

# City Attorney

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## 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.

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		Expenditures Actual 2006-07	Current Year Appropriation 2007-08	Year to Date Expenditures 12/31/07	Estimated 2007-08	Budget 2008-09
<b>General Fund</b>						
D	Internal Svcs/Transactional {101-151}	1,339,547	1,465,287	674,890	1,469,513	1,486,796
.	Litigation {101-152}	381,737	496,988	176,155	396,838	373,799
1	Code Enforcement {101-153}	27,048	35,476	9,065	35,476	29,657
	<b>City Attorney Grand Total</b>	<b>\$ 1,748,331</b>	<b>\$ 1,997,751</b>	<b>\$ 860,110</b>	<b>\$ 1,901,827</b>	<b>\$ 1,890,252</b>
		Actual 2006-07	Current Year 2007-08		Estimated 2007-08	Budget 2008-09
	Total Salaried Positions	12.50	11.80		11.80	10.80

# City Attorney

2007-08 Accomplishments	Corresponding Citywide Strategic Goals
Provided a broad range of services directed towards promoting the objectives of the city while protecting the City from loss and risk.	Safe Community / Diversity
Provided excellent transactional, civil and criminal representation in a cost effective manner.	Education / Knowledge & Literacy / Economic Vitality / Environmental & Conservation / Community Services & Facilities / Safe Community
Provided prompt, thorough, and high quality legal advice and guidance to the City Council, boards and commissions, departments, and employees.	Diversity / Education / Knowledge & Literacy
Provided training regarding the Brown Act, Conflicts of Interest, CEQA, Public Records Act, Ethics, and other subjects to City Council, various boards and commissions, & departments.	Education / Knowledge & Literacy
Updated the City Attorney's website providing more useful information for City staff as well as the general public.	Education / Knowledge & Literacy / Economic Vitality / Trust in Government
Provided successful defense of police liability cases.	Safe Community / Sense of Community / Trust in Government

2008-09 Goals	Corresponding Citywide Strategic Goals
Assess bringing workers' compensation litigation in-house and determine if this would result in cost-savings to the City.	Education / Knowledge & Literacy / Economic Vitality
Production and distribution of an annual report delineating the activities and accomplishments of the City Attorney's Office.	Education / Knowledge & Literacy / Trust in Government / Transparency
Expand the concept of the quarterly Public Works Newsletter to other departments.	Education / Knowledge & Literacy

# City Attorney

2008-09 Goals (continued)	Corresponding Citywide Strategic Goals
Assist in house team formed to oversee City/Agency/Authority property disposition, relocation and real estate transactions generally.	Trust in Government / Safe Community / Sense of Community / Community Planning & Character
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 streamlining efficiency.	Trust in Government / Safe Community / Sense of Community / Community Planning & Character
Increase ability to handle CEQA and Land Use litigation defense without assistance from outside counsel.	Trust in Government / Safe Community / Sense of Community / Community Planning & Character

Account Summary	<u>Actual Expenditures 2006-07</u>	<u>Current Year 2007-08</u>	<u>Year to Date Expenditure 12/31/07</u>	<u>Estimated Expenditures 2007-08</u>	<u>Budget 2008-09</u>
<u>Financial</u>					
Salaries & Benefits	1,207,756	1,340,047	621,598	1,344,273	1,372,751
Maintenance & Operation	131,791	125,240	53,292	125,240	114,045
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	<u>\$ 1,339,547</u>	<u>\$ 1,465,287</u>	<u>\$ 674,890</u>	<u>\$ 1,469,513</u>	<u>\$ 1,486,796</u>

Personnel Classification Detail

	Actual 2006-07	Budget 2007-08	Revised Budget 2007-08	Budget 2008-09
Administrative Analyst	0.50	0.00	0.00	0.00
Assistant City Attorney	2.00	0.00	0.00	0.00
Chief Assistant City Attorney	1.80	1.80	1.80	1.80
City Attorney	1.00	1.00	1.00	1.00
Deputy City Attorney	0.00	0.05	0.05	0.05
Legal Executive Secretary	0.50	0.25	0.25	0.25
Legal Secretary	0.25	0.25	0.25	0.00
Legal Services Supervisor	1.00	1.00	1.00	1.00
Legal Systems Associate	1.00	1.00	1.00	1.00
Office Services Secretary	0.00	1.00	1.00	1.00
Senior Assistant City Attorney	0.15	2.00	2.00	2.00
TOTAL	<u>8.20</u>	<u>8.35</u>	<u>8.35</u>	<u>8.10</u>

