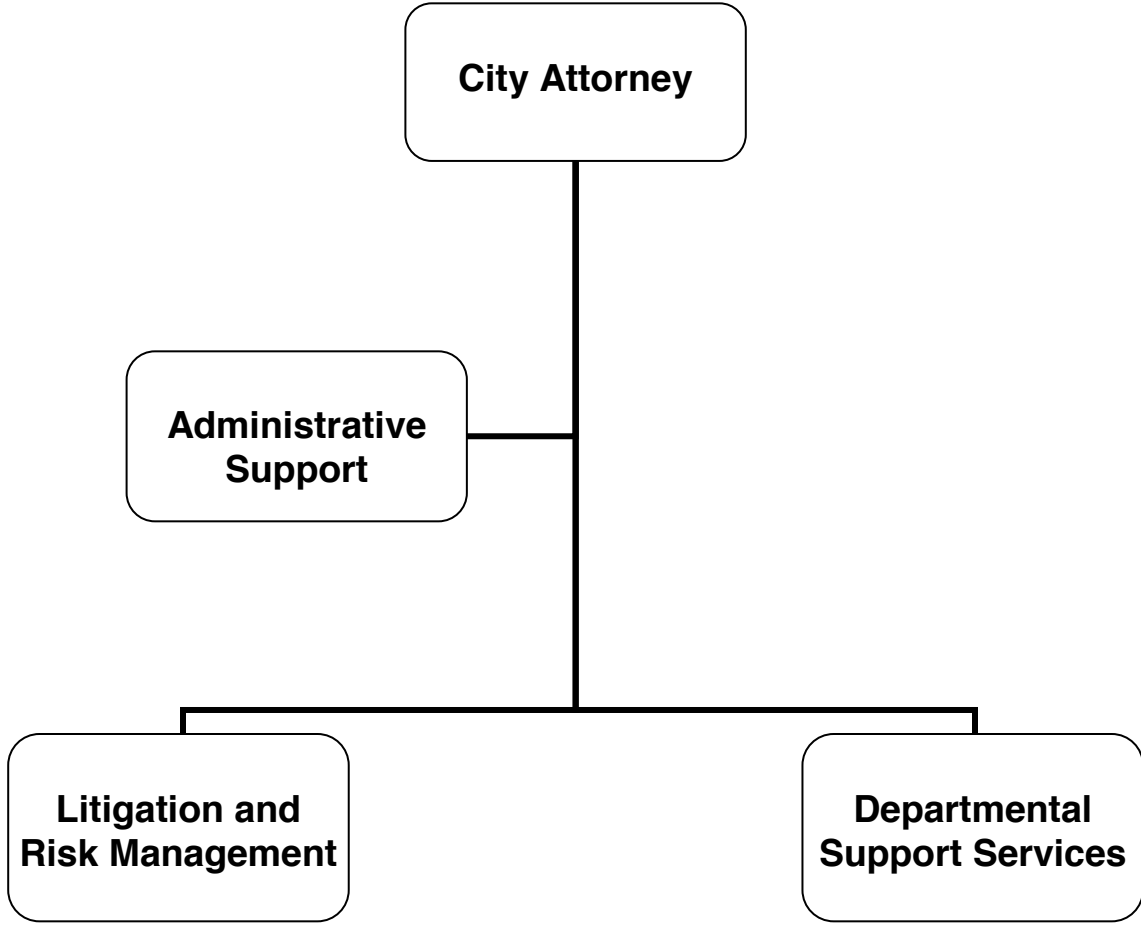


ADOPTED BUDGET 2015-16



CITY ATTORNEY

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 two primary sections: Litigation and Risk Management and Departmental Support Services 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. 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 City Attorney's Office 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 2013-14 | Adopted 2014-15 | Revised 2014-15 | Adopted 2015-16 |
|---|---------------------|----------------------|----------------------|----------------------|
| <u>General Fund</u> | | | | |
| Departmental services (101-151) | \$ 2,341,497 | \$ 2,364,709 | \$ 2,418,043 | \$ 2,202,408 |
| Liability and Risk Management (101-152) | 779,674 | 882,716 | 888,915 | 941,147 |
| Code Enforcement (101-153) | 19,854 | 43,424 | 43,681 | 46,458 |
| Total General Fund | \$ 3,141,025 | \$ 3,290,849 | \$ 3,350,639 | \$ 3,190,013 |
| <u>Other Funds</u> | | | | |
| Liability Insurance Fund (612)* | \$ 6,130,141 | \$ 7,663,103 | \$ 7,857,669 | \$ 7,961,959 |
| Total Other Funds | \$ 6,130,141 | \$ 7,663,103 | \$ 7,857,669 | \$ 7,961,959 |
| Department Grand Total | \$ 9,271,166 | \$ 10,953,952 | \$ 11,208,308 | \$ 11,151,972 |

