

City Attorney

Mission Statement

The City Attorney's Office is committed to providing professional, quality legal services that ultimately protect the interests of the City of Glendale, its divisions, the City Council, and the citizens of the community. We provide 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.

	Expenditures Actual 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditures 12/31/06	Estimated 2006-07	Prior Estimate 2007-08	Budget 2007-08
General Fund						
Internal Svcs/Transactional {101-151}	1,316,277	1,363,907	671,865	1,359,597	1,432,955	1,465,287
Litigation {101-152}	407,579	470,852	193,977	390,348	496,687	496,988
Code Enforcement {101-153}	29,567	33,824	17,545	37,827	35,026	35,476
City Attorney Total	1,753,423	1,868,583	883,387	1,787,772	1,964,668	1,997,751
	Actual 2005-06	Current Year 2006-07		Estimated 2006-07	Prior Estimate 2007-08	Budget 2007-08
Total Salaried Positions	12.50	12.50		12.50	12.50	14.30

2006-07: Accomplishments

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

Involved in major land use projects.

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.

Researched and pursued legal remedies to ensure the safety, welfare, and quality of life for the residents of the City primarily by prosecuting Municipal Code violations.

Citywide Strategic Goals

Safe Community, Diversity

Environmental and Conservation,
Community Planning & Character
Education, Knowledge & Literacy,
Economic Vitality, Environmental &
Conservation, Community Services &
Facilities

Diversity, Education, Knowledge &
Literacy

Education, Knowledge & Literacy,
Safe Community, Housing,
Community Services & Facilities

City Attorney

<p>Saved taxpayer monies by effectively and efficiently representing the City, its council, departments, and employees in litigation and transactional matters.</p>	<p>Education, Knowledge & Literacy, Trust in Government</p>
<p>Vigorously handled claims by minimizing the City's liability through resolution or a cost effective settlement.</p>	<p>Education, Knowledge & Literacy, Trust in Government, Economic Vitality</p>
<p>Provided training regarding the Brown Act, Conflicts of Interest, CEQA, Public Records Act, Insurance Requirements, and other subjects to City Council and various boards and commissions.</p>	<p>Education, Knowledge & Literacy</p>
<p>Successfully represented the City by obtaining defense verdicts in numerous jury/court trials, as well as positive results in several appellate cases.</p>	<p>Education, Knowledge & Literacy, Trust in Government, Economic Vitality</p>
<p>Examined and approved City agreements and contracts.</p>	<p>Education, Knowledge & Literacy</p>
<p>Managed outside counsel, where required, to obtain desired results.</p>	<p>Education, Knowledge & Literacy, Technology</p>
<p>Provided more support and a dedicated attorney for Planning issues, Board of Zoning, Historic Preservation Commission, Zoning Administrator, and Planning Commission.</p>	<p>Education, Knowledge & Literacy, Environmental & Conservation</p>
<p>Streamlined notifications to the Risk Manager of risk management related issues.</p>	<p>Technology, Education, Knowledge & Literacy</p>
<p>Refined the efficiency of our operations by implementing the city-wide document management system.</p>	<p>Technology</p>
<p>Established General Counsel Position.</p>	<p>Education, Knowledge & Literacy</p>
<p>Developed a quarterly Public Works newsletter to inform the Public Works Department of the latest legal developments which affects the Department.</p>	<p>Education, Knowledge & Literacy, Economic Vitality, Technology</p>
<p>Provided legal advice and guidance to assure that the City continues to move forward with ADA compliance.</p>	<p>Education, Knowledge & Literacy, Economic Vitality, Environmental & Conservation, Trust in Government</p>

2007-08: Goals	Citywide Strategic Goals
<p>Assess bringing workers' compensation litigation in-house and determine if this would result in cost-savings to the City.</p>	<p>Education, Knowledge & Literacy, Economic Vitality</p>
<p>Transition the Risk Management function from the City Attorney's Office to Risk Management.</p>	<p>Education, Knowledge & Literacy, Economic Vitality</p>
<p>Expand the concept of the quarterly Public Works Newsletter to other departments.</p>	<p>Education, Knowledge & Literacy</p>
<p>Improve the City Attorney's Office web site so that it contains more information which is useful to the public.</p>	<p>Technology, Education, Knowledge & Literacy</p>
<p>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 greater revenue to the City.</p>	<p>Trust in Government</p>
<p>Work with Community Development & Housing to review the code enforcement process and procedures.</p>	<p>Housing, Economic Vitality</p>
<p>Make available training in ethics, open government, conflicts of interests and other legal issues.</p>	<p>Education, Knowledge & Literacy, Diversity</p>

