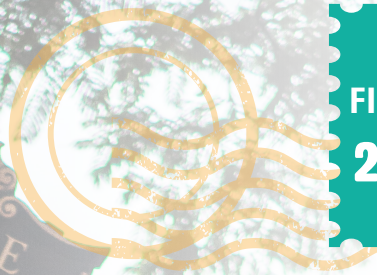




FISCAL YEAR
2018-19

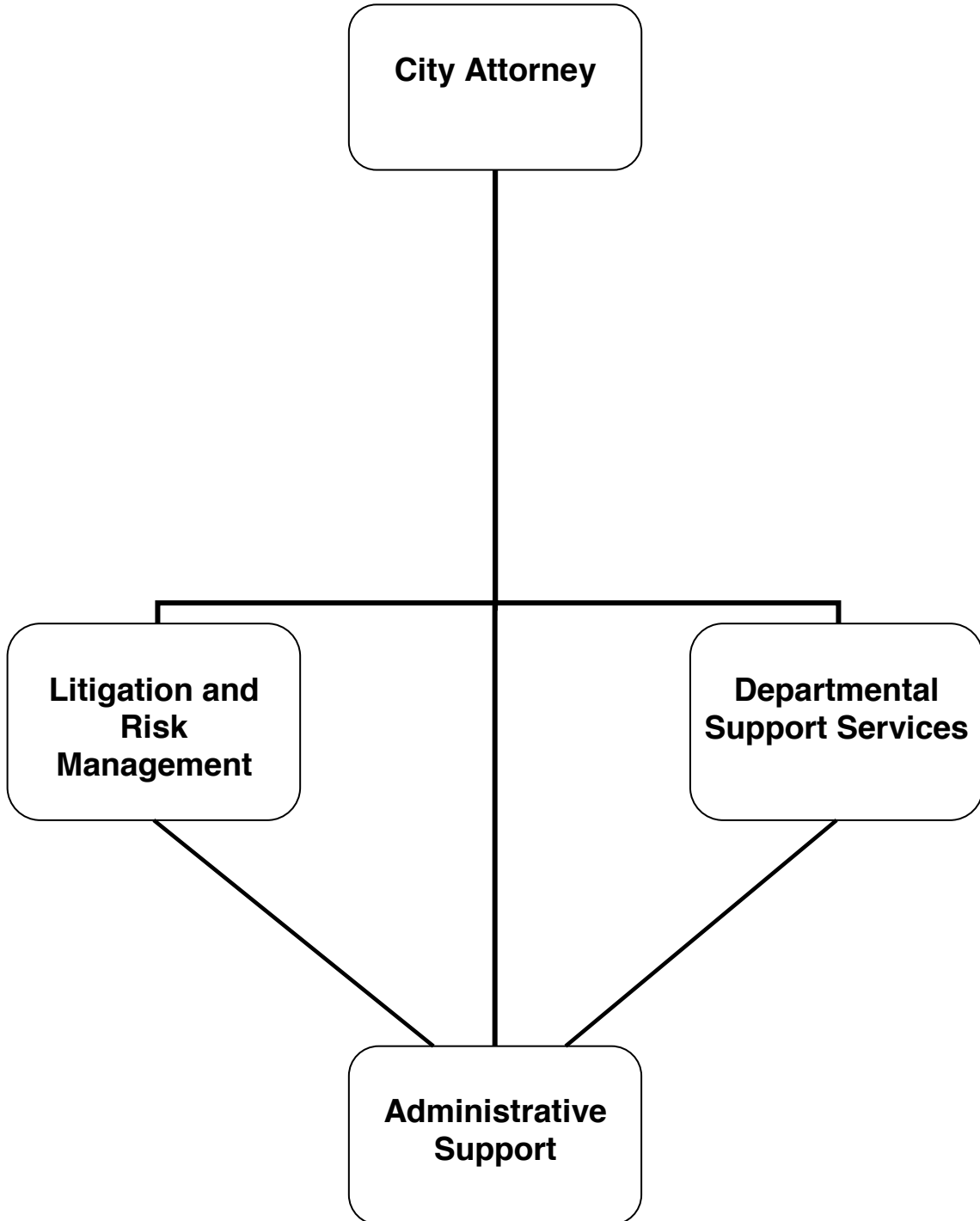


ADOPTED BUDGET

FINANCE

CITY ATTORNEY

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 two primary sections: Litigation and Risk Management and Departmental Support Services.

