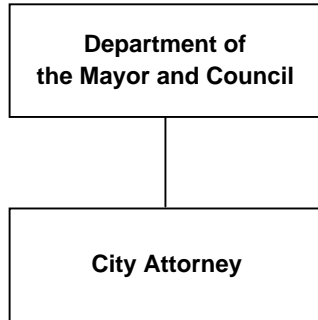
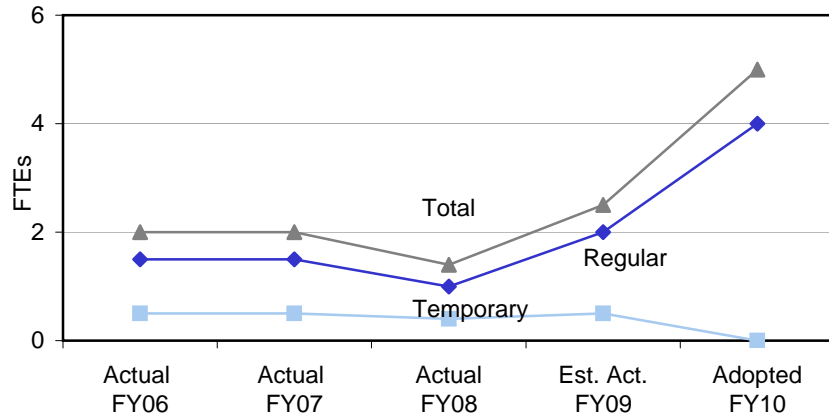


Department of the City Attorney



Staffing Trend*

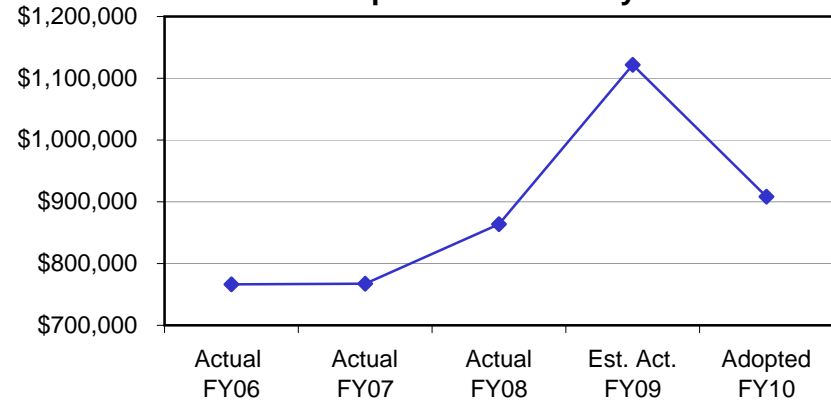


*The Office of the City Attorney became a stand alone department in FY10; however, historical staffing data from the cost center is shown on this Department Summary Chart for comparison purposes.

Department Mission Statement

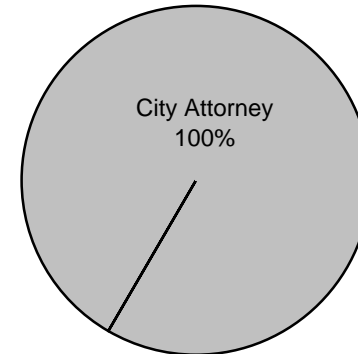
The Department of the City Attorney protects the City's interests by acting as legal advisor to the Mayor and Council, boards and commissions and City staff, and by representing the City before administrative agencies and Federal and State courts.

Expenditures History*



*The Office of the City Attorney became a stand alone department in FY10; however, historical expenditure data from the cost center is shown on this Department Summary Chart for comparison purposes.

Use of Funds



Department of the City Attorney

Department Summary

Department Summary

	Actual FY08	Adopted FY09	Est. Act. FY09	Adopted FY10
Dept. Expenditures by Cost Center				
Office of the City Attorney*	N/A	N/A	N/A	908,500
Department Total	N/A	N/A	N/A	\$908,500

	Actual FY08	Adopted FY09	Est. Act. FY09	Adopted FY10
Dept. Expenditures by Type				
Salary and Wages	N/A	N/A	N/A	563,400
Benefits	N/A	N/A	N/A	101,600
Overtime	N/A	N/A	N/A	0
Personnel Subtotal	N/A	N/A	N/A	\$665,000
Contractual Services	N/A	N/A	N/A	230,600
Commodities	N/A	N/A	N/A	7,900
Capital Outlays	N/A	N/A	N/A	5,000
Other	N/A	N/A	N/A	0
Operating Subtotal	N/A	N/A	N/A	\$243,500
Department Total	N/A	N/A	N/A	\$908,500

* The Office of the City Attorney moved out of the Department of the Mayor and Council to become a stand-alone Department in FY10. The FY08 and FY09 budget numbers and FTEs are included with the department summary charts in Section 5, the Department of the Mayor and Council.

