

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 2004-05	Current Year Appropriation 2005-06	Year to Date Expenditures 12/31/05	Estimated 2005-06	Budget 2006-07	Budget 2007-08
General Fund						
Internal Svcs/Transactional	1,067,301	1,334,753	650,594	1,290,890	1,363,907	1,432,955
Litigation	373,380	461,144	210,935	387,618	470,852	496,687
Code Enforcement	83,345	129,587	13,258	23,460	33,824	35,026
City Attorney Total	1,524,025	1,925,484	874,787	1,701,969	1,868,583	1,964,668
	Expenditures Actual 2004-05	Current Year Appropriation 2005-06		Estimated 2005-06	Budget 2006-07	Budget 2007-08
Total Salaried Positions	11.50	12.50		12.50	12.50	12.50

2005/2006 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.
- Saved taxpayer monies by effectively and efficiently representing the City, its council, departments, and employees in litigation and transactional matters.
- Vigorously handled claims by minimizing the City's liability through resolution or a cost effective settlement.
- 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.

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City Attorney

2005/2006 Accomplishments {continued}

- Successfully represented the City by obtaining defense verdicts in numerous jury/court trials, as well as positive results in several appellate cases.
- Examined and approved City agreements and contracts.
- Managed outside counsel, where required, to obtain desired results.
- Hired a Chief Assistant City Attorney – Land Use.
- Restructured management of attorneys with new Chief Assistant City Attorney and promotions.
- Provided more support and a dedicated attorney for Planning issues, Board of Zoning, Historic Preservation Commission, Zoning Administrator, and Planning Commission.
- Hired Police Advisor.
- Completed a thorough assessment of the City Attorney's book budget and determined that with the elimination of certain books being available online or no longer necessary, we are able to save at least \$8,000 in City funds and at the same time, continue to provide the staff attorneys with the appropriate legal resources to perform their jobs.
- Negotiated a contract with Westlaw for on-line legal research materials which provided a wider range of legal materials at a cost-effective price.

2006/2007 and 2007/2008 Goals

- Timely respond within the agreed upon time to requests from City Council, boards & commissions, and departments.
- Aggressively achieve the desired results which are in the best interests of the City.
- Continue to investigate, evaluate, recommend disposition, and litigate all lawsuits and claims filed against the City of Glendale.
- Closely monitor and evaluate outside legal expenditures and services in an effort to control costs.
- Streamline notifications to the Risk Manager of risk management related issues.
- Enhance a proactive system to advise the City about legislation and court decisions that may/do have an effect on the City.
- Participate with other departments in assessing City and departmental needs, make recommendations, and refocus priorities to address such needs.
- Provide support and advice to City Council, boards and commissions as well as City departments through well-reasoned legal opinions.
- Refine the efficiency of our operations by implementing the city-wide document management system whereby we can reduce the amount of paperwork required to be maintained in hard copy form.
- Continue to ensure the continued improvement of the quality of life and public safety of the residents of the City by prosecuting violators of the Municipal Code and creatively pursuing legal remedies.
- Work with Community Development & Housing to review the code enforcement process and procedures.
- Provide more training for City Council, boards and commissions, departments and employees.
- Establish General Counsel position.
- Continue to provide creative problem solving for City's the complex transactional matters.
- Modify the organizational structure of the office to ensure maximum effectiveness of operations.
- Provide additional training to those within the City regarding applicable laws and regulations and the need to comply therewith.

	Actual Expenditures 2004-05	Current Year Appropriation 2005-06	Year to Date Expenditure 12/31/05	Estimated Expenditures 2005-06	Budget 2006-07	Budget 2007-08
Account Summary						
<u>Financial</u>						
Salaries & Benefits	968,100	1,257,850	600,943	1,209,215	1,270,987	1,340,047
Maintenance & Operation	99,201	89,903	49,651	94,675	105,920	105,908
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	(13,000)	-	(13,000)	(13,000)	(13,000)
Total	<u>\$ 1,067,301</u>	<u>\$ 1,334,753</u>	<u>\$ 650,594</u>	<u>\$ 1,290,890</u>	<u>\$ 1,363,907</u>	<u>\$ 1,432,955</u>

