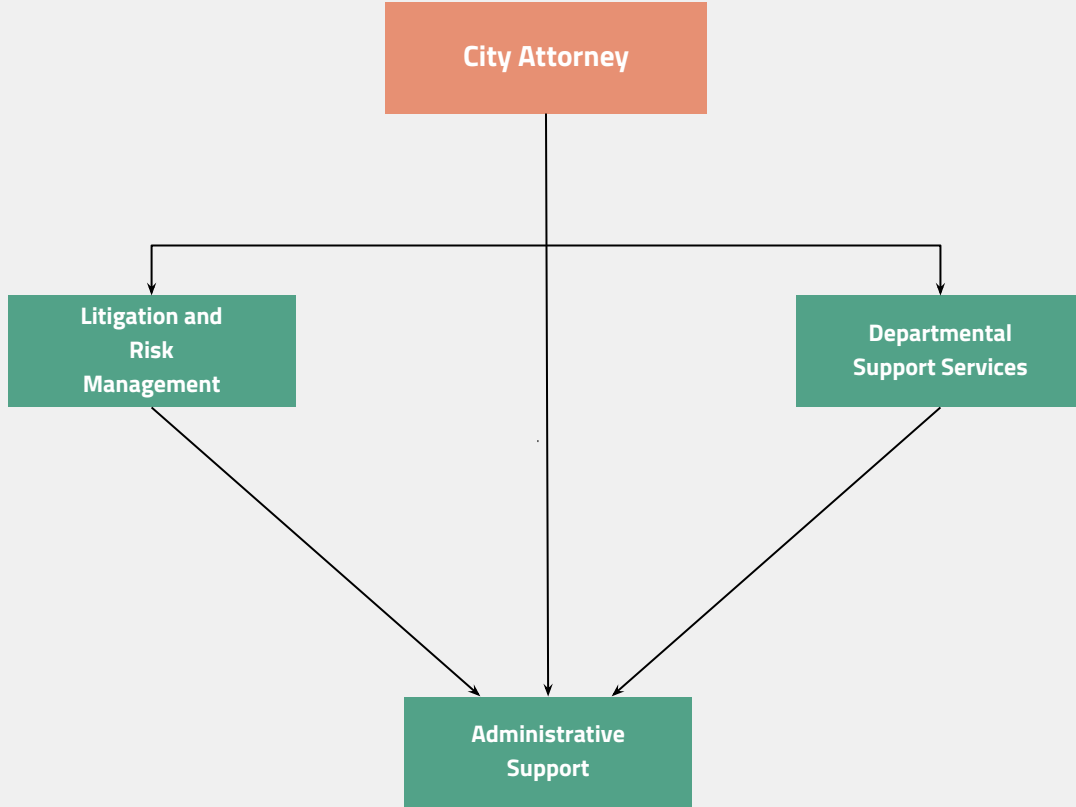


City Attorney



City Attorney



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, 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: Financial Sustainability, Economic Development, Operational Efficiency, and Mobility, Traffic & Pedestrian Safety.

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

- The City Attorney's Office will assist with the legal process to consider the transition from the current at-large election system to a by-district election system with a directly elected mayor, all subject to the approval of the voters.
- The City Attorney's Office will conduct a review of the City's contract and insurance requirements including a review and analysis of comparable jurisdictions to identify best practices for protecting the City's interests while ensuring smooth delivery of contractual services.

City Attorney

Summary of Appropriations For the Years Ending June 30

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
General Fund				
Projects (1010-0020)	\$ 14	\$ -	\$ -	-
Departmental Services (1010-1000)	3,738,885	3,900,526	3,955,526	4,140,157
Liability & Risk Management (1010-1001)	924,101	1,166,104	1,166,104	1,169,009
Total General Fund	\$ 4,663,000	\$ 5,066,630	\$ 5,121,630	\$ 5,309,166
Liability Insurance Fund				
Departmental Services (6120-1000)	\$ 4,119,876	\$ 5,466,930	\$ 5,466,930	\$ 5,422,250
Safety (6120-1003)*	414,302	631,609	631,609	-
Risk Management (6120-1004)	3,812,986	4,858,915	6,077,836	7,914,869
Total Liability Insurance Fund	\$ 8,347,164	\$ 10,957,454	\$ 12,176,375	\$ 13,337,119
Department Grand Total	\$ 13,010,164	\$ 16,024,084	\$ 17,298,005	\$ 18,646,285

Notes:

* Starting FY 2023-24, the Safety section moved from the City Attorney Department to the Human Resources Department.

