

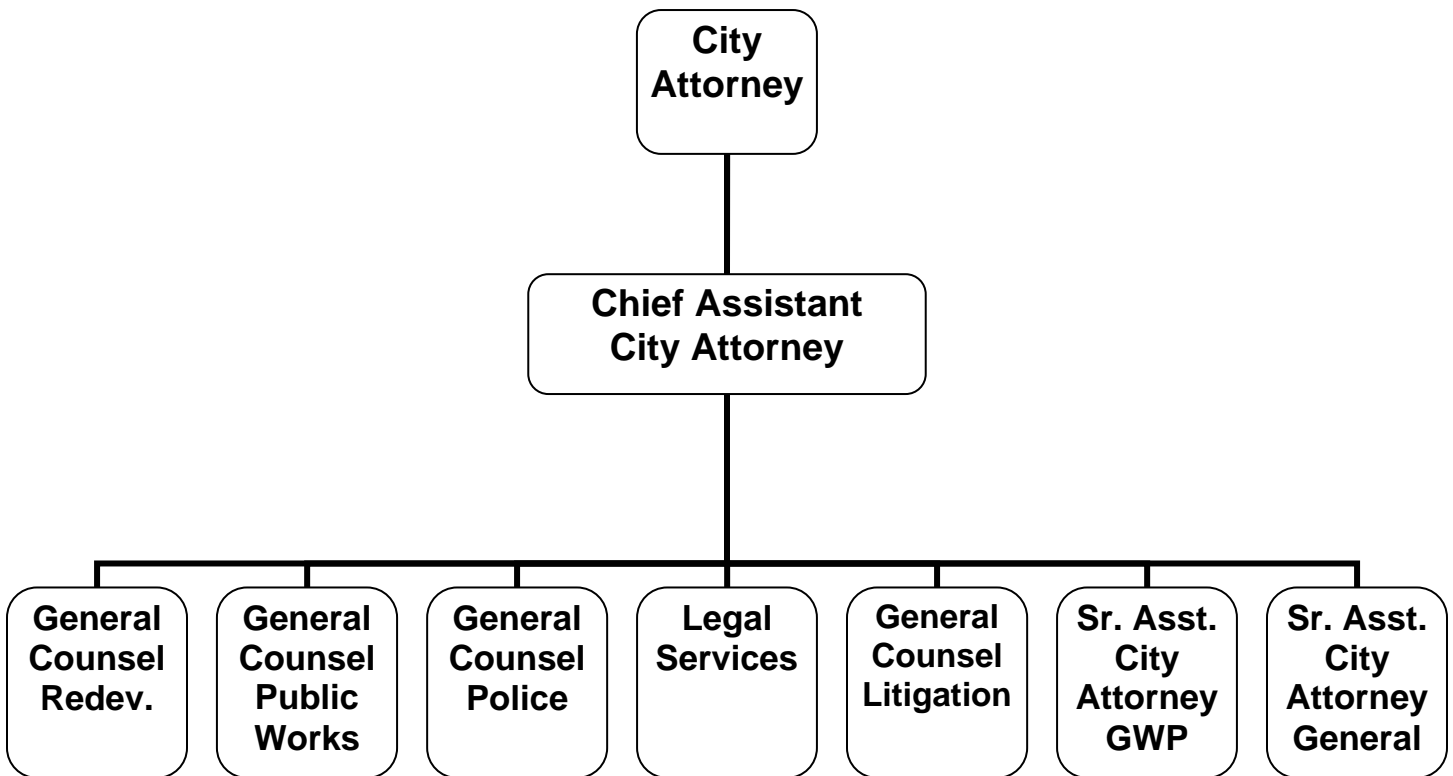
Adopted BUDGET

City of Glendale, CA

2011 - 2012



CITY ATTORNEY



CITY OF GLENDALE

CITY ATTORNEY

MISSION STATEMENT

To provide professional, quality legal services in a cost effective manner which ultimately protect the interests of the City of Glendale, its departments, the City Council, and the citizens of the community.