	Actual FY08	Adopted FY09	Est. Act. FY09	Adopted FY10
Source of Division Funds				
<i>Departmental Revenue</i>	N/A	N/A	N/A	0
Subtotal	N/A	N/A	N/A	\$0
<i>Fund Contribution</i>				
General Fund (110)	N/A	N/A	N/A	908,500
Subtotal	N/A	N/A	N/A	\$908,500
Department Total	N/A	N/A	N/A	\$908,500

	Actual FY08	Adopted FY09	Est. Act. FY09	Adopted FY10
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Office of the City Attorney	N/A	N/A	N/A	5.0
Regular Subtotal	N/A	N/A	N/A	5.0
<i>Temporary</i>				
Office of the City Attorney	N/A	N/A	N/A	0.0
Temporary Subtotal	N/A	N/A	N/A	0.0
Division Total	N/A	N/A	N/A	5.0

Department of the City Attorney

Division: Office of the City Attorney

Department Summary

Department Overview:

The Department of the City Attorney acts as legal advisor to the Mayor and Council, boards and commissions and City staff. The Department prepares legal documents for the City and is responsible for preparing for enactment of all additions and amendments to the Rockville City Code. The Department of the City Attorney represents the City before administrative agencies and Federal and State courts where the City is a party to or has an interest in legal proceedings.

Significant Changes:

Adopted FY09 to Estimated Actual FY09

In FY09, the Mayor and Council approved a plan to hire an in-house attorney. This included the authorization and funding for 1.0 FTE City Attorney in FY09. The new in-house City Attorney started in February 2009.

Estimated Actual FY09 to Adopted FY10

Starting in FY10, the Office of the City Attorney will become a stand-alone City department. A full year of costs related to the operation of the Department using an in-house City Attorney, rather than contractual services, is reflected in the FY10 budget. The adopted budget continues to include funding for contractual services, but at a decreased level.

Funding for two new Assistant City Attorneys, along with a new full-time Legal Secretary position is also included in the FY10 budget. The additional assistant attorney positions will enable the Department to handle the City's legal needs with minimal outside support. The new Legal Secretary position is necessary to fully support the new Department of the City Attorney. This full-time position will eliminate the need for temporary employee services.

Objectives:

- Support staff with the implementation of the Master Plan recommendations including preparation of appropriate legislation
- Assist staff with the development and implementation of neighborhood master plans
- Provide legal support to staff in conjunction with the development in King Farm, Fallsgrove, Tower Oaks, Town Center, Twinbrook Station, Upper Rock, and Chestnut Lodge
- Assist staff to review and prepare development related agreements and easements, such as stormwater management easements, storm drain and storm sewer easements, transportation demand management agreements, forest conservation and maintenance agreements, public access easements, etc.
- Provide advice and document preparation for general obligation bonds and pension issues/amendments
- Prosecute municipal infraction citations
- Represent the City's interests in legal proceedings before Federal and State courts and administrative agencies
- Defend challenges to decisions/actions of the Mayor and Council, Boards and Commissions, and staff
- Regularly attend meetings of Mayor and Council and Planning Commission
- Prepare legislation and development approval documents as directed by the Mayor and Council
- Provide legal support to Boards and Commissions
- Provide legal support on a wide variety of topics to the Mayor and Council, City Manager and staff
- Assist staff in responding to Maryland Public Information Act requests
- Represent the City in employment grievances and Equal Employment Opportunity complaints
- Assist staff in complying with the Health Insurance Portability and Accountability Act (HIPPA) and other Federal laws and regulations
- Advise staff on advertising, notification and procedural requirements

Department of the City Attorney

Division: Office of the City Attorney

Regular Positions:

Position Title	Adopted FY08*	Adopted FY09*	Adopted FY10
City Attorney	0.0	0.0	1.0
Assistant City Attorney**	0.5	0.0	2.0
Assistant to the City Attorney	1.0	1.0	1.0
Legal Secretary	0.0	0.0	1.0
Total	1.5	1.0	5.0

* FY08 and FY09 positions were part of the Department of the Mayor and Council, but are shown here for comparison purposes.

** The Assistant City Attorney position is a banded position and can be hired at either of two levels.