Personnel Classification Detail

	Budget <u>2004-2005</u>	Budget <u>2005-2006</u>	Estimated <u>2005-2006</u>	Budget <u>2006-2007</u>	Budget <u>2007-2008</u>
Administrative Analyst	0.50	0.50	0.50	0.50	0.50
Assistant City Attorney	2.00	2.00	2.00	2.00	2.00
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
Legal Executive Secretary	0.50	0.50	0.50	0.50	0.50
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 Specialist II	0.00	0.00	0.00	0.00	0.00
Senior Assistant City Attorney	0.15	0.15	0.15	0.15	0.15
TOTAL	<u>8.20</u>	<u>8.20</u>	<u>8.20</u>	<u>8.20</u>	<u>8.20</u>

	Actual Expenditures 2004-05	Current Year Appropriation 2005-06	Year to Date Expenditure 12/31/05	Estimated Expenditures 2005-06	Budget 2006-07	Budget 2007-08
Salaries & Benefits						
41100 Salaries	848,652	1,113,609	497,919	1,002,289	1,035,021	1,090,644
41200 Overtime	350	-	372	400	500	515
41300 Hourly Wages	7,964	776	636	640	800	824
41600 Compensated Absences	14,232	10,096	8,646	17,324	17,839	18,784
41700 Other Benefits	7,221	1,431	4,552	6,899	2,606	2,606
41800 Life Insurance	2,470	1,572	1,645	3,269	3,148	3,243
41900 Disability Insurance	6,613	4,989	4,166	8,279	8,575	8,832
42000 Vision Insurance	1,695	1,206	994	1,973	1,913	1,913
42100 Medical Insurance	53,261	47,940	31,373	62,357	62,746	64,628
42200 Dental Insurance	4,921	4,667	2,618	2,800	5,236	5,393
42300 Unemployment Insurance	873	622	499	1,004	1,051	1,083
42400 Compensation Insurance	14,412	3,007	8,232	16,565	6,067	6,546
42500 Medicare	5,337	5,549	3,563	7,166	15,234	15,691
42600 Social Security/PARS	99	10	8	100	10	11
42700 PERS Retirement	-	62,376	35,721	78,150	110,241	119,334
Total	\$ 968,100	\$ 1,257,850	\$ 600,943	\$ 1,209,215	\$ 1,270,987	\$ 1,340,047
Maintenance & Operation Detail						
42800 Auto Allowance	8,682	7,335	7,320	10,984	11,000	11,000
43080 Rent	-	332	-	-	332	332
43110 Contractual Services	4,811	3,636	2,321	3,636	3,636	3,636
43150 City Services	6	-	-	-	-	-
44100 Repairs to Equipment	-	227	-	-	303	303
44120 Repairs to Office Equipment	211	1,818	-	900	3,318	3,318
44300 Telephone	2,253	3,409	1,881	4,412	1,987	1,986
44450 Postage	2,292	2,274	796	1,427	3,274	3,274
44550 Travel	3,260	3,862	867	3,862	2,985	2,974
44650 Training	1,812	4,178	4,671	4,671	4,451	4,451
44700 Computer Software	(576)	739	-	-	985	985
44750 Insurance & Surety Bonds	32,848	32,268	15,982	35,067	32,268	32,268

	Actual Expenditures 2004-05	Current Year Appropriation 2005-06	Year to Date Expenditure 12/31/05	Estimated Expenditures 2005-06	Budget 2006-07	Budget 2007-08
44800 Membership & Dues	8,848	5,636	5,020	5,636	5,636	5,636
45050 Periodicals & Newspapers	-	495	-	400	660	660
45100 Books	17,885	11,363	6,708	11,000	22,901	22,901
45150 Furniture & Equipment	1,494	1,159	1,984	2,059	1,359	1,359
45250 Office Supplies	9,837	7,611	2,064	7,000	8,234	8,234
46900 Business Meetings	301	-	37	60	250	250
47000 Miscellaneous	5,237	3,561	-	3,561	2,341	2,341
Total	<u>\$ 99,201</u>	<u>\$ 89,903</u>	<u>\$ 49,651</u>	<u>\$ 94,675</u>	<u>\$ 105,920</u>	<u>\$ 105,908</u>

	<u>Actual</u> <u>Expenditures</u> <u>2004-05</u>	<u>Current Year</u> <u>Appropriation</u> <u>2005-06</u>	<u>Year to Date</u> <u>Expenditure</u> <u>12/31/05</u>	<u>Estimated</u> <u>Expenditures</u> <u>2005-06</u>	<u>Budget</u> <u>2006-07</u>	<u>Budget</u> <u>2007-08</u>
Account Summary						
<u>Financial</u>						
Salaries & Benefits	325,149	422,248	192,498	375,601	447,236	473,072
Maintenance & Operation	48,231	38,896	18,437	12,017	23,616	23,615
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ 373,380</u>	<u>\$ 461,144</u>	<u>\$ 210,935</u>	<u>\$ 387,618</u>	<u>\$ 470,852</u>	<u>\$ 496,687</u>

