



LAKE COUNTY
FLORIDA



**County Attorney's Office
Budget Workshop**

June 9, 2015

Purpose



To provide the BCC with an overview of the County Attorney's Office and the proposed FY 2016 Budget.

Presentation Outline



- **Overview of Department**

- Organizational Chart
- Mission
- Levels of Service
- Accomplishments
- Efficiencies

- **Benchmarks**

- Lake, Seminole, Orange, Osceola, Polk, Sumter, Marion and Volusia

- **Proposed Budget**

- **Agenda Item Tab #6**

- **Requested Action**

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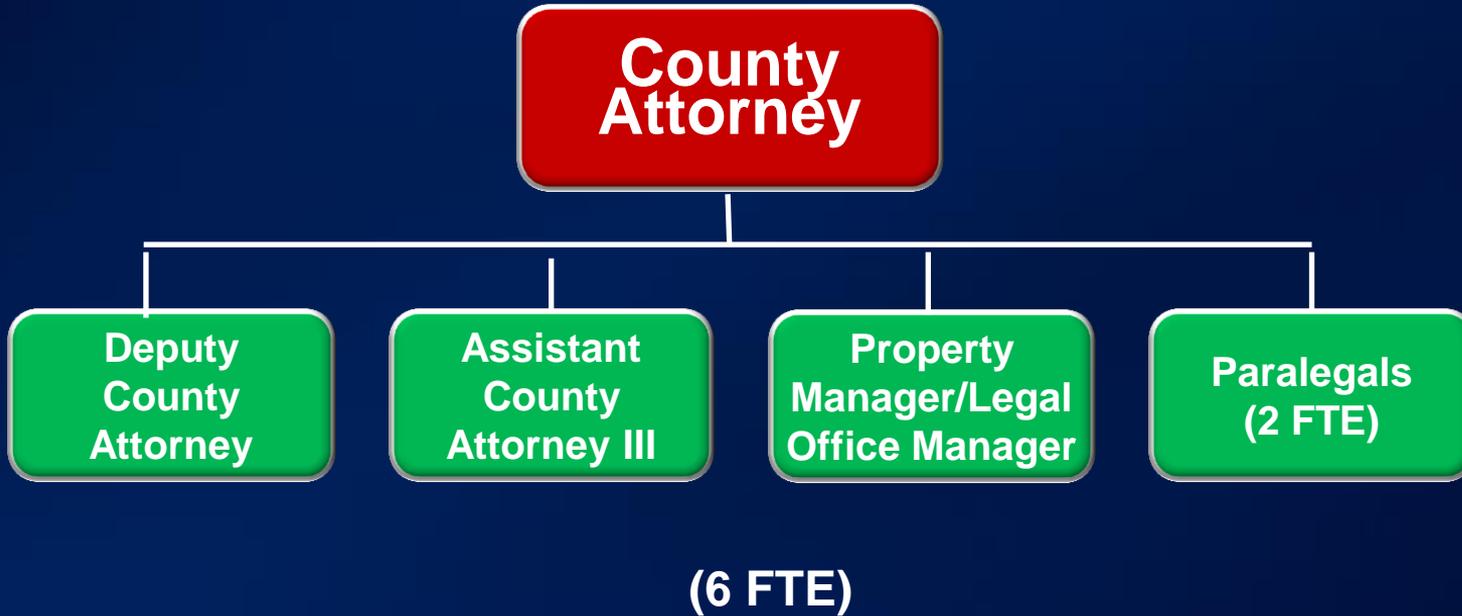
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County Attorney's Office Organizational Chart



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County Attorney's Office Mission Statement



- The County Attorney's Office provides legal counsel to the Lake County Board of County Commissioners, County Manager, County Department and Division heads and other governmental subdivisions in all matters of civil law relating to Lake County, Florida. Legal assistance is also provided to other Constitutional Officers when requested.
- County Property Department - To oversee the County's diverse property management program by coordinating, maintaining, and overseeing real property acquisitions, sales, leases and other real estate matters.

