

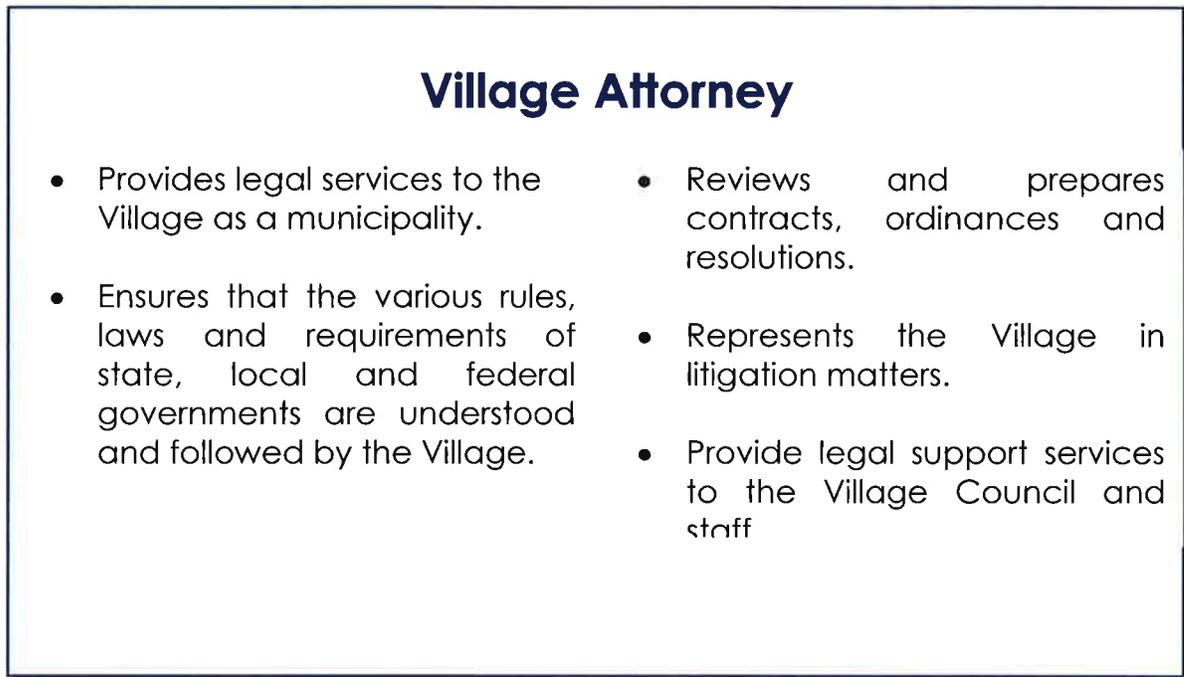
Mission Statement:

To serve the public of Key Biscayne by providing fair, honest, creative and practical legal advice to the Village Council and Village Staff and represent the Village in all legal proceedings.

ORGANIZATIONAL CHART



FUNCTIONAL ORGANIZATIONAL CHART



DEPARTMENTAL DESCRIPTION

The Office of the Village Attorney was created by Section 3.05 of the Village Charter. The primary goal of the Office of the Village Attorney is to provide legal services to the Village as a municipality. The Village Attorney is appointed directly by the Village Council. As the Village's legal counsel, the office is committed to serving the public of Key Biscayne by providing legal advice to the Village council and Village Staff.

The Village of Key Biscayne receives legal services under contract with the law firm of Weiss Serota Helfman Pastoriza & Guedes, P.A. To date, the firm has been able to provide all legal needs to the Village without the necessity of retaining outside counsel. The sole exception to this was the retention of independent bond counsel, as is customary with municipal governments.

The firm provides legal advice and services to the Village on a regular basis in the following areas:

Personnel matters	Real estate and real estate related matters
Land use and zoning matters	Construction and construction related issues
Sunshine Law	Public Records Law
Drafting and/or review of contracts	Drafting of resolutions and ordinances
Litigation	Preventive advice relating to contested matters
Stormwater Utility	State and National Legislative Matters
Police related legal advice	
Conflict of interest issues	
Lien procedures	

2014 DEPARTMENTAL OBJECTIVES

- To continue to provide the Village with legal advice that helps the Village accomplish its goals while continuing to avoid costly litigation.
- To try to satisfactorily resolve pending litigation. If settlement is not possible, to pursue litigation to a successful conclusion.
- To continue to approach problems as opportunities for arriving at creative solutions.
- To continue to provide unbiased legal advice.
- To continue to work with the administration in order to standardize forms and procedures to reduce the necessity for legal work and associated costs.

Attorney

General Ledger Code/Description	FY2014 Adopted	YTD @8/15/14	FY2015 Proposed	VARIANCE	
001.05.514.31100 LEGAL COUNSEL - GENERAL SERVICES	\$250,000	\$229,593	\$250,000	\$0	0%
001.05.514.31200 LEGAL COUNSEL - LAWSUITS	\$60,000	\$36,009	\$60,000	\$0	0%
001.05.514.31300 LEGAL COUNSEL - LABOR RELATIONS	\$100,000	\$187,377	\$100,000	\$0	0%
001.05.514.31400 LEGAL COUNSEL - LAND DEVELOPMENT	\$75,000	\$34,984	\$75,000	\$0	0%
001.05.514.31500 LEGAL COUNSEL - BOND COUNSEL	\$10,000	\$24,009	\$10,000	\$0	0%
Total Attorney	\$495,000	\$511,972	\$495,000	\$0	0%