City Attorney

**General Fund - Projects
(1010 - 0020)**

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Maintenance & Operation				
45350 General supplies	\$ 14	\$ -	\$ -	-
Maintenance & Operation Total	\$ 14	\$ -	\$ -	-
Total	\$ 14	\$ -	\$ -	-

Department Budgets

City Attorney

General Fund - Departmental Services (1010 - 1000)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Salaries & Benefits				
Salaries	\$ 2,161,494	\$ 2,200,207	\$ 2,200,207	\$ 2,316,337
Overtime	-	1,354	1,354	1,221
Hourly wages	2,860	-	-	-
Benefits	346,527	407,464	407,464	430,807
PERS Retirement	845,127	872,166	872,166	862,469
PERS Cost Sharing	(76,639)	(65,417)	(65,417)	(39,717)
Salaries & Benefits Total	\$ 3,279,369	\$ 3,415,774	\$ 3,415,774	\$ 3,571,117
Maintenance & Operation				
43110 Contractual services	\$ (8,138)	\$ 80,000	\$ 135,000	\$ 80,000
44100 Repairs to equipment	-	100	100	100
44120 Repairs to office equipment	-	400	400	400
44450 Postage	1,610	1,200	1,200	1,700
44550 Travel	1,516	4,275	4,275	5,275
44650 Training	5,317	12,000	12,000	12,500
44700 Computer software	8,799	8,500	8,500	13,500
44800 Membership and dues	12,874	12,000	12,000	13,500
45050 Periodicals and newspapers	953	1,000	1,000	1,000
45100 Books	32,282	20,000	20,000	21,000
45150 Furniture and equipment	87,335	1,000	1,000	1,000
45250 Office supplies	9,350	8,000	8,000	9,000
45681 Business meetings	958	1,000	1,000	1,000
45682 Miscellaneous	5,687	1,500	1,500	4,500
46009 ITD service charge	149,598	166,200	166,200	172,850
46010 Building maint service charge	43,764	46,487	46,487	38,967
46011 Liability Insurance	107,611	121,090	121,090	192,748
Maintenance & Operation Total	\$ 459,516	\$ 484,752	\$ 539,752	\$ 569,040
Total	\$ 3,738,885	\$ 3,900,526	\$ 3,955,526	\$ 4,140,157

City Attorney

**General Fund - Liability & Risk Management
(1010 - 1001)**

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Salaries & Benefits				
Salaries	\$ 563,847	\$ 672,400	\$ 672,400	\$ 652,529
Overtime	1,668	2,102	2,102	2,287
Hourly wages	-	25,000	25,000	25,000
Benefits	111,851	155,605	155,605	169,545
PERS Retirement	236,607	278,243	278,243	259,906
PERS Cost Sharing	(20,149)	(20,871)	(20,871)	(13,193)
Salaries & Benefits Total	\$ 893,824	\$ 1,112,479	\$ 1,112,479	\$ 1,096,074
Maintenance & Operation				
44100 Repairs to equipment	\$ -	\$ 100	\$ 100	\$ 100
44120 Repairs to office equipment	-	100	100	100
44550 Travel	195	625	625	625
44650 Training	393	985	985	1,485
44800 Membership and dues	-	3,000	3,000	3,000
45050 Periodicals and newspapers	-	500	500	500
45100 Books	-	5,000	5,000	4,500
45150 Furniture and equipment	-	500	500	500
45250 Office supplies	-	3,000	3,000	3,000
45682 Miscellaneous	1,612	1,340	1,340	1,340
46011 Liability Insurance	28,077	38,475	38,475	57,785
Maintenance & Operation Total	\$ 30,277	\$ 53,625	\$ 53,625	\$ 72,935
Total	\$ 924,101	\$ 1,166,104	\$ 1,166,104	\$ 1,169,009

City Attorney

**Liability Insurance Fund - Departmental Services
(6120 - 1000)**

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Salaries & Benefits				
Overtime	\$ -	\$ 508	\$ 508	\$ 400
Hourly wages	-	20,000	20,000	-
Benefits	-	795	795	11
Salaries & Benefits Total	\$ -	\$ 21,303	\$ 21,303	\$ 411
Maintenance & Operation				
44650 Training	\$ 389	\$ -	\$ -	\$ -
44800 Membership and dues	1,135	-	-	-
45631 Legal consultation fees	624,452	700,000	700,000	700,000
45632 Litigation misc expenses	464,500	250,000	250,000	250,000
45635 Claims accrual	(2,489,202)	-	-	-
45652 Claims	4,267,739	3,200,000	3,200,000	3,200,000
45682 Miscellaneous	15	-	-	-
46007 Cost allocation charge	1,221,735	1,257,447	1,257,447	1,235,330
46008 Fleet equipment rental charge	-	3,015	3,015	-
46009 ITD service charge	24,478	29,677	29,677	31,870
46010 Building maint service charge	4,635	4,360	4,360	4,605
46011 Liability Insurance	-	1,128	1,128	34
Maintenance & Operation Total	\$ 4,119,876	\$ 5,445,627	\$ 5,445,627	\$ 5,421,839
Total	\$ 4,119,876	\$ 5,466,930	\$ 5,466,930	\$ 5,422,250