Notes:

- * Beginning FY 2015-16, the Safety Section (614-221) moved from Human Resources to the City Attorney's Department (612-213).

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

| | | Actual 2013-14 | Adopted 2014-15 | Revised 2014-15 | Adopted 2015-16 |
|--|--------------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits | | | | | |
| 41100 | Salaries | \$ 1,555,179 | \$ 1,517,705 | \$ 1,556,513 | \$ 1,423,336 |
| 41200 | Overtime | - | - | - | 500 |
| 41300 | Hourly wages | - | 22,018 | 22,018 | - |
| Various | Benefits | 359,007 | 360,867 | 375,393 | 326,945 |
| 42700, 42702 | PERS Retirement | 250,718 | 268,451 | 268,451 | 296,275 |
| 42701 | PERS cost sharing | (45,685) | (46,119) | (46,119) | (42,543) |
| Salaries & Benefits Total | | \$ 2,119,221 | \$ 2,122,922 | \$ 2,176,256 | \$ 2,004,513 |
| Maintenance & Operation | | | | | |
| 43110 | Contractual services | \$ 1,188 | \$ 30,000 | \$ 30,000 | \$ 30,000 |
| 44100 | Repairs to equipment | - | 301 | 301 | 301 |
| 44120 | Repairs to office equip | 1,980 | 3,020 | 3,020 | 3,020 |
| 44352 | ISD service charge | 118,548 | 89,286 | 89,286 | 55,753 |
| 44450 | Postage | 2,494 | 3,274 | 3,274 | 3,274 |
| 44550 | Travel | 4,176 | 4,900 | 4,900 | 4,900 |
| 44650 | Training | 6,865 | 12,000 | 12,000 | 12,000 |
| 44750 | Liability Insurance | 56,297 | 58,201 | 58,201 | 47,842 |
| 44800 | Membership & dues | 5,165 | 9,625 | 9,625 | 9,625 |
| 45050 | Periodicals & newspapers | 218 | 1,000 | 1,000 | 1,000 |
| 45100 | Books | 9,138 | 15,000 | 15,000 | 15,000 |
| 45150 | Furniture & equipment | 772 | 1,320 | 1,320 | 1,320 |
| 45250 | Office supplies | 13,529 | 11,780 | 11,780 | 11,780 |
| 45350 | General supplies | 1,064 | - | - | - |
| 46900 | Business meetings | 233 | 1,150 | 1,150 | 1,150 |
| 47000 | Miscellaneous | 609 | 930 | 930 | 930 |
| Maintenance & Operation Total | | \$ 222,276 | \$ 241,787 | \$ 241,787 | \$ 197,895 |
| TOTAL | | \$ 2,341,497 | \$ 2,364,709 | \$ 2,418,043 | \$ 2,202,408 |

