

# City Attorney

**Mission Statement:** The mission of the City Attorney's Office is to protect the legal interests of the City as a municipal corporation, and of its officers and entities, and to ensure that the City's programs and activities are executed in compliance with applicable laws and regulations.

## Expenditure and Revenue Summary

Expenditure By Classification	FY 2009 Actual <sup>1</sup>	FY 2010 Amended <sup>2</sup>	FY 2011 Approved	% Change 2010-2011
Personnel	\$1,610,445	\$1,804,588	\$1,841,484	2.0%
Non-Personnel	1,069,001	1,001,931	1,157,288	15.5%
Capital Goods Outlay	485	0	0	NA
<b>Total Expenditures</b>	<b><u>\$2,679,931</u></b>	<b><u>\$2,806,519</u></b>	<b><u>\$2,998,772</u></b>	<b>6.9%</b>
<b>Less Revenues</b>				
Internal Services	\$0	\$0	0	0.0%
Special Revenue Funds	0	0	0	0.0%
<b>Total Designated Funding Sources</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>0</u></b>	<b>0.0%</b>
<b>Net General Fund Expenditures</b>	<b><u>\$2,679,931</u></b>	<b><u>\$2,806,519</u></b>	<b><u>\$2,998,772</u></b>	<b>6.9%</b>
<b>Total Department FTEs</b>	<b>12.0</b>	<b>14.0</b>	<b>14.0</b>	<b>0.0%</b>

<sup>1</sup> In FY 2010, the Risk Management Activity was moved to the Finance Department. For comparison purposes, FY 2009 actual expenditure data has been moved to the Finance Department as well.

<sup>2</sup> The FY 2010 Amended budget reflects the addition of one full-time Assistant City Attorney III position and one full-time Paralegal Secretary position to handle zoning issues and other legal related assignments within the Department. These additional personnel costs (\$224,238) were offset by an equal reduction in outside legal expenditures.

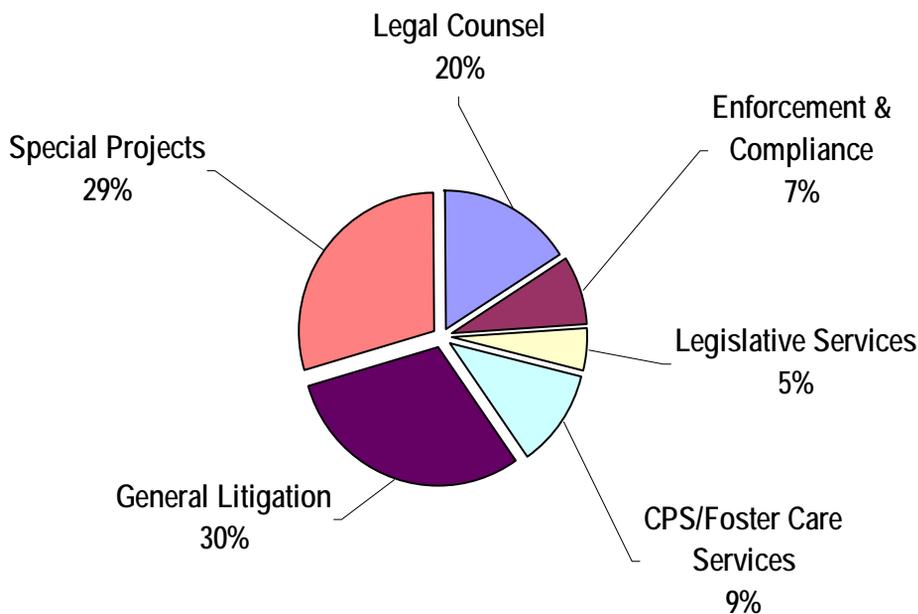
### Highlights

- In FY 2011 the approved General Fund budget increased \$192,253, or 6.9%.
- Total personnel costs increased \$36,896 or 2.0%; the increase was due to employee step increases and an increase in benefit costs.
- Total FY 2011 non-personnel costs increased by \$155,357, or 15.5%; the increase was primarily due to an additional \$155,000 to fund the costs of outside legal counsel and expert real estate consultants for the defense of CY 2010 real estate assessments before the Board of Equalization and possible litigation in the courts.

