

City Attorney

Mission Statement

The City Attorney's Office is committed to providing legal services which ultimately protect the interests of the City of Glendale, its divisions, the City Council, and, most importantly, the citizens of the community. We provide a full range of dedicated, in-house legal services intended to ensure the legality of actions taken in effectively performing our obligations.

FY 2002/03 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 250 claims by minimizing the City's liability through resolution or a cost effective settlement.
- Provided training regarding the Brown Act, Conflicts of Interest and other subjects to various boards, commissions and through Glendale University.
- Handled and completed over 450 legal services requests from various City departments.
- Successfully represented the City through obtaining defense verdicts in numerous jury/court trials.
- Examined and approved in excess of 200 City agreements and contracts.
- Increased the efficiency and proficiency of the litigation section by adding the position of litigation paralegal.
- Negotiated acquisition of Polygon and Oakmont properties and settlement of litigation.
- Managed outside counsel, where required, to obtain desired results.
- Researched and drafted legislation including Just Cause Eviction Ordinance and numerous proposed Charter amendments.
- Provided full-time staffing for the Civil Service Commission.
- Provided additional staffing to support the growing legal demands of Glendale Water & Power.

FY 2003/04 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.
- 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.
- Assist the City in establishing a Risk Management position to help minimize the risks and subsequent liabilities within City departments.
- Continue to investigate, evaluate, recommend disposition, and litigate all lawsuits and claims filed against the City of Glendale.

2003/04 Budget Adopted Appropriations

	<u>Salaries and Benefits</u>	<u>Maintenance and Operation</u>	<u>Capital Outlay</u>	<u>Total</u>
<u>General Fund</u>				
Internal Svcs/Transactional	599,564	52,200	-	651,764
Litigation	580,693	46,399	-	627,092
Code Enforcement	217,762	17,400	-	235,162
Budgeted Underexpenditures				(10,000)
Total Adopted Appropriation	1,398,019	115,999	-	1,504,018

	<u>Budget 2003-2004</u>
Total Personnel	12.50

Account Summary	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	599,564
Maintenance & Operation	-	-	-	-	52,200
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	(10,000)
Total	\$ -	\$ -	\$ -	\$ -	\$ 641,764

Personnel Classification Detail

	Budget 2003-2004
Administrative Analyst	0.50
Assistant City Attorney	2.00
Chief Assistant City Attorney	1.00
City Attorney	1.00
Legal Executive Secretary	0.50
Legal Secretary	0.25
Legal Services Supervisor	1.00
Legal Systems Associate	1.00
Office Services Specialist II	1.00
Senior Assistant City Attorney	0.00
TOTAL	<u>8.25</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	533,249
41200 Overtime	-	-	-	-	-
41300 Hourly Wages	-	-	-	-	733
41600 Compensated Absences	-	-	-	-	8,805
41700 Other Benefits	-	-	-	-	1,350
41800 Life Insurance	-	-	-	-	1,523
41900 Disability Insurance	-	-	-	-	4,421
42000 Vision Insurance	-	-	-	-	1,137
42100 Medical Insurance	-	-	-	-	35,763
42200 Dental Insurance	-	-	-	-	3,929
42300 Unemployment Insurance	-	-	-	-	587
42400 Compensation Insurance	-	-	-	-	2,835
42500 Medicare	-	-	-	-	5,232
Total	\$ -	\$ -	\$ -	\$ -	\$ 599,564

Maintenance & Operation Detail

42800 Auto Allowance	-	-	-	-	4,035
43080 Rent	-	-	-	-	332
43110 Contractual Services	-	-	-	-	3,636
44100 Repairs to Equipment	-	-	-	-	227
44120 Repairs to Office Equipment	-	-	-	-	1,818
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	3,409
44450 Postage	-	-	-	-	1,818
44550 Travel	-	-	-	-	1,738
44650 Training	-	-	-	-	2,318
44700 Computer Software	-	-	-	-	739
44750 Insurance & Surety Bonds	-	-	-	-	8,598
44800 Membership & Dues	-	-	-	-	4,636
45050 Periodicals & Newspapers	-	-	-	-	495
45100 Books	-	-	-	-	11,363
45150 Furniture & Equipment	-	-	-	-	1,159
45250 Office Supplies	-	-	-	-	2,318
46900 Business Meetings	-	-	-	-	-
47000 Miscellaneous	-	-	-	-	3,561
47010 Discount Earned & Lost	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 52,200

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Account Summary					
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	580,693
Maintenance & Operation	-	-	-	-	46,399
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 627,092

