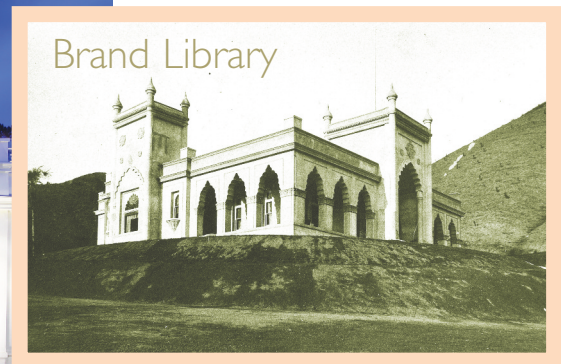
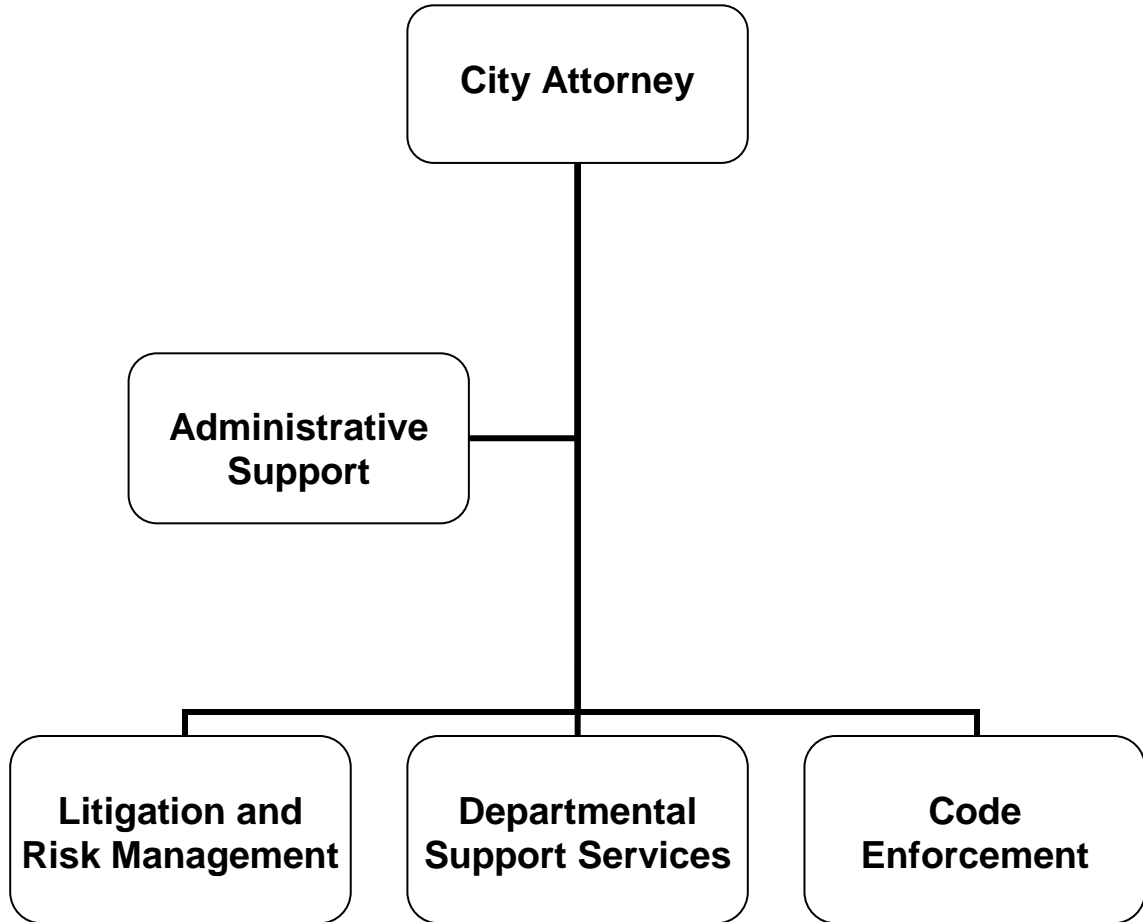


# ADOPTED BUDGET 2014-15



# 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 2012-13	Adopted 2013-14*	Revised 2013-14	Adopted 2014-15
<b><u>General Fund</u></b>				
Departmental Services (101-151)	\$ 2,304,316	\$ 2,393,045	\$ 2,393,045	\$ 2,364,709
Liability & Risk Management (101-152)	733,843	790,708	790,708	882,716
Code Enforcement (101-153)	18,116	23,674	23,674	43,424
<b>Total General Fund</b>	<b>\$ 3,056,275</b>	<b>\$ 3,207,427</b>	<b>\$ 3,207,427</b>	<b>\$ 3,290,849</b>
<b><u>Other Funds</u></b>				
Liability Insurance Fund (612)	\$ 1,994,410	\$ 7,745,221	\$ 8,612,115	\$ 7,663,103
<b>Total Other Funds</b>	<b>\$ 1,994,410</b>	<b>\$ 7,745,221</b>	<b>\$ 8,612,115</b>	<b>\$ 7,663,103</b>
<b>Department Grand Total</b>	<b>\$ 5,050,685</b>	<b>\$ 10,952,648</b>	<b>\$ 11,819,542</b>	<b>\$ 10,953,952</b>