Personnel Classification Detail

	Budget <u>2004-2005</u>	Budget <u>2005-2006</u>	Estimated <u>2005-2006</u>	Budget <u>2006-2007</u>	Budget <u>2007-2008</u>
Administrative Analyst	0.00	0.00	0.00	0.00	0.00
Assistant City Attorney	0.75	0.75	0.75	0.75	0.75
Chief Assistant City Attorney	0.20	0.20	0.20	0.20	0.20
City Attorney	0.00	0.00	0.00	0.00	0.00
Legal Executive Secretary	0.00	0.00	0.00	0.00	0.00
Legal Secretary	2.00	2.00	2.00	2.00	2.00
Legal Services Supervisor	0.00	0.00	0.00	0.00	0.00
Legal Systems Associate	0.00	0.00	0.00	0.00	0.00
Office Services Specialist II	0.00	0.00	0.00	0.00	0.00
Senior Assistant City Attorney	0.80	0.80	0.80	0.80	0.80
TOTAL	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>	<u>3.75</u>

	Actual Expenditures 2004-05	Current Year Appropriation 2005-06	Year to Date Expenditure 12/31/05	Estimated Expenditures 2005-06	Budget 2006-07	Budget 2007-08
Salaries & Benefits						
41100 Salaries	288,060	348,826	162,421	323,683	367,135	388,152
41300 Hourly Wages	3,190	691	711	800	712	733
41600 Compensated Absences	4,955	8,060	2,752	5,505	6,242	6,599
41700 Other Benefits	604	1,200	2	1,000	1,000	1,000
41800 Life Insurance	616	1,435	315	800	875	901
41900 Disability Insurance	1,800	4,168	859	1,000	2,730	2,812
42000 Vision Insurance	490	1,071	291	500	672	672
42100 Medical Insurance	16,725	23,724	9,522	14,202	19,044	19,615
42200 Dental Insurance	2,469	3,703	1,210	2,493	2,420	2,493
42300 Unemployment Insurance	295	553	163	300	368	379
42400 Compensation Insurance	1,622	2,672	897	900	2,124	2,292
42500 Medicare	4,281	4,932	2,342	2,400	5,334	5,494
42600 Social Security/PARS	41	-	9	9	9	10
42700 PERS Retirement	-	21,213	11,005	22,010	38,571	41,920
Total	<u>\$ 325,149</u>	<u>\$ 422,248</u>	<u>\$ 192,498</u>	<u>\$ 375,601</u>	<u>\$ 447,236</u>	<u>\$ 473,072</u>

Maintenance & Operation Detail

42800 Auto Allowance	1,001	1,587	388	600	1,187	1,187
43080 Rent	-	295	-	-	295	295
43110 Contractual Services	4,307	3,232	2,084	674	3,232	3,232
44100 Repairs to Equipment	-	202	-	-	202	202
44120 Repairs to Office Equipment	693	1,616	-	-	616	616
44300 Telephone	1,900	3,030	911	-	1,766	1,765
44450 Postage	78	1,616	-	-	1,000	1,000
44550 Travel	2,197	-	-	-	-	-
44650 Training	2,341	200	91	100	200	200
44700 Computer Software	-	903	-	-	903	903
44750 Insurance & Surety Bonds	5,013	4,899	2,773	2,773	4,899	4,899
44800 Membership & Dues	3,268	2,521	2,250	200	2,521	2,521
45050 Periodicals & Newspapers	773	440	1,188	-	440	440

	Actual Expenditures 2004-05	Current Year Appropriation 2005-06	Year to Date Expenditure 12/31/05	Estimated Expenditures 2005-06	Budget 2006-07	Budget 2007-08
45100 Books	13,519	12,100	6,185	5,000	2,100	2,100
45150 Furniture & Equipment	332	1,030	469	470	1,030	1,030
45170 Computer Hardware	1,000	-	-	-	-	-
45250 Office Supplies	8,686	2,060	1,778	200	2,060	2,060
47000 Miscellaneous	3,125	3,165	319	2,000	1,165	1,165
Total	<u>\$ 48,231</u>	<u>\$ 38,896</u>	<u>\$ 18,437</u>	<u>\$ 12,017</u>	<u>\$ 23,616</u>	<u>\$ 23,615</u>