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 COUNCIL PRIORITIES

Informed & Engaged Community

The City Attorney's Office handles complex and sophisticated matters in a solution-oriented, efficient, 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 training on the Brown Act, CEQA, Public Records Act, ethics and conflicts of interest matters, to City Council, Boards and Commissions, and City departments. The City Attorney's Office also provides comprehensive legal review of public records requests for compliance with the Public Records Act.

Safe and Healthy Community

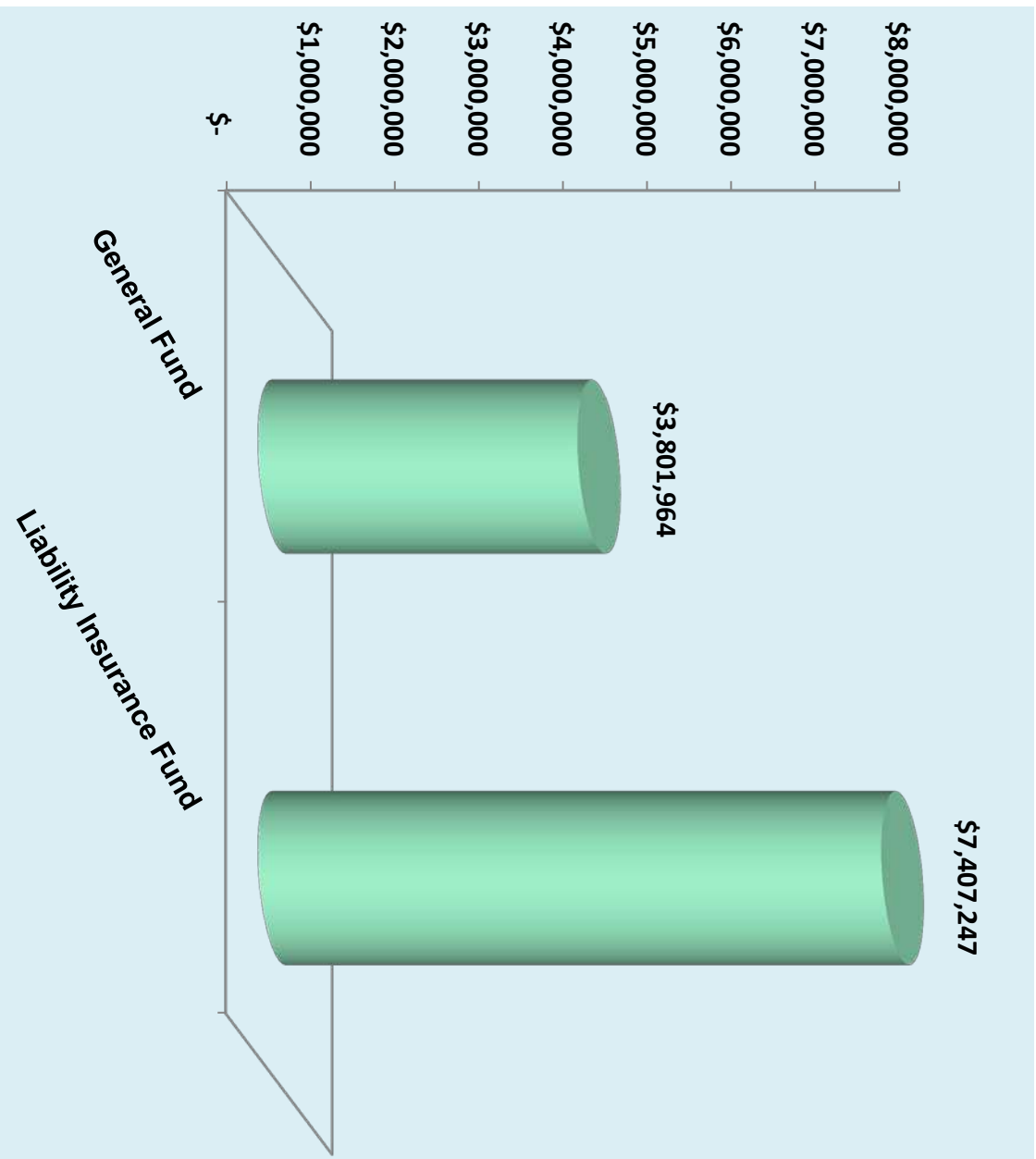
The City Attorney's Office works closely with Neighborhood Services, Police, and other departments to ensure compliance with the City of Glendale's codes intended to protect the public's health, safety, and quality of life.

