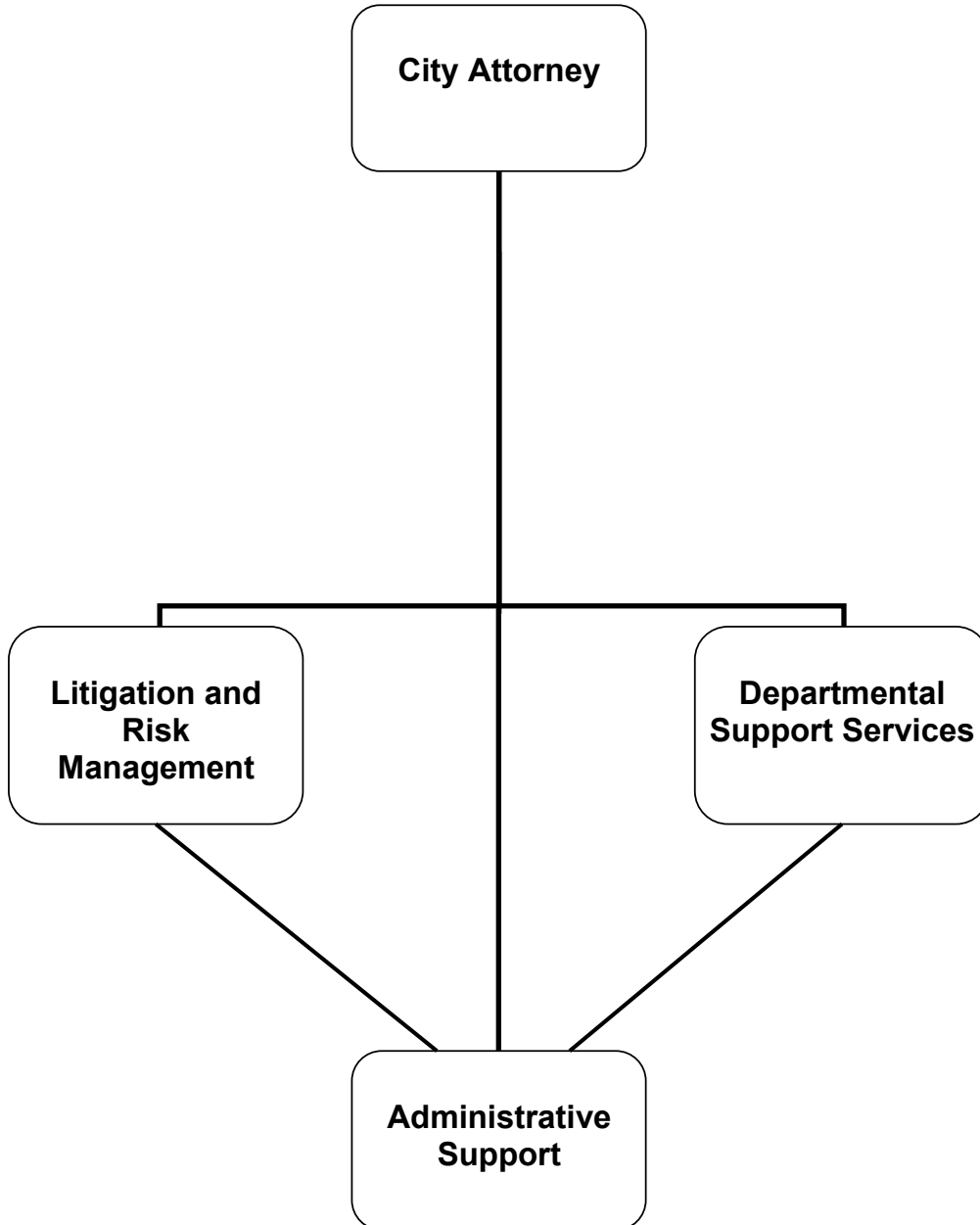




Adopted Budget FY 2022 - 2023

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 and 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 CITY COUNCIL PRIORITIES

As an internal service department, the City Attorney's Office works to support the external service departments within the organization as they implement the Council's four priorities: environmental stewardship, housing, mobility/connectivity/safety, and infrastructure.