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries &amp; Benefits</u>					
41100 Salaries	980,390	1,090,644	510,994	1,090,644	1,100,484
41200 Overtime	96	515	-	515	515
41300 Hourly Wages	5,171	824	3,698	5,000	824
41600 Compensated Absences	17,387	18,784	9,203	18,784	18,729
41700 Other Benefits	4,354	2,606	822	2,606	2,606
41800 Life Insurance	2,470	3,243	1,277	3,243	2,593
41900 Disability Insurance	6,891	8,832	3,462	8,832	6,918
42000 Vision Insurance	1,789	1,913	1,003	1,913	2,236
42100 Medical Insurance	57,293	64,628	29,046	64,628	82,035
42200 Dental Insurance	4,247	5,393	2,043	5,393	5,106
42300 Unemployment Insurance	1,026	1,083	515	1,083	1,102
42400 Compensation Insurance	16,933	6,546	2,831	6,546	13,506
42500 Medicare	6,456	15,691	3,371	15,691	7,390
42600 Social Security/PARS	62	11	-	61	11
42700 PERS Retirement	103,191	119,334	53,334	119,334	128,696
Total	<u>\$ 1,207,756</u>	<u>\$ 1,340,047</u>	<u>\$ 621,598</u>	<u>\$ 1,344,273</u>	<u>\$ 1,372,751</u>

Maintenance & Operation Detail

42800 Auto Allowance	14,715	11,000	8,235	11,000	11,000
43080 Rent	-	332	-	332	332
43110 Contractual Services	40	3,636	-	3,636	-
43150 City Services	639	600	5	600	600
44100 Repairs to Equipment	-	303	-	303	303
44120 Repairs to Office Equipment	272	3,318	585	3,318	3,318
44300 Telephone	5,239	1,986	2,506	1,986	1,986
44450 Postage	2,921	3,274	830	3,274	3,274
44550 Travel	7,761	2,974	-	2,974	1,774
44650 Training	10,704	19,451	1,927	19,451	17,745
44700 Computer Software	893	985	-	985	985
44750 Insurance & Surety Bonds	36,818	36,000	21,526	36,000	24,627

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
44800 Membership & Dues	5,695	5,636	6,133	5,636	5,636
45050 Periodicals & Newspapers	160	660	589	660	660
45100 Books	15,555	22,901	4,421	22,901	22,901
45150 Furniture & Equipment	18,220	1,359	68	1,359	1,359
45250 Office Supplies	11,329	8,234	6,406	8,234	15,080
45450 Printing & Graphics	435	-	-	-	-
46900 Business Meetings	294	250	62	250	250
47000 Miscellaneous	102	2,341	-	2,341	2,215
Total	<u>\$ 131,791</u>	<u>\$ 125,240</u>	<u>\$ 53,292</u>	<u>\$ 125,240</u>	<u>\$ 114,045</u>

Account Summary	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Financial</u>					
Salaries & Benefits	361,531	473,072	166,433	372,922	351,594
Maintenance & Operation	20,205	23,916	9,722	23,916	22,205
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	<u>\$ 381,737</u>	<u>\$ 496,988</u>	<u>\$ 176,155</u>	<u>\$ 396,838</u>	<u>\$ 373,799</u>

## Personnel Classification Detail

	Actual 2006-07	Budget 2007-08	Revised Budget 2007-08	Budget 2008-09
Assistant City Attorney	0.75	1.00	1.00	1.00
Chief Assistant City Attorney	0.20	0.00	0.00	0.00
Deputy City Attorney	0.00	0.85	0.85	0.85
Legal Executive Secretary	0.00	0.00	0.00	0.00
Legal Secretary	2.00	1.25	1.25	0.75
Senior Assistant City Attorney	0.80	0.00	0.00	0.00
TOTAL	<u>3.75</u>	<u>3.10</u>	<u>3.10</u>	<u>2.60</u>

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries &amp; Benefits</u>					
41100 Salaries	299,644	388,152	138,853	300,000	285,069
41300 Hourly Wages	1,787	733	-	733	733
41600 Compensated Absences	5,302	6,599	2,498	5,000	4,659
41700 Other Benefits	775	1,000	414	1,000	1,000
41800 Life Insurance	707	901	332	660	636
41900 Disability Insurance	2,012	2,812	941	2,812	1,590
42000 Vision Insurance	566	672	361	672	718
42100 Medical Insurance	11,388	19,615	5,114	19,615	16,834
42200 Dental Insurance	1,435	2,493	612	1,220	1,225
42300 Unemployment Insurance	314	379	139	300	274
42400 Compensation Insurance	1,726	2,292	764	1,500	2,854
42500 Medicare	4,374	5,494	2,011	4,400	3,974
42600 Social Security/PARS	23	10	-	10	10
42700 PERS Retirement	31,478	41,920	14,393	35,000	32,018
Total	<u>\$ 361,531</u>	<u>\$ 473,072</u>	<u>\$ 166,433</u>	<u>\$ 372,922</u>	<u>\$ 351,594</u>

