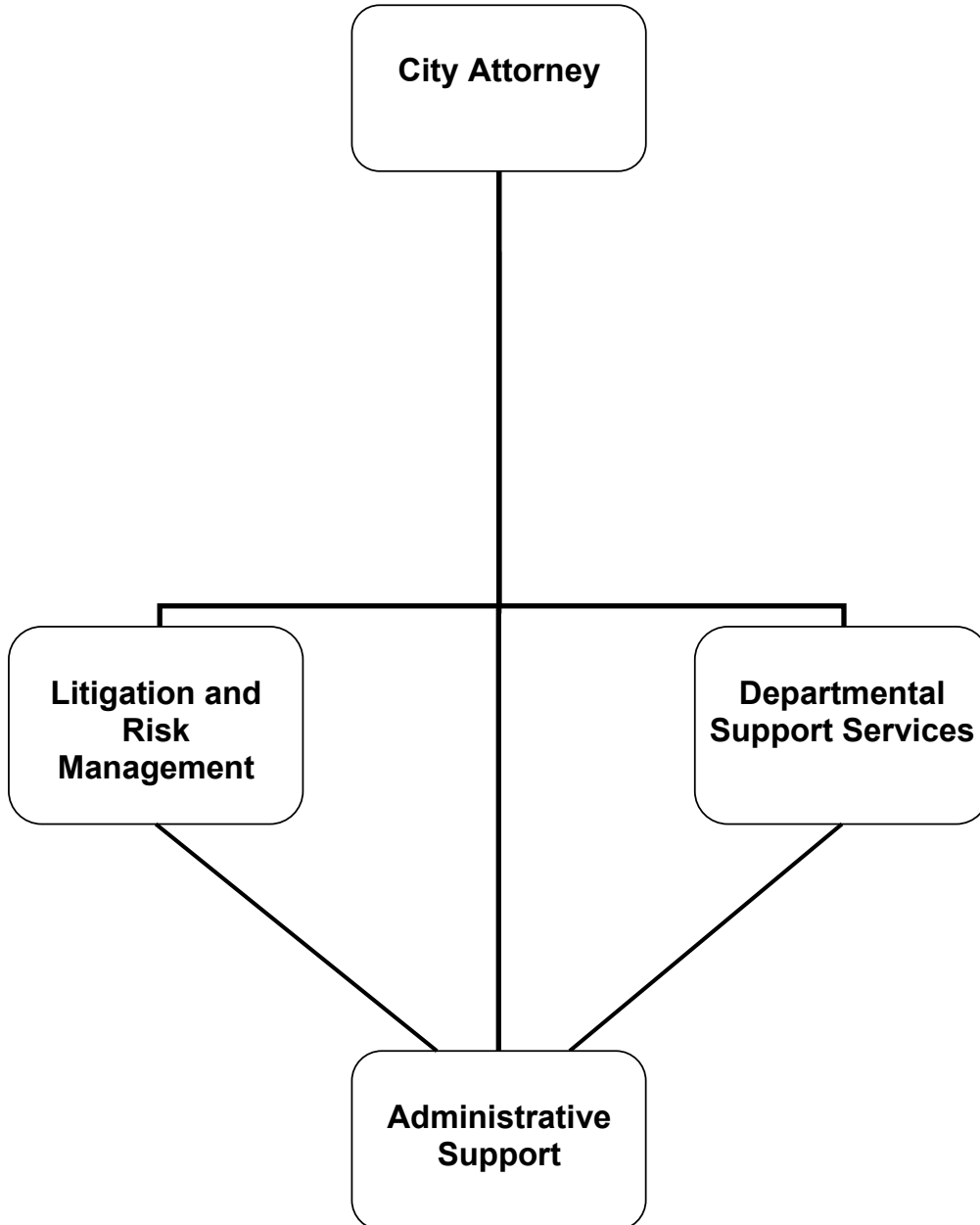




Adopted Budget FY 2022 - 2023

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).