## Selected Performance Measures

Selected Performance Measures	FY 2009 Actual	FY 2010 Amended	FY 2011 Approved
# of formal and informal legal opinions issued and advice rendered	265	280	280
Attorney hours expended per request for legal counsel	75	75	75
% of enforcement & compliance cases satisfactorily resolved within 12 months	95%	95%	95%
Attorney hours expended per request for drafted or reviewed legislation	25	25	25

## FY 2011 Approved Expenditures by Activity



# City Attorney

## Expenditure Summary

Expenditure By Program	FY 2009 Actual	FY 2010 Amended	FY 2011 Approved	% Change 2010-2011
Office of the City Attorney	\$2,679,931	\$2,806,519	\$2,998,772	6.9%
<b>Total Expenditures</b>	<b>\$2,679,931</b>	<b>\$2,806,519</b>	<b>\$2,998,772</b>	<b>6.9%</b>

## Staffing Summary

Authorized Positions (FTE's) by Program	FY 2009 Actual	FY 2010 Amended	FY 2011 Approved	% Change 2010-2011
Office of the City Attorney	12.0	14.0	14.0	0.0%
<b>Total full time employees</b>	<b>12.0</b>	<b>14.0</b>	<b>14.0</b>	<b>0.0%</b>

### City Attorney Programs and Activities

Office of the City Attorney  
 Legal Counsel  
 Enforcement & Compliance  
 Legislative Services  
 CPS/Foster Care Services  
 General Litigation  
 Special Projects

### Dept Info

**Department Contact Info**  
 703.746.3750  
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# City Attorney

## Office of the City Attorney

The goal of the Office of the City Attorney is to provide timely and effective legal counsel to the City Council, the City Manager, and all departments, agencies, boards and commissions of the City; to represent the City and its officers and employees in general civil litigation; to prosecute successfully civil violations of City ordinances, nuisance abatement actions, and delinquent tax collection cases; and to represent effectively the governmental interest in civil proceedings arising from child abuse and neglect incidents and foster care placements.

Program Totals	FY 2009 Actual	FY 2010 Amended	FY 2011 Approved
Total Expenditures	\$2,679,931	\$2,806,519	\$2,998,772
Less Revenues	\$0	\$0	\$0
Net General Fund Expenditures	\$2,679,931	\$2,806,519	\$2,998,772
Program Outcomes			
% of requests responded to within required time frame	90%	90%	90%

### Activity Data

LEGAL COUNSEL – The goal of Legal Counsel is to provide advice and legal counsel to City officers and employees.	FY 2009 Actual	FY 2010 Amended	FY 2011 Approved
Expenditures	\$528,834	\$565,084	\$479,396
FTE's	2.8	3.8	3.8
# of formal and informal opinions issued and advice rendered	265	280	280
Attorney hours expended per request	75	75	75
% of requests responded to within required time frame	90%	90%	90%

ENFORCEMENT & COMPLIANCE – The goal of Enforcement and Compliance is to enforce compliance with City ordinances, regulations and revenue collections.			
Expenditures	\$194,499	\$207,070	\$245,477
FTE's	1.9	1.9	1.9
# of enforcement cases handled administratively or through litigation	270	250	250
Attorney hours expended per request	80	80	80
% of cases satisfactorily resolved within 12 months	95%	95%	95%

LEGISLATIVE SERVICES – The goal of Legislative Services is to draft legislation for consideration by City Council, and review proposed state and federal legislation and regulations.			
Expenditures	\$117,516	\$139,462	\$143,533
FTE's	0.9	0.9	0.9
# legislation drafted/reviewed	72	60	60
Attorney hours expended per request	25	25	25
% of requests responded to within required time frame	100%	100%	100%

# City Attorney

## Office of the City Attorney, continued

### Activity Data

CPS/FOSTER CARE SERVICES – The goal of CPS/Foster Care Services is to seek and enforce civil protections against child abuse and neglect, and initiate foster care placements.	FY 2009 Actual	FY 2010 Amended	FY 2011 Approved
Expenditures	\$238,466	\$248,165	\$341,143
FTE's	2.0	2.0	2.0
# of CPS/foster care cases handled	274	200	250
Attorney hours expended per request	50	50	75
% of cases satisfactorily resolved within required statutory period	100%	100%	100%
<b>GENERAL LITIGATION – The goal of Litigation is to defend civil actions brought against the City, its officers and employees.</b>			
Expenditures	\$842,296	\$848,518	\$894,214
FTE's	2.9	2.9	2.9
# of cases defended	45	50	50
Attorney hours expended per case	40	40	40
% of cases satisfactorily resolved within 12 months	90%	90%	90%
<b>SPECIAL PROJECTS – The goal of Special Projects is to provide specialized legal and related services in connection with specific City initiatives and undertakings.</b>			
Expenditures	\$758,320	\$798,220	\$895,009
FTE's	1.6	2.6	2.6
# of projects handled	50	50	50
Attorney hours expended per project	30	30	30
% of projects satisfactorily resolved within required time frame	100%	100%	100%

## Summary of Budget Changes

Supplemental Request			
Activity	Adjustment	FTEs	FY 2011 Approved
Special Projects	<i>Professional Services</i>	(0 FTE)	(\$155,000)
This additional \$155,000 will fund the costs of outside legal counsel and expert real estate consultants for the defense of CY 2010 real estate assessments before the Board of Equalization and possible litigation in the courts.			