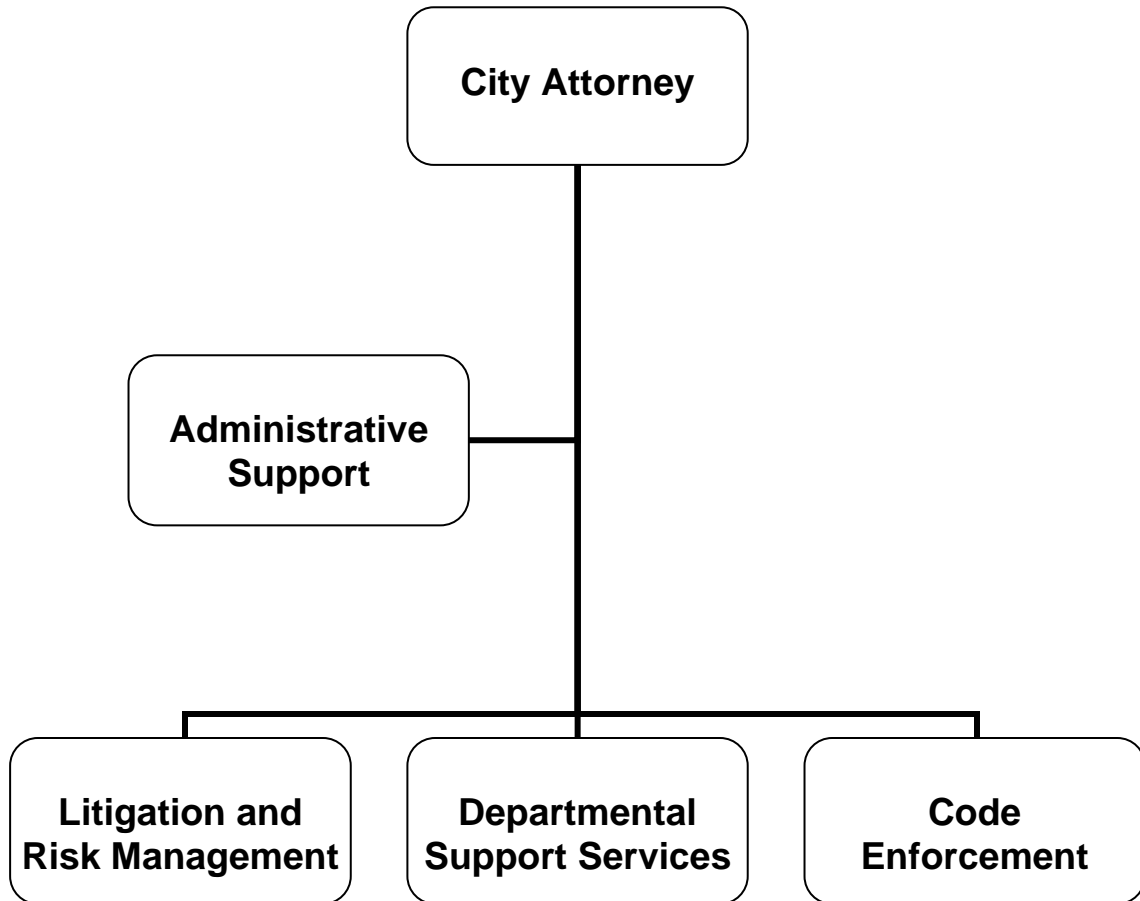


ADOPTED  
**BUDGET**  
2013-14

CITY ATTORNEY



# CITY ATTORNEY



# 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 and Risk Management, Departmental Support Services, and Code Enforcement.

***Litigation & Risk Management:*** Defends the City in legal actions and/or claims brought against the City, initiates lawsuits, and asserts necessary actions related to eminent domain proceedings; handles the City's risk management function, including risk mitigation and insurance procurement and management.

***Departmental Support Services:*** Prepares and approves all City ordinances, resolutions, motions, and contracts; renders legal opinions; serves in an advisory capacity to City departments.

***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**

#### ***Informed & Engaged Community***

The City Attorney's Office handles complex and sophisticated matters in an efficient, creative, and responsive manner. The City Attorney's office works closely with City Departments to ensure all public meetings are held in compliance with the Brown Act. The City Attorney's Office also provides 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. Lastly, the City Attorney's Office is often the lead department responsible for responding to public records requests from members of the public.

#### ***Safe and Healthy Community***

The Code Enforcement Section works closely with Neighborhood Services, Police, and other departments to ensure compliance with the City of Glendale's codes intended to protect the public's health, safety, and quality of life.