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County Attorney's Office Levels of Service



- Attend Board and Committee meetings
- Attend County Manager Senior Staff and Agenda Reviews
- Manage County property and leases
- Prepare ordinances and resolutions
- Prepare interlocal and development agreements
- Negotiate Union contract
- Participate in Economic Growth Department staff reports/plats
- Participate in County procurement process

County Attorney's Office Levels of Service



- Point of contact for public records requests
- Collects unpaid liens and outstanding balances
- Defends mortgage foreclosures
- Prosecutes Code Enforcement, Animal Control, and Contractor Licensing cases
- Support right-of-way acquisition efforts
- Represent County in litigation and appeals

County Attorney's Office Levels of Service



- Lake EMS
- Property Appraiser
- Supervisor of Elections
- Lake-Sumter MPO
- Clerk of Court

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County Attorney's Office Accomplishments



- Presented 77 cases to the special master (Code Enforcement, Animal Services and Building Services)
- Filed 11 Interpleader cases
- Responded to 53 mortgage foreclosure cases
- Responded to 44 Notice of Claims against the County
- Reviewed 120 Economic Growth funding agreements and 10 marketing agreements

County Attorney's Office Accomplishments



- Right of way acquisition
 - Hancock Road Extension Project
 - CR466A Expansion Project – Phase II – 2A
 - CR466A Expansion Project – Phase I, to be completed by September 30, 2015
- Public records requests
 - Responded to 155 requests since October 1, 2014
 - Collected approximately \$800 on 35 of the requests

County Attorney's Office Accomplishments



- Property purchases/sales/leases
 - Fire Station 90/Joint Fire Station Agreement with Clermont/Senninger Agreement
 - Purchased 2 Public Works buildings
 - Eliminated 2 leases, negotiated new lease for Community Services; relocated Public Works to Tavares
 - Sale of Clerk's Record Center
 - Filed 7 eminent domain cases
- Negotiated an Amendment to the Fire Union Contract

County Attorney's Office Accomplishments



- Housing Services
 - Completed 20 releases
 - Processed 6 short sales
 - Processed 8 subordination/refinance requests
- Ordinances
 - Processed 17 general ordinances (4 pending)
 - Reviewed 17 rezoning/conditional use ordinances

County Attorney's Office Accomplishments



- Procurement Services
 - Reviewed 106 Solicitations
 - Reviewed 113 Task Orders
 - Prepared 90 Contracts
- Reviewed 17 outside employment requests
- Reviewed 176 Tax Deed Surplus Claims

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County Attorney's Office Efficiencies



- Moving to electronic record keeping
- Set up Housing escrow account with Clerk's office for recording releases rather than requesting individual checks
- Eliminated County Attorney library by having LDR/Codes and other resources available electronically on Ipads
- Worked with Code Enforcement to update Special Master/Animal Control process