D
-
2

	<u>Actual Expenditures 2005-06</u>	<u>Current Year Appropriation 2006-07</u>	<u>Year to Date Expenditure 12/31/06</u>	<u>Estimated Expenditures 2006-07</u>	<u>Prior Estimate 2007-08</u>	<u>Budget 2007-08</u>
Account Summary						
<u>Financial</u>						
Salaries & Benefits	1,222,166	1,270,987	631,425	1,262,850	1,340,047	1,340,047
Maintenance & Operation	107,111	105,920	40,440	109,747	105,908	125,240
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	(13,000)	(13,000)	-	(13,000)	(13,000)	-
Total	<u>\$ 1,316,277</u>	<u>\$ 1,363,907</u>	<u>\$ 671,865</u>	<u>\$ 1,359,597</u>	<u>\$ 1,432,955</u>	<u>\$ 1,465,287</u>

Personnel Classification Detail

	Actual <u>2005-2006</u>	Budget <u>2006-2007</u>	Estimated <u>2006-2007</u>	Prior Est. <u>2007-2008</u>	Budget <u>2007-08</u>
Administrative Analyst	0.50	0.50	0.50	0.50	0.00
Assistant City Attorney	2.00	2.00	2.00	2.00	0.00
Chief Assistant City Attorney	1.80	1.80	1.80	1.80	1.80
City Attorney	1.00	1.00	1.00	1.00	1.00
Deputy City Attorney	0.00	0.00	0.00	0.00	0.05
Legal Executive Secretary	0.50	0.50	0.50	0.50	0.25
Legal Secretary	0.25	0.25	0.25	0.25	0.25
Legal Services Supervisor	1.00	1.00	1.00	1.00	1.00
Legal Systems Associate	1.00	1.00	1.00	1.00	1.00
Office Services Secretary	0.00	0.00	0.00	0.00	1.00
Senior Assistant City Attorney	0.15	0.15	0.15	0.15	2.00
TOTAL	<u>8.20</u>	<u>8.20</u>	<u>8.20</u>	<u>8.20</u>	<u>8.35</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	1,007,321	1,035,021	513,697	1,027,395	1,090,644	1,090,644
41200 Overtime	390	500	96	191	515	515
41300 Hourly Wages	723	800	772	1,544	824	824
41600 Compensated Absences	17,275	17,839	9,430	18,860	18,784	18,784
41700 Other Benefits	6,492	2,606	981	1,962	2,606	2,606
41800 Life Insurance	3,250	3,148	1,248	2,497	3,243	3,243
41900 Disability Insurance	8,230	8,575	3,608	7,217	8,832	8,832
42000 Vision Insurance	1,944	1,913	924	1,847	1,913	1,913
42100 Medical Insurance	62,152	62,746	31,755	63,511	64,628	64,628
42200 Dental Insurance	5,129	5,236	2,391	4,782	5,393	5,393
42300 Unemployment Insurance	1,008	1,051	515	1,029	1,083	1,083
42400 Compensation Insurance	16,639	6,067	8,490	16,981	6,546	6,546
42500 Medicare	7,183	15,234	3,538	7,076	15,691	15,691
42600 Social Security/PARS	8	10	10	20	11	11
42700 PERS Retirement	84,421	110,241	53,969	107,938	119,334	119,334
Total	<u>\$ 1,222,166</u>	<u>\$ 1,270,987</u>	<u>\$ 631,425</u>	<u>\$ 1,262,850</u>	<u>\$ 1,340,047</u>	<u>\$ 1,340,047</u>
Maintenance & Operation Detail						
42800 Auto Allowance	14,646	11,000	7,388	11,000	11,000	11,000
43080 Rent	444	332	-	332	332	332
43110 Contractual Services	4,145	3,636	-	3,636	3,636	3,636
43150 City Services	1,222	-	280	600	-	600
44100 Repairs to Equipment	-	303	-	303	303	303
44120 Repairs to Office Equipment	405	3,318	15	3,318	3,318	3,318
44300 Telephone	4,551	1,987	2,036	1,987	1,986	1,986
44450 Postage	2,081	3,274	1,573	3,274	3,274	3,274
44550 Travel	3,131	2,985	2,251	2,985	2,974	2,974
44650 Training	8,944	4,451	2,238	4,451	4,451	19,451
44700 Computer Software	(199)	985	-	985	985	985
44750 Insurance & Surety Bonds	35,143	32,268	17,748	35,495	32,268	36,000