#### ***Fiscal Responsibility***

The City Attorney's Office engages in a cost-effective approach to claims and lawsuits by resolving problematic claims early, if appropriate, and vigorously defending claims and litigation to obtain the best economic result for the City.

**CITY OF GLENDALE  
SUMMARY OF APPROPRIATIONS  
CITY ATTORNEY DEPARTMENT\*\*  
FOR THE YEARS ENDING JUNE 30**

|                                | Actual<br>2011-12   | Adopted<br>2012-13*  | Revised<br>2012-13   | Adopted<br>2013-14   |
|--------------------------------|---------------------|----------------------|----------------------|----------------------|
| <b><u>General Fund</u></b>     |                     |                      |                      |                      |
| Internal Service (101-151)     | \$ 2,978,054        | \$ 2,360,974         | \$ 2,360,974         | \$ 2,393,045         |
| Defending & Filing (101-152)   | 275,982             | 743,914              | 743,914              | 790,708              |
| Code Enforcement (101-153)     | 16,914              | 22,439               | 22,439               | 23,674               |
| <b>Total General Fund</b>      | <b>\$ 3,270,951</b> | <b>\$ 3,127,327</b>  | <b>\$ 3,127,327</b>  | <b>\$ 3,207,427</b>  |
| <b><u>Other Funds</u></b>      |                     |                      |                      |                      |
| Liability Insurance Fund (612) | \$ 4,677,879        | \$ 7,489,140         | \$ 7,529,580         | \$ 7,745,221         |
| <b>Total Other Funds</b>       | <b>\$ 4,677,879</b> | <b>\$ 7,489,140</b>  | <b>\$ 7,529,580</b>  | <b>\$ 7,745,221</b>  |
| <b>Department Grand Total</b>  | <b>\$ 7,948,830</b> | <b>\$ 10,616,467</b> | <b>\$ 10,656,907</b> | <b>\$ 10,952,648</b> |

Notes:

\* Adjusted for Balancing Strategies

\*\* Beginning in the FY 2013-14 Budget Book, historical and current budget for Fund 612 is being reported in the City Attorney's department.

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

|                                          |                               | Actual<br>2011-12   | Adopted<br>2012-13* | Revised<br>2012-13  | Adopted<br>2013-14  |
|------------------------------------------|-------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Salaries &amp; Benefits</b>           |                               |                     |                     |                     |                     |
| 41100                                    | Salaries                      | \$ 2,065,620        | \$ 1,564,831        | \$ 1,564,831        | \$ 1,547,340        |
| 41300                                    | Hourly wages                  | 13,770              | 22,018              | 22,018              | 22,018              |
| Various                                  | Benefits                      | 445,145             | 359,293             | 359,293             | 353,004             |
| 42700, 42702                             | PERS Retirement               | 323,381             | 247,289             | 247,289             | 250,406             |
| 42701                                    | PERS cost sharing             | (58,376)            | (45,134)            | (45,134)            | (44,383)            |
| <b>Salaries &amp; Benefits Total</b>     |                               | <b>\$ 2,789,540</b> | <b>\$ 2,148,297</b> | <b>\$ 2,148,297</b> | <b>\$ 2,128,385</b> |
| <b>Maintenance &amp; Operation</b>       |                               |                     |                     |                     |                     |
| 43110                                    | Contractual services          | \$ -                | \$ -                | \$ -                | \$ 25,000           |
| 44100                                    | Repairs to equipment          | -                   | 303                 | 303                 | 303                 |
| 44120                                    | Repairs to office equip       | 449                 | 3,318               | 3,318               | 3,318               |
| 44352                                    | ISD service charge            | 87,038              | 91,669              | 91,669              | 118,548             |
| 44450                                    | Postage                       | 3,218               | 3,274               | 3,274               | 3,274               |
| 44550                                    | Travel                        | 284                 | 4,900               | 4,900               | 4,900               |
| 44650                                    | Training                      | 6,995               | 12,000              | 12,000              | 12,000              |
| 44700                                    | Computer software             | 1,048               | -                   | -                   | -                   |
| 44750                                    | Liability                     | 36,390              | 45,616              | 45,616              | 56,812              |
| 44751                                    | Insurance/surety bond premium | 1,743               | 10,092              | 10,092              | -                   |
| 44800                                    | Membership and dues           | 6,481               | 9,626               | 9,626               | 9,626               |
| 45050                                    | Periodicals & newspapers      | -                   | 660                 | 660                 | 660                 |
| 45100                                    | Books                         | 14,308              | 17,900              | 17,900              | 16,900              |
| 45150                                    | Furniture & equipment         | 16,395              | 1,359               | 1,359               | 1,359               |
| 45250                                    | Office supplies               | 12,970              | 10,780              | 10,780              | 10,780              |
| 46900                                    | Business meetings             | 1,168               | 250                 | 250                 | 250                 |
| 47000                                    | Miscellaneous                 | 27                  | 930                 | 930                 | 930                 |
| <b>Maintenance &amp; Operation Total</b> |                               | <b>\$ 188,514</b>   | <b>\$ 212,677</b>   | <b>\$ 212,677</b>   | <b>\$ 264,660</b>   |
| <b>TOTAL</b>                             |                               | <b>\$ 2,978,054</b> | <b>\$ 2,360,974</b> | <b>\$ 2,360,974</b> | <b>\$ 2,393,045</b> |