City Attorney

Liability Insurance Fund - Safety (6120 - 1003)*

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Salaries & Benefits				
Salaries	\$ 88,120	\$ 89,670	\$ 89,670	\$ -
Overtime	-	1,015	1,015	-
Hourly wages	25,628	35,000	35,000	-
Benefits	18,394	19,878	19,878	-
PERS Retirement	44,163	49,148	49,148	-
PERS Cost Sharing	(3,992)	(3,687)	(3,687)	-
Salaries & Benefits Total	\$ 172,313	\$ 191,024	\$ 191,024	\$ -
Maintenance & Operation				
43110 Contractual services	\$ 46,016	\$ 147,000	\$ 147,000	\$ -
44450 Postage	-	200	200	-
44550 Travel	-	1,550	1,550	-
44650 Training	21,550	54,500	54,500	-
44800 Membership and dues	-	6,250	6,250	-
45050 Periodicals and newspapers	427	1,000	1,000	-
45100 Books	2,045	8,750	8,750	-
45150 Furniture and equipment	1,312	1,625	1,625	-
45250 Office supplies	1,740	3,450	3,450	-
45350 General supplies	160,263	202,850	202,850	-
45681 Business meetings	-	425	425	-
45682 Miscellaneous	16	2,800	2,800	-
46000 Depreciation	2,975	3,272	3,272	-
46011 Liability Insurance	5,645	6,913	6,913	-
Maintenance & Operation Total	\$ 241,989	\$ 440,585	\$ 440,585	\$ -
Total	\$ 414,302	\$ 631,609	\$ 631,609	\$ -

Notes:

* Starting FY 2023-24, the Safety section moved from the City Attorney Department to the Human Resources Department.

Department Budgets

City Attorney

Liability Insurance Fund - Risk Management (6120 - 1004)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Salaries & Benefits				
Salaries	\$ -	\$ 81,619	\$ 81,619	\$ 170,825
Overtime	1,875	508	508	616
Hourly wages	96,165	22,800	22,800	37,939
Benefits	2,575	20,467	20,467	41,820
PERS Retirement	84,354	32,648	32,648	79,392
PERS Cost Sharing	(3,282)	(2,449)	(2,449)	(3,906)
Salaries & Benefits Total	\$ 181,687	\$ 155,593	\$ 155,593	\$ 326,686
Maintenance & Operation				
43110 Contractual services	\$ 34,708	\$ 152,000	\$ 152,000	\$ 153,000
44450 Postage	-	500	500	250
44550 Travel	-	2,500	2,500	2,000
44650 Training	-	20,000	20,000	10,000
44700 Computer software	-	150	150	150
44800 Membership and dues	600	8,000	8,000	8,000
45050 Periodicals and newspapers	-	500	500	500
45100 Books	-	3,000	3,000	1,500
45150 Furniture and equipment	-	1,625	1,625	1,625
45250 Office supplies	29	3,450	3,450	3,000
45350 General supplies	-	10,000	10,000	10,000
45630 Excess insurance premium	3,588,021	4,493,000	5,711,921	7,377,535
45681 Business meetings	-	325	325	325
45682 Miscellaneous	-	2,500	2,500	2,500
46011 Liability Insurance	7,941	5,772	5,772	17,798
Maintenance & Operation Total	\$ 3,631,299	\$ 4,703,322	\$ 5,922,243	\$ 7,588,183
Total	\$ 3,812,986	\$ 4,858,915	\$ 6,077,836	\$ 7,914,869

City Attorney

Personnel Classification Detail

Classification	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Salaried Positions				
Assistant City Attorney	1.00	2.00	2.00	1.00
Chief Assistant City Attorney	2.00	2.00	2.00	2.00
City Attorney	1.00	1.00	1.00	1.00
Claims Analyst	-	-	1.00	1.00
General Counsel	1.00	1.00	-	1.00
Insurance Services Technician	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	6.00	5.00	7.00	7.00
Risk & Insurance Service Analyst	1.00	1.00	1.00	1.00
Safety Administrator**	1.00	1.00	1.00	-
Sr Assistant City Attorney	1.00	1.00	-	-
Sr Office Specialist	1.00	1.00	1.00	1.00
Total Salaried Positions	20.00	19.00	20.00	19.00
Hourly Positions				
Hourly City Worker	2.31 (4)	2.30 (4)	2.30 (4)	1.32 (2)
Total Hourly FTE Positions	2.31	2.30	2.30	1.32
City Attorney Total	22.31	21.30	22.30	20.32

Notes:

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

** In FY 2023-24, the Safety section moved from the City Attorney Department to the Human Resources Department.