

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 2001/02 Accomplishments

- Restructured office personnel to increase litigation defense capabilities while helping to reinforce our transactional work and departmental response time. The office is now organized into two sections, litigation and transactional. Each has a supervising attorney. Support staff has also been reorganized to address the needs of the new office structure.
- Early evaluation of liability exposure and use of alternative dispute resolution programs to manage cases.
- Excellent success rate in litigation to protect the City's interests. This includes successful jury and court trials.
- By the end of fiscal year 2001-02, we will have added a litigation paralegal to our office to increase the effectiveness of our litigators by providing needed assistance.
- Continued to keep the City up to date on public interest litigation and the application of pertinent and relevant laws.
- Handled 335 legal services requests from other divisions and successfully completed many written opinions.
- By the end of fiscal year 2001-02, will have created additional needed office space by reconfiguring the law library.
- Reviewed the size and scope of our law library for the purpose of managing its size while assuring it met the needs of the office for successful research and preparation of trials, opinions, etc.
- Established a policy for reporting high-dollar claims to our excess insurance carrier.

FY 2002/03 Goals

- Continue to work on a proactive system to advise the City about legislation and court decisions that may/do have an effect on the City.
- Continue to assess City and departmental needs, make recommendations, and refocus priorities to address such needs.
- Provide support and advice through well-reasoned legal opinions.
- Continue to successfully defend the interests of the City in litigation, arbitrations, mediations and other adversarial proceedings.
- Refine the office's scanning capabilities to increase the efficiency of our operations and reduce the amount of paperwork required to be maintained

2002/03 Budget Adopted Appropriations

	Salaries and Benefits	Maintenance and Operation	Capital Outlay	Total
<u>General Fund</u>				
Legal	1,247,451	117,192	-	1,364,643
Budgeted Underexpenditures				(10,000)
Total Adopted Appropriation	1,247,451	117,192	-	1,354,643

	Budget 2000-2001	Budget 2001-2002	Estimated 2001-2002	Budget 2002-2003
Total Personnel	14.50	13.50	12.50	13.50

Account Summary	<u>Expenditures Actual 2000-01</u>	<u>Current Year Appropriation 2001-02</u>	<u>Year to Date Expenditures 12/31/01</u>	<u>Estimated Expenditures 2001-02</u>	<u>Budget 2002-03</u>
<u>Financial</u>					
Salaries & Benefits	1,112,636	1,346,762	558,427	1,346,762	1,247,451
Maintenance & Operation	97,807	117,671	44,356	117,752	117,192
Capital	5,563	7,350	4,229	7,350	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	(10,000)
Total	<u>\$ 1,216,006</u>	<u>\$ 1,471,783</u>	<u>\$ 607,012</u>	<u>\$ 1,471,864</u>	<u>\$ 1,354,643</u>

<u>Personnel</u>	<u>Budget 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
Personnel Position Total	<u>14.50</u>	<u>13.50</u>	<u>12.50</u>	<u>13.50</u>

Personnel Classification Detail

	Budget 2000-2001	Budget 2001-2002	Estimated 2001-2002	Budget 2002-2003
Administrative Analyst	0.50	0.50	0.50	0.50
Assistant City Attorney	4.00	2.00	2.00	3.00
Chief Assistant City Attorney	1.00	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00	1.00
Legal Executive Secretary	1.00	1.00	1.00	1.00
Legal Secretary	3.00	3.00	3.00	3.00
Legal Services Supervisor	1.00	1.00	1.00	1.00
Legal Systems Associate	1.00	1.00	1.00	1.00
Office Services Specialist II	0.00	0.00	0.00	1.00
Senior Assistant City Attorney	2.00	3.00	2.00	1.00
TOTAL	<u>14.50</u>	<u>13.50</u>	<u>12.50</u>	<u>13.50</u>

	Expenditures Actual 2000-01	Current Year Appropriation 2001-02	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-02	Budget 2002-03
Salaries & Benefits					
41100 Salaries	1,018,390	1,237,291	507,490	1,237,291	1,112,441
41300 Hourly Wages	5,009	2,074	275	2,074	1,574
41600 Compensated Absences	403	2,497	6,805	2,497	16,686
41700 Other Benefits	4,860	4,000	849	4,000	3,000
41800 Life Insurance	2,954	2,624	1,571	2,624	2,687
41900 Disability Insurance	3,809	5,817	3,787	5,817	8,386
42000 Vision Insurance	2,266	2,862	1,207	2,862	2,604
42100 Medical Insurance	55,550	66,214	25,391	66,214	74,511
42200 Dental Insurance	6,541	8,241	3,685	8,241	7,213
42300 Unemployment Insurance	1,021	1,174	508	1,174	1,226
42400 Compensation Insurance	5,106	5,556	2,823	5,556	6,129
42500 Medicare	6,612	8,385	4,038	8,385	10,994
42600 Social Security	116	27	-	27	-
Total	\$ 1,112,636	\$ 1,346,762	\$ 558,427	\$ 1,346,762	\$ 1,247,451

Maintenance & Operation Detail

42800 Auto Allowance	9,303	8,879	4,576	8,879	8,967
43080 Rent	1,447	2,000	-	2,000	2,020
43110 Contractual Services	9,302	8,000	3,495	8,000	8,080
44100 Repairs to Equipment	56	506	-	506	505
44120 Repairs to Office Equipment	2,506	4,000	20	4,000	4,040
44300 Telephone	7,312	7,500	2,920	7,500	7,575
44450 Postage	3,657	4,000	1,075	4,000	4,040
44550 Travel	2,898	5,465	1,701	5,465	3,863
44650 Training	4,838	5,100	758	5,100	5,151
44700 Computer Software	1,258	3,100	1,346	3,100	1,643
44750 Insurance & Surety Bonds	19,359	17,436	9,155	17,436	19,107
44800 Membership & Dues	7,343	10,200	3,455	10,200	10,302
45050 Periodicals & Newspapers	547	1,000	689	1,000	1,010
45100 Books	17,889	25,000	10,973	25,000	25,250
45150 Furniture & Equipment	1,664	2,550	860	2,550	2,575
45250 Office Supplies	6,596	5,100	2,835	5,100	5,151
46900 Business Meetings	-	-	55	81	-
47000 Miscellaneous	1,833	7,835	442	7,835	7,913
Total	\$ 97,807	\$ 117,671	\$ 44,356	\$ 117,752	\$ 117,192