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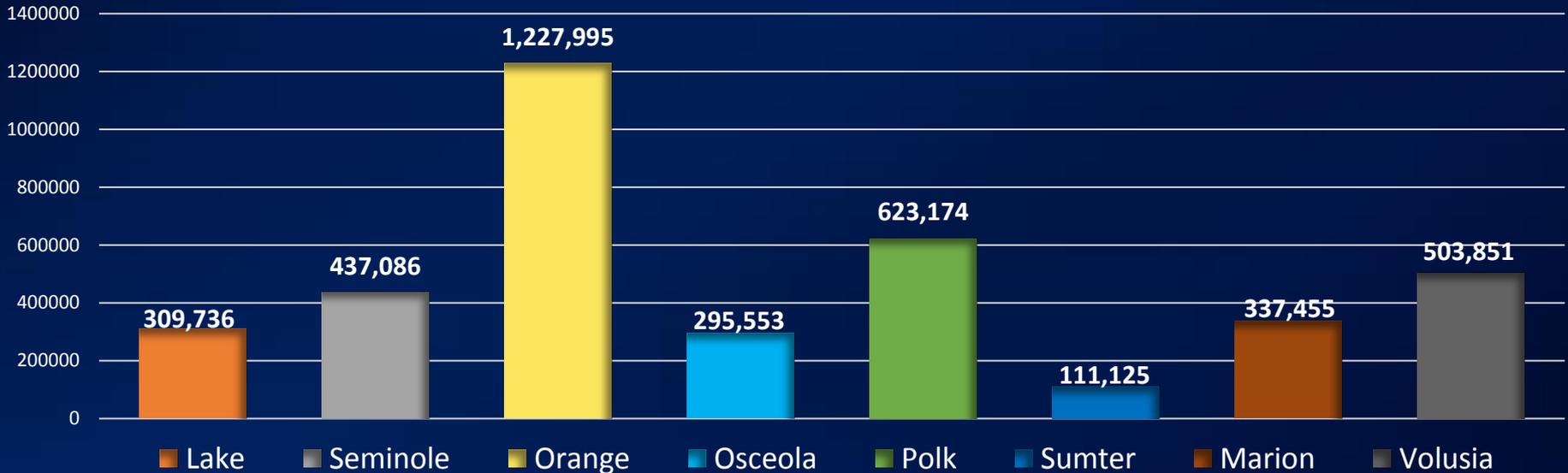
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County Attorney's Office Benchmarks - Population



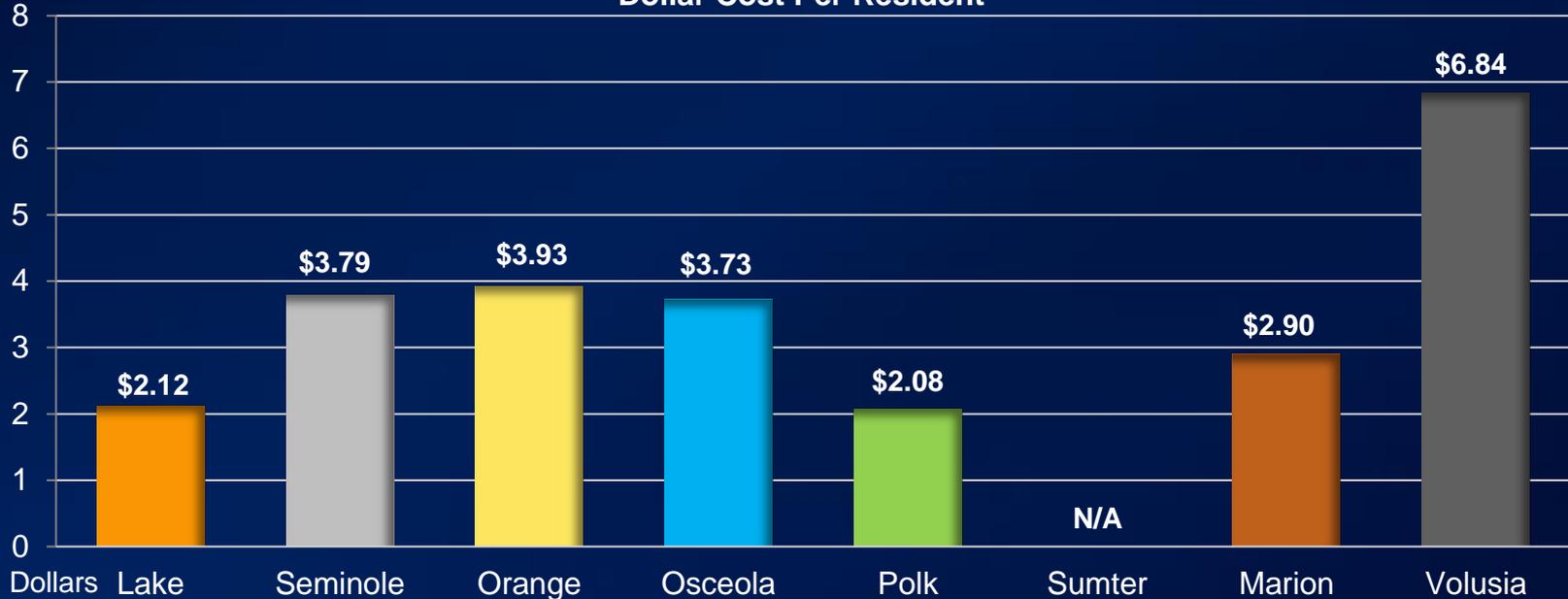
2014 Estimates of Population, Lake and Surrounding Counties



