

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.

FY 2003/04 Accomplishments

- Provided prompt, thorough, and the highest quality legal advice and guidance to the City, its council, boards and commissions, departments, and employees. This is imperative as virtually every program and service offered by the City depends upon the support of the City Attorney's Office.
- Researched and pursued legal remedies to ensure the safety, welfare, and quality of life for the residents of the City primarily by prosecuting over 600 Municipal Code violations.
- Saved taxpayer monies by effectively and efficiently representing the City, its council, departments, and employees in litigation and transactional matters.
- Vigorously handled over 372 claims by minimizing the City's liability through resolution or a cost effective settlement.
- Provided training regarding the Brown Act, Conflicts of Interest, CEQA and other subjects to City Council and various boards and commissions.
- Provided a thorough and knowledgeable insurance requirements training course to City staff through Glendale University.
- Handled and completed over 550 legal services requests from various City departments.
- Successfully represented the City by obtaining defense verdicts in numerous jury/court trials, as well as positive results in several appellate cases.
- Examined and approved in excess of 200 City agreements and contracts.
- Managed outside counsel, where required, to obtain desired results.
- Assisted the City in establishing a Risk Management position to help minimize the risks and subsequent liabilities within City departments.
- Provided staffing for the Rental Housing Issues Working Committee, Charter Revision Study Committee – 2002, and the Interagency Communications Interoperability System (ICIS).
- Staff are involved in other community/legal-based organizations including state chair for the International Municipal Lawyers Association, Glendale Bar Lawyer Referral Service, and Glendale Bar Association, former Presidents Advisory Council.

FY 2004/05 Goals

- Enhance a proactive system to advise the City about legislation and court decisions that may/do have an effect on the City.
- Participate with other departments in assessing City and departmental needs, make recommendations, and refocus priorities to address such needs.
- Provide support and advice through well-reasoned legal opinions.
- Continue to effectively and efficiently represent the interests of the City in litigation, arbitrations, mediations, and other adversarial proceedings.
- Refine the efficiency of our operations by implementing the city-wide document management system whereby we can reduce the amount of paperwork required to be maintained in hard copy form.
- Become current in completing legal service requests and develop a city-wide tracking system pertaining to same.
- Continue to ensure the continued improvement of the quality of life and public safety of the residents of the City by prosecuting violators of the Municipal Code and creatively pursuing legal remedies.
- Continue to investigate, evaluate, recommend disposition, and litigate all lawsuits and claims filed against the City of Glendale.
- Work with Community Development & Housing to review the code enforcement process and procedures.
- Provide more opportunities for training.

2004/05 Budget Adopted Appropriation

	<u>Salaries and Benefits</u>	<u>Maintenance and Operation</u>	<u>Capital Outlay</u>	<u>Total</u>
<u>General Fund</u>				
Internal Svcs/Transactional	1,059,314	84,568	-	1,143,882
Litigation	387,481	42,196	-	429,677
Code Enforcement	150,078	14,984	-	165,062
Budgeted Underexpenditures				(15,500)
Total Adopted Appropriation	1,596,873	141,748	-	1,723,121
	Budget 2003-2004	Estimated 2003-2004	Budget 2004-2005	
Total Personnel	12.50	11.50	12.50	

Account Summary	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
Financial						
Salaries & Benefits	-	599,564	295,058	870,247	1,059,314	1,092,145
Maintenance & Operation	-	52,200	15,143	52,200	84,568	84,803
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	(10,000)	-	(10,000)	(15,500)	(13,000)
Total	<u>\$ -</u>	<u>\$ 641,764</u>	<u>\$ 310,201</u>	<u>\$ 912,447</u>	<u>\$ 1,128,382</u>	<u>\$ 1,163,948</u>

Personnel Classification Detail

	<u>Budget 2003-2004</u>	<u>Estimated 2003-2004</u>	<u>Budget 2004-2005</u>	<u>Budget 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	1.00	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	1.00	0.00	0.00	0.00
Senior Assistant City Attorney	0.00	0.00	0.15	0.15
TOTAL	<u>8.25</u>	<u>7.25</u>	<u>8.20</u>	<u>8.20</u>

