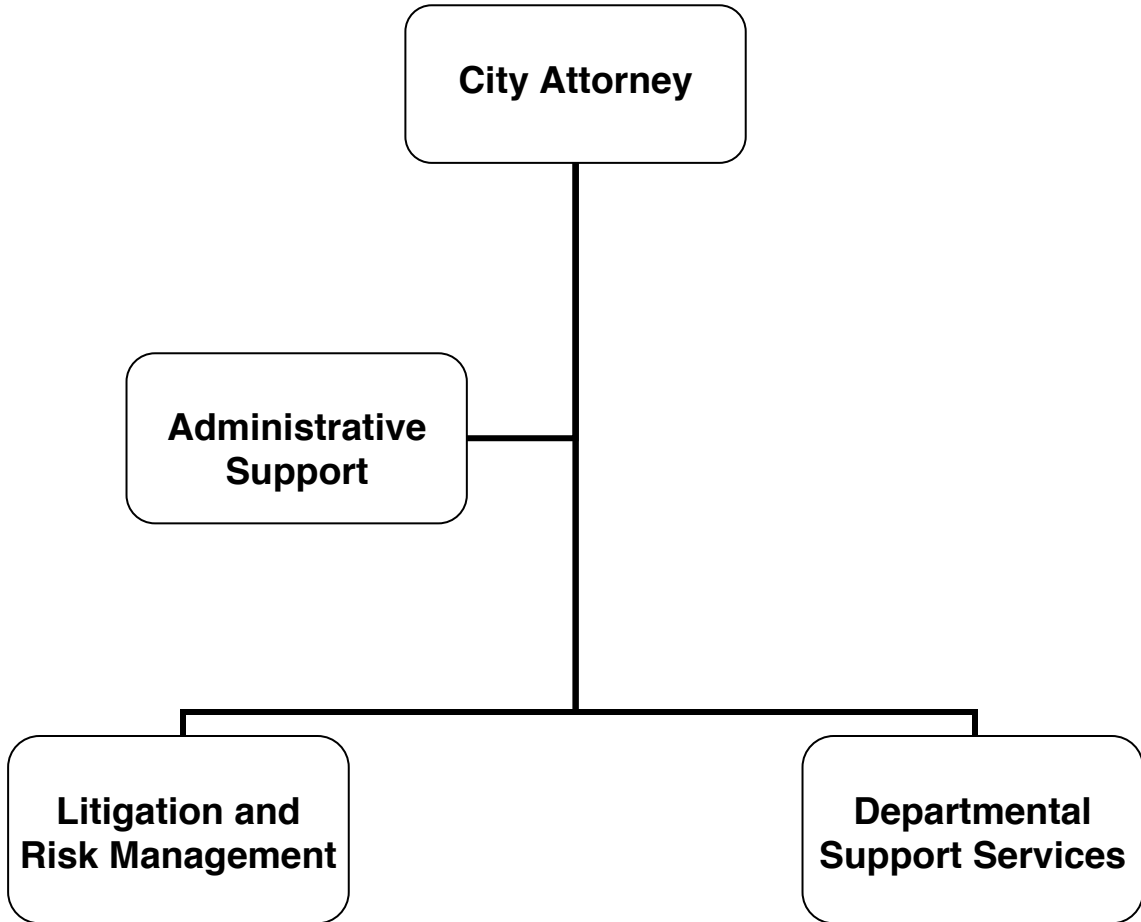


# ADOPTED BUDGET 2016-17

## CITY HALL 75th ANNIVERSARY



# 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 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 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<b><u>General Fund</u></b>				
City Attorney Projects (101-150)	\$ -	\$ -	\$ 50,000	\$ -
Departmental Services (101-151)	2,242,019	2,202,408	2,230,299	2,475,310
Liability and Risk Management (101-152)	886,652	941,147	950,405	1,026,183
Code Enforcement (101-153)	85,980	46,458	46,595	46,946
<b>Total General Fund</b>	<b>\$ 3,214,650</b>	<b>\$ 3,190,013</b>	<b>\$ 3,277,299</b>	<b>\$ 3,548,439</b>
<b><u>Other Funds</u></b>				
Liability Insurance Fund (612)*	\$ 1,687,194	\$ 7,961,959	\$ 7,963,180	\$ 8,632,422
<b>Total Other Funds</b>	<b>\$ 1,687,194</b>	<b>\$ 7,961,959</b>	<b>\$ 7,963,180</b>	<b>\$ 8,632,422</b>
<b>Department Grand Total</b>	<b>\$ 4,901,844</b>	<b>\$ 11,151,972</b>	<b>\$ 11,240,479</b>	<b>\$ 12,180,861</b>

Notes:

- \* Beginning FY 2015-16, the Safety Section (614-221) moved from Human Resources to the City Attorney's Department (612-154).

