



City Attorney

Council Briefing | October 2, 2023

City Attorney Administration

We are the City government's law firm, representing the Council, City Manager, City Departments and Boards and Commissions. The City Attorney's Office is staffed with six attorneys and two administrative professional positions. Formal and informal opinions, reports, ordinances, resolutions, and City contracts are drafted, reviewed, and negotiated by this office. Zoning, procurement, risk management and insurance, and Freedom of Information Act (FOIA) matters are handled by the office, as well as personnel issues (workers' compensation, terminations, and grievances) which account for a large share of the workload. Social Services and other litigation also demand significant time. We have a very broad civil practice. We also prosecute misdemeanor violations of the Charlottesville City Code.





Our Staff, Our Philosophy, and Our Goals



- We believe that public service is the highest calling to which lawyers and legal professionals can aspire.
- Our goal is to be the best local government law firm in the Commonwealth



Staffing

**City Attorney
(Jacob Stroman)**

**Deputy City Attorney
(Allyson Davies)**

**Deputy City Attorney
(Katrina E. Callsen)**

**Deputy City Attorney
(Robinson J. Hubbard)**

**Assistant City
Attorney
(April R. Wimberley)**

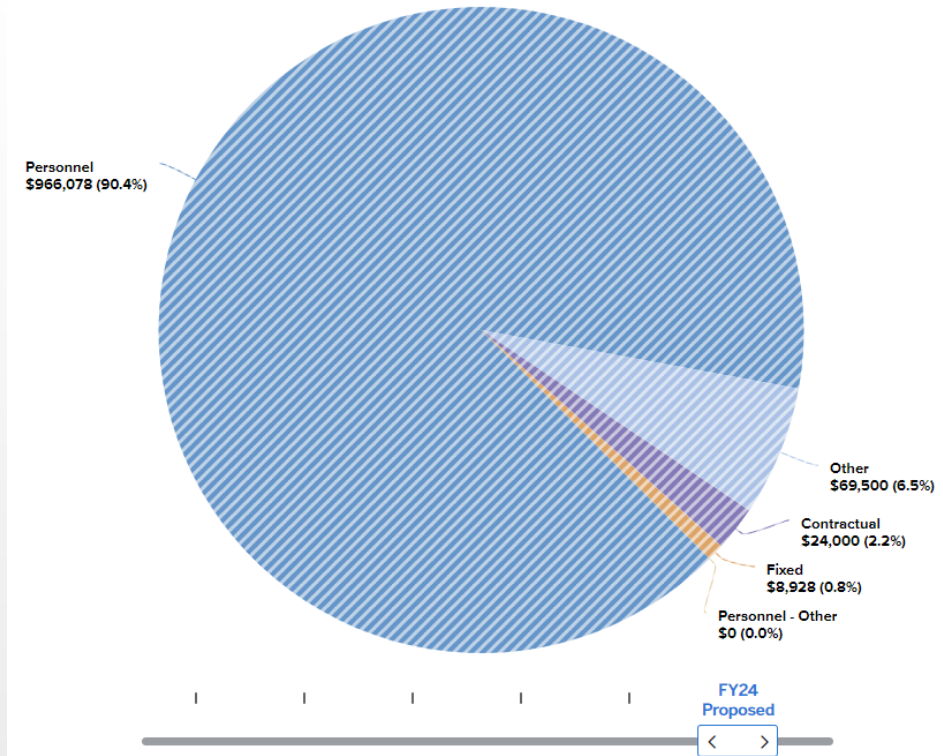
**Assistant City Attorney
(Ryan D. Franklin)**

**Administrative
Assistant III
(Deborah D. Willard)**

**Legal Assistant
(Ellonde Smith)**



Budget: Expenses



Data

Expand All	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Proposed
▶ Personnel	\$ 815,754	\$ 916,703	\$ 829,908	\$ 850,921	\$ 1,135,922	\$ 966,078
▶ Other	41,946	34,634	34,537	56,728	69,500	69,500
▶ Contractual	41,810	5,248	16,401	3,420	14,000	24,000
▶ Fixed	6,925	6,733	6,733	6,983	7,913	8,928
▶ Personnel - Other	17,429	1,428	4,500	16,800	0	0
Total	\$ 923,864	\$ 964,746	\$ 892,079	\$ 934,852	\$ 1,227,335	\$ 1,068,506

Note: FY 24 decrease is the result of moving the FOIA Officer FTE to a different department



Objectives

- Strategic Plan: provide legal counsel which advances Council's Strategic Plan.
- Ensure that our clients have the best legal outcomes possible
 - Streamline processes for delivering legal services.
 - Invest in professional training to give our attorneys the tools they need to perform at the highest level.
 - Cross-train our legal professionals to allow us to be nimble in meeting the needs of our clients.
 - Providing training to City staff to insure best legal practices which reduce the City's legal exposure.



Success Factors

Success factors in local government law are directly tied to successful legal outcomes

-We want to increase the legal resources we devote to solving our clients' legal issues. We formulating measures for the kinds of work that we do, including:

- *Number of legal matters handled.
- *Number of lawsuits with favorable outcomes.
- *Number of transactions handled with favorable outcomes.



Challenges

- Workload
- Procedures
- Tools/technology
- Staffing



Opportunities

- Building the City Government's Law Firm
- Refining existing processes and developing new processes which address client needs
- Developing technology which will allow for greater efficiency and effectiveness



Questions

