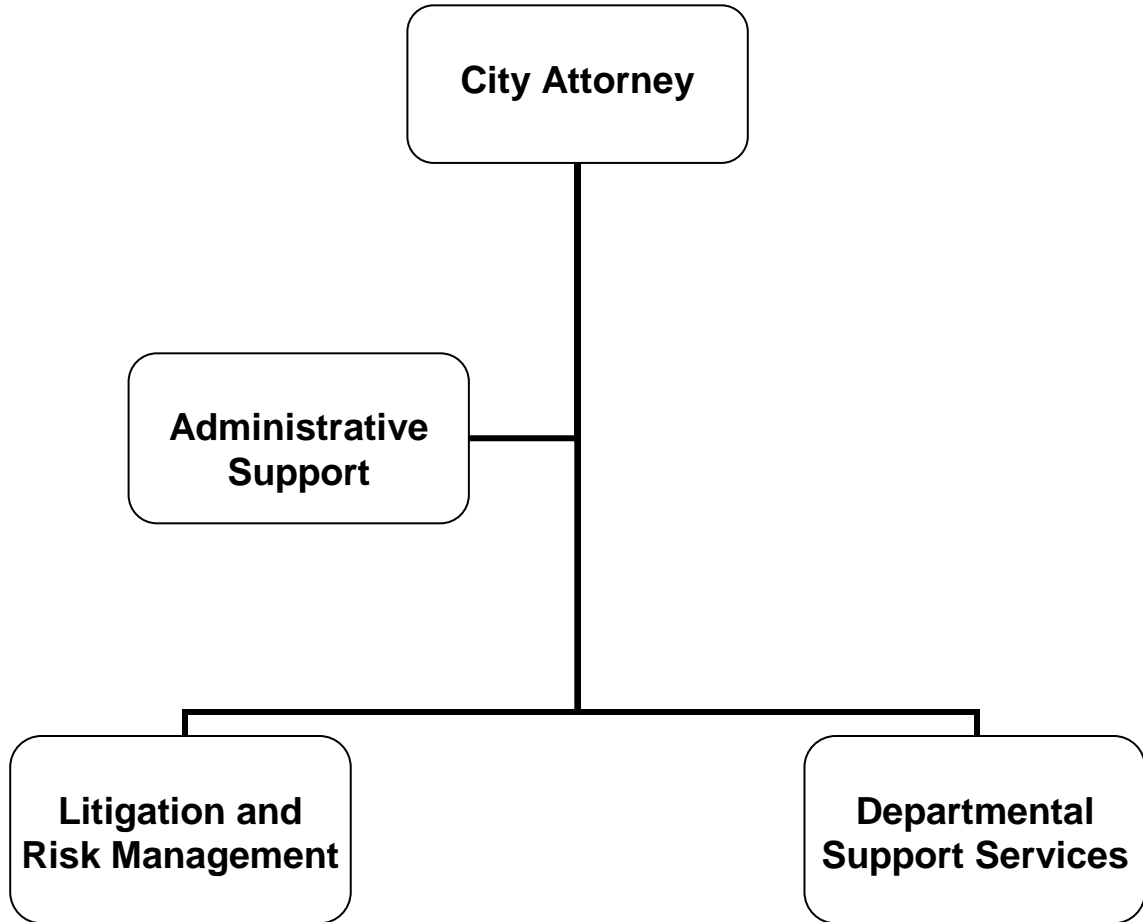


CITY ATTORNEY



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 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 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
<u>General Fund</u>				
City Attorney Projects (101-150)	\$ -	\$ -	\$ 50,000	\$ -
Departmental Services (101-151)*	2,197,514	2,475,310	2,490,782	2,925,534
Liability and Risk Management (101-152)	935,288	1,026,183	1,031,603	768,245
Code Enforcement (101-153)*	42,138	46,946	47,239	-
Total General Fund	\$ 3,174,940	\$ 3,548,439	\$ 3,619,624	\$ 3,693,779
<u>Other Funds</u>				
Liability Insurance Fund (612)	\$ 7,390,141	\$ 8,632,422	\$ 8,634,730	\$ 8,548,211
Total Other Funds	\$ 7,390,141	\$ 8,632,422	\$ 8,634,730	\$ 8,548,211
Department Grand Total	\$ 10,565,081	\$ 12,180,861	\$ 12,254,354	\$ 12,241,990