Personnel Classification Detail

	Budget <u>2003-2004</u>
Administrative Analyst	0.00
Assistant City Attorney	0.75
Chief Assistant City Attorney	0.00
City Attorney	0.00
Legal Executive Secretary	0.00
Legal Secretary	2.00
Legal Services Supervisor	0.00
Legal Systems Associate	0.00
Office Services Specialist II	0.00
Senior Assistant City Attorney	0.95
TOTAL	<u><u>3.70</u></u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	521,748
41200 Overtime	-	-	-	-	-
41300 Hourly Wages	-	-	-	-	652
41600 Compensated Absences	-	-	-	-	7,826
41700 Other Benefits	-	-	-	-	1,200
41800 Life Insurance	-	-	-	-	1,354
41900 Disability Insurance	-	-	-	-	3,930
42000 Vision Insurance	-	-	-	-	1,010
42100 Medical Insurance	-	-	-	-	31,789
42200 Dental Insurance	-	-	-	-	3,492
42300 Unemployment Insurance	-	-	-	-	522
42400 Compensation Insurance	-	-	-	-	2,520
42500 Medicare	-	-	-	-	4,650
Total	\$ -	\$ -	\$ -	\$ -	\$ 580,693

Maintenance & Operation Detail

42800 Auto Allowance	-	-	-	-	3,587
43080 Rent	-	-	-	-	295
43110 Contractual Services	-	-	-	-	3,232
44100 Repairs to Equipment	-	-	-	-	202
44120 Repairs to Office Equipment	-	-	-	-	1,616
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	3,030
44450 Postage	-	-	-	-	1,616
44550 Travel	-	-	-	-	1,545
44650 Training	-	-	-	-	2,060
44700 Computer Software	-	-	-	-	657
44750 Insurance & Surety Bonds	-	-	-	-	7,643
44800 Membership & Dues	-	-	-	-	4,121
45050 Periodicals & Newspapers	-	-	-	-	440
45100 Books	-	-	-	-	10,100
45150 Furniture & Equipment	-	-	-	-	1,030
45250 Office Supplies	-	-	-	-	2,060
46900 Business Meetings	-	-	-	-	-
47000 Miscellaneous	-	-	-	-	3,165
47010 Discount Earned & Lost	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 46,399

Account Summary	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	217,762
Maintenance & Operation	-	-	-	-	17,400
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 235,162

Personnel Classification Detail

	Budget 2003-2004
Administrative Analyst	0.00
Assistant City Attorney	0.25
Chief Assistant City Attorney	0.00
City Attorney	0.00
Legal Executive Secretary	0.00
Legal Secretary	0.25
Legal Services Supervisor	0.00
Legal Systems Associate	0.00
Office Services Specialist II	0.00
Senior Assistant City Attorney	0.05
TOTAL	<u>0.55</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	195,656
41200 Overtime	-	-	-	-	-
41300 Hourly Wages	-	-	-	-	244
41600 Compensated Absences	-	-	-	-	2,935
41700 Other Benefits	-	-	-	-	450
41800 Life Insurance	-	-	-	-	508
41900 Disability Insurance	-	-	-	-	1,474
42000 Vision Insurance	-	-	-	-	379
42100 Medical Insurance	-	-	-	-	11,921
42200 Dental Insurance	-	-	-	-	1,310
42300 Unemployment Insurance	-	-	-	-	196
42400 Compensation Insurance	-	-	-	-	945
42500 Medicare	-	-	-	-	1,744
Total	\$ -	\$ -	\$ -	\$ -	\$ 217,762

Maintenance & Operation Detail					
42800 Auto Allowance	-	-	-	-	1,345
43080 Rent	-	-	-	-	111
43110 Contractual Services	-	-	-	-	1,212
44100 Repairs to Equipment	-	-	-	-	76
44120 Repairs to Office Equipment	-	-	-	-	606
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	1,136
44450 Postage	-	-	-	-	606
44550 Travel	-	-	-	-	579
44650 Training	-	-	-	-	773
44700 Computer Software	-	-	-	-	246
44750 Insurance & Surety Bonds	-	-	-	-	2,866
44800 Membership & Dues	-	-	-	-	1,545
45050 Periodicals & Newspapers	-	-	-	-	165
45100 Books	-	-	-	-	3,788
45150 Furniture & Equipment	-	-	-	-	386
45250 Office Supplies	-	-	-	-	773
46900 Business Meetings	-	-	-	-	-
47000 Miscellaneous	-	-	-	-	1,187
47010 Discount Earned & Lost	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 17,400