Fiscal Responsibility

The Litigation and Risk Management Division engages in a cost-effective approach to claims and lawsuits through efficient claims resolution, vigorous claims defense, and litigation, when necessary, to obtain the best economic result for the City. The Departmental Services Division seeks solutions in transactional negotiations that protect the City's economic interests while promoting City goals and objectives.

**CITY OF GLENDALE
CITY ATTORNEY DEPARTMENT
FY 2018-19 ADOPTED BUDGET BY FUND**

The total City Attorney Adopted FY 2018-19 Budget is \$11,209,211. The appropriation by fund is as follows:



**CITY OF GLENDALE
SUMMARY OF APPROPRIATIONS
CITY ATTORNEY DEPARTMENT
FOR THE YEARS ENDING JUNE 30**

	Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
<u>General Fund</u>				
City Attorney Projects (101-150)	\$ -	\$ -	\$ (100,000)**	\$ -
Departmental services (101-151)	2,466,210	2,925,534	2,959,809	2,805,979
Liability and risk management (101-152)	911,520	768,245	785,428	995,985
Code Enforcement (101-153)*	47,350	-	-	-
Total General Fund	\$ 3,425,081	\$ 3,693,779	\$ 3,645,237	\$ 3,801,964
<u>Other Funds</u>				
Liability Insurance Fund (612)	\$ 7,216,231	\$ 8,548,211	\$ 8,555,913	\$ 7,407,247
Total Other Funds	\$ 7,216,231	\$ 8,548,211	\$ 8,555,913	\$ 7,407,247
Department Grand Total	\$ 10,641,312	\$ 12,241,990	\$ 12,201,150	\$ 11,209,211

Notes:

* Beginning FY 2017-18, the Code Enforcement section (101-153) collapsed into the Departmental Services section (101-151).

** The appropriation in this account consists of carryover budget from prior fiscal year; which is not reflected in the revised column. Thus, a reduction adjustment in the budget is resulting in a negative appropriation since the original source is not reflected.

**CITY OF GLENDALE
CITY ATTORNEY DEPARTMENT
GENERAL BUDGET FUND - CITY ATTORNEY PROJECTS
101-150**

	Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Maintenance & Operation				
47000 Miscellaneous	\$ -	\$ -	\$ (100,000)*	\$ -
Maintenance & Operation Total	\$ -	\$ -	\$ (100,000)	\$ -
TOTAL	\$ -	\$ -	\$ (100,000)	\$ -

Notes:

* The appropriation in this account consists of carryover budget from prior fiscal year; which is not reflected in the revised column. Thus, a reduction adjustment in the budget is resulting in a negative appropriation since the original source is not reflected.

