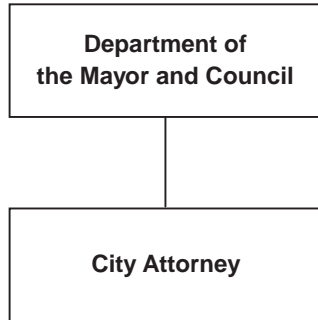
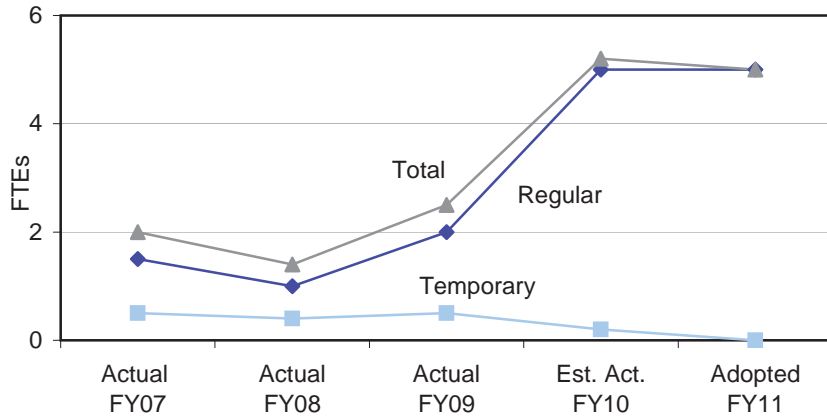


# Department of the City Attorney



**Staffing Trend\***

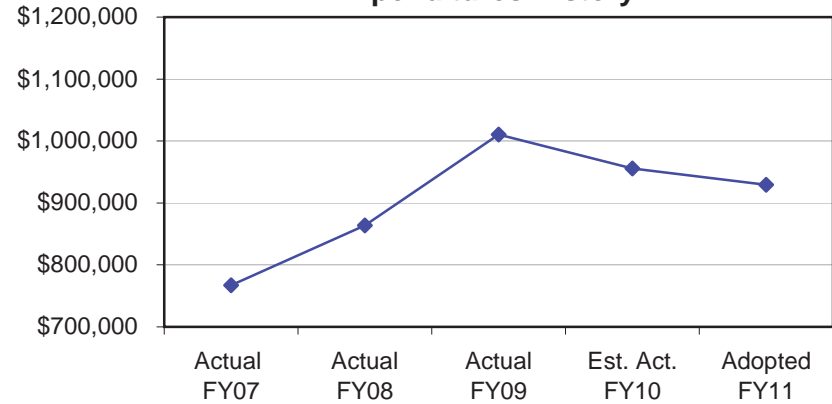


\*The Office of the City Attorney became a stand alone department in FY10; however, historical staffing data from the cost center is shown on this Staffing Trend Chart for comparison purposes.

## Department Mission Statement

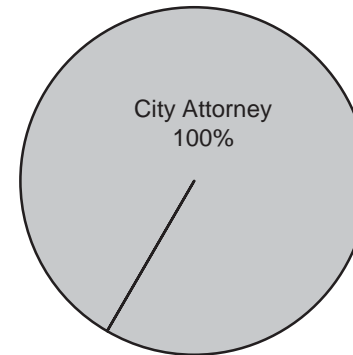
The City Attorney's Office is dedicated to providing expert legal advice and skilled legal support to the Mayor and Council, the City's Boards and Commissions, and City staff on all legal matters affecting the City. The City Attorney's Office strives to provide proactive counsel, preventive advice and early intervention to assist the City in developing a clear understanding of all of its legal options.

**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 Expenditures History Chart for comparison purposes.

**Use of Funds**



# Department of the City Attorney

## Department Summary

### Department Summary

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
<b>Dept. Expenditures by Cost Center</b>				
Office of the City Attorney*	N/A	908,500	955,546	929,350
<b>Department Total</b>	<b>N/A</b>	<b>\$908,500</b>	<b>\$955,546</b>	<b>\$929,350</b>

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
<b>Dept. Expenditures by Type</b>				
Salary and Wages	N/A	563,400	508,400	559,070
Benefits	N/A	101,600	106,546	135,670
Overtime	N/A	0	0	0
<b>Personnel Subtotal</b>	<b>N/A</b>	<b>\$665,000</b>	<b>\$614,946</b>	<b>\$694,740</b>
Contractual Services	N/A	230,600	327,700	225,710
Commodities	N/A	7,900	7,900	3,900
Capital Outlays	N/A	5,000	5,000	5,000
Other	N/A	0	0	0
<b>Operating Subtotal</b>	<b>N/A</b>	<b>\$243,500</b>	<b>\$340,600</b>	<b>\$234,610</b>
<b>Department Total</b>	<b>N/A</b>	<b>\$908,500</b>	<b>\$955,546</b>	<b>\$929,350</b>

\* 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 FY09 budget numbers and FTEs are included with the department summary charts in Section 5, the Department of the Mayor and Council.