Highlight's of the City Attorney's Office's work this year include:

- Assisting GWP with the development of clean and renewable energy sources, including the negotiation and drafting of power purchase agreements for clean energy
- Advising and assisting with the entitlements and negotiation of agreements to implement the Scholl Canyon Biogas Renewable Generation Project
- Defending court challenges to the City Council's approval of the South Glendale Community Plan and the City of Glendale Pedestrian Plan in court, which encourage multimodal transportation and pedestrian friendly improvements in Glendale

**City of Glendale
Summary of Appropriations
City Attorney Department
For the Years Ending June 30**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
<u>General Fund</u>				
Projects (1010-0020)	\$ 121	\$ -	\$ -	\$ -
Departmental Services (1010-1000)	3,523,137	3,681,880	3,695,415	3,900,526
Liability & Risk Management (1010-1001)	738,529	952,832	956,817	1,166,104
Total General Fund	\$ 4,261,786	\$ 4,634,712	\$ 4,652,232	\$ 5,066,630
<u>Other Funds</u>				
Liability Insurance Fund				
Departmental Services (6120-1000)	\$ 12,045,640	\$ 4,723,163	\$ 4,723,163	\$ 5,466,930
Safety (6120-1003)	366,407	621,855	622,654	631,609
Risk Management (6120-1004)	2,796,408	3,766,351	3,766,351	4,858,915
Total Liability Insurance Fund	\$ 15,208,455	\$ 9,111,369	\$ 9,112,168	\$ 10,957,454
Total Other Funds	\$ 15,208,455	\$ 9,111,369	\$ 9,112,168	\$ 10,957,454
Department Grand Total	\$ 19,470,242	\$ 13,746,081	\$ 13,764,400	\$ 16,024,084

City of Glendale
City Attorney Department
General Fund - Projects
(1010-0020)

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Maintenance & Operation				
45350 General supplies	\$ 121	\$ -	\$ -	\$ -
Maintenance & Operation Total	\$ 121	\$ -	\$ -	\$ -
Total	\$ 121	\$ -	\$ -	\$ -

**City of Glendale
City Attorney Department
General Fund - Departmental Services
(1010-1000)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Salaries & Benefits				
41100 Salaries	\$ 2,129,917	\$ 2,168,257	\$ 2,175,627	\$ 2,200,207
41200 Overtime	1,903	1,327	1,327	1,354
41300 Hourly wages	23,283	-	-	-
Various Benefits	371,142	362,654	362,654	407,464
42700 PERS retirement	780,435	828,488	828,488	872,166
42701 PERS cost sharing	(85,270)	(85,660)	(79,495)	(65,417)
42799 Salary charges in (out)	-	(43,080)	(43,080)	-
Salaries & Benefits Total	\$ 3,221,410	\$ 3,231,986	\$ 3,245,521	\$ 3,415,774
Maintenance & Operation				
43110 Contractual services	\$ 9,174	\$ 87,363	\$ 87,363	\$ 80,000
44100 Repairs to equipment	-	301	301	100
44120 Repairs to office equipment	-	3,020	3,020	400
44450 Postage	921	3,274	3,274	1,200
44550 Travel	-	1,225	1,225	4,275
44650 Training	4,605	12,000	12,000	12,000
44700 Computer software	-	-	-	8,500
44800 Membership and dues	5,471	10,320	10,320	12,000
45050 Periodicals and newspapers	1,248	1,000	1,000	1,000
45100 Books	26,810	15,000	15,000	20,000
45150 Furniture and equipment	811	1,320	1,320	1,000
45250 Office supplies	5,764	11,780	11,780	8,000
45681 Business meetings	-	1,150	1,150	1,000
45682 Miscellaneous	17,307	1,315	1,315	1,500
46009 ITD service charge	121,628	149,598	149,598	166,200
46010 Building maint service charge	32,194	43,764	43,764	46,487
46011 Liability Insurance	75,868	107,464	107,464	121,090
46014 Contractual cost reduction	(75)	-	-	-
Maintenance & Operation Total	\$ 301,727	\$ 449,894	\$ 449,894	\$ 484,752
Total	\$ 3,523,137	\$ 3,681,880	\$ 3,695,415	\$ 3,900,526

