

CITY OF GLENDALE

CITY ATTORNEY

DEPARTMENT SUMMARY CITY ATTORNEY

Mission Statement

To provide professional, quality legal services that ultimately protects 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 performs a vital role consisting of 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, Transactional, and Code Enforcement.

Litigation: Defends the City in legal actions and/or claims brought against it, initiates lawsuits, and asserts necessary actions related to eminent domain proceedings.

Transactional: Prepares and approves all City ordinances, resolutions, motions, and contracts; renders legal opinions; and serves in an advisory capacity while representing the City in civil actions involving land use, housing, business disputes, and environmental issues.

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 City Strategic Goals Trust in Government

The City Attorney's Office handles complex and sophisticated matters in an efficient, responsive, and technological manner.

Diversity & Education, Knowledge & Literacy

The City Attorney's Office has provided 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 departments.

Safe Community & Sense of Community

The Code Enforcement Section works closely with Neighborhood Services and Police to ensure the City of Glendale is safe and secure. Overall, the City Attorney's Office has provided excellent transactional, civil, and criminal representation on behalf of the City of Glendale.

Community Planning & Character

The City Attorney's Office effectively handled litigation matters pertaining to CEQA/land use.

CITY OF GLENDALE

CITY ATTORNEY

Major Accomplishments

Provided a broad range of services directed towards promoting the objectives of the City while protecting the City from loss and risk.

Provided excellent transactional, civil, and criminal representation in a cost effective manner.

Provided prompt, thorough, and high quality legal advice and guidance to the City Council, boards and commissions, departments, and employees.

Provided training regarding the Brown Act, Conflicts of Interest, CEQA, Public Records Act, Ethics, and other subjects to City Council, various boards and commissions, and departments.

Updated the City Attorney's website providing more useful information for City staff as well as the general public.

Provided successful defense in many liability cases.

Handled two litigation cases pertaining to CEQA/land use.

Future Outlook/Goals

Assess bringing workers' compensation litigation in-house and determine if this would result in cost-savings to the City.

Production and distribution of an annual report delineating the activities and accomplishments of the City Attorney's Office.

Assist in-house team formed to oversee the City, Agency, or Authority on property disposition, relocation, and real estate transactions generally.

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 efficiencies

Examine means of achieving swifter compliance with Municipal Code to address quality of life issues of importance to the community.

Increase ability to handle CEQA and Land Use litigation defense without assistance from outside counsel.

Continue to provide a high level of service in challenging economic time with the loss of a staff member and increased workload.

**CITY OF GLENDALE
CITY ATTORNEY DEPARTMENT
LEGAL-INTERNAL SERVICE
101-151**

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	1,050,935	1,100,484	1,005,972	934,603
41200	Overtime	246	515	515	515
41300	Hourly Wages	3,698	824	824	824
41600-42700	Benefits	225,133	270,928	270,928	248,199
	Total Salaries & Benefits	1,280,012	1,372,751	1,278,239	1,184,141
MAINTENANCE & OPERATION					
42800	Auto Allowance	16,391	11,000	11,000	10,104
43080	Rent	0	332	332	0
43150	Cost Allocation Charge	10	600	600	0
44100	Repairs to Equipment	0	303	303	303
44120	Repairs to Office Equip	585	3,318	3,318	3,318
44300	Telephone	6,177	1,986	1,986	1,986
44350	Vehicle Maintenance	4	0	0	0
44450	Postage	2,183	3,274	3,274	3,274
44550	Travel	8,255	1,774	1,774	4,274
44650	Training	6,968	17,745	17,745	20,995
44700	Computer Software	0	985	985	985
44750	Insurance & Surety Bonds	43,562	24,627	24,627	26,115
44800	Membership and Dues	6,380	5,636	5,636	5,636
45050	Periodicals & Newspapers	589	660	660	660
45100	Books	13,475	22,901	22,901	22,901
45150	Furniture & Equipment	1,090	1,359	1,359	1,359
45250	Office Supplies	19,370	15,080	15,080	15,080
45450	Printing and Graphics	70	0	0	600
46900	Business Meetings	582	250	250	250
47000	Miscellaneous	128	2,215	2,215	930
	Total Maintenance & Operation	125,819	114,045	114,045	118,770
TOTAL DEPARTMENT		1,405,831	1,486,796	1,392,284	1,302,911

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

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	275,634	285,069	285,069	282,997
41300	Hourly Wages	0	733	733	733
41600-42700	Benefits	55,110	65,792	65,792	61,830
	Total Salaries & Benefits	330,745	351,594	351,594	345,560
MAINTENANCE & OPERATION					
42800	Auto Allowance	1,281	1,187	1,187	1,187
43080	Rent	0	295	295	295
44100	Repairs to Equipment	0	202	202	202
44120	Repairs to Office Equip	0	616	616	616
44300	Telephone	4,893	1,765	1,765	1,765
44450	Postage	0	1,000	1,000	1,000
44550	Travel	922	0	0	2,500
44650	Training	50	200	200	1,450
44700	Computer Software	0	903	903	903
44750	Insurance & Surety Bonds	5,513	6,761	6,761	6,896
44800	Membership and Dues	2,300	2,521	2,521	2,521
45050	Periodicals & Newspapers	736	440	440	440
45100	Books	2,743	2,100	2,100	2,100
45150	Furniture & Equipment	454	1,030	1,030	1,030
45250	Office Supplies	2,937	2,060	2,060	2,060
47000	Miscellaneous	41	1,125	1,125	500
	Total Maintenance & Operation	21,868	22,205	22,205	25,465
TOTAL DEPARTMENT		352,613	373,799	373,799	371,025

**CITY OF GLENDALE
CITY ATTORNEY DEPARTMENT
LEGAL-CODE ENFORCEMENT
101-153**

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	10,958	12,324	12,324	11,287
41300	Hourly Wages	0	267	267	0
41600-42700	Benefits	2,217	10,009	10,009	2,712
	Total Salaries & Benefits	13,175	22,600	22,600	13,999
MAINTENANCE & OPERATION					
42800	Auto Allowance	33	0	0	36
43080	Rent	0	111	111	0
43150	Cost Allocation Charge	0	450	450	0
44120	Repairs to Office Equip	0	106	106	106
44300	Telephone	3,635	662	662	2,155
44450	Postage	0	606	606	606
44650	Training	0	273	273	273
44750	Insurance & Surety Bonds	219	495	495	276
44800	Membership and Dues	675	1,045	1,045	1,045
45100	Books	1,203	1,788	1,788	1,788
45150	Furniture & Equipment	0	186	186	186
45250	Office Supplies	883	150	150	550
47000	Miscellaneous	2	1,185	1,185	385
	Total Maintenance & Operation	6,650	7,057	7,057	7,406
TOTAL DEPARTMENT		19,825	29,657	29,657	21,405

CITY ATTORNEY
Personnel Classification Detail

Salaried Employees

Classification	Budget 2007-08	Budget 2008-09	Revised Budget 2008-09	Budget 2009-10
Administrative Analyst	0.50	0.50	0.50	0.50
Administrative Assistant	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00
Chief Assistant City Attorney	1.80	1.80	0.80	0.80
City Attorney	1.00	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00	1.00
Legal Executive Secretary	0.25	0.25	0.25	0.25
Legal Secretary	1.75	0.75	0.75	0.75
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	1.00	1.00	1.00	1.00
Senior Assistant City Attorney	3.00	3.00	3.00	3.00
City Attorney Total	<u>14.30</u>	<u>13.30</u>	<u>12.30</u>	<u>12.30</u>