County Attorney's Office Benchmarks - Budget



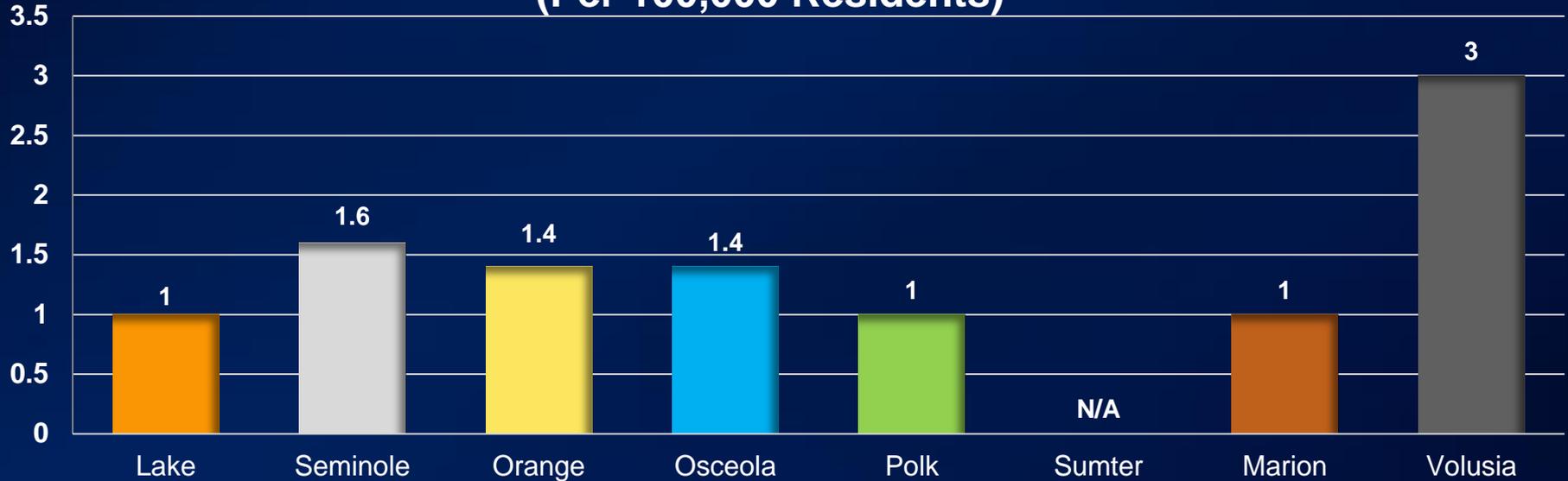
In-House Legal Services Dollar Cost Per Resident