**City of Glendale
City Attorney Department
General Fund - Liability & Risk Management
(1010-1001)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Salaries & Benefits				
41100 Salaries	\$ 440,085	\$ 559,562	\$ 561,329	\$ 672,400
41200 Overtime	2,941	2,060	2,060	2,102
41300 Hourly wages	-	25,000	25,000	25,000
Various Benefits	93,361	120,883	122,398	155,605
42700 PERS retirement	195,693	225,476	225,476	278,243
42701 PERS cost sharing	(17,531)	(23,313)	(22,610)	(20,871)
Salaries & Benefits Total	\$ 714,548	\$ 909,668	\$ 913,653	\$ 1,112,479
Maintenance & Operation				
44100 Repairs to equipment	\$ -	\$ 50	\$ 50	\$ 100
44120 Repairs to office equipment	-	614	614	100
44550 Travel	-	625	625	625
44650 Training	650	985	985	985
44800 Membership and dues	5,719	3,565	3,565	3,000
45050 Periodicals and newspapers	-	740	740	500
45100 Books	205	2,100	2,100	5,000
45150 Furniture and equipment	-	1,218	1,218	500
45250 Office supplies	-	3,610	3,610	3,000
45682 Miscellaneous	1,845	500	500	1,340
46011 Liability Insurance	15,562	29,157	29,157	38,475
Maintenance & Operation Total	\$ 23,981	\$ 43,164	\$ 43,164	\$ 53,625
Total	\$ 738,529	\$ 952,832	\$ 956,817	\$ 1,166,104

**City of Glendale
City Attorney Department
Liability Insurance Fund - Departmental Services
(6120-1000)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Salaries & Benefits				
41200 Overtime	\$ -	\$ 508	\$ 508	\$ 508
41300 Hourly wages	-	20,000	20,000	20,000
Various Benefits	-	787	787	795
Salaries & Benefits Total	\$ -	\$ 21,295	\$ 21,295	\$ 21,303
Maintenance & Operation				
44650 Training	\$ 126	\$ -	\$ -	\$ -
44800 Membership and dues	1,703	-	-	-
45631 Legal consultation fees	403,126	700,000	700,000	700,000
45632 Litigation misc expenses	179,641	250,000	250,000	250,000
45635 Claims accrual	6,660,725	-	-	-
45652 Claims	3,698,713	2,500,000	2,500,000	3,200,000
46007 Cost allocation charge	1,072,484	1,221,735	1,221,735	1,257,447
46008 Fleet equipment rental charge	-	-	-	3,015
46009 ITD service charge	25,156	24,478	24,478	29,677
46010 Building maint service charge	4,403	4,635	4,635	4,360
46011 Liability Insurance	-	1,020	1,020	1,128
46014 Contractual cost reduction	(438)	-	-	-
Maintenance & Operation Total	\$ 12,045,640	\$ 4,701,868	\$ 4,701,868	\$ 5,445,627
Total	\$ 12,045,640	\$ 4,723,163	\$ 4,723,163	\$ 5,466,930