DEPARTMENT DESCRIPTION

The City Attorney's Office provides a full-range of dedicated, in-house legal services intended to ensure the legality of legislation, contracts, and programs, as well as ethically and competently defending legal actions filed against the City and its employees.

The City Attorney's Office consists of three primary sections: Litigation, Transactional, and Code Enforcement.

Litigation: Defends the City in legal actions and/or claims brought against the City, initiates lawsuits, and asserts necessary actions related to eminent domain proceedings.

Transactional: Prepares and approves all City ordinances, resolutions, motions, and contracts; renders legal opinions; and serves in an advisory capacity while representing the City in civil actions involving land use, housing, business disputes, and environmental issues.

Code Enforcement: Pursues justice through fair and ethical prosecutions arising out of violations of State and City law and secures compliance with a wide range of codes.

RELATIONSHIP TO STRATEGIC GOALS

Informed & Engaged Community

The City Attorney's Office handles complex and sophisticated matters in an efficient, responsive, and technological manner. This office works closely with City Departments to ensure all public meetings are held in compliance with the Brown Act. The City Attorney's Office also provides high quality legal advice as well as trainings regarding the Brown Act, Conflicts of Interest, CEQA, Public Records Act, Ethics, and the like to City Council, Boards and Commissions, and City Departments. Lastly, the City Attorney's Office effectively handles litigation matters pertaining to CEQA/land use.

Safe Community

The Code Enforcement Section works closely with Neighborhood Services and Police to ensure the City of Glendale is safe and secure. Overall, the City Attorney's Office has provided excellent transactional, civil, and criminal representation on behalf of the City of Glendale.

**CITY OF GLENDALE
SUMMARY OF APPROPRIATIONS
CITY ATTORNEY DEPARTMENT**

	Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
<u>General Fund</u>				
Internal Service (101-151)	1,236,305	3,132,764	3,132,764	3,315,981
Defending & Filing (101-152)	362,390	411,124	411,124	382,579
Code Enforcement (101-153)	18,209	21,459	21,459	21,596
Total General Fund	\$ 1,616,905	\$ 3,565,347	\$ 3,565,347	\$ 3,720,156
Department Grand Total	\$ 1,616,905	\$ 3,565,347	\$ 3,565,347	\$ 3,720,156

**CITY OF GLENDALE
CITY ATTORNEY DEPARTMENT
INTERNAL SERVICE
101-151**

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	933,028	2,264,219	2,264,219	2,270,514
41200	Overtime	31	515	515	515
41300	Hourly wages	208	824	824	824
41600-42600	Benefits	106,713	375,787	375,787	469,959
42700	PERS retirement	102,809	264,096	264,096	355,691
	Total Salaries & Benefits	1,142,787	2,905,441	2,905,441	3,097,503
MAINTENANCE & OPERATION					
42800	Auto allowance	10,268	11,160	11,160	11,160
44100	Repairs to equipment	-	303	303	303
44120	Repairs to office equip	1,466	3,318	3,318	3,318
44300	Telephone	3,819	1,986	1,986	-
44352	ISD service charge	-	82,263	82,263	87,038
44450	Postage	3,597	3,274	3,274	3,274
44550	Travel	983	4,274	4,274	4,274
44650	Training	11,903	20,995	20,995	20,995
44700	Computer software	153	985	985	-
44750	Liability	23,208	49,842	49,842	39,757
44751	Insurance/surety bond premium	-	1,507	1,507	1,743
44800	Membership and dues	5,510	5,636	5,636	5,636
45050	Periodicals & newspapers	-	660	660	660
45100	Books	13,687	22,901	22,901	22,901
45150	Furniture & equipment	3,474	1,359	1,359	1,359
45250	Office supplies	15,338	15,080	15,080	14,280
45350	General supplies	11	-	-	-
45450	Printing and graphics	-	600	600	600
46900	Business meetings	53	250	250	250
47000	Miscellaneous	48	930	930	930
	Total Maintenance & Operation	93,517	227,323	227,323	218,478
TOTAL		\$ 1,236,305	\$ 3,132,764	\$ 3,132,764	\$ 3,315,981