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
Salaries & Benefits						
41100 Salaries	-	533,249	263,776	803,932	991,057	991,057
41300 Hourly Wages	-	733	25	733	754	776
41600 Compensated Absences	-	8,805	2,172	8,805	9,069	9,096
41700 Other Benefits	-	1,350	11	1,350	1,390	1,431
41800 Life Insurance	-	1,523	731	1,523	1,527	1,572
41900 Disability Insurance	-	4,421	1,446	4,421	4,553	4,989
42000 Vision Insurance	-	1,137	546	1,137	1,171	1,206
42100 Medical Insurance	-	35,763	17,919	35,763	36,835	37,940
42200 Dental Insurance	-	3,929	2,028	3,929	4,046	4,167
42300 Unemployment Insurance	-	587	271	587	604	622
42400 Compensation Insurance	-	2,835	4,480	2,835	2,920	3,007
42500 Medicare	-	5,232	1,653	5,232	5,388	5,549
42600 Social Security	-	-	-	-	-	10
42700 PERS Retirement	-	-	-	-	-	30,723
Total	\$ -	\$ 599,564	\$ 295,058	\$ 870,247	\$ 1,059,314	\$ 1,092,145

Maintenance & Operation Detail

42800 Auto Allowance	-	4,035	1,825	4,035	4,035	4,035
43080 Rent	-	332	-	332	332	332
43110 Contractual Services	-	3,636	3,250	3,636	3,636	3,636
44100 Repairs to Equipment	-	227	-	227	227	227
44120 Repairs to Office Equipment	-	1,818	447	1,818	1,818	1,818
44300 Telephone	-	3,409	702	3,409	3,409	3,409
44450 Postage	-	1,818	797	1,818	2,274	2,274
44550 Travel	-	1,738	2	1,738	3,862	3,862
44650 Training	-	2,318	181	2,318	3,378	3,378
44700 Computer Software	-	739	699	739	739	739
44750 Insurance & Surety Bonds	-	8,598	4,731	8,598	32,268	32,268
44800 Membership and Dues	-	4,636	-	4,636	4,636	4,636
45050 Periodicals & Newspapers	-	495	-	495	495	495

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
45100 Books	-	11,363	1,458	11,363	11,363	11,363
45150 Furniture & Equipment	-	1,159	-	1,159	1,159	1,159
45250 Office Supplies	-	2,318	937	2,318	7,376	7,611
46900 Business Meetings	-	-	40	-	-	-
47000 Miscellaneous	-	3,561	74	3,561	3,561	3,561
Total	\$ -	\$ 52,200	\$ 15,143	\$ 52,200	\$ 84,568	\$ 84,803

	<u>Expenditures Actual 2002-03</u>	<u>Current Year Appropriation 2003-04</u>	<u>Year to Date Expenditures 10/31/03</u>	<u>Estimated Expenditures 2003-04</u>	<u>Budget 2004-05</u>	<u>Budget 2005-06</u>
Account Summary						
Financial						
Salaries & Benefits	-	580,693	105,023	382,048	387,481	409,258
Maintenance & Operation	-	46,399	12,244	46,399	42,196	42,196
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ 627,092</u>	<u>\$ 117,267</u>	<u>\$ 428,447</u>	<u>\$ 429,677</u>	<u>\$ 451,454</u>

Personnel Classification Detail

	Budget <u>2003-2004</u>	Estimated <u>2003-2004</u>	Budget <u>2004-2005</u>	Budget <u>2005-2006</u>
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	0.00	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	0.95	0.67	0.80	0.80
TOTAL	<u>3.70</u>	<u>3.42</u>	<u>3.75</u>	<u>3.75</u>

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	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
Salaries & Benefits						
41100 Salaries	-	521,748	94,876	323,103	326,810	336,614
41300 Hourly Wages	-	652	-	652	671	691
41600 Compensated Absences	-	7,826	1,169	7,826	8,060	8,060
41700 Other Benefits	-	1,200	5	1,200	1,200	1,200
41800 Life Insurance	-	1,354	382	1,354	1,394	1,435
41900 Disability Insurance	-	3,930	756	3,930	4,047	4,168
42000 Vision Insurance	-	1,010	256	1,010	1,040	1,071
42100 Medical Insurance	-	31,789	4,774	31,789	32,742	33,724
42200 Dental Insurance	-	3,492	756	3,492	3,596	3,703
42300 Unemployment Insurance	-	522	98	522	537	553
42400 Compensation Insurance	-	2,520	538	2,520	2,595	2,672
42500 Medicare	-	4,650	1,414	4,650	4,789	4,932
42700 PERS Retirement	-	-	-	-	-	10,435
Total	\$ -	\$ 580,693	\$ 105,023	\$ 382,048	\$ 387,481	\$ 409,258