County Attorney's Office Benchmarks - Staffing



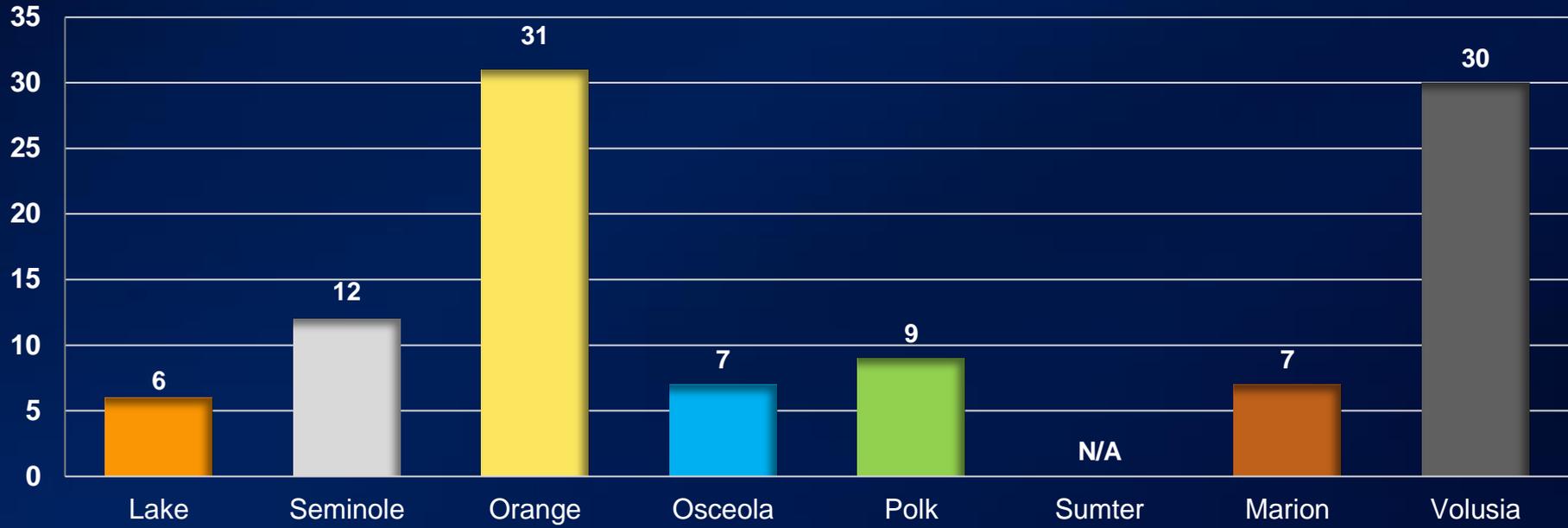
In House Attorney Comparison (Per 100,000 Residents)



County Attorney's Office Benchmarks - Staffing



County Attorney FTE Comparison



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County Attorney's Office Proposed Budget



FY 2016 Proposed Budget

Personal Services	\$765,926
Operating Expenses	\$32,732
Capital Outlay	\$0

Total Expenditures **\$798,658**

- Personal Services reflect the addition of an Office Associate V position
- Excludes possible changes to:
 - Health and property insurance rates
 - Workers' comp rates
 - COLA
 - FRS rates
 - These items will be addressed later in the budget process

County Attorney's Office Proposed Budget



Expenditures

		<u>Budget</u>	<u>% of Budget</u>
Personal Services	\$	765,926	96%
Books, Publications, and Dues (Includes Legal Research)	\$	9,504	1%
Operating Supplies	\$	3,500	.5%
Travel and Per Diem	\$	3,000	.5%
Professional Services (Appraisals, Title Work)	\$	2,000	.5%
All Other Expenditures (Postage, Communications, Training, Printing/Binding, Reprographics, Risk Insurance, etc.)	\$	14,728	1.5%
Total Expenditures	\$	798,658	100.00%

County Attorney's Office Proposed Budget



New Position: Office Associate V

- Office Manager/Paralegals are currently devoting a significant amount of time on general administrative tasks
- Allow Paralegals to work independently on more complex job duties
- Allow Property Manager to dedicate more time to property management and for needed site visits
- Assist with general administrative tasks, records management and public records requests

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County Attorney's Office Agenda Item Tab 6



- With the retirement of Sanford Minkoff at the end of October 2015 and the promotion of Melanie Marsh to County Attorney on November 1, 2015, there will be an attorney vacancy in the office.
- In order to avoid a situation where only two lawyers are in the office, it is requested that Melanie Marsh be allowed to fill the vacant position prior to Sanford Minkoff's leaving. This will also provide for a smooth transition of attorney duties.
- There is no budget impact as funds in the current budget can be used for this purpose.

Requested Action



- Request authorization for the County Attorney to overfill a position for two months, September and October 2015