

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 2011 Actual	FY 2012 Approved	FY 2013 Approved	% Change 2012-2013
Personnel	\$1,907,759	\$1,887,634	\$1,966,946	4.2%
Non-Personnel	417,914	764,454	634,454	-17.0%
Capital Goods Outlay	0	0	0	0.0%
Total Expenditures	<u>\$2,325,673</u>	<u>\$2,652,088</u>	<u>\$2,601,400</u>	-1.9%
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>\$2,325,673</u>	<u>\$2,652,088</u>	<u>\$2,601,400</u>	-1.9%
Total Department FTEs	14.0	14.0	14.0	0.0%

Highlights

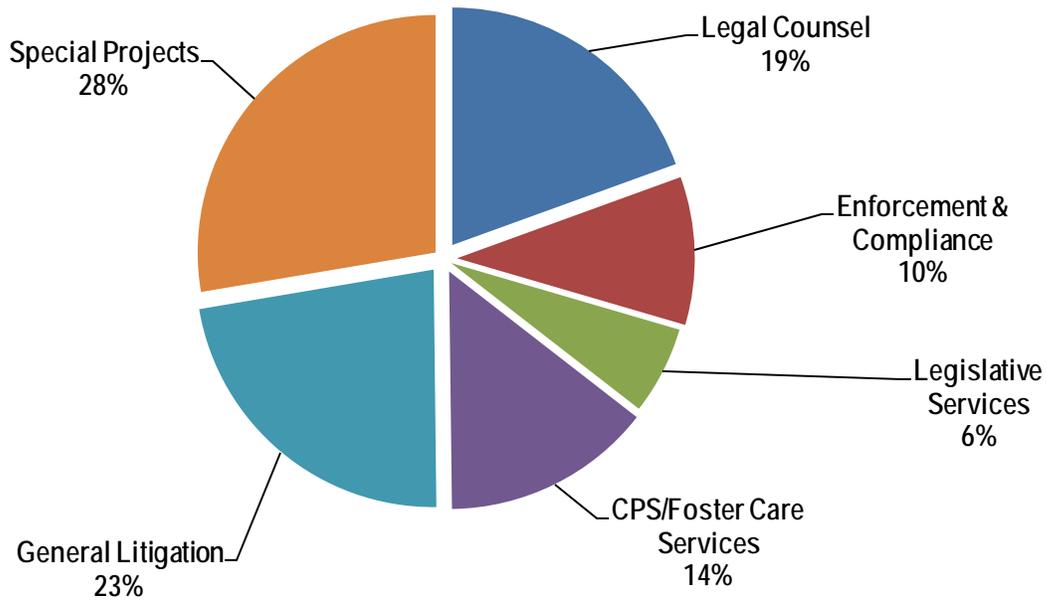
- In FY 2013, the General Fund budget decreases by \$50,688, or 1.9%.
- Personnel costs increase by \$79,312, or 4.2% due to employee step increases and an increase in benefit costs, and the 1% increase in the General Government pay scale to offset the 1% increase in the VRS contribution rate from the employer to the employee.
- Non-personnel costs decrease by \$130,000, or 17.0% due to a \$130,000 reduction in outside legal services to reflect recent actual workload.

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Selected Performance Measures

Selected Performance Measures	FY 2011 Actual	FY 2012 Approved	FY 2013 Approved
# of formal and informal legal opinions issued and advice rendered	302	280	280
Attorney hours expended per request for legal counsel	75	75	75
% of enforcement & compliance cases satisfactorily resolved within 12 months	95%	90%	90%
Attorney hours expended per request for drafted or reviewed legislation	25	25	25

FY 2013 Approved Expenditures by Activity



City Attorney

Expenditure Summary

Expenditure By Activity	FY 2011 Actual	FY 2012 Approved	FY 2013 Approved	% Change 2012-2013
Legal Counsel	\$503,330	\$492,915	\$506,295	2.7%
Enforcement & Compliance	\$262,651	\$248,540	\$261,977	5.4%
Legislative Services	\$154,093	\$147,825	\$155,696	5.3%
CPS/Foster Care Services	\$282,822	\$353,808	\$371,921	5.1%
General Litigation	\$631,075	\$703,849	\$585,891	-16.8%
Special Projects	\$491,702	\$705,151	\$719,620	2.1%
Total Expenditures	\$2,325,673	\$2,652,088	\$2,601,400	-1.9%

Staffing Summary

Authorized Positions (FTE's) by Program	FY 2011 Actual	FY 2012 Approved	FY 2013 Approved	% Change 2012-2013
Legal Counsel	3.2	3.2	3.2	0.0%
Enforcement & Compliance	2.2	2.2	2.2	0.0%
Legislative Services	0.9	0.9	0.9	0.0%
CPS/Foster Care Services	2.7	2.7	2.7	0.0%
General Litigation	3.3	3.3	3.3	0.0%
Special Projects	1.8	1.8	1.8	0.0%
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
 703.746.3750
james.banks@alexandriava.gov

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 2011 Actual	FY 2012 Approved	FY 2013 Approved
Total Expenditures	\$2,325,673	\$2,652,088	\$2,601,400
Less Revenues	\$0	\$0	\$0
Net General Fund Expenditures	\$2,325,673	\$2,652,088	\$2,601,400
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 2011 Actual	FY 2012 Approved	FY 2013 Approved
Expenditures	\$503,330	\$492,915	\$506,295
FTE's	3.2	3.2	3.2
# of formal and informal opinions issued and advice rendered	302	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	\$262,651	\$248,540	\$261,977
FTE's	2.2	2.2	2.2
# of enforcement cases handled administratively or through litigation	349	250	250
Attorney hours expended per request	80	80	80
% of cases satisfactorily resolved within 12 months	95%	90%	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	\$154,093	\$147,825	\$155,696
FTE's	0.9	0.9	0.9
# legislation drafted/reviewed	64	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 2011 Actual	FY 2012 Approved	FY 2013 Approved
Expenditures	\$282,822	\$353,808	\$371,921
FTE's	2.7	2.7	2.7
# of CPS/foster care cases handled	170	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*	\$631,075	\$703,849	\$585,891
FTE's	3.3	3.3	3.3
# of cases defended	40	50	50
Attorney hours expended per case	40	40	40
% of cases satisfactorily resolved within 12 months	90%	100%	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 *	\$491,702	\$705,151	\$719,620
FTE's	1.8	1.8	1.8
# of projects handled	762	50	50
Attorney hours expended per project	75	30	30
% of projects satisfactorily resolved within required time frame	100%	100%	100%

* Budgeted expenditures for contracted outside legal services were reduced by \$395,000 in FY 2012 and \$130,000 in FY 2013 to reflect actual expenditures.

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Summary of Budget Changes

Expenditure Reductions

Activity	Adjustment	FTEs	Amount
General Litigation & Special Projects	<i>Professional Services</i>		(\$130,000)
Outside legal services expenditures are reduced in FY 2013 to reflect recent actual workload.			