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

	Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits				
41100 Salaries	\$ 1,557,460	\$ 1,952,648	\$ 1,986,923	\$ 1,742,751
41200 Overtime	-	1,288	1,288	1,307
41300 Hourly wages	41,093	-	-	-
Various Benefits	381,405	390,960	390,960	348,570
42700 PERS Retirement	357,825	478,519	478,519	511,571
42701 PERS cost sharing	(59,323)	(72,035)	(72,035)	(68,877)
42799 Salary charges in (out)	-	(52,466)	(52,466)	-
Salaries & Benefits Total	\$ 2,278,460	\$ 2,698,914	\$ 2,733,189	\$ 2,535,322
Maintenance & Operation				
43110 Contractual services	\$ 507	\$ 30,000	\$ 30,000	\$ 61,416
44100 Repairs to equipment	-	301	301	301
44120 Repairs to office equip	148	3,020	3,020	3,020
44352 ISD service charge	70,029	59,386	59,386	63,176
44353 Building Maint. Serv. Charge	29,282	22,735	22,735	20,320
44450 Postage	1,516	3,274	3,274	3,274
44550 Travel	4,892	4,900	4,900	4,900
44650 Training	10,490	12,000	12,000	12,000
44750 Liability Insurance	43,375	49,119	49,119	60,365
44800 Membership & dues	8,951	10,320	10,320	10,320
45050 Periodicals & newspapers	894	1,000	1,000	1,000
45100 Books	9,222	15,000	15,000	15,000
45150 Furniture & equipment	475	1,320	1,320	1,320
45250 Office supplies	6,599	11,780	11,780	11,780
46900 Business meetings	304	1,150	1,150	1,150
47000 Miscellaneous	1,068	1,315	1,315	1,315
Maintenance & Operation Total	\$ 187,750	\$ 226,620	\$ 226,620	\$ 270,657
TOTAL	\$ 2,466,210	\$ 2,925,534	\$ 2,959,809	\$ 2,805,979

Notes:

* Beginning FY 2017-18, the Code Enforcement section (101-153) collapsed into the Departmental Services section (101-151).

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41100	Salaries	\$ 591,794	\$ 455,534	\$ 472,252	\$ 629,817
41200	Overtime	454	2,000	2,000	2,030
41300	Hourly wages	-	30,951	31,416	-
Various	Benefits	148,732	103,594	103,594	123,237
42700	PERS Retirement	133,171	128,608	128,608	187,119
42701	PERS cost sharing	(21,568)	(19,360)	(19,360)	(25,193)
Salaries & Benefits Total		\$ 852,584	\$ 701,327	\$ 718,510	\$ 917,010
Maintenance & Operation					
44100	Repairs to equipment	\$ -	\$ 50	\$ 50	\$ 50
44120	Repairs to office equip	-	614	614	614
44352	ISD service charge	29,925	28,055	28,055	32,270
44353	Building Maint. Serv. Charge	12,513	9,743	9,743	8,709
44550	Travel	-	2,500	2,500	2,500
44650	Training	175	985	985	985
44750	Liability Insurance	16,057	13,238	13,238	22,114
44800	Membership & dues	231	3,565	3,565	3,565
45050	Periodicals & newspapers	36	740	740	740
45100	Books	-	2,100	2,100	2,100
45150	Furniture & equipment	-	1,218	1,218	1,218
45250	Office supplies	-	3,610	3,610	3,610
47000	Miscellaneous	-	500	500	500
Maintenance & Operation Total		\$ 58,937	\$ 66,918	\$ 66,918	\$ 78,975
TOTAL		\$ 911,520	\$ 768,245	\$ 785,428	\$ 995,985

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

	Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits				
41100 Salaries	\$ 29,951	\$ -	\$ -	\$ -
Various Benefits	8,184	-	-	-
42700 PERS Retirement	6,816	-	-	-
42701 PERS cost sharing	(1,185)	-	-	-
Salaries & Benefits Total	\$ 43,766	\$ -	\$ -	\$ -
Maintenance & Operation				
44352 ISD service charge	\$ 1,477	\$ -	\$ -	\$ -
44353 Building Maint. Serv. Charge	618	-	-	-
44750 Liability Insurance	812	-	-	-
44800 Membership & dues	677	-	-	-
Maintenance & Operation Total	\$ 3,584	\$ -	\$ -	\$ -
TOTAL	\$ 47,350	\$ -	\$ -	\$ -

Notes:

* Beginning FY 2017-18, the Code Enforcement section (101-153) collapsed into the Departmental Services section (101-151).