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

	Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<b>Maintenance &amp; Operation</b>				
47000      Miscellaneous	\$ -	\$ -	\$ 50,000	\$ -
<b>Maintenance &amp; Operation Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>

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

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 1,488,870	\$ 1,423,336	\$ 1,445,204	\$ 1,570,215
41200	Overtime	-	500	500	1,288
Various	Benefits	355,504	326,945	332,968	371,926
42700	PERS Retirement	243,802	296,275	296,275	358,141
42701	PERS cost sharing	(39,327)	(42,543)	(42,543)	(62,458)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 2,048,849</b>	<b>\$ 2,004,513</b>	<b>\$ 2,032,404</b>	<b>\$ 2,239,112</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 2,700	\$ 30,000	\$ 30,000	\$ 30,000
44100	Repairs to equipment	-	301	301	301
44120	Repairs to office equip	-	3,020	3,020	3,020
44352	ISD service charge	89,286	55,753	55,753	70,029
44353	Building Maintenance Service Charge	-	-	-	29,282
44450	Postage	2,221	3,274	3,274	3,274
44550	Travel	3,294	4,900	4,900	4,900
44650	Training	7,762	12,000	12,000	12,000
44750	Liability Insurance	56,280	47,842	47,842	42,587
44760	Regulatory	40	-	-	-
44800	Membership & dues	8,014	9,625	9,625	9,625
45050	Periodicals & newspapers	834	1,000	1,000	1,000
45100	Books	11,999	15,000	15,000	15,000
45150	Furniture & equipment	-	1,320	1,320	1,320
45250	Office supplies	9,746	11,780	11,780	11,780
46900	Business meetings	540	1,150	1,150	1,150
47000	Miscellaneous	487	930	930	930
47010	Discount earned & lost	(33)	-	-	-
<b>Maintenance &amp; Operation Total</b>		<b>\$ 193,170</b>	<b>\$ 197,895</b>	<b>\$ 197,895</b>	<b>\$ 236,198</b>
<b>TOTAL</b>		<b>\$ 2,242,019</b>	<b>\$ 2,202,408</b>	<b>\$ 2,230,299</b>	<b>\$ 2,475,310</b>

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

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 614,537	\$ 629,447	\$ 635,529	\$ 668,129
41200	Overtime	570	1,000	1,000	2,000
Various	Benefits	145,916	139,094	142,270	153,356
42700	PERS Retirement	104,730	131,022	131,022	152,334
42701	PERS cost sharing	(16,131)	(18,815)	(18,815)	(26,567)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 849,621</b>	<b>\$ 881,748</b>	<b>\$ 891,006</b>	<b>\$ 949,252</b>
<b>Maintenance &amp; Operation</b>					
44100	Repairs to equipment	-	500	500	500
44120	Repairs to office equip	-	614	614	614
44352	ISD service charge	10,130	24,653	24,653	29,925
44353	Building Maintenance Service Charge	-	-	-	12,513
44550	Travel	568	2,500	2,500	2,500
44650	Training	2,555	-	-	985
44750	Liability Insurance	23,251	21,182	21,182	18,161
44800	Membership & dues	450	2,520	2,520	3,565
45050	Periodicals & newspapers	-	740	740	740
45100	Books	-	2,100	2,100	2,100
45150	Furniture & equipment	-	1,030	1,030	1,218
45250	Office supplies	78	3,060	3,060	3,610
47000	Miscellaneous	-	500	500	500
<b>Maintenance &amp; Operation Total</b>		<b>\$ 37,031</b>	<b>\$ 59,399</b>	<b>\$ 59,399</b>	<b>\$ 76,931</b>
<b>TOTAL</b>		<b>\$ 886,652</b>	<b>\$ 941,147</b>	<b>\$ 950,405</b>	<b>\$ 1,026,183</b>