Note:

\* Adjusted for Balancing Strategies

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

|                                          |                               | Actual<br>2011-12 | Adopted<br>2012-13* | Revised<br>2012-13 | Adopted<br>2013-14 |
|------------------------------------------|-------------------------------|-------------------|---------------------|--------------------|--------------------|
| <b>Salaries &amp; Benefits</b>           |                               |                   |                     |                    |                    |
| 41100                                    | Salaries                      | \$ 200,427        | \$ 535,535          | \$ 535,535         | \$ 554,050         |
| Various                                  | Benefits                      | 36,148            | 105,749             | 105,749            | 115,697            |
| 42700, 42702                             | PERS Retirement               | 31,263            | 84,225              | 84,225             | 89,662             |
| 42701                                    | PERS cost sharing             | (5,641)           | (14,458)            | (14,458)           | (14,996)           |
| <b>Salaries &amp; Benefits Total</b>     |                               | <b>\$ 262,198</b> | <b>\$ 711,051</b>   | <b>\$ 711,051</b>  | <b>\$ 744,413</b>  |
| <b>Maintenance &amp; Operation</b>       |                               |                   |                     |                    |                    |
| 44100                                    | Repairs to equipment          | \$ -              | \$ 497              | \$ 497             | \$ 497             |
| 44120                                    | Repairs to office equip       | -                 | 616                 | 616                | 616                |
| 44352                                    | ISD service charge            | 4,079             | 2,701               | 2,701              | 12,675             |
| 44550                                    | Travel                        | 34                | 2,500               | 2,500              | 2,500              |
| 44650                                    | Training                      | 1,111             | -                   | -                  | -                  |
| 44750                                    | Liability                     | 3,508             | 15,429              | 15,429             | 20,056             |
| 44751                                    | Insurance/surety bond premium | 497               | 1,169               | 1,169              | -                  |
| 44800                                    | Membership and dues           | 265               | 2,521               | 2,521              | 2,521              |
| 45050                                    | Periodicals & newspapers      | 569               | 740                 | 740                | 740                |
| 45100                                    | Books                         | 2,017             | 2,100               | 2,100              | 2,100              |
| 45150                                    | Furniture & equipment         | -                 | 1,030               | 1,030              | 1,030              |
| 45250                                    | Office supplies               | 1,563             | 3,060               | 3,060              | 3,060              |
| 46900                                    | Business meetings             | 142               | -                   | -                  | -                  |
| 47000                                    | Miscellaneous                 | -                 | 500                 | 500                | 500                |
| <b>Maintenance &amp; Operation Total</b> |                               | <b>\$ 13,784</b>  | <b>\$ 32,863</b>    | <b>\$ 32,863</b>   | <b>\$ 46,295</b>   |
| <b>TOTAL</b>                             |                               | <b>\$ 275,982</b> | <b>\$ 743,914</b>   | <b>\$ 743,914</b>  | <b>\$ 790,708</b>  |

Note:

\* Adjusted for Balancing Strategies

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

|                                          |                               | <b>Actual<br/>2011-12</b> | <b>Adopted<br/>2012-13*</b> | <b>Revised<br/>2012-13</b> | <b>Adopted<br/>2013-14</b> |
|------------------------------------------|-------------------------------|---------------------------|-----------------------------|----------------------------|----------------------------|
| <b>Salaries &amp; Benefits</b>           |                               |                           |                             |                            |                            |
| 41100                                    | Salaries                      | \$ 12,414                 | \$ 13,096                   | \$ 13,096                  | \$ 13,816                  |
| Various                                  | Benefits                      | 1,998                     | 2,151                       | 2,151                      | 2,183                      |
| 42700, 42702                             | PERS Retirement               | 1,944                     | 2,060                       | 2,060                      | 2,236                      |
| 42701                                    | PERS cost sharing             | (372)                     | (393)                       | (393)                      | (414)                      |
| <b>Salaries &amp; Benefits Total</b>     |                               | <b>\$ 15,984</b>          | <b>\$ 16,914</b>            | <b>\$ 16,914</b>           | <b>\$ 17,821</b>           |
| <b>Maintenance &amp; Operation</b>       |                               |                           |                             |                            |                            |
| 44120                                    | Repairs to office equip       | \$ -                      | \$ 106                      | \$ 106                     | \$ 106                     |
| 44352                                    | ISD service charge            | 143                       | 73                          | 73                         | 412                        |
| 44650                                    | Training                      | -                         | 879                         | 879                        | 879                        |
| 44750                                    | Liability                     | 217                       | 452                         | 452                        | 500                        |
| 44751                                    | Insurance/surety bond premium | 28                        | 59                          | 59                         | -                          |
| 44800                                    | Membership and dues           | 400                       | 1,045                       | 1,045                      | 1,045                      |
| 45100                                    | Books                         | 142                       | 1,788                       | 1,788                      | 1,788                      |
| 45150                                    | Furniture & equipment         | -                         | 188                         | 188                        | 188                        |
| 45250                                    | Office supplies               | -                         | 550                         | 550                        | 550                        |
| 47000                                    | Miscellaneous                 | -                         | 385                         | 385                        | 385                        |
| <b>Maintenance &amp; Operation Total</b> |                               | <b>\$ 931</b>             | <b>\$ 5,525</b>             | <b>\$ 5,525</b>            | <b>\$ 5,853</b>            |
| <b>TOTAL</b>                             |                               | <b>\$ 16,914</b>          | <b>\$ 22,439</b>            | <b>\$ 22,439</b>           | <b>\$ 23,674</b>           |

Note:

\* Adjusted for Balancing Strategies

**CITY OF GLENDALE  
CITY ATTORNEY DEPARTMENT  
LIABILITY INSURANCE FUND (612)**

|                                          |                               | Actual<br>2011-12   | Adopted<br>2012-13* | Revised<br>2012-13  | Adopted<br>2013-14  |
|------------------------------------------|-------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Salaries &amp; Benefits</b>           |                               |                     |                     |                     |                     |
| 41100                                    | Salaries                      | \$ 287,736          | \$ 130,304          | \$ 130,304          | \$ 177,576          |
| 41200                                    | Overtime                      | 481                 | -                   | -                   | -                   |
| 41300                                    | Hourly wages                  | 16,937              | -                   | -                   | 42,000              |
| Various                                  | Benefits                      | 75,030              | 35,021              | 35,021              | 38,930              |
| 42601                                    | PARS supplemental retirement  | -                   | -                   | 40,440              | 40,440              |
| 42700, 42702                             | PERS Retirement               | 45,060              | 20,493              | 20,493              | 28,737              |
| 42701                                    | PERS cost sharing             | (7,702)             | (3,027)             | (3,027)             | (4,445)             |
| <b>Salaries &amp; Benefits Total</b>     |                               | <b>\$ 417,542</b>   | <b>\$ 182,791</b>   | <b>\$ 223,231</b>   | <b>\$ 323,238</b>   |
| <b>Maintenance &amp; Operation</b>       |                               |                     |                     |                     |                     |
| 43110                                    | Contractual services          | \$ 132,841          | \$ 178,500          | \$ 178,500          | \$ 178,500          |
| 43150                                    | Cost allocation charge        | 592,540             | 1,238,837           | 1,238,837           | 1,203,642           |
| 44352                                    | ISD service charge            | 12,937              | 21,022              | 21,022              | 8,976               |
| 44450                                    | Postage                       | 6,689               | 500                 | 500                 | 500                 |
| 44550                                    | Travel                        | 3,882               | 8,125               | 8,125               | 8,125               |
| 44650                                    | Training                      | 3,554               | 15,000              | 15,000              | 15,000              |
| 44700                                    | Computer software             | -                   | 1,700               | 1,700               | -                   |
| 44750                                    | Liability                     | 8,087               | 3,776               | 3,776               | 7,948               |
| 44751                                    | Insurance/surety bond premium | 743                 | 1,301               | 1,301               | -                   |
| 44800                                    | Membership and dues           | 1,425               | 9,995               | 9,995               | 9,995               |
| 45050                                    | Periodicals & newspapers      | 125                 | 765                 | 765                 | 765                 |
| 45100                                    | Books                         | 7,067               | 12,600              | 12,600              | 12,600              |
| 45150                                    | Furniture & equipment         | -                   | 1,000               | 1,000               | 1,000               |
| 45170                                    | Computer hardware             | -                   | 1,000               | 1,000               | -                   |
| 45250                                    | Office supplies               | 2,975               | 4,500               | 4,500               | 4,500               |
| 45350                                    | General supplies              | -                   | 500                 | 500                 | 500                 |
| 46900                                    | Business meetings             | (45)                | 250                 | 250                 | 250                 |
| 47000                                    | Miscellaneous                 | -                   | 300                 | 300                 | 300                 |
| 48501                                    | Excess liability premium      | 1,253,503           | 1,636,734           | 1,636,734           | 1,681,077           |
| 48502                                    | Legal consultation fee        | 1,005,403           | 1,506,639           | 1,506,639           | 1,250,000           |
| 48503                                    | Litigation miscellaneous exp  | 415,188             | 622,838             | 622,838             | 560,554             |
| 48504                                    | Claim administrative expenses | 83,430              | 140,467             | 140,467             | 126,420             |
| 48505                                    | Litigation settlements        | 1,206,737           | -                   | -                   | -                   |
| 48510                                    | Claims accrual                | (2,538,466)         | -                   | -                   | -                   |
| 48600                                    | Claims                        | 696,722             | 1,900,000           | 1,900,000           | 2,351,331           |
| <b>Maintenance &amp; Operation Total</b> |                               | <b>\$ 2,895,337</b> | <b>\$ 7,306,349</b> | <b>\$ 7,306,349</b> | <b>\$ 7,421,983</b> |
| <b>Transfers</b>                         |                               |                     |                     |                     |                     |
| 48040                                    | Transfer-Capital Funds        | \$ 1,365,000        | \$ -                | \$ -                | \$ -                |
| <b>Transfers Total</b>                   |                               | <b>\$ 1,365,000</b> | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>TOTAL</b>                             |                               | <b>\$ 4,677,879</b> | <b>\$ 7,489,140</b> | <b>\$ 7,529,580</b> | <b>\$ 7,745,221</b> |

