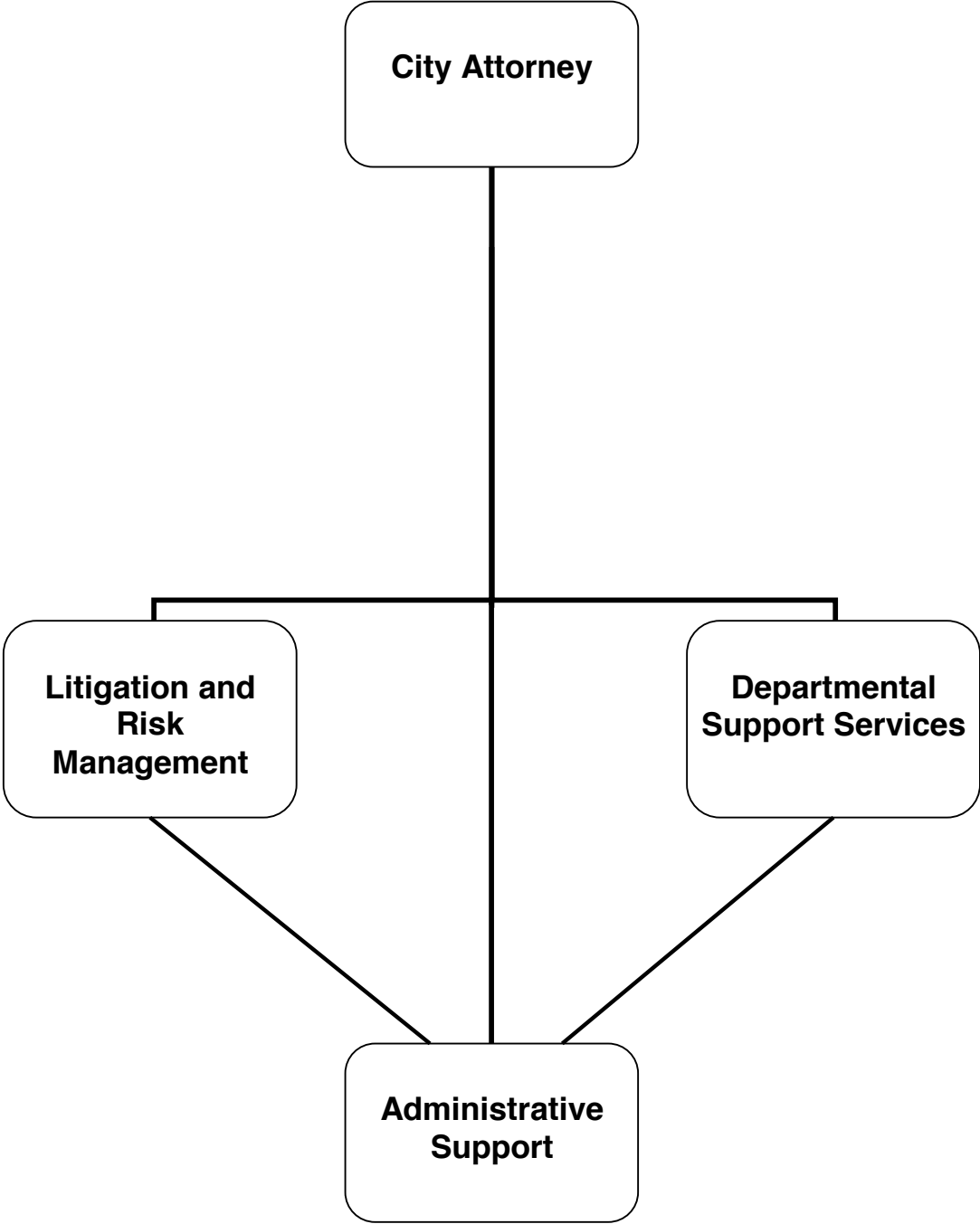


# ADOPTED BUDGET

## FY 2019-2020

CITY ATTORNEY

# 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 files and litigates necessary actions; handles the City's risk management function, including risk mitigation, safety 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 the City's municipal code 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  
SUMMARY OF APPROPRIATIONS  
CITY ATTORNEY DEPARTMENT  
FOR THE YEARS ENDING JUNE 30**

	Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
<b><u>General Fund</u></b>				
Departmental Services (1010-1000)	\$ 2,601,325	\$ 2,805,979	\$ 2,872,742	\$ 3,482,110
Liability and Risk Management (1010-1001)	874,383	995,985	995,985	907,041
<b>Total General Fund</b>	<b>\$ 3,475,708</b>	<b>\$ 3,801,964</b>	<b>\$ 3,868,727</b>	<b>\$ 4,389,151</b>
<b><u>Other Funds</u></b>				
Liability Insurance Fund (6120)	\$ 8,457,634	\$ 7,407,247	\$ 7,407,247	\$ 6,992,909
<b>Total Other Funds</b>	<b>\$ 8,457,634</b>	<b>\$ 7,407,247</b>	<b>\$ 7,407,247</b>	<b>\$ 6,992,909</b>
<b>Department Grand Total</b>	<b>\$ 11,933,342</b>	<b>\$ 11,209,211</b>	<b>\$ 11,275,974</b>	<b>\$ 11,382,060</b>



**CITY OF GLENDALE  
CITY ATTORNEY DEPARTMENT  
GENERAL BUDGET FUND - DEPARTMENTAL SERVICES  
(1010-1000)**

		Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 1,685,790	\$ 1,742,751	\$ 1,809,514	\$ 2,136,788
41200	Overtime	-	1,307	1,307	1,327
Various	Benefits	368,970	348,570	348,570	408,956
42700	PERS retirement	438,755	511,571	511,571	719,885
42701	PERS cost sharing	(66,903)	(68,877)	(68,877)	(84,698)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 2,426,612</b>	<b>\$ 2,535,322</b>	<b>\$ 2,602,085</b>	<b>\$ 3,182,258</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 908	\$ 61,416	\$ 61,416	\$ 23,544
44100	Repairs to equipment	-	301	301	301
44120	Repairs to office equipment	-	3,020	3,020	3,020
44450	Postage	1,192	3,274	3,274	3,274
44550	Travel	4,963	4,900	4,900	4,900
44650	Training	11,465	12,000	12,000	12,000
44800	Membership and dues	10,822	10,320	10,320	10,320
45050	Periodicals and newspapers	85	1,000	1,000	1,000
45100	Books	689	15,000	15,000	15,000
45150	Furniture and equipment	486	1,320	1,320	1,320
45250	Office supplies	13,047	11,780	11,780	11,780
45681	Business meetings	946	1,150	1,150	1,150
45682	Miscellaneous	2,160	1,315	1,315	1,315
46009	ISD service charge	59,386	63,176	63,176	86,347
46010	Building maint service charge	22,735	20,320	20,320	33,706
46011	Liability Insurance	45,829	60,365	60,365	90,875
<b>Maintenance &amp; Operation Total</b>		<b>\$ 174,713</b>	<b>\$ 270,657</b>	<b>\$ 270,657</b>	<b>\$ 299,852</b>
<b>Total</b>		<b>\$ 2,601,325</b>	<b>\$ 2,805,979</b>	<b>\$ 2,872,742</b>	<b>\$ 3,482,110</b>

**CITY OF GLENDALE  
CITY ATTORNEY DEPARTMENT  
GENERAL BUDGET FUND - LIABILITY AND RISK MANAGEMENT  
(1010-1001)**

		Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 573,845	\$ 629,817	\$ 629,817	\$ 546,038
41200	Overtime	-	2,030	2,030	2,060
41300	Hourly wages	-	-	-	25,000
Various	Benefits	119,553	123,237	123,237	130,879
42700	PERS retirement	149,445	187,119	187,119	184,535
42701	PERS cost sharing	(22,810)	(25,193)	(25,193)	(21,712)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 820,033</b>	<b>\$ 917,010</b>	<b>\$ 917,010</b>	<b>\$ 866,800</b>
<b>Maintenance &amp; Operation</b>					
44100	Repairs to equipment	\$ -	\$ 50	\$ 50	\$ 50
44120	Repairs to office equipment	-	614	614	614
44550	Travel	-	2,500	2,500	2,500
44650	Training	-	985	985	985
44800	Membership and dues	981	3,565	3,565	3,565
45050	Periodicals and newspapers	-	740	740	740
45100	Books	-	2,100	2,100	2,100
45150	Furniture and equipment	-	1,218	1,218	1,218
45250	Office supplies	-	3,610	3,610	3,610
45682	Miscellaneous	-	500	500	500
46009	ISD service charge	28,055	32,270	32,270	-
46010	Building maint service charge	9,743	8,709	8,709	-
46011	Liability Insurance	15,571	22,114	22,114	24,359
<b>Maintenance &amp; Operation Total</b>		<b>\$ 54,350</b>	<b>\$ 78,975</b>	<b>\$ 78,975</b>	<b>\$ 40,241</b>
<b>Total</b>		<b>\$ 874,383</b>	<b>\$ 995,985</b>	<b>\$ 995,985</b>	<b>\$ 907,041</b>