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

| | | Actual 2013-14 | Adopted 2014-15 | Revised 2014-15 | Adopted 2015-16 |
|--|--------------------------|-------------------|--------------------|--------------------|--------------------|
| Salaries & Benefits | | | | | |
| 41100 | Salaries | \$ 550,553 | \$ 611,695 | \$ 611,695 | \$ 629,447 |
| 41200 | Overtime | 533 | - | - | 1,000 |
| Various | Benefits | 118,816 | 135,841 | 142,040 | 139,094 |
| 42700, 42702 | PERS Retirement | 88,560 | 106,694 | 106,694 | 131,022 |
| 42701 | PERS cost sharing | (15,806) | (18,330) | (18,330) | (18,815) |
| Salaries & Benefits Total | | \$ 742,657 | \$ 835,900 | \$ 842,099 | \$ 881,748 |
| Maintenance & Operation | | | | | |
| 44100 | Repairs to equipment | - | \$ 500 | \$ 500 | \$ 500 |
| 44120 | Repairs to office equip | - | 614 | 614 | 614 |
| 44352 | ISD service charge | 12,675 | 10,130 | 10,130 | 24,653 |
| 44550 | Travel | - | 2,500 | 2,500 | 2,500 |
| 44750 | Liability Insurance | 19,949 | 23,122 | 23,122 | 21,182 |
| 44800 | Membership & dues | 2,370 | 2,520 | 2,520 | 2,520 |
| 45050 | Periodicals & newspapers | 600 | 740 | 740 | 740 |
| 45100 | Books | 125 | 2,100 | 2,100 | 2,100 |
| 45150 | Furniture & equipment | 1,088 | 1,030 | 1,030 | 1,030 |
| 45250 | Office supplies | - | 3,060 | 3,060 | 3,060 |
| 46900 | Business meetings | 210 | - | - | - |
| 47000 | Miscellaneous | - | 500 | 500 | 500 |
| Maintenance & Operation Total | | \$ 37,017 | \$ 46,816 | \$ 46,816 | \$ 59,399 |
| TOTAL | | \$ 779,674 | \$ 882,716 | \$ 888,915 | \$ 941,147 |

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

| | | Actual 2013-14 | Adopted 2014-15 | Revised 2014-15 | Adopted 2015-16 |
|--|-----------------------|-------------------|--------------------|--------------------|--------------------|
| Salaries & Benefits | | | | | |
| 41100 | Salaries | \$ 13,846 | \$ 25,316 | \$ 25,316 | \$ 27,353 |
| Various | Benefits | 2,227 | 7,411 | 7,668 | 7,677 |
| 42700, 42702 | PERS Retirement | 2,236 | 4,421 | 4,421 | 5,687 |
| 42701 | PERS cost sharing | (415) | (759) | (759) | (817) |
| Salaries & Benefits Total | | \$ 17,895 | \$ 36,389 | \$ 36,646 | \$ 39,900 |
| Maintenance & Operation | | | | | |
| 44352 | ISD service charge | \$ 412 | \$ 1,137 | \$ 1,137 | \$ 698 |
| 44650 | Training | 500 | 985 | 985 | 985 |
| 44750 | Liability Insurance | 501 | 957 | 957 | 919 |
| 44800 | Membership & dues | 530 | 1,045 | 1,045 | 1,045 |
| 45100 | Books | 16 | 1,788 | 1,788 | 1,788 |
| 45150 | Furniture & equipment | - | 188 | 188 | 188 |
| 45250 | Office supplies | - | 550 | 550 | 550 |
| 47000 | Miscellaneous | - | 385 | 385 | 385 |
| Maintenance & Operation Total | | \$ 1,959 | \$ 7,035 | \$ 7,035 | \$ 6,558 |
| TOTAL | | \$ 19,854 | \$ 43,424 | \$ 43,681 | \$ 46,458 |

