

# The City of Annapolis

## FY 27 Budget



### **Office of Law**

*Presented By: Kerry E. Berger,  
Acting City Attorney*



# FY26 Stats and Accomplishments

## Law

### Litigation

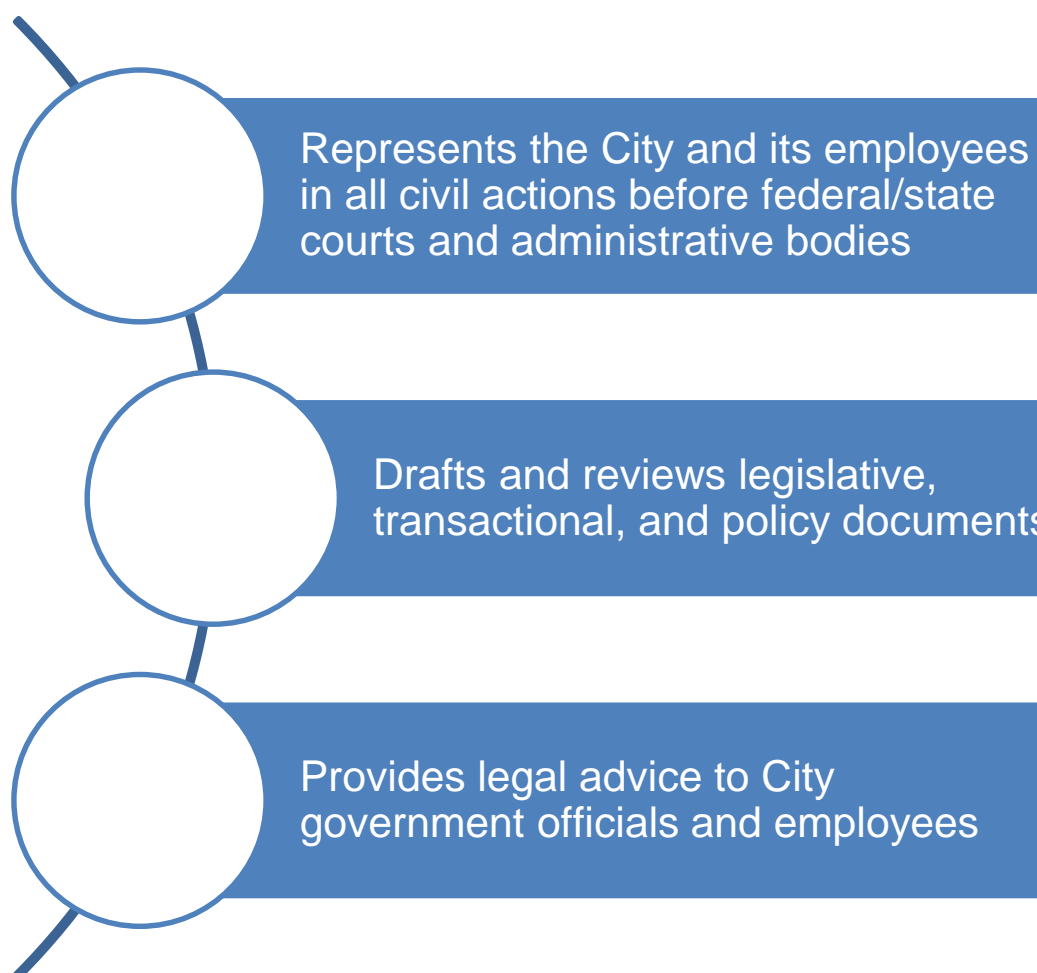
- Approx. **140 claims** (exclusive of Workers' Compensation claims)
- **20 lawsuits** handled **entirely in-house**
- Successfully defended a motion for a temporary restraining order and preliminary injunction, which allowed for the construction at City Dock to continue
- **One** lawsuit handled in-house and with outside counsel
- **One** lawsuit handled entirely by outside counsel

