

# City Attorney

## Mission Statement

The City Attorney's Office is committed to providing professional, quality legal services that ultimately protect the interests of the City of Glendale, its divisions, the City Council, and the citizens of the community. We provide 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.

### Changes from 2005/06 Prior Estimate (Two-year Budget) to 2005/06 Proposed Budget

- Retirement cost adjustments with new PERS rates

	Expenditures Actual 2003-04	Current Year Appropriation 2004-05	Year to Date Expenditures 12/31/04	Estimated 2004-05	Prior Estimate 2005-06	Proposed Budget 2005-06
<u>General Fund</u>						
Internal Svcs/Transactional	933,429	1,128,382	539,546	1,025,598	1,163,948	1,195,601
Litigation	349,699	429,677	173,284	361,093	451,454	462,232
Code Enforcement	83,738	165,062	41,759	88,686	173,603	177,801
<b>City Attorney Total</b>	<b>1,366,866</b>	<b>1,723,121</b>	<b>754,589</b>	<b>1,475,377</b>	<b>1,789,005</b>	<b>1,835,634</b>
	Expenditures Actual 2003-04	Current Year Appropriation 2004-05		Estimated 2004-05	Prior Estimate 2005-06	Proposed Budget 2005-06
Total Salaried Positions	11.50	12.50		12.50	12.50	12.50

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Account Summary	Actual Expenditures 2003-04	Current Year Appropriation 2004-05	Year to Date Expenditure 12/31/04	Estimated Expenditures 2004-05	Prior Estimate 2005-06	Proposed Budget 2005-06
<u>Financial</u>						
Salaries & Benefits	883,076	1,059,314	478,265	956,530	1,092,145	1,123,798
Maintenance & Operation	50,353	84,568	61,281	84,568	84,803	84,803
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	(15,500)	-	(15,500)	(13,000)	(13,000)
Total	\$ 933,429	\$ 1,128,382	\$ 539,546	\$ 1,025,598	\$ 1,163,948	\$ 1,195,601

Personnel Classification Detail

	Budget <u>2003-2004</u>	Estimated <u>2004-2005</u>	Prior Bgt. <u>2005-2006</u>	Budget <u>2005-2006</u>
Administrative Analyst	0.50	0.50	0.50	0.50
Assistant City Attorney	2.00	2.00	2.00	2.00
Chief Assistant City Attorney	1.00	1.80	1.80	1.80
City Attorney	1.00	1.00	1.00	1.00
Legal Executive Secretary	0.50	0.50	0.50	0.50
Legal Secretary	0.25	0.25	0.25	0.25
Legal Services Supervisor	1.00	1.00	1.00	1.00
Legal Systems Associate	1.00	1.00	1.00	1.00
Office Services Specialist II	0.00	0.00	0.00	0.00
Senior Assistant City Attorney	0.00	0.15	0.15	0.15
TOTAL	<u>7.25</u>	<u>8.20</u>	<u>8.20</u>	<u>8.20</u>

	Actual Expenditures 2003-04	Current Year Appropriation 2004-05	Year to Date Expenditure 12/31/04	Estimated Expenditures 2004-05	Prior Estimate 2005-06	Proposed Budget 2005-06
Salaries & Benefits						
41100 Salaries	783,785	991,057	415,647	831,295	991,057	991,057
41300 Hourly Wages	427	754	3,240	6,479	776	776
41600 Compensated Absences	14,892	9,069	13,564	27,128	9,096	9,096
41700 Other Benefits	1,700	1,390	2,784	5,568	1,431	1,431
41800 Life Insurance	2,196	1,527	1,188	2,375	1,572	1,572
41900 Disability Insurance	6,027	4,553	3,097	6,194	4,989	4,989
42000 Vision Insurance	1,483	1,171	818	1,636	1,206	1,206
42100 Medical Insurance	48,663	36,835	25,696	51,392	37,940	37,940
42200 Dental Insurance	5,446	4,046	2,496	4,993	4,167	4,167
42300 Unemployment Insurance	2,837	604	419	838	622	622
42400 Compensation Insurance	11,063	2,920	6,912	13,823	3,007	3,007
42500 Medicare	4,553	5,388	2,364	4,728	5,549	5,549
42600 Social Security	4	-	40	81	10	10
42700 PERS Retirement	-	-	-	-	30,723	62,376
Total	<u>\$ 883,076</u>	<u>\$ 1,059,314</u>	<u>\$ 478,265</u>	<u>\$ 956,530</u>	<u>\$ 1,092,145</u>	<u>\$ 1,123,798</u>

