

Attachment 2

Estimate of start-up and recurring in-house legal department expenses

Estimate of Start-up Costs	EST. COST
• Location and possible cost of office space for Attorney and Legal Assistant	Unknown
• Administrative support (will depend on location of office space)	\$27,000 + 25% benefits
• Start Up Expenses	
○ Advertising Expenses (Tallahassee Democrat, Wakulla News, Florida Bar News, GovJobs.net)	\$2,500.00
○ Desk	\$500.00
○ Computer (Dell desktop for legal assistant)	\$1,100.00
○ Computer (Dell laptop for Attorney)	\$1,900.00
○ Printer (Desktop) x 2	\$300.00
○ Filing Cabinets x 2	\$600.00
○ Specialized Software/Legal Research	Unknown
○ Establishment of Law Library	\$7,500.00
Estimate of Recurring Costs	
• Annual Expenses	
○ Training	\$2,500.00 est.
○ Memberships (Florida Bar, Legal Assoc. for both Attorney and Legal Assistant)	\$2,000.00
○ Travel	\$2,500.00 est.
○ Salaries & Benefits (as outlined above)	\$162,500.00
○ Outside Counsel (as outlined above)	\$80,000.00
○ Benefit Package (severance package, insurance, etc.)	Unknown/will vary