### Transactional

- Drafted/negotiated **410 documents** via DocuSign
- Drafted/negotiated **69 documents** recorded in Land Records
- Directly handled or assisted with approximately **140 PIA requests**, including 9 email searches of several thousand emails each
- Drafted/negotiated **79 City grants** to third parties
- Drafted/negotiated **70 employment/consultant agreements**
- Assisted in management of **30 current City leases**

### Miscellaneous

- Processed **60 municipal infraction citations** to the District Court for City Code violations



Represents the City and its employees in all civil actions before federal/state courts and administrative bodies

Drafts and reviews legislative, transactional, and policy documents

Provides legal advice to City government officials and employees

# FY26 Stats and Accomplishments

## Legislation

- Successfully implemented **web-accessible legislation**, a year ahead of the Federal Government's April 2027 deadline
- City staff can now access **digitized legislation** from 1980-1994; upload pending for 1995-2006

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<b>Approx. 150 bills drafted</b>	55 adopted
	95 failed, withdrawn, or never introduced

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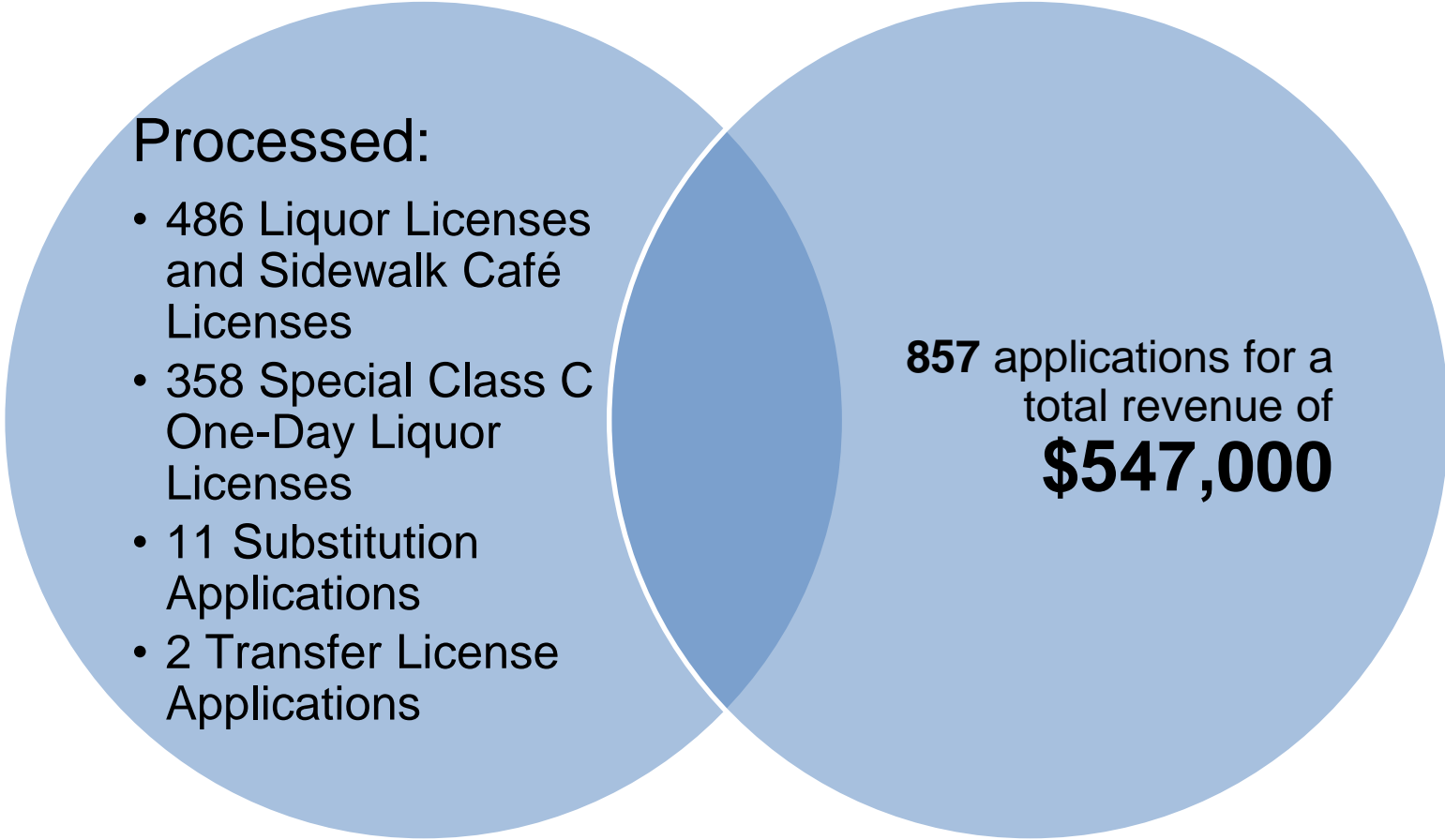
# FY26 Stats and Accomplishments