Maintenance & Operation Detail

42800 Auto Allowance	5,017	4,035	4,300	4,035	4,035	4,035
43080 Rent	-	332	-	332	332	332
43110 Contractual Services	3,246	3,636	14,563	3,636	3,636	3,636
43150 City Services	-	-	6	-	-	-
44100 Repairs to Equipment	-	227	-	227	227	227
44120 Repairs to Office Equipment	507	1,818	196	1,818	1,818	1,818
44300 Telephone	1,942	3,409	766	3,409	3,409	3,409
44450 Postage	2,163	2,274	1,291	2,274	2,274	2,274
44550 Travel	9	3,862	717	3,862	3,862	3,862
44650 Training	2,576	3,378	1,095	3,378	3,378	3,378
44700 Computer Software	699	739	699	739	739	739
44750 Insurance & Surety Bonds	12,051	32,268	16,121	32,268	32,268	32,268
44800 Membership and Dues	5,845	4,636	8,558	4,636	4,636	4,636

	Actual Expenditures 2003-04	Current Year Appropriation 2004-05	Year to Date Expenditure 12/31/04	Estimated Expenditures 2004-05	Prior Estimate 2005-06	Proposed Budget 2005-06
45050 Periodicals & Newspapers	512	495	-	495	495	495
45100 Books	8,684	11,363	5,672	11,363	11,363	11,363
45150 Furniture & Equipment	2,714	1,159	99	1,159	1,159	1,159
45250 Office Supplies	3,094	7,376	2,391	7,376	7,611	7,611
46900 Business Meetings	298	-	59	-	-	-
47000 Miscellaneous	997	3,561	4,748	3,561	3,561	3,561
Total	<u>\$ 50,353</u>	<u>\$ 84,568</u>	<u>\$ 61,281</u>	<u>\$ 84,568</u>	<u>\$ 84,803</u>	<u>\$ 84,803</u>

Account Summary	Actual Expenditures 2003-04	Current Year Appropriation 2004-05	Year to Date Expenditure 12/31/04	Estimated Expenditures 2004-05	Prior Estimate 2005-06	Proposed Budget 2005-06
<u>Financial</u>						
Salaries & Benefits	318,913	387,481	159,449	318,897	409,258	420,036
Maintenance & Operation	30,786	42,196	13,835	42,196	42,196	42,196
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	\$ 349,699	\$ 429,677	\$ 173,284	\$ 361,093	\$ 451,454	\$ 462,232

Personnel Classification Detail

	Budget 2003-2004	Estimated 2004-2005	Prior Bgt. 2005-2006	Budget 2005-2006
Administrative Analyst	0.00	0.00	0.00	0.00
Assistant City Attorney	0.75	0.75	0.75	0.75
Chief Assistant City Attorney	0.00	0.20	0.20	0.20
City Attorney	0.00	0.00	0.00	0.00
Legal Executive Secretary	0.00	0.00	0.00	0.00
Legal Secretary	2.00	2.00	2.00	2.00
Legal Services Supervisor	0.00	0.00	0.00	0.00
Legal Systems Associate	0.00	0.00	0.00	0.00
Office Services Specialist II	0.00	0.00	0.00	0.00
Senior Assistant City Attorney	0.67	0.80	0.80	0.80
TOTAL	<u>3.42</u>	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>