Note:

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

**CITY OF GLENDALE  
CITY ATTORNEY DEPARTMENT  
GENERAL FUND - DEPARTMENTAL SERVICES  
101-151**

		<b>Actual 2012-13</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 1,546,725	\$ 1,547,340	\$ 1,547,340	\$ 1,517,705
41200	Overtime	188	-	-	-
41300	Hourly wages	22,114	22,018	22,018	22,018
Various	Benefits	346,974	353,004	353,004	360,867
42700, 42702	PERS Retirement	244,900	250,406	250,406	268,451
42701	PERS cost sharing	(44,675)	(44,383)	(44,383)	(46,119)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 2,116,226</b>	<b>\$ 2,128,385</b>	<b>\$ 2,128,385</b>	<b>\$ 2,122,922</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 981	\$ 25,000	\$ 25,000	\$ 30,000
44100	Repairs to equipment	-	303	303	301
44120	Repairs to office equip	128	3,318	3,318	3,020
44352	ISD service charge	91,669	118,548	118,548	89,286
44450	Postage	2,306	3,274	3,274	3,274
44550	Travel	3,650	4,900	4,900	4,900
44650	Training	8,750	12,000	12,000	12,000
44700	Computer software	956	-	-	-
44750	Liability Insurance	47,161	56,812	56,812	58,201
44751	Insurance/surety bond premium	10,092	-	-	-
44800	Membership & dues	6,241	9,626	9,626	9,625
45050	Periodicals & newspapers	799	660	660	1,000
45100	Books	10,107	16,900	16,900	15,000
45150	Furniture & equipment	-	1,359	1,359	1,320
45250	Office supplies	3,076	10,780	10,780	11,780
46900	Business meetings	799	250	250	1,150
47000	Miscellaneous	1,375	930	930	930
<b>Maintenance &amp; Operation Total</b>		<b>\$ 188,090</b>	<b>\$ 264,660</b>	<b>\$ 264,660</b>	<b>\$ 241,787</b>
<b>TOTAL</b>		<b>\$ 2,304,316</b>	<b>\$ 2,393,045</b>	<b>\$ 2,393,045</b>	<b>\$ 2,364,709</b>

**CITY OF GLENDALE  
CITY ATTORNEY DEPARTMENT  
GENERAL FUND - LIABILITY & RISK MANAGEMENT  
101-152**

	<b>Actual 2012-13</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b>Salaries &amp; Benefits</b>				
41100 Salaries	\$ 531,317	\$ 554,050	\$ 554,050	\$ 611,695
41200 Overtime	187	-	-	-
Various Benefits	108,096	115,697	115,697	135,841
42700, 42702 PERS Retirement	83,604	89,662	89,662	106,694
42701 PERS cost sharing	(14,338)	(14,996)	(14,996)	(18,330)
<b>Salaries &amp; Benefits Total</b>	<b>\$ 708,866</b>	<b>\$ 744,413</b>	<b>\$ 744,413</b>	<b>\$ 835,900</b>
<b>Maintenance &amp; Operation</b>				
44100 Repairs to equipment	\$ -	\$ 497	\$ 497	\$ 500
44120 Repairs to office equip	-	616	616	614
44352 ISD service charge	2,701	12,675	12,675	10,130
44550 Travel	60	2,500	2,500	2,500
44750 Liability Insurance	15,837	20,056	20,056	23,122
44751 Insurance/surety bond premium	1,169	-	-	-
44800 Membership & dues	2,095	2,521	2,521	2,520
45050 Periodicals & newspapers	-	740	740	740
45100 Books	2,123	2,100	2,100	2,100
45150 Furniture & equipment	-	1,030	1,030	1,030
45250 Office supplies	992	3,060	3,060	3,060
47000 Miscellaneous	-	500	500	500
<b>Maintenance &amp; Operation Total</b>	<b>\$ 24,977</b>	<b>\$ 46,295</b>	<b>\$ 46,295</b>	<b>\$ 46,816</b>
<b>TOTAL</b>	<b>\$ 733,843</b>	<b>\$ 790,708</b>	<b>\$ 790,708</b>	<b>\$ 882,716</b>

