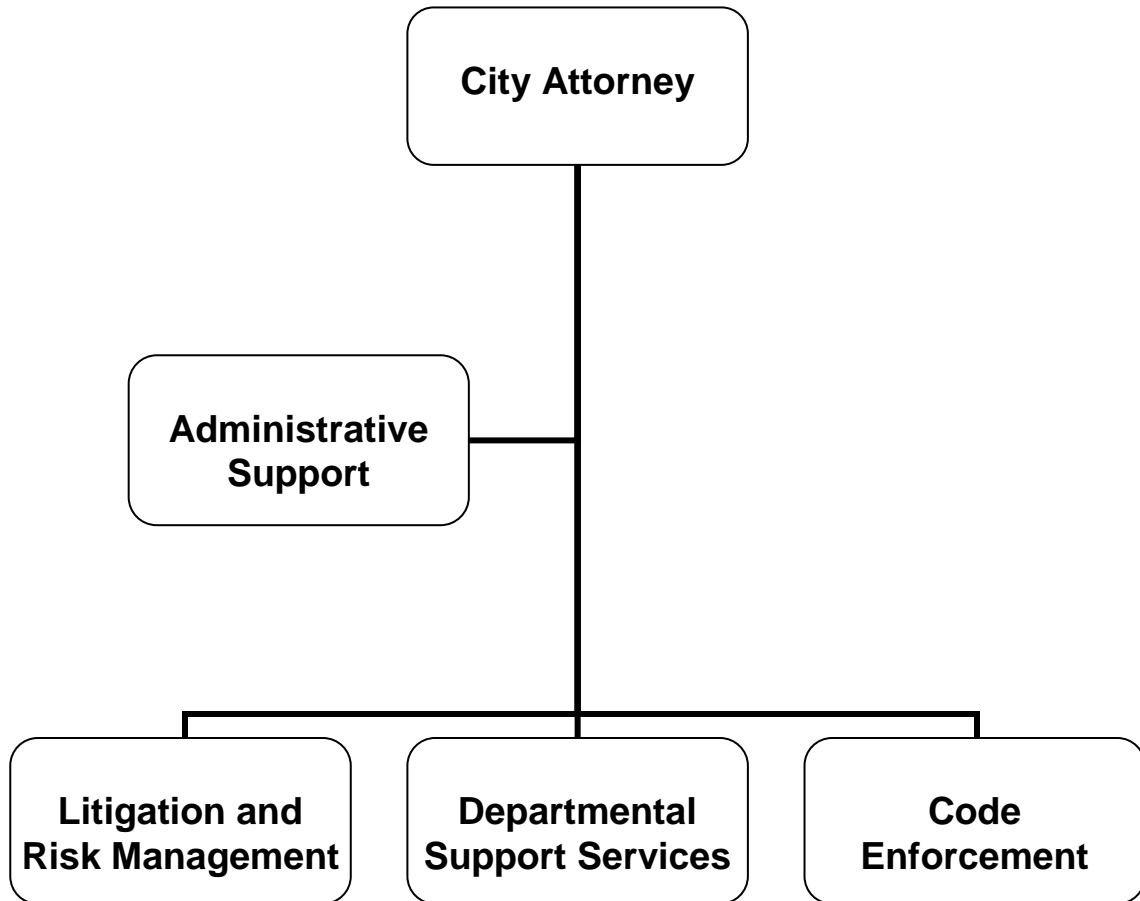




ADOPTED
BUDGET
2012-2013

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 and Risk Management, Departmental Support Services, and Code Enforcement.

Litigation & Risk Management: Defends the City in legal actions and/or claims brought against the City, initiates lawsuits, and asserts necessary actions related to eminent domain proceedings; handles the City's risk management function, including risk mitigation and insurance procurement and management.

Departmental Support Services: Prepares and approves all City ordinances, resolutions, motions, and contracts; renders legal opinions; serves in an advisory capacity to City departments.

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. The City Attorney's 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.

Exceptional Customer Service

As a new goal for FY 2012-13, the City Attorney is committed to providing its residents with extraordinary customer services centered on the principles of speed, quality, and customer satisfaction through the delivery of flawless and seamless services to every customer served.

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

	Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
<u>General Fund</u>				
Internal Service (101-151)	2,977,855	3,315,981	3,315,981	2,613,602
Defending & Filing (101-152)	301,079	382,579	382,579	811,412
Code Enforcement (101-153)	17,376	21,596	21,596	22,439
Total General Fund	\$ 3,296,309	\$ 3,720,156	\$ 3,720,156	\$ 3,447,453
Department Grand Total	\$ 3,296,309	\$ 3,720,156	\$ 3,720,156	\$ 3,447,453