Maintenance & Operation Detail

42800 Auto Allowance	-	3,587	81	3,587	3,587	3,587
43080 Rent	-	295	-	295	295	295
43110 Contractual Services	-	3,232	2,500	3,232	3,232	3,232
44100 Repairs to Equipment	-	202	-	202	202	202
44120 Repairs to Office Equipment	-	1,616	253	1,616	1,616	1,616
44300 Telephone	-	3,030	632	3,030	3,030	3,030
44450 Postage	-	1,616	74	1,616	1,616	1,616
44550 Travel	-	1,545	-	1,545	-	-
44650 Training	-	2,060	-	2,060	1,000	1,000
44700 Computer Software	-	657	-	657	903	903
44750 Insurance & Surety Bonds	-	7,643	1,779	7,643	4,899	4,899
44800 Membership and Dues	-	4,121	-	4,121	3,021	3,021
45050 Periodicals & Newspapers	-	440	-	440	440	440
45100 Books	-	10,100	6,601	10,100	12,100	12,100

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
45150 Furniture & Equipment	-	1,030	-	1,030	1,030	1,030
45250 Office Supplies	-	2,060	324	2,060	2,060	2,060
47000 Miscellaneous	-	3,165	-	3,165	3,165	3,165
Total	\$ -	\$ 46,399	\$ 12,244	\$ 46,399	\$ 42,196	\$ 42,196

Account Summary	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
Financial						
Salaries & Benefits	-	217,762	22,856	145,724	150,078	158,619
Maintenance & Operation	-	17,400	1,004	17,400	14,984	14,984
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	\$ -	\$ 235,162	\$ 23,860	\$ 163,124	\$ 165,062	\$ 173,603

Personnel Classification Detail

	Budget 2003-2004	Estimated 2003-2004	Budget 2004-2005	Budget 2005-2006
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	0.05	0.33	0.05	0.05
TOTAL	<u>0.55</u>	<u>0.83</u>	<u>0.55</u>	<u>0.55</u>

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
Salaries & Benefits						
41100 Salaries	-	195,656	20,900	123,618	127,326	131,145
41300 Hourly Wages	-	244	-	244	251	251
41600 Compensated Absences	-	2,935	163	2,935	3,023	3,113
41700 Other Benefits	-	450	-	450	450	450
41800 Life Insurance	-	508	51	508	523	538
41900 Disability Insurance	-	1,474	100	1,474	1,518	1,563
42000 Vision Insurance	-	379	30	379	390	401
42100 Medical Insurance	-	11,921	1,126	11,921	12,278	12,646
42200 Dental Insurance	-	1,310	140	1,310	1,349	1,389
42300 Unemployment Insurance	-	196	23	196	201	207
42400 Compensation Insurance	-	945	124	945	973	1,002
42500 Medicare	-	1,744	199	1,744	1,796	1,849
42700 PERS Retirement	-	-	-	-	-	4,065
Total	\$ -	\$ 217,762	\$ 22,856	\$ 145,724	\$ 150,078	\$ 158,619

Maintenance & Operation Detail

42800 Auto Allowance	-	1,345	-	1,345	1,345	1,345
43080 Rent	-	111	-	111	111	111
43110 Contractual Services	-	1,212	(187)	1,212	1,212	1,212
44100 Repairs to Equipment	-	76	-	76	76	76
44120 Repairs to Office Equipment	-	606	-	606	606	606
44300 Telephone	-	1,136	527	1,136	1,136	1,136
44450 Postage	-	606	-	606	606	606
44550 Travel	-	579	-	579		
44650 Training	-	773	-	773	773	773
44700 Computer Software	-	246	-	246	246	246
44750 Insurance & Surety Bonds	-	2,866	497	2,866	1,029	1,029
44800 Membership and Dues	-	1,545	-	1,545	1,545	1,545
45050 Periodicals & Newspapers	-	165	-	165	165	165
45100 Books	-	3,788	160	3,788	3,788	3,788

	Expenditures Actual 2002-03	Current Year Appropriation 2003-04	Year to Date Expenditures 10/31/03	Estimated Expenditures 2003-04	Budget 2004-05	Budget 2005-06
45150 Furniture & Equipment	-	386	-	386	386	386
45250 Office Supplies	-	773	8	773	773	773
47000 Miscellaneous	-	1,187	-	1,187	1,187	1,187
Total	\$ -	\$ 17,400	\$ 1,004	\$ 17,400	\$ 14,984	\$ 14,984