

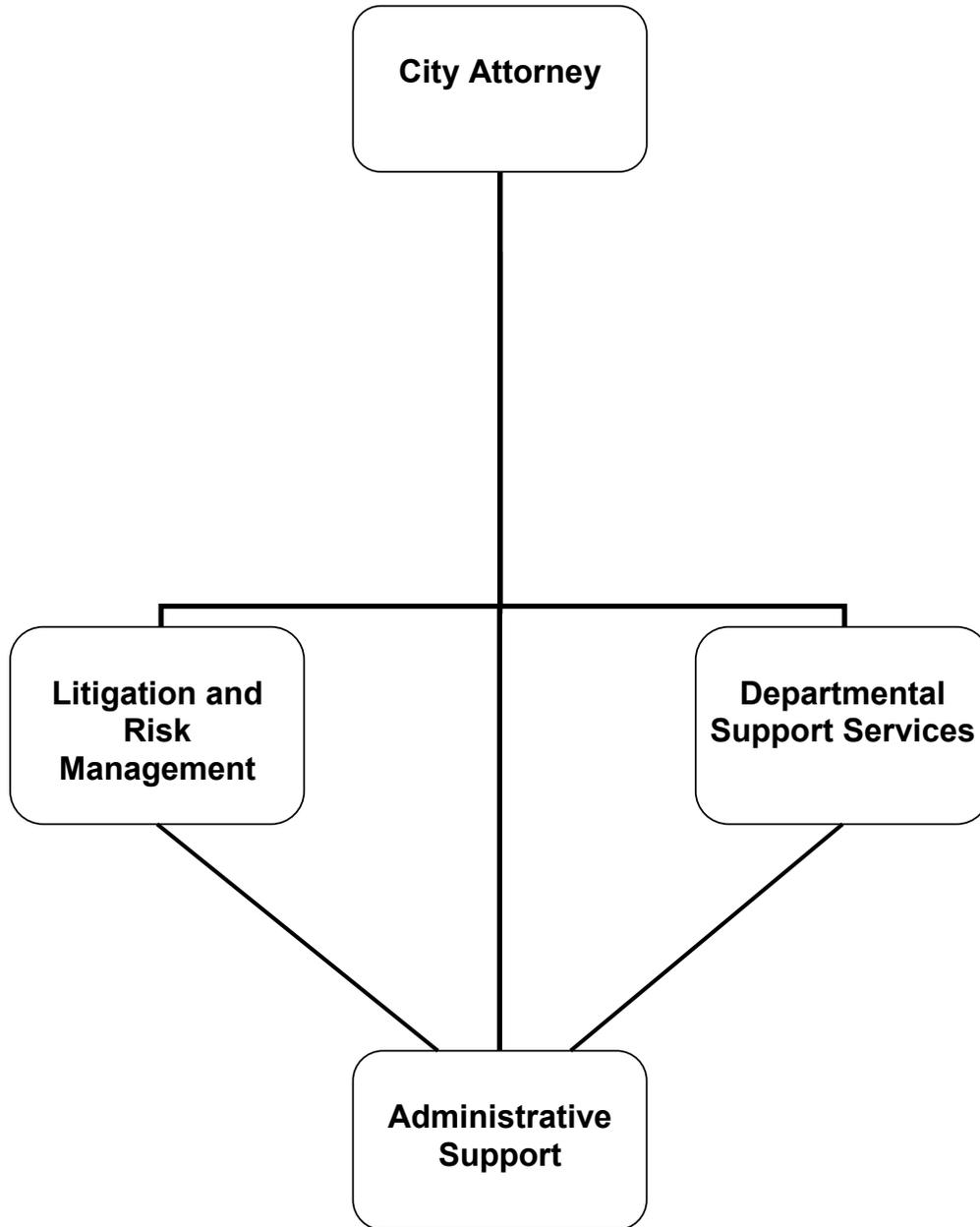


ADOPTED BUDGET

FY 2020-2021

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 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