	<u>Actual Expenditures 2004-05</u>	<u>Current Year Appropriation 2005-06</u>	<u>Year to Date Expenditure 12/31/05</u>	<u>Estimated Expenditures 2005-06</u>	<u>Budget 2006-07</u>	<u>Budget 2007-08</u>
Account Summary						
<u>Financial</u>						
Salaries & Benefits	53,962	116,403	8,632	17,470	25,469	26,671
Maintenance & Operation	29,382	13,184	4,625	5,990	8,355	8,355
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ 83,345</u>	<u>\$ 129,587</u>	<u>\$ 13,258</u>	<u>\$ 23,460</u>	<u>\$ 33,824</u>	<u>\$ 35,026</u>

Personnel Classification Detail

	Budget 2004-2005	Budget 2005-2006	Estimated 2005-2006	Budget 2006-2007	Budget 2007-2008
Administrative Analyst	0.00	0.00	0.00	0.00	0.00
Assistant City Attorney	0.25	0.25	0.25	0.25	0.25
Chief Assistant City Attorney	0.00	0.00	0.00	0.00	0.00
City Attorney	0.00	0.00	0.00	0.00	0.00
Legal Executive Secretary	0.00	0.00	0.00	0.00	0.00
Legal Secretary	0.25	0.25	0.25	0.25	0.25
Legal Services Supervisor	0.00	0.00	0.00	0.00	0.00
Legal Systems Associate	0.00	0.00	0.00	0.00	0.00
Office Services Specialist II	0.00	0.00	0.00	0.00	0.00
Senior Assistant City Attorney	0.05	0.05	0.05	0.05	0.05
TOTAL	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>	<u>0.55</u>

	Actual Expenditures 2004-05	Current Year Appropriation 2005-06	Year to Date Expenditure 12/31/05	Estimated Expenditures 2005-06	Budget 2006-07	Budget 2007-08
Salaries & Benefits						
41100 Salaries	47,047	86,231	6,626	13,610	20,278	21,225
41300 Hourly Wages	1,063	251	220	330	259	267
41600 Compensated Absences	749	2,113	165	330	345	361
41700 Other Benefits	28	450	-	350	213	213
41800 Life Insurance	92	538	4	100	20	21
41900 Disability Insurance	287	1,563	32	100	117	121
42000 Vision Insurance	59	401	7	50	153	153
42100 Medical Insurance	3,245	12,646	704	500	1,408	1,450
42200 Dental Insurance	336	889	53	350	106	109
42300 Unemployment Insurance	50	207	7	110	20	21
42400 Compensation Insurance	274	1,002	38	100	119	128
42500 Medicare	720	1,849	139	100	298	307
42600 Social Security/PARS	14	-	3	20	3	3
42700 PERS Retirement	-	8,263	637	1,420	2,130	2,292
Total	<u>\$ 53,962</u>	<u>\$ 116,403</u>	<u>\$ 8,632</u>	<u>\$ 17,470</u>	<u>\$ 25,469</u>	<u>\$ 26,671</u>

Maintenance & Operation Detail

42800 Auto Allowance	-	45	-	45	-	-
43080 Rent	-	111	-	-	111	111
43110 Contractual Services	15,264	1,212	1,104	200	1,212	1,212
44100 Repairs to Equipment	-	76	-	-	-	-
44120 Repairs to Office Equipment	98	606	224	350	106	106
44300 Telephone	1,459	1,136	759	760	662	662
44450 Postage	74	606	259	300	606	606
44650 Training	-	773	-	700	273	273
44700 Computer Software	3,429	246	-	-	-	-
44750 Insurance & Surety Bonds	848	1,029	116	120	1,029	1,029
44800 Membership & Dues	540	1,045	1,295	-	1,045	1,045
45050 Periodicals & Newspapers	-	165	-	165	-	-
45100 Books	4,366	3,788	-	2,200	1,788	1,788

	Actual Expenditures 2004-05	Current Year Appropriation 2005-06	Year to Date Expenditure 12/31/05	Estimated Expenditures 2005-06	Budget 2006-07	Budget 2007-08
45150 Furniture & Equipment	37	386	300	-	186	186
45250 Office Supplies	2,831	773	503	150	150	150
46900 Business Meetings	-	-	64	-	-	-
47000 Miscellaneous	435	1,187	-	1,000	1,187	1,187
Total	\$ 29,382	\$ 13,184	\$ 4,625	\$ 5,990	\$ 8,355	\$ 8,355