

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 2008 Actual	FY 2009 Approved	FY 2010 Approved	% Change 2009-2010
Personnel	\$1,770,601	\$1,896,012	\$1,580,350	-16.6%
Non-Personnel	2,006,591	1,445,741	1,226,169	-15.2%
Capital Goods Outlay	0	0	0	0.0%
Total Expenditures	<u>\$3,777,192</u>	<u>\$3,341,753</u>	<u>\$2,806,519</u>	-16.0%
Less Revenues				
Internal Services	\$0	\$0	\$0	0.0%
Special Revenue Funds	0	0	0	0.0%
Total Designated Funding Sources	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	0.0%
Net General Fund Expenditures	<u>\$3,777,192</u>	<u>\$3,341,753</u>	<u>\$2,806,519</u>	-16.0%
Total Department FTEs	15.0	15.0	12.0	0.0%

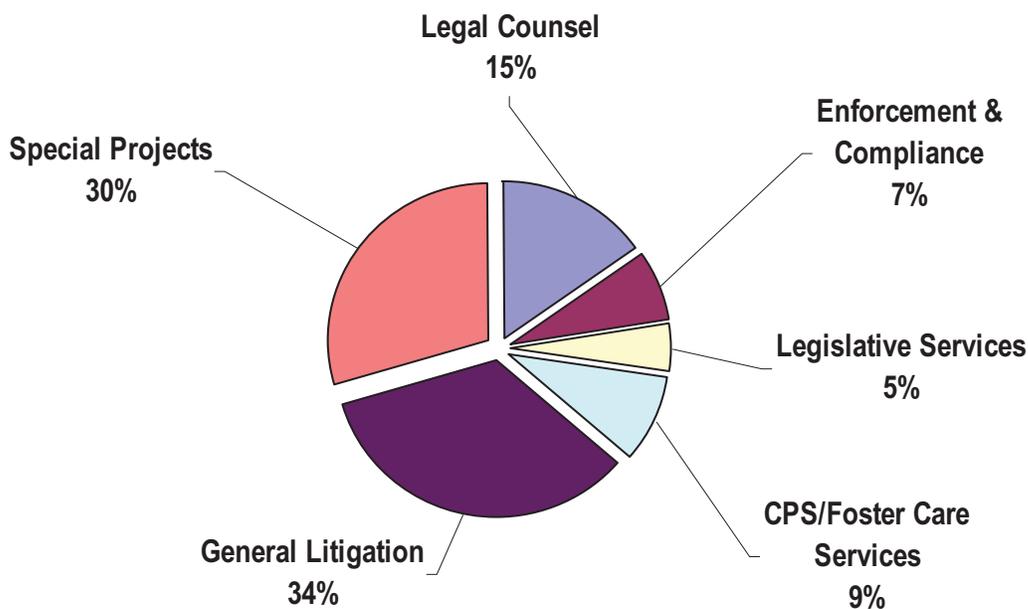
Highlights

- In FY 2010 the approved General Fund budget decreased \$535,234, or 16%.
- The Risk Management Program was transferred from the City Attorney's Office to the Finance Department's budget, decreasing the approved City Attorney's office budget by \$347,964 and 3.0 FTE's.
- FY 2010 personnel costs decreased \$315,662, or 16.6%, partially attributable to the transfer of the Risk Management Program from the City Attorney's Office to the Finance Department (\$278,954); also the replacement of a senior staff attorney (Assistant City Attorney IV) with a junior staff Attorney (Assistant City Attorney I); partially offset by the reclassification of a Law Clerk I position to a junior staff attorney position (Assistant City Attorney I).
- Total FY 2010 non-personnel costs decreased \$219,572, or 15.2%, partially attributable to a temporary suspension of the City's computer replacement program, the transfer of the Risk Management Program from the City Attorney's Office to the Finance Department (\$69,010), and a reduction in outside legal costs described on the following pages.

Selected Performance Measures

Selected Performance Measures	FY 2009 Approved	FY 2010 Approved
# of formal and informal legal opinions issued and advice rendered	280	280
Attorney hours expended per request for legal counsel	75	75
% of enforcement & compliance cases satisfactorily resolved within 12 months	95.0%	95.0%
Attorney hours expended per request for drafted or reviewed legislation	25	25

FY 2010 Approved Expenditures by Activity



City Attorney

Expenditure Summary

Expenditure By Program	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved	% Change 2008-2009
Office of the City Attorney	\$3,459,374	\$2,996,745	\$2,806,519	-6.3%
Risk Management	317,818	345,008	NA ¹	NA
Total Expenditures	\$3,777,192	\$3,341,753	\$2,806,519	-16.0%

Staffing Summary

Authorized Positions (FTE's) by Program	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved	% Change 2009-2010
Office of the City Attorney	12.0	12.0	12.0	0.0%
Risk Management	3.0	3.0	NA ¹	NA
Total full time employees	15.0	15.0	12.0	-20.0%

¹ The Risk Management Program was transferred from the City Attorney's Office to the Finance Department in FY 2010.