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

		Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
SALARIES & BENEFITS					
41100	Salaries	2,247,383	2,270,514	2,270,514	1,696,740
41200	Overtime	228	515	515	-
41300	Hourly wages	-	824	824	39,081
41600-42601	Benefits	309,000	469,959	469,959	381,611
42700-42702	PERS retirement	221,517	355,691	355,691	220,590
	Total Salaries & Benefits	\$ 2,778,127	\$ 3,097,503	\$ 3,097,503	\$ 2,338,022
MAINTENANCE & OPERATION					
42800	Auto allowance	11,850	11,160	11,160	5,880
43110	Contractual services	1,261	-	-	-
44100	Repairs to equipment	-	303	303	303
44120	Repairs to office equip	253	3,318	3,318	3,318
44300	Telephone	3,052	-	-	-
44352	ISD service charge	82,263	87,038	87,038	100,271
44450	Postage	2,592	3,274	3,274	3,274
44550	Travel	2,181	4,274	4,274	6,900
44650	Training	12,652	20,995	20,995	28,495
44700	Computer software	1,052	-	-	-
44750	Liability	49,448	39,757	39,757	59,242
44751	Insurance/surety bond premium	1,507	1,743	1,743	10,092
44800	Membership and dues	5,245	5,636	5,636	10,826
45050	Periodicals & newspapers	859	660	660	660
45100	Books	15,300	22,901	22,901	28,900
45150	Furniture & equipment	583	1,359	1,359	1,359
45250	Office supplies	9,012	14,280	14,280	14,280
45450	Printing and graphics	-	600	600	600
46900	Business meetings	434	250	250	250
47000	Miscellaneous	186	930	930	930
	Total Maintenance & Operation	\$ 199,727	\$ 218,478	\$ 218,478	\$ 275,580
TOTAL		\$ 2,977,855	\$ 3,315,981	\$ 3,315,981	\$ 2,613,602

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

		Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
SALARIES & BENEFITS					
41100	Salaries	237,255	265,263	265,263	575,723
41200	Overtime	409	-	-	-
41300	Hourly wages	-	733	733	-
41600-42601	Benefits	25,288	48,962	48,962	122,908
42700-42702	PERS retirement	24,910	41,655	41,655	75,485
	Total Salaries & Benefits	\$ 287,863	\$ 356,613	\$ 356,613	\$ 774,116
MAINTENANCE & OPERATION					
42800	Auto allowance	1,566	1,721	1,721	-
44100	Repairs to equipment	-	497	497	497
44120	Repairs to office equip	-	616	616	616
44300	Telephone	2,409	-	-	-
44352	ISD service charge	826	4,079	4,079	2,701
44450	Postage	-	1,000	1,000	-
44550	Travel	-	2,500	2,500	2,500
44650	Training	380	1,450	1,450	-
44750	Liability	5,229	4,655	4,655	19,862
44751	Insurance/surety bond premium	430	497	497	1,169
44800	Membership and dues	250	2,521	2,521	2,521
45050	Periodicals & newspapers	589	740	740	740
45100	Books	1,476	2,100	2,100	2,100
45150	Furniture & equipment	-	1,030	1,030	1,030
45250	Office supplies	-	2,060	2,060	3,060
47000	Miscellaneous	61	500	500	500
	Total Maintenance & Operation	\$ 13,216	\$ 25,966	\$ 25,966	\$ 37,296
TOTAL		\$ 301,079	\$ 382,579	\$ 382,579	\$ 811,412

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

		Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
SALARIES & BENEFITS					
41100	Salaries	11,766	12,414	12,414	13,096
41600-42601	Benefits	1,254	1,909	1,909	2,151
42700-42702	PERS retirement	1,254	1,944	1,944	1,667
	Total Salaries & Benefits	\$ 14,274	\$ 16,267	\$ 16,267	\$ 16,914
MAINTENANCE & OPERATION					
42800	Auto allowance	83	-	-	-
44120	Repairs to office equip	-	106	106	106
44300	Telephone	2,155	-	-	-
44352	ISD service charge	31	143	143	73
44450	Postage	-	606	606	-
44650	Training	139	273	273	879
44750	Liability	259	217	217	452
44751	Insurance/surety bond premium	25	28	28	59
44800	Membership and dues	410	1,045	1,045	1,045
45100	Books	-	1,788	1,788	1,788
45150	Furniture & equipment	-	188	188	188
45250	Office supplies	-	550	550	550
47000	Miscellaneous	-	385	385	385
	Total Maintenance & Operation	\$ 3,102	\$ 5,329	\$ 5,329	\$ 5,525
TOTAL		\$ 17,376	\$ 21,596	\$ 21,596	\$ 22,439

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

Classification	Actual 2010-11	Adopted Budget 2011-12	Revised Budget 2011-12	Adopted Budget 2012-13
<u>Salaried Employees</u>				
Administrative Analyst	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00
Assistant City Attorney	4.00	4.00	3.00	3.00
Chief Assistant City Attorney	1.00	1.00	1.00	-
City Attorney	1.00	1.00	1.00	1.00
Deputy City Attorney	0.16	0.16	1.16	1.16
Executive Analyst	1.00	1.00	1.00	1.00
General Counsel	4.00	4.00	4.00	4.00
Legal Executive Secretary	1.00	1.00	1.00	1.00
Legal Secretary	1.00	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	3.00	3.00	3.00
City Attorney Total	<u>20.16</u>	<u>20.16</u>	<u>20.16</u>	<u>18.16</u>
<u>Hourly Employees</u>				
Hourly City Worker	-	-	-	0.10
Total Hourly Employees	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.10</u>
City Attorney Total	<u>20.16</u>	<u>20.16</u>	<u>20.16</u>	<u>18.26</u>

* Indicates number of positions corresponding to the stated Full-Time Equivalence (FTE)