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 - CITY ATTORNEY PROJECTS
101-150

	Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
Maintenance & Operation				
47000 Miscellaneous	\$ -	\$ -	\$ 50,000	\$ -
Maintenance & Operation Total	\$ -	\$ -	\$ 50,000	\$ -
TOTAL	\$ -	\$ -	\$ 50,000	\$ -

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

	Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
Salaries & Benefits				
41100 Salaries	\$ 1,459,287	\$ 1,570,215	\$ 1,570,215	\$ 1,952,648
41200 Overtime	-	1,288	1,288	1,288
41300 Hourly wages	510	-	-	-
Various Benefits	337,395	371,926	387,398	390,960
42700 PERS Retirement	299,889	358,141	358,141	478,519
42701 PERS cost sharing	(40,356)	(62,458)	(62,458)	(72,035)
42799 Salary charges in (out)	-	-	-	(52,466)
Salaries & Benefits Total	\$ 2,056,725	\$ 2,239,112	\$ 2,254,584	\$ 2,698,914
Maintenance & Operation				
43110 Contractual services	\$ 120	\$ 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	55,753	70,029	70,029	59,386
44353 Building Maint. Serv. Charge	-	29,282	29,282	22,735
44450 Postage	1,585	3,274	3,274	3,274
44550 Travel	4,410	4,900	4,900	4,900
44600 Laundry & towel service	35	-	-	-
44650 Training	11,446	12,000	12,000	12,000
44750 Liability Insurance	49,049	42,587	42,587	49,119
44800 Membership & dues	9,780	9,625	9,625	10,320
45050 Periodicals & newspapers	859	1,000	1,000	1,000
45100 Books	2,327	15,000	15,000	15,000
45150 Furniture & equipment	-	1,320	1,320	1,320
45250 Office supplies	4,668	11,780	11,780	11,780
46900 Business meetings	168	1,150	1,150	1,150
47000 Miscellaneous	590	930	930	1,315
Maintenance & Operation Total	\$ 140,789	\$ 236,198	\$ 236,198	\$ 226,620
TOTAL	\$ 2,197,514	\$ 2,475,310	\$ 2,490,782	\$ 2,925,534

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 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
Salaries & Benefits					
41100	Salaries	\$ 633,919	\$ 668,129	\$ 668,129	\$ 455,534
41200	Overtime	392	2,000	2,000	2,000
41300	Hourly wages	-	-	-	30,951
Various	Benefits	141,623	153,356	158,776	103,594
42700	PERS Retirement	129,473	152,334	152,334	128,608
42701	PERS cost sharing	(16,643)	(26,567)	(26,567)	(19,360)
Salaries & Benefits Total		\$ 888,764	\$ 949,252	\$ 954,672	\$ 701,327
Maintenance & Operation					
44100	Repairs to equipment	\$ -	\$ 500	\$ 500	\$ 50
44120	Repairs to office equip	-	614	614	614
44352	ISD service charge	24,653	29,925	29,925	28,055
44353	Building Maint. Serv. Charge	-	12,513	12,513	9,743
44550	Travel	-	2,500	2,500	2,500
44650	Training	385	985	985	985
44750	Liability Insurance	21,313	18,161	18,161	13,238
44800	Membership & dues	225	3,565	3,565	3,565
45050	Periodicals & newspapers	-	740	740	740
45100	Books	-	2,100	2,100	2,100
45150	Furniture & equipment	-	1,218	1,218	1,218
45250	Office supplies	(51)	3,610	3,610	3,610
47000	Miscellaneous	-	500	500	500
Maintenance & Operation Total		\$ 46,525	\$ 76,931	\$ 76,931	\$ 66,918
TOTAL		\$ 935,288	\$ 1,026,183	\$ 1,031,603	\$ 768,245

