

DEPARTMENT SUMMARY
CITY ATTORNEY'S OFFICE

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: Pursue 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 training 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 handles litigation matters pertaining to CEQA and land use.

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 and land use.

CITY ATTORNEY			
	Actual Expenditures 2007-08	Original Budget 2008-09	Proposed Budget 2009-10
Salaries & Benefits	1,623,932	1,746,945	1,587,334
Maintenance & Operations	154,337	143,307	151,641
Total Appropriations	1,778,269	1,890,252	1,738,975

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 without loss of a staff member and increased workload.