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 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
<u>General Fund</u>				
Departmental Services (1010-1000)	\$ 2,901,516	\$ 3,482,110	\$ 3,547,110	\$ 3,611,755
Liability and Risk Management (1010-1001)	947,206	907,041	907,041	979,282
Code Enforcement (1010-1002)*	1,335	-	-	-
Total General Fund	\$ 3,850,057	\$ 4,389,151	\$ 4,454,151	\$ 4,591,037
<u>Other Funds</u>				
Liability Insurance Fund (6120)	\$ 8,820,303	\$ 6,992,909	\$ 6,992,909	\$ 8,349,208
Total Other Funds	\$ 8,820,303	\$ 6,992,909	\$ 6,992,909	\$ 8,349,208
Department Grand Total	\$ 12,670,360	\$ 11,382,060	\$ 11,447,060	\$ 12,940,245

Notes:

* In FY 2017-18, the Code Enforcement Cost Center (1010-1002) collapsed into the Departmental Services Cost Center (1010-1000).

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

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ 1,873,237	\$ 2,136,788	\$ 2,136,788	\$ 2,149,121
41200	Overtime	-	1,327	1,327	1,327
41300	Hourly wages	970	-	-	-
Various	Benefits	354,186	408,956	408,956	368,923
42700	PERS retirement	544,318	719,885	719,885	764,471
42701	PERS cost sharing	(74,263)	(84,698)	(84,698)	(83,783)
Salaries & Benefits Total		\$ 2,698,447	\$ 3,182,258	\$ 3,182,258	\$ 3,200,059
Maintenance & Operation					
43110	Contractual services	\$ 1,556	\$ 23,544	\$ 88,544	\$ 87,363
44100	Repairs to equipment	-	301	301	301
44120	Repairs to office equipment	-	3,020	3,020	3,020
44450	Postage	1,806	3,274	3,274	3,274
44550	Travel	6,341	4,900	4,900	4,900
44650	Training	9,699	12,000	12,000	12,000
44800	Membership and dues	10,726	10,320	10,320	10,320
45050	Periodicals and newspapers	1,153	1,000	1,000	1,000
45100	Books	6,166	15,000	15,000	15,000
45150	Furniture and equipment	-	1,320	1,320	1,320
45250	Office supplies	10,724	11,780	11,780	11,780
45681	Business meetings	466	1,150	1,150	1,150
45682	Miscellaneous	5,406	1,315	1,315	1,315
46009	ISD service charge	63,176	86,347	86,347	121,628
46010	Building maint service charge	20,320	33,706	33,706	32,194
46011	Liability Insurance	65,530	90,875	90,875	105,131
Maintenance & Operation Total		\$ 203,069	\$ 299,852	\$ 364,852	\$ 411,696
Total		\$ 2,901,516	\$ 3,482,110	\$ 3,547,110	\$ 3,611,755

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

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ 608,255	\$ 546,038	\$ 546,038	\$ 592,273
41200	Overtime	-	2,060	2,060	2,060
41300	Hourly wages	-	25,000	25,000	25,840
Various	Benefits	121,371	130,879	130,879	112,096
42700	PERS retirement	177,633	184,535	184,535	224,959
42701	PERS cost sharing	(24,152)	(21,712)	(21,712)	(24,655)
Salaries & Benefits Total		\$ 883,108	\$ 866,800	\$ 866,800	\$ 932,573
Maintenance & Operation					
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	359	985	985	985
44800	Membership and dues	521	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	946	500	500	500
46009	ISD service charge	32,270	-	-	-
46010	Building maint service charge	8,709	-	-	-
46011	Liability Insurance	21,293	24,359	24,359	30,827
Maintenance & Operation Total		\$ 64,098	\$ 40,241	\$ 40,241	\$ 46,709
Total		\$ 947,206	\$ 907,041	\$ 907,041	\$ 979,282