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
44800 Membership & Dues	7,185	5,636	580	5,636	5,636	5,636
45050 Periodicals & Newspapers	-	660	-	660	660	660
45100 Books	15,342	22,901	3,269	22,901	22,901	22,901
45150 Furniture & Equipment	2,059	1,359	40	1,359	1,359	1,359
45170 Computer Hardware	32	-	-	-	-	-
45250 Office Supplies	5,492	8,234	2,911	8,234	8,234	8,234
46900 Business Meetings	172	250	81	250	250	250
47000 Miscellaneous	2,315	2,341	-	2,341	2,341	2,341
48600 Claims	-	-	33	-	-	-
Total	<u>\$ 107,111</u>	<u>\$ 105,920</u>	<u>\$ 40,440</u>	<u>\$ 109,747</u>	<u>\$ 105,908</u>	<u>\$ 125,240</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Account Summary						
<u>Financial</u>						
Salaries & Benefits	375,474	447,236	183,225	366,450	473,072	473,072
Maintenance & Operation	32,105	23,616	10,752	23,897	23,615	23,916
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ 407,579</u>	<u>\$ 470,852</u>	<u>\$ 193,977</u>	<u>\$ 390,348</u>	<u>\$ 496,687</u>	<u>\$ 496,988</u>

Personnel Classification Detail

	<u>Actual</u> <u>2005-2006</u>	<u>Budget</u> <u>2006-2007</u>	<u>Estimated</u> <u>2006-2007</u>	<u>Prior Est.</u> <u>2007-2008</u>	<u>Budget</u> <u>2007-08</u>
Assistant City Attorney	0.75	0.75	0.75	0.75	1.00
Chief Assistant City Attorney	0.20	0.20	0.20	0.20	0.00
Deputy City Attorney	0.00	0.00	0.00	0.00	0.85
Legal Executive Secretary	0.00	0.00	0.00	0.00	0.00
Legal Secretary	2.00	2.00	2.00	2.00	1.25
Senior Assistant City Attorney	0.80	0.80	0.80	0.80	0.00
TOTAL	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>3.10</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	313,267	367,135	151,502	303,004	388,152	388,152
41300 Hourly Wages	711	712	869	1,737	733	733
41600 Compensated Absences	5,221	6,242	2,784	5,569	6,599	6,599
41700 Other Benefits	722	1,000	75	150	1,000	1,000
41800 Life Insurance	650	875	353	707	901	901
41900 Disability Insurance	1,770	2,730	1,014	2,029	2,812	2,812
42000 Vision Insurance	535	672	283	566	672	672
42100 Medical Insurance	18,486	19,044	6,433	12,865	19,615	19,615
42200 Dental Insurance	2,320	2,420	784	1,568	2,493	2,493
42300 Unemployment Insurance	314	368	152	305	379	379
42400 Compensation Insurance	1,727	2,124	838	1,676	2,292	2,292
42500 Medicare	4,479	5,334	2,209	4,418	5,494	5,494
42600 Social Security/PARS	9	9	11	23	10	10
42700 PERS Retirement	25,264	38,571	15,917	31,834	41,920	41,920
Total	<u>\$ 375,474</u>	<u>\$ 447,236</u>	<u>\$ 183,225</u>	<u>\$ 366,450</u>	<u>\$ 473,072</u>	<u>\$ 473,072</u>

Maintenance & Operation Detail

42800 Auto Allowance	1,340	1,187	636	1,187	1,187	1,187
43080 Rent	-	295	-	295	295	295
43110 Contractual Services	3,142	3,232	-	3,232	3,232	3,232
43150 City Services	25	-	-	-	-	-
44100 Repairs to Equipment	-	202	-	202	202	202
44120 Repairs to Office Equipment	-	616	-	616	616	616
44300 Telephone	2,978	1,766	1,592	1,766	1,765	1,765
44450 Postage	-	1,000	156	1,000	1,000	1,000
44650 Training	825	200	825	200	200	200
44700 Computer Software	764	903	899	903	903	903
44750 Insurance & Surety Bonds	5,338	4,899	2,590	5,180	4,899	5,200
44800 Membership & Dues	(510)	2,521	340	2,521	2,521	2,521
45050 Periodicals & Newspapers	1,400	440	545	440	440	440