Maintenance & Operation Detail

42800 Auto Allowance	1,261	1,187	572	1,187	1,187
43080 Rent	-	295	-	295	295
43110 Contractual Services	-	3,232	-	3,232	-
44100 Repairs to Equipment	-	202	-	202	202
44120 Repairs to Office Equipment	-	616	-	616	616
44300 Telephone	3,540	1,765	1,937	1,765	1,765
44450 Postage	156	1,000	-	1,000	1,000
44550 Travel	-	-	922	-	-
44650 Training	825	200	-	200	200
44700 Computer Software	899	903	-	903	903
44750 Insurance & Surety Bonds	5,336	5,200	2,777	5,200	6,761
44800 Membership & Dues	910	2,521	340	2,521	2,521
45050 Periodicals & Newspapers	1,267	440	-	440	440

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
45100 Books	3,465	2,100	1,142	2,100	2,100
45150 Furniture & Equipment	150	1,030	349	1,030	1,030
45250 Office Supplies	2,353	2,060	1,683	2,060	2,060
47000 Miscellaneous	42	1,165	-	1,165	1,125
Total	<u>\$ 20,205</u>	<u>\$ 23,916</u>	<u>\$ 9,722</u>	<u>\$ 23,916</u>	<u>\$ 22,205</u>

Account Summary	<u>Actual Expenditures 2006-07</u>	<u>Current Year 2007-08</u>	<u>Year to Date Expenditure 12/31/07</u>	<u>Estimated Expenditures 2007-08</u>	<u>Budget 2008-09</u>
<u>Financial</u>					
Salaries & Benefits	20,993	26,671	6,602	26,671	22,600
Maintenance & Operation	6,054	8,805	2,463	8,805	7,057
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	<u>\$ 27,048</u>	<u>\$ 35,476</u>	<u>\$ 9,065</u>	<u>\$ 35,476</u>	<u>\$ 29,657</u>

Personnel Classification Detail

	Actual 2006-07	Budget 2007-08	Revised Budget 2007-08	Budget 2008-09
Assistant City Attorney	0.25	0.00	0.00	0.00
Deputy City Attorney	0.00	0.10	0.10	0.10
Legal Secretary	0.25	0.25	0.25	0.00
Senior Assistant City Attorney	0.05	0.00	0.00	0.00
TOTAL	<u>0.55</u>	<u>0.35</u>	<u>0.35</u>	<u>0.10</u>

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09	
<u>Salaries &amp; Benefits</u>						
41100	Salaries	16,676	21,225	5,479	21,225	12,324
41300	Hourly Wages	595	267	-	267	267
41600	Compensated Absences	281	361	99	361	116
41700	Other Benefits	-	213	43	213	361
41800	Life Insurance	31	21	15	21	60
41900	Disability Insurance	105	121	39	121	5
42000	Vision Insurance	28	153	14	153	28
42100	Medical Insurance	1,059	1,450	207	1,450	8,275
42200	Dental Insurance	93	109	24	109	47
42300	Unemployment Insurance	18	21	5	21	7
42400	Compensation Insurance	97	128	30	128	211
42500	Medicare	250	307	80	307	100
42600	Social Security/PARS	8	3	-	3	-
42700	PERS Retirement	1,752	2,292	568	2,292	799
Total	<u>\$ 20,993</u>	<u>\$ 26,671</u>	<u>\$ 6,602</u>	<u>\$ 26,671</u>	<u>\$ 22,600</u>	

<u>Maintenance &amp; Operation Detail</u>						
42800	Auto Allowance	5	-	13	-	-
43080	Rent	-	111	-	111	111
43110	Contractual Services	-	1,212	-	1,212	-
43150	City Services	220	450	-	450	450
44120	Repairs to Office Equipment	108	106	-	106	106
44300	Telephone	2,879	662	1,451	662	662
44450	Postage	-	606	-	606	606
44650	Training	-	273	-	273	273
44750	Insurance & Surety Bonds	301	1,029	110	1,029	495
44800	Membership & Dues	-	1,045	550	1,045	1,045
45100	Books	1,258	1,788	-	1,788	1,788
45150	Furniture & Equipment	-	186	-	186	186
45250	Office Supplies	1,281	150	340	150	150
47000	Miscellaneous	2	1,187	-	1,187	1,185
Total	<u>\$ 6,054</u>	<u>\$ 8,805</u>	<u>\$ 2,463</u>	<u>\$ 8,805</u>	<u>\$ 7,057</u>	