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
<b>Source of Dept. Funds</b>				
<i>Departmental Revenue</i>	N/A	0	0	0
<b>Subtotal</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<i>Fund Contribution</i>				
General Fund (110)	N/A	908,500	955,546	929,350
<b>Subtotal</b>	<b>N/A</b>	<b>\$908,500</b>	<b>\$955,546</b>	<b>\$929,350</b>
<b>Department Total</b>	<b>N/A</b>	<b>\$908,500</b>	<b>\$955,546</b>	<b>\$929,350</b>

	Actual FY09	Adopted FY10	Est. Act. FY10	Adopted FY11
<b>Staffing Summary by Cost Center (FTEs)</b>				
<i>Regular</i>				
Office of the City Attorney*	N/A	5.0	5.0	5.0
<b>Regular Subtotal</b>	<b>N/A</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>
<i>Temporary</i>				
Office of the City Attorney*	N/A	0.0	0.2	0.0
<b>Temporary Subtotal</b>	<b>N/A</b>	<b>0.0</b>	<b>0.2</b>	<b>0.0</b>
<b>Department Total</b>	<b>N/A</b>	<b>5.0</b>	<b>5.2</b>	<b>5.0</b>

# Department of the City Attorney

## Division: Office of the City Attorney

### Department Summary

#### Department Overview:

The City Attorney's Office (CAO) is the department responsible for providing legal support to the City of Rockville. In that capacity, the CAO serves as the legal advisor to the Mayor and Council, all Boards and Commissions, and the City staff on all legal matters affecting the City; reviews for legal sufficiency all agreements to which the City is a party; prepares and/or reviews legal documents for the City; is responsible for preparing and/or revising additions and amendments to the Rockville City Code for enactment by the Mayor and Council; and represents the City before administrative agencies and Federal and State courts in legal proceedings in which the City has an interest.

#### Significant Changes:

##### *Adopted FY10 to Estimated Actual FY10*

Personnel expenditures decreased by \$50,100 due to savings from vacant positions throughout the year. Contractual services expenditures increased by \$97,100 due to outside legal services fees.

##### *Estimated Actual FY10 to Adopted FY11*

Personnel expenditures increased by \$79,800 due to a full year of fully staffed personnel costs and increased benefit costs. Contractual services expenditures decreased by \$102,000 due to a reduction in outside legal services fees.

#### Objectives:

- Provide legal advice and counsel to the Mayor and Council, the City's Boards and Commissions, and the City staff on all legal matters affecting the City 🧑🏫
- Represent the City before Federal and State courts in all legal proceedings in which the City has an interest 🧑🏫
- Prepare, negotiate and/or review all legal documents involving the City including agreements, contracts, deeds, bonds, leases, procurement materials, releases, easements, and memoranda of understanding 🧑🏫
- Prepare and/or review City ordinances and resolutions for adoption by the Mayor and Council 🧑🏫
- Review proposed legislation for legal sufficiency and to ensure compliance with Federal, State, and local law 🧑🏫

#### Regular Positions:

Position Title	Adopted FY09*	Adopted FY10	Adopted FY11
City Attorney	0.0	1.0	1.0
Assistant City Attorney**	0.0	2.0	2.0
Assistant to the City Attorney	1.0	1.0	1.0
Legal Secretary	0.0	1.0	1.0
<b>Total</b>	<b>1.0</b>	<b>5.0</b>	<b>5.0</b>

\* 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.

# Department of the City Attorney

## Division: Office of the City Attorney

**Workload Measures:**

	Actual FY09	Estimate FY10	Est. Act. FY10	Estimate FY11
Number of Mayor and Council and Boards and Commissions meetings attended	N/A	N/A	N/A	55
Number of ordinances and resolutions prepared and/or reviewed for adoption by the Mayor and Council	N/A	N/A	N/A	24
Number of contracts reviewed and/or prepared	N/A	N/A	N/A	50
Number of development related agreements reviewed and/or prepared*	N/A	N/A	N/A	35
Number of administrative appeals defended in court	N/A	N/A	N/A	3
Number of municipal infractions filed in court	N/A	N/A	N/A	60

\* Development related agreements include, but are not limited to, stormwater management easements, storm drain and storm sewer easements, transportation demand management agreements, forest conservation and maintenance agreements, public access easements, and licenses.