**CITY OF GLENDALE
CITY ATTORNEY DEPARTMENT
DEFENDING & FILING
101-152**

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	283,046	317,658	317,658	265,263
41300	Hourly wages	-	733	733	733
41600-42600	Benefits	29,529	31,445	31,445	48,962
42700	PERS retirement	31,188	34,887	34,887	41,655
	Total Salaries & Benefits	343,763	384,723	384,723	356,613
MAINTENANCE & OPERATION					
42800	Auto allowance	2,521	1,187	1,187	1,721
43080	Rent	-	295	295	-
44100	Repairs to equipment	-	202	202	497
44120	Repairs to office equip	-	616	616	616
44300	Telephone	2,836	1,765	1,765	-
44352	ISD service charge	-	826	826	4,079
44450	Postage	-	1,000	1,000	1,000
44550	Travel	-	2,500	2,500	2,500
44650	Training	210	1,450	1,450	1,450
44700	Computer software	2,125	903	903	-
44750	Liability	6,897	6,576	6,576	4,655
44751	Insurance/surety bond premium	-	430	430	497
44800	Membership and dues	-	2,521	2,521	2,521
45050	Periodicals & newspapers	-	440	440	740
45100	Books	1,442	2,100	2,100	2,100
45150	Furniture & equipment	1,030	1,030	1,030	1,030
45250	Office supplies	1,553	2,060	2,060	2,060
45350	General supplies	14	-	-	-
47000	Miscellaneous	-	500	500	500
	Total Maintenance & Operation	18,627	26,401	26,401	25,966
TOTAL		\$ 362,390	\$ 411,124	\$ 411,124	\$ 382,579

**CITY OF GLENDALE
CITY ATTORNEY DEPARTMENT
CODE ENFORCEMENT
101-153**

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	11,293	11,287	11,287	12,414
41600-42600	Benefits	1,208	1,421	1,421	1,909
42700	PERS retirement	1,244	1,317	1,317	1,944
	Total Salaries & Benefits	13,745	14,025	14,025	16,267
MAINTENANCE & OPERATION					
42800	Auto allowance	48	36	36	-
44120	Repairs to office equip	-	106	106	106
44300	Telephone	2,155	2,155	2,155	-
44352	ISD service charge	-	31	31	143
44450	Postage	-	606	606	606
44650	Training	-	273	273	273
44750	Liability	276	248	248	217
44751	Insurance/surety bond premium	-	25	25	28
44800	Membership and dues	485	1,045	1,045	1,045
45100	Books	661	1,788	1,788	1,788
45150	Furniture & equipment	186	186	186	188
45250	Office supplies	654	550	550	550
47000	Miscellaneous	-	385	385	385
	Total Maintenance & Operation	4,464	7,434	7,434	5,329
TOTAL		\$ 18,209	\$ 21,459	\$ 21,459	\$ 21,596

**CITY OF GLENDALE
CITY ATTORNEY DEPARTMENT
Personnel Classification Detail**

Classification	Actual 2009-10	Budget 2010-11	Revised Budget 2010-11	Adopted Budget 2011-12
<u>Salaried Employees</u>				
Administrative Analyst	0.50	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	2.00	4.00	4.00
Chief Assistant City Attorney	0.80	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00	1.00
Deputy City Attorney	1.00	2.16	0.16	0.16
Executive Analyst	1.00	1.00	1.00	1.00
General Counsel	-	3.00	4.00	4.00
Legal Executive Secretary	0.25	1.00	1.00	1.00
Legal Secretary	0.75	1.00	1.00	1.00
Legal Systems Associate	1.00	1.00	1.00	1.00
Office Services Secretary	1.00	1.00	1.00	1.00
Sr. Assistant City Attorney	3.00	4.00	3.00	3.00
City Attorney Total	<u>12.30</u>	<u>20.16</u>	<u>20.16</u>	<u>20.16</u>