## City Clerk

Successfully administered 2025 City of Annapolis Municipal Election without issue

Attended and recorded minutes for 24 City Council Meetings and Work Sessions

Attended and recorded minutes for 66 Standing Committee Meetings



# Performance Measures

Performance Measure	Benchmark	FY 25 Actual	FY 26 EOY	FY 27 Proposed
Average number of days it takes to respond to a City staff or City official request for legal advice and/or legal review of a matter	100% initial responses within 48 hours 100% completion within two weeks	100%	98%	100%
Average number of days between legislative request and final draft to Sponsor	100% of legislative requests shall be legally sufficient, error free and drafted within the standards of the MD Drafting Manual within a reasonable time	100% (Avg. 14 days)	90%	95%
<del># of cases successfully defended or prosecuted vs. Total # of cases defended or prosecuted</del>  <i>Provide legal advice and representation to City officials and employees in order to reduce the City's exposure to legal liability</i>	<del>Verdicts and rulings success where City is successful in no less than 95% of matters</del>  <i>Reduce the number of payouts resulting from litigation against the City</i>	100%	95%	95%
Percentage of public-facing records and materials published without error	100% of legal and legislative and City Council standing committee action recorded, published, and preserved without error for public information and dissemination	95%	95%	95%
Number of meetings where staff and counsel were required to attend, including pre- and post- legal and liaison support	Attendance at meetings and prepared to offer legal advice and liaison support	95%	100%	95%
Average number of MPIA requests per month, along with number of times a response took longer than 30 days	100% on-time response to all Maryland Public Information Act (MPIA) requests.	98%	100%	98%

An aerial photograph of a city waterfront, likely Annapolis, Maryland. The image shows a canal with several boats docked along the shore. On the left, there is a large, modern white building with a grey roof. In the foreground, a parking lot is visible with several cars. In the background, a large stadium with a distinctive green and white curved roof is prominent. The city is densely packed with buildings and trees, extending to the water's edge. The sky is clear and blue.

# Budget Enhancements

# Non-Personnel Enhancements

Challenge	Solution	Cost	FY27 Budget
<p>Attorneys and staff can't reliably access the full database of controlling authority (cases, secondary sources, treatises) in certain areas of law. That forces workarounds such as: 1) relying on outdated materials; 2) incomplete or inaccurate results; or 3) slower, manual research.</p> <ul style="list-style-type: none"><li>• Missing a single, on-point case or recent update can materially affect advice given or litigation posture</li></ul>	<p>Expanding our LexisNexis subscription to include a more robust database covering labor and employment law topics</p>	<p>\$3,000/yr.</p>	<p>Yes</p>