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
45100 Books	9,560	2,100	2,006	2,100	2,100	2,100
45150 Furniture & Equipment	469	1,030	-	1,030	1,030	1,030
45250 Office Supplies	6,124	2,060	1,162	2,060	2,060	2,060
46900 Business Meetings	331	-	-	-	-	-
47000 Miscellaneous	319	1,165	-	1,165	1,165	1,165
Total	<u>\$ 32,105</u>	<u>\$ 23,616</u>	<u>\$ 10,752</u>	<u>\$ 23,897</u>	<u>\$ 23,615</u>	<u>\$ 23,916</u>

Account Summary	<u>Actual Expenditures 2005-06</u>	<u>Current Year Appropriation 2006-07</u>	<u>Year to Date Expenditure 12/31/06</u>	<u>Estimated Expenditures 2006-07</u>	<u>Prior Estimate 2007-08</u>	<u>Budget 2007-08</u>
<u>Financial</u>						
Salaries & Benefits	19,886	25,469	14,516	29,032	26,671	26,671
Maintenance & Operation	9,681	8,355	3,029	8,796	8,355	8,805
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ 29,567</u>	<u>\$ 33,824</u>	<u>\$ 17,545</u>	<u>\$ 37,827</u>	<u>\$ 35,026</u>	<u>\$ 35,476</u>

Personnel Classification Detail

	Actual <u>2005-2006</u>	Budget <u>2006-2007</u>	Estimated <u>2006-2007</u>	Prior Est. <u>2007-2008</u>	Budget <u>2007-08</u>
Assistant City Attorney	0.25	0.25	0.25	0.25	0.00
Deputy City Attorney	0.00	0.00	0.00	0.00	0.10
Legal Secretary	0.25	0.25	0.25	0.25	0.25
Senior Assistant City Attorney	0.05	0.05	0.05	0.05	0.00
TOTAL	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>	<u>0.35</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	15,791	20,278	11,541	23,083	21,225	21,225
41300 Hourly Wages	220	259	289	579	267	267
41600 Compensated Absences	323	345	194	388	361	361
41700 Other Benefits	-	213	-	-	213	213
41800 Life Insurance	11	20	17	34	21	21
41900 Disability Insurance	71	117	69	137	121	121
42000 Vision Insurance	12	153	14	28	153	153
42100 Medical Insurance	1,397	1,408	859	1,718	1,450	1,450
42200 Dental Insurance	103	106	68	135	109	109
42300 Unemployment Insurance	16	20	12	24	21	21
42400 Compensation Insurance	88	119	65	130	128	128
42500 Medicare	282	298	171	342	307	307
42600 Social Security/PARS	3	3	4	8	3	3
42700 PERS Retirement	1,569	2,130	1,213	2,425	2,292	2,292
Total	\$ 19,886	\$ 25,469	\$ 14,516	\$ 29,032	\$ 26,671	\$ 26,671

Maintenance & Operation Detail						
43080 Rent	-	111	-	111	111	111
43110 Contractual Services	1,370	1,212	-	1,212	1,212	1,212
43150 City Services	70	-	220	441	-	450
44100 Repairs to Equipment	246	-	-	-	-	-
44120 Repairs to Office Equipment	224	106	108	106	106	106
44300 Telephone	2,481	662	1,327	662	662	662
44450 Postage	259	606	-	606	606	606
44650 Training	170	273	-	273	273	273
44750 Insurance & Surety Bonds	272	1,029	201	1,029	1,029	1,029
44800 Membership & Dues	995	1,045	-	1,045	1,045	1,045
45100 Books	2,665	1,788	230	1,788	1,788	1,788
45150 Furniture & Equipment	300	186	-	186	186	186
45250 Office Supplies	564	150	942	150	150	150

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
46900 Business Meetings	64	-	-	-	-	-
47000 Miscellaneous	-	1,187	-	1,187	1,187	1,187
Total	<u>\$ 9,681</u>	<u>\$ 8,355</u>	<u>\$ 3,029</u>	<u>\$ 8,796</u>	<u>\$ 8,355</u>	<u>\$ 8,805</u>

City Clerk

City Clerk

City Clerk