	Actual Expenditures 2003-04	Current Year Appropriation 2004-05	Year to Date Expenditure 12/31/04	Estimated Expenditures 2004-05	Prior Estimate 2005-06	Proposed Budget 2005-06
Salaries & Benefits						
41100 Salaries	276,809	326,810	137,759	275,517	336,614	336,614
41300 Hourly Wages	386	671	1,538	3,076	691	691
41600 Compensated Absences	5,260	8,060	5,160	10,320	8,060	8,060
41700 Other Benefits	355	1,200	251	503	1,200	1,200
41800 Life Insurance	1,128	1,394	365	730	1,435	1,435
41900 Disability Insurance	3,182	4,047	1,023	2,047	4,168	4,168
42000 Vision Insurance	679	1,040	231	461	1,071	1,071
42100 Medical Insurance	21,397	32,742	8,891	17,781	33,724	33,724
42200 Dental Insurance	3,181	3,596	1,306	2,612	3,703	3,703
42300 Unemployment Insurance	782	537	139	279	553	553
42400 Compensation Insurance	1,616	2,595	766	1,532	2,672	2,672
42500 Medicare	4,138	4,789	2,020	4,040	4,932	4,932
42700 PERS Retirement	-	-	-	-	10,435	21,213
Total	<u>\$ 318,913</u>	<u>\$ 387,481</u>	<u>\$ 159,449</u>	<u>\$ 318,897</u>	<u>\$ 409,258</u>	<u>\$ 420,036</u>

## Maintenance &amp; Operation Detail

42800 Auto Allowance	313	3,587	279	3,587	3,587	3,587
43080 Rent	-	295	-	295	295	295
43110 Contractual Services	3,464	3,232	24	3,232	3,232	3,232
44100 Repairs to Equipment	-	202	-	202	202	202
44120 Repairs to Office Equipment	253	1,616	-	1,616	1,616	1,616
44300 Telephone	1,963	3,030	790	3,030	3,030	3,030
44450 Postage	249	1,616	37	1,616	1,616	1,616
44550 Travel	807	-	-	-	-	-
44650 Training	567	1,000	-	1,000	1,000	1,000
44700 Computer Software	650	903	-	903	903	903
44750 Insurance & Surety Bonds	4,552	4,899	2,368	4,899	4,899	4,899
44800 Membership and Dues	1,780	3,021	1,840	3,021	3,021	3,021
45050 Periodicals & Newspapers	735	440	495	440	440	440
45100 Books	12,618	12,100	4,421	12,100	12,100	12,100



	Actual Expenditures 2003-04	Current Year Appropriation 2004-05	Year to Date Expenditure 12/31/04	Estimated Expenditures 2004-05	Prior Estimate 2005-06	Proposed Budget 2005-06
45150 Furniture & Equipment	-	1,030	-	1,030	1,030	1,030
45250 Office Supplies	2,835	2,060	1,655	2,060	2,060	2,060
47000 Miscellaneous	-	3,165	1,925	3,165	3,165	3,165
Total	<u>\$ 30,786</u>	<u>\$ 42,196</u>	<u>\$ 13,835</u>	<u>\$ 42,196</u>	<u>\$ 42,196</u>	<u>\$ 42,196</u>

Account Summary	<u>Actual Expenditures 2003-04</u>	<u>Current Year Appropriation 2004-05</u>	<u>Year to Date Expenditure 12/31/04</u>	<u>Estimated Expenditures 2004-05</u>	<u>Prior Estimate 2005-06</u>	<u>Proposed Budget 2005-06</u>
<u>Financial</u>						
Salaries & Benefits	67,570	150,078	36,851	73,702	158,619	162,817
Maintenance & Operation	16,168	14,984	4,908	14,984	14,984	14,984
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ 83,738</u>	<u>\$ 165,062</u>	<u>\$ 41,759</u>	<u>\$ 88,686</u>	<u>\$ 173,603</u>	<u>\$ 177,801</u>