**CITY OF GLENDALE
CITY ATTORNEY DEPARTMENT
GENERAL BUDGET FUND - CODE ENFORCEMENT
(1010-1002)***

	Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Maintenance & Operation				
45682 Miscellaneous	\$ 1,335	\$ -	\$ -	\$ -
Maintenance & Operation Total	\$ 1,335	\$ -	\$ -	\$ -
Total	\$ 1,335	\$ -	\$ -	\$ -

Notes:

* In FY 2017-18, the Code Enforcement Cost Center (1010-1002) collapsed into the Departmental Services Cost Center (1010-1000).

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

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ 155,081	\$ 219,401	\$ 219,401	\$ 218,884
41200	Overtime	-	2,031	2,031	2,031
41300	Hourly wages	39,469	87,788	87,788	78,000
Various	Benefits	38,249	62,772	62,772	53,435
42700	PERS retirement	45,230	73,987	73,987	92,013
42701	PERS cost sharing	(6,114)	(8,705)	(8,705)	(10,084)
Salaries & Benefits Total		\$ 271,915	\$ 437,274	\$ 437,274	\$ 434,279
Maintenance & Operation					
43110	Contractual services	\$ 99,065	\$ 311,500	\$ 311,500	\$ 311,500
44100	Repairs to equipment	-	500	500	-
44120	Repairs to office equipment	-	500	500	-
44250	Data communication	-	250	250	-
44450	Postage	25	700	700	700
44550	Travel	413	20,585	20,585	16,225
44650	Training	15,649	74,500	74,500	74,500
44700	Computer software	-	-	-	150
44800	Membership and dues	1,233	16,225	16,225	16,225
45050	Periodicals and newspapers	-	1,500	1,500	1,500
45100	Books	-	11,750	11,750	11,750
45150	Furniture and equipment	-	3,250	3,250	3,250
45250	Office supplies	-	6,900	6,900	6,900
45300	Small tools	-	50	50	25
45350	General supplies	55,646	212,850	212,850	212,850
45630	Excess insurance premium	1,930,464	2,237,000	2,237,000	2,684,400
45631	Legal consultation fees	593,360	750,000	750,000	700,000
45632	Litigation misc expenses	696,260	400,000	400,000	250,000
45633	Claim administrative expenses	75	2,000	2,000	2,000
45635	Claims accrual	2,515,953	-	-	-
45652	Claims	946,417	1,500,000	1,500,000	2,500,000
45681	Business meetings	-	750	750	750
45682	Miscellaneous	1,788	5,300	5,300	5,300
46007	Cost allocation charge	1,670,289	971,746	971,746	1,072,484
46008	Fleet equipment rental charge	8,596	8,596	8,596	-
46009	ISD service charge	-	-	-	25,156
46010	Building maint service charge	5,933	6,039	6,039	4,403
46011	Liability Insurance	6,815	13,144	13,144	14,861
46012	Excess insurance and surety	406	-	-	-
Maintenance & Operation Total		\$ 8,548,388	\$ 6,555,635	\$ 6,555,635	\$ 7,914,929
Total		\$ 8,820,303	\$ 6,992,909	\$ 6,992,909	\$ 8,349,208

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

Classification	Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
<u>Salaried Positions</u>				
Administrative Assistant	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	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
Deputy 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	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	3.00	3.00	5.00	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	3.00	3.00	1.00	1.00
Total Salaried Positions	<u>20.00</u>	<u>20.00</u>	<u>20.00</u>	<u>20.00</u>
<u>Hourly Positions</u>				
Hourly City Worker	1.42	* (3) 1.92	* (4) 1.92	* (4) 2.33
Total Hourly FTE Positions	<u>1.42</u>	<u>1.92</u>	<u>1.92</u>	<u>2.33</u>
City Attorney Total	<u>21.42</u>	<u>21.92</u>	<u>21.92</u>	<u>22.33</u>

Notes:

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