CAO 2015-036

To: Diana Gomez

From: Craig E. Leen, City Attorney for the City of Coral Gables CL

RE: Legal Opinion Regarding Travel Policy

Date: April 27, 2015

I have previously opined that the City Attorney's Office is not subject to the travel policy (I would note that the City Attorney is expressly exempt from both the personnel rules and the travel policy). All travel by City Attorneys is to be reviewed and approved by the City Attorney, consistent with the annual budget, and the Procurement Code related to procurements related to legal matters (I would also note that the Deputy City Attorney and Assistant City Attorney are also defined as delegates of the City Attorney under section 2-201(d)). In conducting this travel review as to himself and the attorneys in his office, the City Attorney also considers Bar-related issues and ethics related issues. Ultimately, the City Attorney is responsible for travel by attorneys in his office, and answers to the Commission related to such decisions.

Please note, the Deputy City Attorney and I will be attending two functions in the tri-county area over the next several months, and will be staying on site. I have funds in my budget for both events. The first is the Florida Bar Annual Meeting in Boca Raton. Both the Deputy City Attorney and I serve on statewide boards, which allows us to impact matters of statewide concern and is very prestigious for the City. I serve as the Vice Chair of the Florida Appellate Court Rules Committee and on the Executive Council of the City, County, and Local Government Law section of the Florida Bar. The Deputy City Attorney serves on the statewide Bar Professionalism/Ethics committee. We both also use the opportunity to attend the Annual Meeting to go to evening and morning functions. Accordingly, this is approved for both of us.

Likewise, the Florida Municipal Attorneys Association is having its annual meeting at the Breakers in Palm Beach this year. I am on the Steering Committee for the FMAA, and both the Deputy City Attorney and I are giving presentations at the meeting. This is the signature event for municipal attorneys in Florida, allows each of us to learn from the experiences of other municipal attorneys, and ensures that we know all of the leading attorneys in this area throughout

the State of Florida. We will also both be receiving Continuing Legal Education. The Deputy City Attorney will also be receiving credit towards Board Certification in City, County, and Local Government Law, which I asked her to do when she was hired (I have obtained Board Certification, and I want the Deputy to have this certification as well). It is very important to me that we both attend each day and evening. (Please note, there is precedent as well, as I attended the FMAA and stayed at the Breakers in 2011). Accordingly, this is approved for both of us.

The Assistant City Attorney will be attending a meeting with me in May in Orlando, where I will be speaking at the City, County, Local Government meeting (and there will be a full CLE that will be good for her to attend). This is outside the tricounty area, and is approved as well.

Herbello, Stephanie

From: Leen, Craig
Sent: Monday, April 27, 2015 12:09 PM
To: Herbello, Stephanie
Cc: Chen, Brigette
Subject: FW: Approval of Upcoming Travel

Importance: High

Please place this in the opinion folder.

Craig E. Leen, City Attorney
Board Certified by the Florida Bar in
City, County and Local Government Law
City of Coral Gables
405 Biltmore Way
Coral Gables, Florida 33134
Phone: (305) 460-5218
Fax: (305) 460-5264
Email: cleen@coralgables.com

From: Leen, Craig
Sent: Monday, April 27, 2015 12:09 PM
To: Gomez, Diana; Pounds, Michael
Subject: FW: Approval of Upcoming Travel
Importance: High

Pursuant to section 2-201(e)(1) and section 2-584(a) of the City Code, please keep a copy of the attached opinion for future questions that may come up. Please go forward and approve the upcoming travel, and let me know if you have any questions. Thanks, Craig

Craig E. Leen, City Attorney
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Email: cleen@coralgables.com

From: Leen, Craig
Sent: Monday, April 27, 2015 11:56 AM
To: Gomez, Diana
Cc: Pounds, Michael; Ramos, Miriam; Figueroa, Yaneris; Chen, Brigette
Subject: Approval of Upcoming Travel
Importance: High

Diana,

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