,679	216,000	216,000	331,000	115,000	53.24%	1 E. Broward Rent
30-3401 - Computer Maint	2,575	34,278	34,278	34,278	34,278	34,278	-	0.00%	Lawbase, Time Matters, Zoom licenses
30-3407 - Equip Rep & Maint	-	1,500	1,500	1,500	1,500	1,500	-	0.00%	
30-3428 - Bldg Rep & Maint	-	1,500	1,500	1,500	1,500	1,500	-	0.00%	
30-3513 - Photography	71	100	100	100	100	100	-	0.00%	
30-3516 - Printing Serv - Ext	239	200	200	200	200	200	-	0.00%	Print jobs performed outside the City
30-3601 - Electricity	5,945	1,263	1,263	2,527	5,600	5,600	4,337	343.39%	
30-3613 - Special Delivery	52	1,000	1,000	2,576	1,000	1,000	-	0.00%	FedEx
30-3628 - Telephone/Cable TV	3,447	3,695	3,695	3,695	3,500	3,500	(195)	(5.28%)	
30-3904 - Books & Manuals	6,505	5,600	5,600	5,600	5,600	5,600	-	0.00%	Westlaw library plan, statute books, etc.
30-3907 - Data Proc Supplies	6,632	1,800	1,800	1,800	1,800	1,800	-	0.00%	Adobe licenses and misc. software
30-3925 - Office Equip < \$5000	8,784	10,000	10,000	10,000	10,000	6,200	(3,800)	(38.00%)	\$200/FTE (31 X \$200 = 6,200)
30-3926 - Furniture < \$5000	-	5,000	5,000	5,000	5,000	-	(5,000)	(100.00%)	
30-3928 - Office Supplies	6,518	20,000	20,000	20,000	20,000	20,000	-	0.00%	

City Attorney's Office

City Attorney - General Fund

Division - Fund Budget by Account

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30-3930 - Procurement Card	983	-	-	-	-	-	-	0.00%	
30-3931 - Periodicals & Mag	1,456	1,700	1,700	1,700	1,000	1,000	(700)	(41.18%)	Sun Sentinel, Daily Business Review and Florida Law Weekly subscription
30-3949 - Uniforms	2,355	2,900	2,900	2,900	2,900	2,900	-	0.00%	City polo shirt
30-3999 - Other Supplies	390	1,000	1,000	1,000	1,000	1,000	-	0.00%	
40-4119 - Training & Travel	13,000	47,600	47,600	47,600	47,000	47,000	(600)	(1.26%)	
40-4343 - Servchg-Info Sys	341,938	271,272	271,272	271,272	271,272	271,272	-	0.00%	
40-4355 - Servchg-Print Shop	451	1,500	1,500	1,500	1,500	1,500	-	0.00%	Printed stationery, envelopes and etc.
40-4404 - Fidelity Bonds	-	97	97	97	97	97	-	0.00%	
40-4407 - Emp Proceedings	4,023	3,458	3,458	3,458	3,458	3,458	-	0.00%	
40-4410 - General Liability	48,529	17,338	17,338	17,338	17,338	17,338	-	0.00%	
40-4416 - Other Ins Charges	16,121	17,176	17,176	17,176	17,176	17,176	-	0.00%	
40-4428 - Prop/Fire Insurance	22,924	31,875	31,875	31,875	31,875	31,875	-	0.00%	
Operating Expenses	1,185,031	1,678,577	1,700,097	1,686,258	1,683,279	1,639,964	(38,613)	(2.30%)	
City Attorney - General Fund Total	6,063,891	7,296,105	7,317,625	6,746,576	7,703,645	7,660,330	364,225	4.99%	

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