## Personnel Classification Detail

	Budget <u>2003-2004</u>	Estimated <u>2004-2005</u>	Prior Bgt. <u>2005-2006</u>	Budget <u>2005-2006</u>
Administrative Analyst	0.00	0.00	0.00	0.00
Assistant City Attorney	0.25	0.25	0.25	0.25
Chief Assistant City Attorney	0.00	0.00	0.00	0.00
City Attorney	0.00	0.00	0.00	0.00
Legal Executive Secretary	0.00	0.00	0.00	0.00
Legal Secretary	0.25	0.25	0.25	0.25
Legal Services Supervisor	0.00	0.00	0.00	0.00
Legal Systems Associate	0.00	0.00	0.00	0.00
Office Services Specialist II	0.00	0.00	0.00	0.00
Senior Assistant City Attorney	0.33	0.05	0.05	0.05
TOTAL	<u>0.83</u>	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>

	Actual Expenditures 2003-04	Current Year Appropriation 2004-05	Year to Date Expenditure 12/31/04	Estimated Expenditures 2004-05	Prior Estimate 2005-06	Proposed Budget 2005-06
<b>Salaries &amp; Benefits</b>						
41100 Salaries	59,879	127,326	31,764	63,529	131,145	131,145
41300 Hourly Wages	129	251	512	1,025	251	251
41600 Compensated Absences	1,138	3,023	1,014	2,028	3,113	3,113
41700 Other Benefits	-	450	1	1	450	450
41800 Life Insurance	152	523	79	157	538	538
41900 Disability Insurance	434	1,518	224	448	1,563	1,563
42000 Vision Insurance	91	390	45	91	401	401
42100 Medical Insurance	3,938	12,278	2,279	4,559	12,646	12,646
42200 Dental Insurance	484	1,349	250	500	1,389	1,389
42300 Unemployment Insurance	166	201	32	64	207	207
42400 Compensation Insurance	399	973	177	355	1,002	1,002
42500 Medicare	760	1,796	466	931	1,849	1,849
42600 Social Security/PARS	2	-	7	13	-	-
42700 PERS Retirement	-	-	-	-	4,065	8,263
Total	<u>\$ 67,570</u>	<u>\$ 150,078</u>	<u>\$ 36,851</u>	<u>\$ 73,702</u>	<u>\$ 158,619</u>	<u>\$ 162,817</u>

**Maintenance & Operation Detail**

42800 Auto Allowance	-	1,345	-	1,345	1,345	1,345
43080 Rent	-	111	-	111	111	111
43110 Contractual Services	(187)	1,212	494	1,212	1,212	1,212
44100 Repairs to Equipment	-	76	-	76	76	76
44120 Repairs to Office Equipment	98	606	98	606	606	606
44300 Telephone	1,563	1,136	659	1,136	1,136	1,136
44450 Postage	222	606	-	606	606	606
44550 Travel	-	-	-	-	-	-
44650 Training	295	773	-	773	773	773
44700 Computer Software	114	246	1,515	246	246	246
44750 Insurance & Surety Bonds	1,220	1,029	549	1,029	1,029	1,029
44800 Membership and Dues	1,490	1,545	540	1,545	1,545	1,545
45050 Periodicals & Newspapers	227	165	-	165	165	165

	Actual Expenditures 2003-04	Current Year Appropriation 2004-05	Year to Date Expenditure 12/31/04	Estimated Expenditures 2004-05	Prior Estimate 2005-06	Proposed Budget 2005-06
45100 Books	7,480	3,788	357	3,788	3,788	3,788
45150 Furniture & Equipment	-	386	-	386	386	386
45250 Office Supplies	3,647	773	690	773	773	773
47000 Miscellaneous	-	1,187	7	1,187	1,187	1,187
Total	<u>\$ 16,168</u>	<u>\$ 14,984</u>	<u>\$ 4,908</u>	<u>\$ 14,984</u>	<u>\$ 14,984</u>	<u>\$ 14,984</u>