

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 2010 Actual	FY 2011 Approved	FY 2012 Approved	% Change 2011-2012
Personnel	\$1,693,822	\$1,841,484	\$1,887,634	2.5%
Non-Personnel	601,124	1,157,288	764,454	-33.9%
Capital Goods Outlay	0	0	0	0.0%
Total Expenditures	<u>\$2,294,946</u>	<u>\$2,998,772</u>	<u>\$2,652,088</u>	-11.6%
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>\$2,294,946</u>	<u>\$2,998,772</u>	<u>\$2,652,088</u>	-11.6%
Total Department FTEs	14.0	14.0	14.0	0.0%

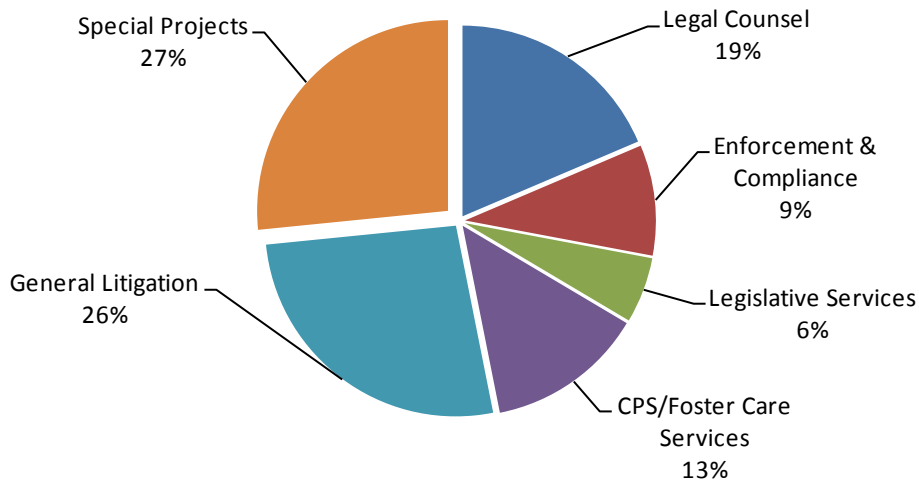
Highlights

- In FY 2012, the General Fund budget decreases by \$346,684, or 11.6%.
- Personnel costs increase by \$46,150, or 2.5% due to employee step increases and an increase in benefit costs.
- Non-personnel costs decrease by \$392,834, or 33.9% due to a \$395,000 reduction in outside legal services to reflect the City Attorney's Office shift to a greater use of internal resources than contracting.

Selected Performance Measures

Selected Performance Measures	FY 2010 Actual	FY 2011 Approved	FY 2012 Approved
# of formal and informal legal opinions issued and advice rendered	280	280	280
Attorney hours expended per request for legal counsel	75	75	75
% of enforcement & compliance cases satisfactorily resolved within 12 months	95%	95%	90%
Attorney hours expended per request for drafted or reviewed legislation	25	25	25

FY 2012 Approved Expenditures by Activity



City Attorney

Expenditure Summary

Expenditure By Activity	FY 2010 Actual	FY 2011 Approved	FY 2012 Approved	% Change 2011-2012
Legal Counsel	\$445,591	\$479,396	\$492,915	2.8%
Enforcement & Compliance	\$223,535	\$245,477	\$248,540	1.2%
Legislative Services	\$144,232	\$143,533	\$147,825	3.0%
CPS/Foster Care Services	\$257,896	\$341,143	\$353,808	3.7%
General Litigation	\$609,685	\$894,214	\$703,849	-21.3%
Special Projects	\$614,007	\$895,009	\$705,151	-21.2%
Total Expenditures	\$2,294,946	\$2,998,772	\$2,652,088	-11.6%

Staffing Summary

Authorized Positions (FTE's) by Program	FY 2010 Actual	FY 2011 Approved	FY 2012 Approved	% Change 2011-2012
Legal Counsel	3.8	3.8	3.2	-17.1%
Enforcement & Compliance	1.9	1.9	2.2	17.9%
Legislative Services	0.9	0.9	0.9	0.0%
CPS/Foster Care Services	2.0	2.0	2.7	35.0%
General Litigation	2.9	2.9	3.3	12.1%
Special Projects	2.6	2.6	1.8	-32.3%
Total full time employees	14.0	14.0	14.0	0.0%

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
<http://alexandriava.gov/cityattorney/>

Department Head
 James L. Banks, City Attorney
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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 2010 Actual	FY 2011 Approved	FY 2012 Approved
Total Expenditures	\$2,294,946	\$2,998,772	\$2,652,088
Less Revenues	\$0	\$0	\$0
Net General Fund Expenditures	\$2,294,946	\$2,998,772	\$2,652,088
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 2010 Actual	FY 2011 Approved	FY 2012 Approved
Expenditures	\$445,591	\$479,396	\$492,915
FTE's	3.8	3.8	3.2
# of formal and informal opinions issued and advice rendered	249	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	\$223,535	\$245,477	\$248,540
FTE's	1.9	1.9	2.2
# of enforcement cases handled administratively or through litigation	425	250	250
Attorney hours expended per request	80	80	80
% of cases satisfactorily resolved within 12 months	95%	95%	90%

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	\$144,232	\$143,533	\$147,825
FTE's	0.9	0.9	0.9
# legislation drafted/reviewed	70	60	60
Attorney hours expended per request	25	25	25
% of requests responded to within required time frame	100%	100%	100%

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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 2010 Actual	FY 2011 Approved	FY 2012 Approved
Expenditures	\$257,896	\$341,143	\$353,808
FTE's	2.0	2.0	2.7
# of CPS/foster care cases handled	141	250	250
Attorney hours expended per request	75	75	75
% 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*	\$609,685	\$894,214	\$703,849
FTE's	2.9	2.9	3.3
# of cases defended	35	50	50
Attorney hours expended per case	40	40	40
% of cases satisfactorily resolved within 12 months	90%	90%	100%

SPECIAL PROJECTS – The goal of Special Projects is to provide specialized legal and related services in connection with specific City initiatives and undertakings.			
Expenditures *	\$614,007	\$895,009	\$705,151
FTE's	2.6	2.6	1.8
# 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%

* Budgeted expenditures for contracted outside legal services are reduced by \$395,000 from FY 2011 to FY 2012 to reflect FY 2010 actual expenditures.

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Summary of Budget Changes

Expenditure Reductions

Activity	Adjustment	FTEs	Amount
General Litigation & Special Projects	<i>Professional Services</i>		(\$395,000)
Outside legal services expenditures are reduced in FY 2012 to reflect the City Attorney's Office shift to greater use of in-house resources than contractual services.			