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
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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 2008 Actual	FY 2009 Approved	FY 2010 Approved
Total Expenditures	\$3,459,374	\$2,996,745	\$2,806,519
Less Revenues	\$0	\$0	\$0
Net General Fund Expenditures	\$3,459,374	\$2,996,745	\$2,806,519
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 2008 Actual	FY 2009 Approved	FY 2010 Approved
Expenditures	\$400,906	\$430,095	\$425,199
FTE's	2.8	2.8	2.8
# of formal and informal opinions issued and advice rendered	275	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	\$205,860	\$215,278	\$207,070
FTE's	1.9	1.9	1.9
# of enforcement cases handled administratively or through litigation	200	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	\$139,093	\$147,069	\$139,462
FTE's	0.9	0.9	0.9
# legislation drafted/reviewed	75	60	60
Attorney hours expended per request	30	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 2008 Actual	FY 2009 Approved	FY 2010 Approved
Expenditures	\$246,352	\$249,418	\$248,165
FTE's	2.0	2.0	2.0
# of CPS/foster care cases handled	205	181	200
Attorney hours expended per request	50	50	50
% of cases satisfactorily resolved within required statutory period	100%	100%	100%
GENERAL LITIGATION – The goal of Litigation is to defend civil actions brought against the City, its officers and employees.			
Expenditures	\$1,469,363	\$1,014,956	\$955,762
FTE's	2.9	2.9	2.9
# of cases defended	50	50	50
Attorney hours expended per case	40	40	40
% of cases satisfactorily resolved within 12 months	90%	90%	90%
SPECIAL PROJECTS – The goal of Special Projects is to provide specialized legal and related services in connection with specific City initiatives and undertakings.			
Expenditures	\$997,800	\$939,929	\$830,861
FTE's	1.6	1.6	1.6
# 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%

Risk Management

The goal of Risk Management is to review safety, handle claims, manage cases, manage the City's insurance policies, and provide loss control for the City and the public in order to preserve City assets.

Program Totals	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved¹
Total Expenditures	\$317,818	\$345,008	NA
Less Revenues	\$0	\$0	NA
Net General Fund Expenditures	\$317,818	\$345,008	NA
Program Outcomes			
% reduction in number in annual claim expenses	NA	3.0%	NA

¹ The Risk Management Program was transferred from the City Attorney's Office to the Finance Department in FY 2010.

Risk Management, continued

Activity Data

TORT CLAIMS MANAGEMENT – The goal of Tort Claims Management is to provide courteous, expeditious and fair handling of routine claims by residents and others against the City.	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved
Expenditures	\$43,548	\$44,812	NA
FTE's	0.4	0.4	NA
# of claims handled	85	140	NA
Administrative cost per claim	\$213	\$320	NA
% of claims settled within 6 months	72%	90%	NA
WORKPLACE & GENERAL SAFETY MANAGEMENT – The goal of Workplace and General Safety Management is to assist City operating departments in maintaining a safe, and OSHA and CDL compliant, work environment, and in identifying and reducing liability exposure from City operations and properties.			
Expenditures	\$101,569	\$123,257	NA
FTE's	0.9	0.9	NA
# of safety consultations	196	60	NA
Cost per request	\$411	\$1,601	NA
% of requests resolved within 7 work days	72%	80%	NA
LIABILITY/PROPERTY INSURANCE MANAGEMENT – The goal of Liability/Property Insurance Management is to efficiently procure and administer the City's casualty insurance and liability reinsurance policies and programs.			
Expenditures	\$108,352	\$111,108	NA
FTE's	1.1	1.1	NA
# of policies obtained	28	15	NA
Administrative cost per policy	\$1,964	\$7,407	NA
% of exposure reduced through insurance/reinsurance	40%	50%	NA
WORKERS COMP CLAIMS MANAGEMENT – The goal of Workers Comp Claims Management is to efficiently administer the City's Workers Compensation program.			
Expenditures	\$64,349	\$65,831	NA
FTE's	0.8	0.8	NA
# of claims handled	256	250	NA
Administrative cost per claim	\$71	\$263	NA
% of claims closed within 12 months	75%	80%	NA

Summary of Budget Changes

Expenditure Reductions

Activity	Reduction Option	FTEs	FY 2010 Approved
Personnel & Non-Personnel Costs	<i>Various</i>	(0 FTE)	(\$193,474)

These efficiency reductions (\$193,474) will reduce personnel costs (\$43,474) by the replacement of one senior staff attorney (Assistant City Attorney IV) with a junior staff attorney (Assistant City Attorney I); and the reclassification of a Law Clerk I position to a junior staff attorney position (Assistant City Attorney I). These staff changes and the reassignment of duties within the department will help reduce outside legal costs (\$150,000).