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

		Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
Salaries & Benefits					
41100	Salaries	\$ 27,410	\$ 29,771	\$ 29,771	\$ -
Various	Benefits	7,543	8,287	8,580	-
42700	PERS Retirement	5,687	6,784	6,784	-
42701	PERS cost sharing	(817)	(1,183)	(1,183)	-
Salaries & Benefits Total		\$ 39,824	\$ 43,659	\$ 43,952	\$ -
Maintenance & Operation					
44352	ISD service charge	\$ 698	\$ 1,477	\$ 1,477	\$ -
44353	Building Maint. Serv. Charge	-	618	618	-
44750	Liability Insurance	921	807	807	-
44800	Membership & dues	695	-	-	-
47000	Miscellaneous	-	385	385	-
Maintenance & Operation Total		\$ 2,314	\$ 3,287	\$ 3,287	\$ -
TOTAL		\$ 42,138	\$ 46,946	\$ 47,239	\$ -

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 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
Salaries & Benefits					
41100	Salaries	\$ 204,682	\$ 277,911	\$ 277,911	\$ 271,704
41200	Overtime	-	1,000	1,000	1,000
41300	Hourly wages	22,726	53,395	53,395	56,999
Various	Benefits	48,241	73,571	75,879	71,299
42601	PARS supplemental retirement	40,440	40,440	40,440	-
42700	PERS Retirement	40,356	69,932	69,932	79,929
42701	PERS cost sharing	(4,007)	(12,196)	(12,196)	(12,032)
Salaries & Benefits Total		\$ 352,437	\$ 504,053	\$ 506,361	\$ 468,899
Maintenance & Operation					
43110	Contractual services	\$ 75,361	\$ 181,000	\$ 181,000	\$ 226,000
43150	Cost allocation charge	1,158,445	1,635,840	1,635,840	1,702,805
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	8,596
44352	ISD service charge	30,310	23,354	23,354	33,633
44353	Building Maint. Serv. Charge	-	-	-	5,520
44450	Postage	-	700	700	700
44550	Travel	664	11,210	11,210	11,210
44650	Training	5,328	35,000	35,000	35,000
44750	Liability Insurance	7,641	9,005	9,005	8,934
44800	Membership & dues	1,976	8,190	8,190	7,940
45050	Periodicals & newspapers	395	1,000	1,000	5,500
45100	Books	8,829	10,700	10,700	10,700
45150	Furniture & equipment	-	1,500	1,500	1,500
45250	Office supplies	1,151	3,950	3,950	3,950
45300	Small tools	-	50	50	50
45350	General supplies	874	30,250	30,250	25,250
46900	Business meetings	15	500	500	500
47000	Miscellaneous	41	3,300	3,300	3,300
48501	Excess liability premium	1,467,518	1,726,000	1,726,000	2,000,000
48502	Legal consultation fee	769,609	1,250,000	1,250,000	800,000
48503	Litigation miscellaneous exp	374,216	560,554	560,554	560,554
48504	Claim administrative expenses	835	126,420	126,420	126,420
48510	Claims accrual	66,410	-	-	-
48600	Claims	3,059,491	2,500,000	2,500,000	2,500,000
Maintenance & Operation Total		\$ 7,037,703	\$ 8,128,369	\$ 8,128,369	\$ 8,079,312
TOTAL		\$ 7,390,141	\$ 8,632,422	\$ 8,634,730	\$ 8,548,211

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

Classification	Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
<u>Salaried Positions</u>				
Administrative Assistant	1.00	1.00	1.00	1.00
Assistant City Attorney	1.21	1.31	1.31	1.31
Chief Assistant City Attorney	2.00	2.00	2.00	2.00
Claims & Litigation Support Supervisor	1.00	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
Principal Asst City Attorney	2.00	2.00	2.00	2.00
Risk & Insurance Services Analyst	-	-	1.00	1.00
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	-	-
Total Salaried Positions	<u>18.21</u>	<u>18.31</u>	<u>18.31</u>	<u>18.31</u>
<u>Hourly Positions</u>				
City Resource Specialist	-	-	-	0.48 (1)
Hourly City Worker	1.38 (3)	0.92 (2)	0.92 (2)	0.94 (2)
Total Hourly FTE Positions	<u>1.38</u>	<u>0.92</u>	<u>0.92</u>	<u>1.42</u>
City Attorney Total	<u>19.59</u>	<u>19.23</u>	<u>19.23</u>	<u>19.73</u>

Notes:

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