

CITY OF GLENDALE, CA

City Attorney

2010 – 2011

Adopted Budget

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

Trust in Government

The City Attorney's Office handles complex and sophisticated matters in an efficient, responsive, and technological manner. We also work closely with City Departments to ensure all public meetings are held in compliance with the Brown Act.

Diversity & Education, Knowledge & Literacy

The City Attorney's Office has provided 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.

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Safe Community & Sense of 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.

Community Planning & Character

The City Attorney's Office effectively handled litigation matters pertaining to CEQA/land use.

MAJOR ACCOMPLISHMENTS

- Provided a broad range of services directed towards promoting the objectives of the City while protecting the City from loss and risk.
- Provided prompt, thorough, and high quality legal advice and guidance to the City Council, boards and commissions, City departments, and employees.
- Provided training regarding the Brown Act, Conflicts of Interest, CEQA, Public Records Act, Ethics, and other subjects to City Council, various boards and commissions, and departments.
- Provided successful defense in many liability cases.
- Aggressively seek compliance with the Municipal Code and instituted code enforcement proceedings where necessary to achieve compliance.

FUTURE OUTLOOK/GOALS

- Production and distribution of an annual report delineating the activities and accomplishments of the City Attorney's Office.
- Assist in-house team formed to oversee the City, Agency, or Authority on property disposition, relocation, and real estate transactions generally.
- Further evaluate the possibility of modifying the City's code enforcement process through use of an administrative, instead of the criminal, process which could result in efficiencies.
- Examine means of achieving swifter compliance with Municipal Code to address quality of life issues of importance to the community.

**CITY OF GLENDALE
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- Increase ability to handle CEQA and Land Use litigation defense without assistance from outside counsel.
- Continue to provide a high level of service in challenging economic times.
- Assess bringing worker's compensation litigation in-house and determine if this would result in a cost-savings to the City.

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

	Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
<u>General Fund</u>				
Internal Service (101-151)	1,290,111	1,302,911	1,302,911	3,132,764
Defending & Filing (101-152)	357,729	371,025	371,025	411,124
Code Enforcement (101-153)	16,947	21,405	21,405	21,459
Total General Fund	\$ 1,664,786	\$ 1,695,341	\$ 1,695,341	\$ 3,565,347
Department Grand Total	\$ 1,664,786	\$ 1,695,341	\$ 1,695,341	\$ 3,565,347

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

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	974,653	934,603	934,603	2,264,219
41200	Overtime	203	515	515	515
41300	Hourly wages	55	824	824	824
41600-42500	Benefits	110,221	124,339	124,339	375,787
42600-42700	Retirement	108,972	123,860	123,860	264,096
	Total Salaries & Benefits	1,194,104	1,184,141	1,184,141	2,905,441
MAINTENANCE & OPERATION					
42800	Auto allowance	11,851	10,104	10,104	11,160
44100	Repairs to equipment	-	303	303	303
44120	Repairs to office equip	1,063	3,318	3,318	3,318
44300	Telephone	1,986	1,986	1,986	1,986
44352	ISD service charge	-	-	-	82,263
44450	Postage	2,332	3,274	3,274	3,274
44550	Travel	1,083	4,274	4,274	4,274
44650	Training	12,576	20,995	20,995	20,995
44700	Computer software	-	985	985	985
44750	Liability	24,627	26,115	26,115	49,842
44751	Insurance/surety bond premium	-	-	-	1,507
44800	Membership and dues	5,636	5,636	5,636	5,636
45050	Periodicals & newspapers	-	660	660	660
45100	Books	16,305	22,901	22,901	22,901
45150	Furniture & equipment	-	1,359	1,359	1,359
45250	Office supplies	18,373	15,080	15,080	15,080
45350	General supplies	63	-	-	-
45450	Printing and graphics	-	600	600	600
46900	Business meetings	-	250	250	250
47000	Miscellaneous	111	930	930	930
	Total Maintenance & Operation	96,006	118,770	118,770	227,323
TOTAL		\$ 1,290,111	\$ 1,302,911	\$ 1,302,911	\$ 3,132,764

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

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	281,160	282,997	282,997	317,658
41300	Hourly wages	-	733	733	733
41600-42500	Benefits	28,711	29,232	29,232	31,445
42600-42700	Retirement	31,436	32,598	32,598	34,887
	Total Salaries & Benefits	341,306	345,560	345,560	384,723
MAINTENANCE & OPERATION					
42800	Auto allowance	2,899	1,187	1,187	1,187
43080	Rent	-	295	295	295
44100	Repairs to equipment	-	202	202	202
44120	Repairs to office equip	-	616	616	616
44300	Telephone	1,765	1,765	1,765	1,765
44352	ISD service charge	-	-	-	826
44450	Postage	-	1,000	1,000	1,000
44550	Travel	-	2,500	2,500	2,500
44650	Training	30	1,450	1,450	1,450
44700	Computer software	-	903	903	903
44750	Liability	6,761	6,896	6,896	6,576
44751	Insurance/surety bond premium	-	-	-	430
44800	Membership and dues	879	2,521	2,521	2,521
45050	Periodicals & newspapers	1,178	440	440	440
45100	Books	639	2,100	2,100	2,100
45150	Furniture & equipment	-	1,030	1,030	1,030
45250	Office supplies	2,272	2,060	2,060	2,060
47000	Miscellaneous	-	500	500	500
	Total Maintenance & Operation	16,423	25,465	25,465	26,401
TOTAL		\$ 357,729	\$ 371,025	\$ 371,025	\$ 411,124

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

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	11,287	11,287	11,287	11,287
41600-42500	Benefits	1,185	1,412	1,412	1,421
42600-42700	Retirement	1,262	1,300	1,300	1,317
	Total Salaries & Benefits	13,734	13,999	13,999	14,025
MAINTENANCE & OPERATION					
42800	Auto allowance	70	36	36	36
44120	Repairs to office equip	-	106	106	106
44300	Telephone	662	2,155	2,155	2,155
44352	ISD service charge	-	-	-	31
44450	Postage	-	606	606	606
44650	Training	250	273	273	273
44750	Liability	495	276	276	248
44751	Insurance/surety bond premium	-	-	-	25
44800	Membership and dues	675	1,045	1,045	1,045
45100	Books	175	1,788	1,788	1,788
45150	Furniture & equipment	-	186	186	186
45250	Office supplies	886	550	550	550
47000	Miscellaneous	-	385	385	385
	Total Maintenance & Operation	3,212	7,406	7,406	7,434
TOTAL		\$ 16,947	\$ 21,405	\$ 21,405	\$ 21,459

CITY ATTORNEY
Personnel Classification Detail

Classification	Actual 2008-09	Budget 2009-10	Revised Budget 2009-10	Budget 2010-11
<u>Salaried Employees</u>				
Administrative Analyst	0.50	0.50	0.50	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	2.00
Chief Assistant City Attorney	0.80	0.80	0.80	1.00
City Attorney	1.00	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00	2.16
Executive Analyst	-	-	1.00	1.00
General Counsel	-	-	-	3.00
Legal Executive Secretary	0.25	0.25	0.25	1.00
Legal Secretary	0.75	0.75	0.75	1.00
Legal Services Supervisor	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
Senior Assistant City Attorney	3.00	3.00	3.00	4.00
City Attorney Total	<u>12.30</u>	<u>12.30</u>	<u>12.30</u>	<u>20.16</u>