**CITY OF GLENDALE  
CITY ATTORNEY DEPARTMENT  
LIABILITY INSURANCE FUND (6120)**

		Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 222,394	\$ 279,697	\$ 279,697	\$ 219,401
41200	Overtime	-	2,031	2,031	2,031
41300	Hourly wages	451	87,788	87,788	87,788
Various	Benefits	54,501	74,062	74,062	62,772
42700	PERS retirement	57,725	101,192	101,192	73,987
42701	PERS cost sharing	(8,800)	(13,624)	(13,624)	(8,705)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 326,271</b>	<b>\$ 531,146</b>	<b>\$ 531,146</b>	<b>\$ 437,274</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 88,483	\$ 226,000	\$ 226,000	\$ 311,500
44100	Repairs to equipment	-	500	500	500
44120	Repairs to office equipment	-	500	500	500
44250	Data communication	-	250	250	250
44450	Postage	-	700	700	700
44550	Travel	1,585	11,210	11,210	20,585
44650	Training	652	35,000	35,000	74,500
44800	Membership and dues	-	7,940	7,940	16,225
45050	Periodicals and newspapers	-	1,000	1,000	1,500
45100	Books	548	10,700	10,700	11,750
45150	Furniture and equipment	-	1,500	1,500	3,250
45250	Office supplies	159	3,950	3,950	6,900
45300	Small tools	-	50	50	50
45350	General supplies	33	105,250	105,250	212,850
45630	Excess insurance premium	1,849,426	2,100,000	2,100,000	2,237,000
45631	Legal consultation fees	761,046	750,000	750,000	750,000
45632	Litigation misc expenses	162,775	400,000	400,000	400,000
45633	Claim administrative expenses	1,269	20,000	20,000	2,000
45635	Claims accrual	1,517,349	-	-	-
45652	Claims	1,991,405	1,500,000	1,500,000	1,500,000
45681	Business meetings	-	500	500	750
45682	Miscellaneous	22	3,300	3,300	5,300
46007	Cost allocation charge	1,702,805	1,670,289	1,670,289	971,746
46008	Fleet equipment rental charge	8,596	8,596	8,596	8,596
46009	ISD service charge	33,633	-	-	-
46010	Building maint service charge	5,520	5,933	5,933	6,039
46011	Liability Insurance	6,057	12,933	12,933	13,144
<b>Maintenance &amp; Operation Total</b>		<b>\$ 8,131,363</b>	<b>\$ 6,876,101</b>	<b>\$ 6,876,101</b>	<b>\$ 6,555,635</b>
<b>Total</b>		<b>\$ 8,457,634</b>	<b>\$ 7,407,247</b>	<b>\$ 7,407,247</b>	<b>\$ 6,992,909</b>

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

Classification	Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
<u>Salaried Positions</u>				
Administrative Assistant	1.00	1.00	1.00	1.00
Assistant City Attorney	0.31	0.31	1.00	1.00
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 Secretary	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	2.00	2.00
Legal Services Supervisor	1.00	1.00	1.00	1.00
Paralegal	1.00	-	1.00	1.00
Principal Asst City Attorney	2.00	2.00	3.00	3.00
Risk & Insurance Services Analyst	1.00	1.00	1.00	1.00
Risk & Insurance Services Manager	1.00	1.00	-	-
Safety Administrator	-	-	1.00	1.00
Sr. Assistant City Attorney	3.00	3.00	3.00	3.00
Total Salaried Positions	<u>18.31</u>	<u>18.31</u>	<u>20.00</u>	<u>20.00</u>
<u>Hourly Positions</u>				
City Resource Specialist	0.48	(1) -	*	*
Hourly City Worker	0.94	(2) 1.42	(3) 1.42	(3) 1.92
Total Hourly FTE Positions	<u>1.42</u>	<u>1.42</u>	<u>1.42</u>	<u>1.92</u>
City Attorney Total	<u>19.73</u>	<u>19.73</u>	<u>21.42</u>	<u>21.92</u>

Notes:

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