Note:

\* Adjusted for Balancing Strategies



**CITY OF GLENDALE  
CITY ATTORNEY DEPARTMENT  
PERSONNEL CLASSIFICATION DETAIL**

| Classification                    | Actual<br>2011-12 | Adopted<br>Budget<br>2012-13* | Revised<br>Budget<br>2012-13 | Adopted<br>Budget<br>2013-14 |     |
|-----------------------------------|-------------------|-------------------------------|------------------------------|------------------------------|-----|
| <u>Salaried Positions</u>         |                   |                               |                              |                              |     |
| Administrative Analyst            | 1.00              | -                             | -                            | -                            |     |
| Administrative Assistant          | 2.00              | 2.00                          | 2.00                         | 2.00                         |     |
| Assistant City Attorney           | 3.00              | 3.00                          | 3.00                         | 3.00                         |     |
| Chief Assistant City Attorney     | 1.00              | -                             | 1.00                         | 2.00                         |     |
| City Attorney                     | 1.00              | 1.00                          | 1.00                         | 1.00                         |     |
| Deputy City Attorney              | 1.16              | 1.16                          | 1.16                         | 1.16                         |     |
| Executive Analyst                 | 2.00              | 1.00                          | 1.00                         | 1.00                         |     |
| General Counsel                   | 4.00              | 3.00                          | 2.00                         | 1.00                         |     |
| Legal Executive Secretary         | 1.00              | 1.00                          | 1.00                         | 1.00                         |     |
| Legal Secretary                   | 1.00              | -                             | -                            | -                            |     |
| Legal Systems Associate           | 1.00              | 1.00                          | 1.00                         | 1.00                         |     |
| Office Services Secretary         | 1.00              | 1.00                          | 1.00                         | 1.00                         |     |
| Risk & Insurance Services Manager | -                 | -                             | 1.00                         | 1.00                         |     |
| Risk Manager                      | 1.00              | -                             | -                            | -                            |     |
| Sr. Administrative Analyst        | -                 | 1.00                          | -                            | -                            |     |
| Sr. Assistant City Attorney       | 3.00              | 3.00                          | 3.00                         | 3.00                         |     |
| Total Salaried Positions          | 23.16             | 18.16                         | 18.16                        | 18.16                        |     |
| <u>Hourly Positions</u>           |                   |                               |                              |                              |     |
|                                   | **                | **                            | **                           | **                           | **  |
| City Resource Specialist          | -                 | -                             | -                            | 0.46                         | (1) |
| Total Hourly Positions            | -                 | -                             | -                            | 0.46                         |     |
| City Attorney Total               | 23.16             | 18.16                         | 18.16                        | 18.62                        |     |

Notes:

\* Adjusted for Balancing Strategies

\*\* Indicates number of positions corresponding to the stated Full-Time Equivalence (FTE)