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

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 57,362	\$ 27,353	\$ 27,353	\$ 29,771
Various	Benefits	17,272	7,677	7,814	8,287
42700	PERS Retirement	9,985	5,687	5,687	6,784
42701	PERS cost sharing	(2,664)	(817)	(817)	(1,183)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 81,955</b>	<b>\$ 39,900</b>	<b>\$ 40,037</b>	<b>\$ 43,659</b>
<b>Maintenance &amp; Operation</b>					
43050	Repairs-bldgs & grounds	\$ 44	\$ -	\$ -	\$ -
44352	ISD service charge	1,137	698	698	1,477
44353	Building Maintenance Service Charge	-	-	-	618
44650	Training	-	985	985	-
44750	Liability Insurance	2,168	919	919	807
44800	Membership & dues	675	1,045	1,045	-
45100	Books	-	1,788	1,788	-
45150	Furniture & equipment	-	188	188	-
45250	Office supplies	-	550	550	-
47000	Miscellaneous	-	385	385	385
<b>Maintenance &amp; Operation Total</b>		<b>\$ 4,025</b>	<b>\$ 6,558</b>	<b>\$ 6,558</b>	<b>\$ 3,287</b>
<b>TOTAL</b>		<b>\$ 85,980</b>	<b>\$ 46,458</b>	<b>\$ 46,595</b>	<b>\$ 46,946</b>



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

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 189,778	\$ 265,183	\$ 265,183	\$ 277,911
41200	Overtime	-	1,750	1,750	1,000
41300	Hourly wages	17,385	57,600	57,600	53,395
Various	Benefits	46,872	67,443	68,664	73,571
42601	PARS supplemental retirement	40,440	40,440	40,440	40,440
42700	PERS Retirement	31,156	61,832	61,832	69,932
42701	PERS cost sharing	(3,811)	(8,878)	(8,878)	(12,196)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 321,820</b>	<b>\$ 485,370</b>	<b>\$ 486,591</b>	<b>\$ 504,053</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 78,315	\$ 181,000	\$ 181,000	\$ 181,000
43150	Cost allocation charge	1,298,163	1,158,445	1,158,445	1,635,840
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	-	8,596	8,596	8,596
44352	ISD service charge	9,336	30,310	30,310	23,354
44450	Postage	-	700	700	700
44550	Travel	1,179	10,710	10,710	11,210
44650	Training	2,601	35,000	35,000	35,000
44750	Liability Insurance	7,831	10,905	10,905	9,005
44800	Membership & dues	2,035	8,190	8,190	8,190
45050	Periodicals & newspapers	-	1,000	1,000	1,000
45100	Books	-	10,700	10,700	10,700
45150	Furniture & equipment	-	1,500	1,500	1,500
45250	Office supplies	682	3,950	3,950	3,950
45300	Small tools	-	50	50	50
45350	General supplies	-	30,250	30,250	30,250
46900	Business meetings	200	500	500	500
47000	Miscellaneous	202	3,300	3,300	3,300
48501	Excess liability premium	1,423,587	1,556,923	1,556,923	1,726,000
48502	Legal consultation fee	753,267	1,250,000	1,250,000	1,250,000
48503	Litigation miscellaneous exp	246,612	560,554	560,554	560,554
48504	Claim administrative expenses	800	126,420	126,420	126,420
48510	Claims accrual	(3,595,060)	-	-	-
48600	Claims	1,135,625	2,486,336	2,486,336	2,500,000
<b>Maintenance &amp; Operation Total</b>		<b>\$ 1,365,374</b>	<b>\$ 7,476,589</b>	<b>\$ 7,476,589</b>	<b>\$ 8,128,369</b>
<b>TOTAL</b>		<b>\$ 1,687,194</b>	<b>\$ 7,961,959</b>	<b>\$ 7,963,180</b>	<b>\$ 8,632,422</b>

Notes:

\* Beginning FY 2015-16, the Safety Section (614-221) moved from Human Resources to the City Attorney's Department (612-154).

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

Classification	Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<u>Salaried Positions</u>				
Administrative Assistant	2.00	1.00	1.00	1.00
Assistant City Attorney	2.21	1.21	1.21	1.31
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 Analyst	1.00	-	-	-
Executive Secretary	-	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	1.00	1.00	1.00	1.00
Legal Services Supervisor	1.00	1.00	1.00	1.00
Office Services Secretary	1.00	-	-	-
Principal Asst City Attorney	1.00	2.00	2.00	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	1.00	1.00
Total Salaried Positions	<u>17.21</u>	<u>18.21</u>	<u>18.21</u>	<u>18.31</u>
<u>Hourly Positions</u>				
City Resource Specialist	0.52	(1)	-	-
Hourly City Worker	0.92	(2)	1.38	0.92
Total Hourly FTE Positions	<u>1.44</u>	<u>1.38</u>	<u>1.38</u>	<u>0.92</u>
City Attorney Total	<u>18.65</u>	<u>19.59</u>	<u>19.59</u>	<u>19.23</u>

Notes:

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

\*\* Beginning FY 2015-16, the Safety Section (614-221) moved from Human Resources to the City Attorney's Department (612-154).