**City of Glendale
City Attorney Department
Liability Insurance Fund - Safety
(6120-1003)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Salaries & Benefits				
41100 Salaries	\$ 87,786	\$ 87,518	\$ 87,953	\$ 89,670
41200 Overtime	-	1,015	1,015	1,015
41300 Hourly wages	29,240	35,000	35,000	35,000
Various Benefits	19,155	19,900	19,900	19,878
42700 PERS retirement	41,784	46,710	46,710	49,148
42701 PERS cost sharing	(4,609)	(4,829)	(4,465)	(3,687)
Salaries & Benefits Total	\$ 173,356	\$ 185,314	\$ 186,113	\$ 191,024
Maintenance & Operation				
43110 Contractual services	\$ 82,927	\$ 147,000	\$ 147,000	\$ 147,000
44100 Repairs to equipment	255	-	-	-
44450 Postage	-	200	200	200
44550 Travel	-	1,550	1,550	1,550
44650 Training	15,527	54,500	54,500	54,500
44800 Membership and dues	1,303	6,250	6,250	6,250
45050 Periodicals and newspapers	427	1,000	1,000	1,000
45100 Books	-	8,750	8,750	8,750
45150 Furniture and equipment	-	1,625	1,625	1,625
45250 Office supplies	1,157	3,450	3,450	3,450
45350 General supplies	83,498	202,850	202,850	202,850
45681 Business meetings	49	425	425	425
45682 Miscellaneous	-	2,800	2,800	2,800
46000 Depreciation	-	-	-	3,272
46011 Liability Insurance	4,109	6,141	6,141	6,913
46014 Contractual cost reduction	(880)	-	-	-
Maintenance & Operation Total	\$ 188,372	\$ 436,541	\$ 436,541	\$ 440,585
Capital Outlay				
51000 Capital outlay	\$ 19,555	\$ -	\$ -	\$ -
Capital Outlay Total	\$ 19,555	\$ -	\$ -	\$ -
Capital Improvement				
59999 Asset capitalization	\$ (14,875)	\$ -	\$ -	\$ -
Capital Improvement Total	\$ (14,875)	\$ -	\$ -	\$ -
Total	\$ 366,407	\$ 621,855	\$ 622,654	\$ 631,609

**City of Glendale
City Attorney Department
Liability Insurance Fund - Risk Management
(6120-1004)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Salaries & Benefits				
41100 Salaries	\$ -	\$ 131,366	\$ 131,366	\$ 81,619
41200 Overtime	-	508	508	508
41300 Hourly wages	99,958	23,000	23,000	22,800
Various Benefits	3,143	32,380	32,380	20,467
42700 PERS retirement	78,776	50,826	50,826	32,648
42701 PERS cost sharing	(3,998)	(5,255)	(5,255)	(2,449)
Salaries & Benefits Total	\$ 177,878	\$ 232,825	\$ 232,825	\$ 155,593
Maintenance & Operation				
43110 Contractual services	\$ 30,177	\$ 164,500	\$ 164,500	\$ 152,000
44450 Postage	-	500	500	500
44550 Travel	-	2,500	2,500	2,500
44650 Training	-	20,000	20,000	20,000
44700 Computer software	-	150	150	150
44800 Membership and dues	-	8,000	8,000	8,000
45050 Periodicals and newspapers	-	500	500	500
45100 Books	-	3,000	3,000	3,000
45150 Furniture and equipment	-	1,625	1,625	1,625
45250 Office supplies	-	3,450	3,450	3,450
45350 General supplies	-	10,000	10,000	10,000
45630 Excess insurance premium	2,584,848	3,308,776	3,308,776	4,493,000
45681 Business meetings	-	325	325	325
45682 Miscellaneous	-	2,500	2,500	2,500
46011 Liability Insurance	3,504	7,700	7,700	5,772
Maintenance & Operation Total	\$ 2,618,530	\$ 3,533,526	\$ 3,533,526	\$ 4,703,322
Total	\$ 2,796,408	\$ 3,766,351	\$ 3,766,351	\$ 4,858,915

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

Classification	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
<u>Salaried Positions</u>				
Assistant City Attorney	2.00	2.00	1.00	1.00
Chief Assistant City Attorney	2.00	2.00	2.00	2.00
City Attorney	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	-
Legal Executive Secretary	2.00	2.00	2.00	2.00
Legal Services Supervisor	1.00	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00	1.00
Principal Assistant City Attorney	5.00	5.00	6.00	5.00
Risk & Insurance Services Analyst	1.00	1.00	1.00	1.00
Safety Administrator	1.00	1.00	1.00	1.00
Sr. Assistant City Attorney	1.00	1.00	1.00	2.00
Sr. Office Specialist	1.00	1.00	1.00	1.00
Total Salaried Positions	<u>20.00</u>	<u>20.00</u>	<u>20.00</u>	<u>19.00</u>
<u>Hourly Positions</u>				
Hourly City Worker	2.33	(4) 2.31	(4) 2.31	(4) 2.30
Total Hourly FTE Positions	<u>2.33</u>	<u>2.31</u>	<u>2.31</u>	<u>2.30</u>
City Attorney Total	<u>22.33</u>	<u>22.31</u>	<u>22.31</u>	<u>21.30</u>

Notes:

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