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

| | | Actual 2013-14 | Adopted 2014-15 | Revised 2014-15 | Adopted 2015-16 |
|--|-------------------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits | | | | | |
| 41100 | Salaries | \$ 180,219 | \$ 191,637 | \$ 191,637 | \$ 265,183 |
| 41200 | Overtime | 626 | - | - | 1,750 |
| 41300 | Hourly wages | 37,307 | 31,680 | 31,680 | 57,600 |
| Various | Benefits | 42,675 | 45,626 | 47,692 | 67,443 |
| 42601 | PARS supplemental retirement | 40,440 | 40,440 | 40,440 | 40,440 |
| 42700, 42702 | PERS Retirement | 28,818 | 33,415 | 33,415 | 61,832 |
| 42701 | PERS cost sharing | (4,953) | (5,740) | (5,740) | (8,878) |
| Salaries & Benefits Total | | \$ 325,132 | \$ 337,058 | \$ 339,124 | \$ 485,370 |
| Maintenance & Operation | | | | | |
| 43110 | Contractual services | \$ 96,396 | \$ 118,500 | \$ 118,500 | \$ 181,000 |
| 43150 | Cost allocation charge | 1,203,642 | 1,298,163 | 1,298,163 | 1,158,445 |
| 44100 | Repairs to equipment | - | - | - | 500 |
| 44120 | Repairs to office equip | - | - | - | 500 |
| 44250 | Data communication | - | - | - | 250 |
| 44351 | Fleet / equip rental charge | - | - | - | 8,596 |
| 44352 | ISD service charge | 8,976 | 9,336 | 9,336 | 30,310 |
| 44450 | Postage | - | 500 | 500 | 700 |
| 44550 | Travel | 1,635 | 7,325 | 7,325 | 10,710 |
| 44650 | Training | 3,634 | 15,000 | 15,000 | 35,000 |
| 44750 | Liability Insurance | 7,897 | 8,440 | 8,440 | 10,905 |
| 44800 | Membership & dues | - | 7,690 | 7,690 | 8,190 |
| 45050 | Periodicals & newspapers | - | 500 | 500 | 1,000 |
| 45100 | Books | 960 | 10,200 | 10,200 | 10,700 |
| 45150 | Furniture & equipment | - | 500 | 500 | 1,500 |
| 45250 | Office supplies | 365 | 3,200 | 3,200 | 3,950 |
| 45300 | Small tools | - | - | - | 50 |
| 45350 | General supplies | - | 250 | 250 | 30,250 |
| 46900 | Business meetings | - | 250 | 250 | 500 |
| 47000 | Miscellaneous | - | 300 | 300 | 3,300 |
| 48501 | Excess liability premium | 1,410,638 | 1,615,081 | 1,615,081 | 1,556,923 |
| 48502 | Legal consultation fee | 632,409 | 1,250,000 | 1,250,000 | 1,250,000 |
| 48503 | Litigation miscellaneous exp | 190,345 | 560,554 | 560,554 | 560,554 |
| 48504 | Claim administrative expenses | 635 | 126,420 | 126,420 | 126,420 |
| 48510 | Claims accrual | 648,525 | - | - | - |
| 48600 | Claims | 1,598,951 | 2,293,836 | 2,486,336 | 2,486,336 |
| Maintenance & Operation Total | | \$ 5,805,009 | \$ 7,326,045 | \$ 7,518,545 | \$ 7,476,589 |
| TOTAL | | \$ 6,130,141 | \$ 7,663,103 | \$ 7,857,669 | \$ 7,961,959 |

Notes:

* Beginning FY 2015-16, the Safety Section (614-221) moved from Human Resources to the City Attorney's Department (612-213).

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

| Classification | Actual 2013-14 | Adopted 2014-15 | Revised 2014-15 | Adopted 2015-16 |
|--|-------------------|--------------------|--------------------|--------------------|
| <u>Salaried Positions</u> | | | | |
| Administrative Assistant | 2.00 | 2.00 | 2.00 | 1.00 |
| Assistant City Attorney | 3.26 | 3.21 | 2.21 | 1.21 |
| Chief Assistant City Attorney | 2.00 | 2.00 | 2.00 | 2.00 |
| Claims & Litigation Support Supervisor | | | | 1.00 |
| City Attorney | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Attorney | 1.00 | 1.00 | 1.00 | 1.00 |
| Executive Analyst | 1.00 | 1.00 | 1.00 | - |
| Executive Secretary | | | | 1.00 |
| General Counsel | 1.00 | 1.00 | 1.00 | 1.00 |
| Insurance Services Technician | | | | 1.00 |
| Legal Executive Secretary | 1.00 | 1.00 | 1.00 | 1.00 |
| Legal Services Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Legal Systems Associate | - | - | - | - |
| Office Services Secretary | 1.00 | 1.00 | 1.00 | - |
| Principal Asst City Attorney | 1.00 | 1.00 | 1.00 | 2.00 |
| Risk & Insurance Services Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Sr. Assistant City Attorney | 2.00 | 2.00 | 2.00 | 2.00 |
| Sr. Safety Services Specialist | - | - | - | 1.00 |
| Total Salaried Positions | <u>18.26</u> | <u>18.21</u> | <u>17.21</u> | <u>18.21</u> |
| <u>Hourly Positions</u> | | | | |
| City Resource Specialist | 0.46 | 0.52 | 0.52 | - |
| Hourly City Worker | - | 0.92 | 0.92 | 1.38 |
| Total Hourly Positions | <u>0.46</u> | <u>1.44</u> | <u>1.44</u> | <u>1.38</u> |
| City Attorney Total | <u>18.72</u> | <u>19.65</u> | <u>18.65</u> | <u>19.59</u> |

Note:

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