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

		<b>Actual 2012-13</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 13,096	\$ 13,816	\$ 13,816	\$ 25,316
Various	Benefits	2,094	2,183	2,183	7,411
42700, 42702	PERS Retirement	2,059	2,236	2,236	4,421
42701	PERS cost sharing	(393)	(414)	(414)	(759)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 16,856</b>	<b>\$ 17,821</b>	<b>\$ 17,821</b>	<b>\$ 36,389</b>
<b>Maintenance &amp; Operation</b>					
44120	Repairs to office equip	\$ -	\$ 106	\$ 106	\$ -
44352	ISD service charge	73	412	412	1,137
44650	Training	-	879	879	985
44750	Liability Insurance	389	500	500	957
44751	Insurance/surety bond premium	59	-	-	-
44800	Membership & dues	410	1,045	1,045	1,045
45100	Books	107	1,788	1,788	1,788
45150	Furniture & equipment	-	188	188	188
45250	Office supplies	222	550	550	550
47000	Miscellaneous	-	385	385	385
<b>Maintenance &amp; Operation Total</b>		<b>\$ 1,260</b>	<b>\$ 5,853</b>	<b>\$ 5,853</b>	<b>\$ 7,035</b>
<b>TOTAL</b>		<b>\$ 18,116</b>	<b>\$ 23,674</b>	<b>\$ 23,674</b>	<b>\$ 43,424</b>

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

	<b>Actual 2012-13</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b>Salaries &amp; Benefits</b>				
41100 Salaries	\$ 126,629	\$ 177,576	\$ 177,576	\$ 191,637
41200 Overtime	(664)	-	-	-
41300 Hourly wages	11,050	42,000	42,000	31,680
Various Benefits	28,371	38,930	38,930	45,626
42601 PARS supplemental retirement	40,440	40,440	40,440	40,440
42700, 42702 PERS Retirement	19,915	28,737	28,737	33,415
42701 PERS cost sharing	(2,918)	(4,445)	(4,445)	(5,740)
<b>Salaries &amp; Benefits Total</b>	<b>\$ 222,823</b>	<b>\$ 323,238</b>	<b>\$ 323,238</b>	<b>\$ 337,058</b>
<b>Maintenance &amp; Operation</b>				
43110 Contractual services	\$ 72,107	\$ 178,500	\$ 178,500	\$ 118,500
43150 Cost allocation charge	1,238,837	1,203,642	1,203,642	1,298,163
44352 ISD service charge	21,022	8,976	8,976	9,336
44450 Postage	4,310	500	500	500
44550 Travel	619	8,125	8,125	7,325
44650 Training	120	15,000	15,000	15,000
44750 Liability Insurance	4,142	7,948	7,948	8,440
44751 Insurance/surety bond premium	1,301	-	-	-
44800 Membership & dues	220	9,995	9,995	7,690
45050 Periodicals & newspapers	-	765	765	500
45100 Books	4,479	12,600	12,600	10,200
45150 Furniture & equipment	-	1,000	1,000	500
45250 Office supplies	541	4,500	4,500	3,200
45350 General supplies	-	500	500	250
46900 Business meetings	-	250	250	250
47000 Miscellaneous	-	300	300	300
48501 Excess liability premium	1,321,609	1,681,077	1,681,077	1,615,081
48502 Legal consultation fee	524,591	1,250,000	1,250,000	1,250,000
48503 Litigation miscellaneous exp	473,357	560,554	560,554	560,554
48504 Claim administrative expenses	135	126,420	126,420	126,420
48505 Litigation settlements	461,717	-	-	-
48510 Claims accrual	(2,253,476)	-	-	-
48600 Claims	(104,044)	2,351,331	3,218,225	2,293,836
<b>Maintenance &amp; Operation Total</b>	<b>\$ 1,771,587</b>	<b>\$ 7,421,983</b>	<b>\$ 8,288,877</b>	<b>\$ 7,326,045</b>
<b>TOTAL</b>	<b>\$ 1,994,410</b>	<b>\$ 7,745,221</b>	<b>\$ 8,612,115</b>	<b>\$ 7,663,103</b>



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

Classification	Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15	
<u>Salaried Positions</u>					
Administrative Assistant	2.00	2.00	2.00	2.00	
Assistant City Attorney	3.00	3.00	3.26	3.21	
Chief Assistant City Attorney	1.00	2.00	2.00	2.00	
City Attorney	1.00	1.00	1.00	1.00	
Deputy City Attorney	1.16	1.16	1.00	1.00	
Executive Analyst	1.00	1.00	1.00	1.00	
General Counsel	2.00	1.00	1.00	1.00	
Legal Executive Secretary	1.00	1.00	1.00	1.00	
Legal Services Supervisor	-	-	1.00	1.00	
Legal Systems Associate	1.00	1.00	-	-	
Office Services Secretary	1.00	1.00	1.00	1.00	
Principal Asst City Attorney	-	-	1.00	1.00	
Risk & Insurance Services Manager	1.00	1.00	1.00	1.00	
Sr. Assistant City Attorney	3.00	3.00	2.00	2.00	
Total Salaried Positions	<u>18.16</u>	<u>18.16</u>	<u>18.26</u>	<u>18.21</u>	
<u>Hourly Positions</u>					
	*	*	*	*	
City Resource Specialist	-	0.46	(1) 0.46	(1) 0.52	(1)
Hourly City Worker	-	-	-	0.92	(2)
Total Hourly Positions	<u>-</u>	<u>0.46</u>	<u>0.46</u>	<u>1.44</u>	
City Attorney Total	<u>18.16</u>	<u>18.62</u>	<u>18.72</u>	<u>19.65</u>	

Note:

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