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41100	Salaries	\$ 214,867	\$ 271,704	\$ 278,551	\$ 279,697
41200	Overtime	-	1,000	1,000	2,031
41300	Hourly wages	24,466	56,999	57,854	87,788
Various	Benefits	58,820	71,299	71,299	74,062
42601	PARS supplemental retirement	40,440	-	-	-
42700	PERS Retirement	47,168	79,929	79,929	101,192
42701	PERS cost sharing	(6,693)	(12,032)	(12,032)	(13,624)
Salaries & Benefits Total		\$ 379,068	\$ 468,899	\$ 476,601	\$ 531,146
Maintenance & Operation					
43110	Contractual services	\$ 97,711	\$ 226,000	\$ 226,000	\$ 226,000
43150	Cost allocation charge	1,635,840	1,702,805	1,702,805	1,670,289
44100	Repairs to equipment	-	500	500	500
44120	Repairs to office equip	-	500	500	500
44250	Data communication	-	250	250	250
44351	Fleet / equip rental charge	8,691	8,596	8,596	8,596
44352	ISD service charge	23,354	33,633	33,633	-
44353	Building Maint. Serv. Charge	-	5,520	5,520	5,933
44450	Postage	-	700	700	700
44550	Travel	2,724	11,210	11,210	11,210
44650	Training	806	35,000	35,000	35,000
44700	Computer software	50	-	-	-
44750	Liability Insurance	6,855	8,934	8,934	12,933
44800	Membership & dues	1,129	7,940	7,940	7,940
45050	Periodicals & newspapers	395	5,500	5,500	1,000
45100	Books	5,013	10,700	10,700	10,700
45150	Furniture & equipment	-	1,500	1,500	1,500
45250	Office supplies	-	3,950	3,950	3,950
45300	Small tools	-	50	50	50
45350	General supplies	-	25,250	25,250	105,250
46900	Business meetings	78	500	500	500
47000	Miscellaneous	423	3,300	3,300	3,300
48501	Excess liability premium	1,476,670	2,000,000	2,000,000	2,100,000
48502	Legal consultation fee	530,422	800,000	800,000	750,000
48503	Litigation miscellaneous exp	339,843	560,554	560,554	400,000
48504	Claim administrative expenses	1,925	126,420	126,420	20,000
48510	Claims accrual	1,780,058	-	-	-
48600	Claims	925,178	2,500,000	2,500,000	1,500,000
Maintenance & Operation Total		\$ 6,837,164	\$ 8,079,312	\$ 8,079,312	\$ 6,876,101
TOTAL		\$ 7,216,231	\$ 8,548,211	\$ 8,555,913	\$ 7,407,247

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

Classification	Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
<u>Salaried Positions</u>				
Administrative Assistant	1.00	1.00	1.00	1.00
Assistant City Attorney	1.31	1.31	0.31	0.31
Chief Assistant City Attorney	2.00	2.00	2.00	2.00
Claims & Litigation Support Supervisor	1.00	1.00	-	1.00
City Attorney	1.00	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00
General Counsel	1.00	1.00	1.00	1.00
Insurance Services Technician	1.00	1.00	1.00	1.00
Legal Executive Secretary	1.00	1.00	1.00	1.00
Legal Services Supervisor	1.00	1.00	1.00	1.00
Paralegal	-	-	1.00	-
Principal Asst City Attorney	2.00	2.00	2.00	2.00
Risk & Insurance Services Analyst	1.00	1.00	1.00	1.00
Risk & Insurance Services Manager	1.00	1.00	1.00	1.00
Sr. Assistant City Attorney	2.00	2.00	3.00	3.00
Total Salaried Positions	<u>18.31</u>	<u>18.31</u>	<u>18.31</u>	<u>18.31</u>
<u>Hourly Positions</u>				
City Resource Specialist	-	0.48	(1) 0.48	-
Hourly City Worker	0.92	(2) 0.94	(2) 0.94	(3) 1.42
Total Hourly FTE Positions	<u>0.92</u>	<u>1.42</u>	<u>1.42</u>	<u>1.42</u>
City Attorney Total	<u>19.23</u>	<u>19.73</u>	<u>19.73</u>	<u>19.73</u>

Notes:

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