# Budget Trends

# Operating Budget – LAW

Category	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Projected	FY 27 Proposed
<b>Salaries &amp; Benefits</b>	1,369,714	1,549,999	1,536,507	2,023,253	1,745,900
<b>Contractual Services</b>	94,414	176,424	114,329	141,708	141,400
<b>Supplies &amp; Other</b>	53,237	55,910	47,882	99,612	71,800 *
<b>Capital Outlay</b>	0	0	0	0	0
<b>Total</b>	1,517,365	1,782,333	1,698,718	2,264,573	1,959,100
<i>Change from previous year (%)</i>	- 9.93 %	+ 11.75 %	- 9.53 %	+ 13.33 %	- 8.65 %

\* Funds moved to IT for handling Telephone, Copier and Software/subscription expenses (~ \$29k); also, discontinued LegalServer case management system (~ \$10k)

# Operating Budget – LAW

Account	Examples of Expenses	FY'26 Expenses to Date (including encumbrances)	Proposed FY'27 Budget
LEGAL 530100	Outside counsel for Boards and Commissions, Union Negotiations, Private Process Servers, Legal Printing, Transcripts	85,322 (149,431)	140,000
POSTAGE 534010	Postage and FedEx for Law, Clerk, Ethics, Liquor Board	602 (746)	1,400
SUPPLIES 542010	Office supplies, copier supplies, printing, etc.	4,335 (7,230)	9,000
TRAINING & ED 571000	Seminars, webinars, quarterly/yearly meetings, subscription to The Daily Record	4,798	15,000
DUES/MEMBERSHIPS	MSBA, ABA, AABA, MMCA, IIMC, IMLA, Client Protection Fund, etc.	2,649	5,000
MISC. SERVICES 578010	LexisNexis, Thomson West, PACER, Capital Gazette City Council meeting advertisements	29,809 (44,490)	17,800
SPECIAL PROJECTS 579010	Assigned by Mayor/City Manager	31,420 (35,780)	25,000

# Operating Budget – ELECTIONS

Category	FY 21 Actual	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Projected	FY 27 Proposed
Salaries & Benefits	19,858	16,022	0	924	40,767	21,905	0
Contractual Services	1,027	146,098	251	1,063	4,627	341,451	5,000
Supplies & Other	181	42,359	0	203	4,101	31,788	1,000
Capital Outlay	0	0	0	0	0	0	0
<b>Total</b>	<b>21,066</b>	<b>204,479</b>	<b>251</b>	<b>2,190</b>	<b>49,495</b>	<b>395,144</b>	<b>6,000</b>

**2021 Election Cost**

**\$ 225,545**

**2025 Election Cost**

**\$ 444,639**

# Operating Budget – ELECTIONS, con't.

Actual Cost of 2021 Election (FY21+FY22)	225,545
Actual Cost of 2025 Election (FY25+FY26)	444,639
Additional cost to run 2025 Election	<b>+ 219,094</b>

## Examples of 2025 Election Expenses:

- Maryland State Board of Elections - \$62,800 (paid \$11,200 in 2021)
  - electronic pollbook/database, programming, drop box rentals, voting booths
- Anne Arundel County Board of Elections - \$174,969 (paid nothing in 2021)
  - payroll, mileage, supplies, meals
- Interstate International - \$29,884 (paid \$15,800 in 2021)
  - ballot boxes
- CAC Direct Marketing Services - \$22,160 (paid \$50,758 in 2021)
  - ballots
- U.S. Postal Service - \$46,635 (paid \$42,370 in 2021)
  - permits, postage

# Revenue – Liquor Licenses

Type of License	FY 23 Actual	FY 24 Actual	FY 25 Actual	FY 26 Projected	FY 27 Proposed
Alcoholic Beverages	497,606	512,582	513,960	531,300	510,000
Sidewalk Cafes	10,902	14,440	15,200	15,700	15,000
<b>Total</b>	508,508	527,022	529,160	547,000	525,000



Questions ?