

Highlights from Randal Brown, General Counsel

The General Counsel Area presently is leading GLWA in several strategic initiatives.

- ❖ **Work collaboratively with GLWA water member partners to reopen their water usage demands**
 Ensure that all 85 member partners with direct water service contracts have an opportunity to determine whether they want to adjust their water usage demands
- ❖ **Create a Best Practices Manual**
 Ensure consistent representation of the Authority in contractual, real estate, employment, and litigation matters
- ❖ **Incorporate a bill review software for Contractual Services**
 Use a third-party service to review legal bills budgeted in Contractual Services, which should garner savings in contractual services costs

Organization

The General Counsel Area consists of a single team.

- ❖ **General Counsel**
 Provides legal representation, strategic guidance, counseling, advice, and support to the Great Lakes Water Authority so that it will make sound decisions and use appropriate legal processes to better provide its customers with quality compliant water services.

Biennial Budget Request

- ❖ The biennial budget reflects an overall increase of \$196,808 or 6.3% in FY 2022.
- ❖ The personnel account is increasing by \$154,146 for an Associate General Counsel position being added in the first quarter of FY 2022.
- ❖ The contractual services account is increasing by \$41,091, due to General Counsel initiatives to handle more matters in-house and use some insurance carriers who have panel counsel lists for handling GLWA claims. The negotiated rates with these insurance companies are below market rate, which is keeping the contractual services expenses to a minimum.

Biennial Budget Request by Expense Category

Expense Category	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 9.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested
2.0 Personnel	\$ 972,300	\$ 971,900	\$ 242,665	\$ 1,126,046	\$ 154,146	15.9%	\$ 1,130,695
4.2 Supplies & Other	32,100	79,900	577	81,471	1,571	2.0%	83,100
4.3 Contractual Services	2,636,700	2,059,400	262,104	2,100,491	41,091	2.0%	2,142,501
Grand Total	\$ 3,641,100	\$ 3,111,200	\$ 505,347	\$ 3,308,008	\$ 196,808	6.3%	\$ 3,356,296

Biennial Budget Request by Team

Team	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 9.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested
General Counsel	\$ 3,641,100	\$ 3,111,200	\$ 505,347	\$ 3,308,008	\$ 196,808	6.3%	\$ 3,356,296
Grand Total	\$ 3,641,100	\$ 3,111,200	\$ 505,347	\$ 3,308,008	\$ 196,808	6.3%	\$ 3,356,296

Personnel Budget

General Counsel consists of eight positions for FY 2022, which is an increase of one staffing position from FY 2021. **An Associate General Counsel position will be added in first quarter of FY 2022.**

The following tables provide three alternate views of the staffing plans and budget.

Staffing Plan - The table below presents the number of positions in the plan. Each position has a value of one. The position count does not distinguish between a position that is filled 100% (2,080 hours per year), filled for a number of hours less than 2,080 per year, or one that is vacant.

Staffing Plan – Number of Positions

Team	Prior Year FY 2020 Staffing Plan	Current Year FY 2021 Staffing Plan	FY 2022 Staffing Plan	FY 2023 Staffing Plan	FY 2024 Staffing Plan	FY 2025 Staffing Plan	FY 2026 Staffing Plan
General Counsel	7.00	7.00	8.00	8.00	8.00	8.00	8.00

*Full-time Equivalent*s - The table below presents “full-time equivalent” (FTE) staffing. FTE is based on the number of hours that the position is filled, or budgeted for, in a given year based upon a standard of 2,080 hours per year. For this budget area, the Staffing Plan and the FTEs are consistent.

*Full-time Equivalent*s

Team	Prior Year FY 2020 FTEs	Current Year FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs	FY 2024 FTEs	FY 2025 FTEs	FY 2026 FTEs
General Counsel	7.00	7.00	8.00	8.00	8.00	8.00	8.00

Personnel Budget - The table below presents the General Counsel personnel budget which consists of the following expense categories: Salaries & Wages Employee Benefits. The values for the personnel budget are based on the full-time equivalents table above.

Personnel Budget

Team	FY 2021 Adopted Budget	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
General Counsel	\$ 971,900	\$ 1,126,046	\$ 1,130,695	\$ 1,135,344	\$ 1,139,992	\$ 1,144,641

Five-Year Financial Plan

Five-Year Financial Plan by Expense Category

Expense Category	FY 2021 Adopted Budget	FY 2021 Activity as of 9.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
2.0 Personnel	\$ 971,900	\$ 242,665	\$ 1,126,046	\$ 154,146	15.9%	\$ 1,130,695	\$ 1,135,344	\$ 1,139,992	\$ 1,144,641
4.2 Supplies & Other	79,900	577	81,471	1,571	2.0%	83,100	84,762	86,458	88,187
4.3 Contractual Services	2,059,400	262,104	2,100,491	41,091	2.0%	2,142,501	2,185,351	2,229,058	2,273,639
Grand Total	\$ 3,111,200	\$ 505,347	\$ 3,308,008	\$ 196,808	6.3%	\$ 3,356,296	\$ 3,405,457	\$ 3,455,508	\$ 3,506,467

Five-Year Financial Plan by Team

Team	FY 2021 Adopted Budget	FY 2021 Activity as of 9.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
General Counsel	\$ 3,111,200	\$ 505,347	\$ 3,308,008	\$ 49,477	1.6%	\$ 3,356,296	\$ 3,405,457	\$ 3,455,508	\$ 3,506,467
Grand Total	\$ 3,111,200	\$ 505,347	\$ 3,308,008	\$ 49,477	1.6%	\$ 3,356,296	\$ 3,405,457	\$ 3,455,508	\$ 3,506,467

Capital Outlay

Capital Outlay is not a component of the General Counsel Area.



Line-Item Budget and Financial Plan

The General Counsel five-year plan with a line-item expense budget is listed below. Because of GLWA's initiatives expand multiple years, this planning document provides the information to smooth out expenses over time and/or plan for annual fluctuations

Cost Center & Expense Category	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 9.30.2020	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
883101 - General Counsel	\$ 3,641,100	\$ 3,111,200	\$ 505,347	\$ 3,308,008	\$ 3,356,296	\$ 3,405,457	\$ 3,455,508	\$ 3,506,467
2.1 Salaries & Wages	795,000	768,400	198,775	893,607	893,607	893,607	893,607	893,607
2.4 Employee Benefits	177,300	203,500	43,890	232,439	237,088	241,737	246,386	251,035
4.2 Supplies & Other	32,100	79,900	577	81,471	83,100	84,762	86,458	88,187
Memberships, Licenses & Subscriptions	8,900	12,300	652	12,496	12,746	13,001	13,261	13,526
Office Supplies	6,100	5,200	-	5,306	5,412	5,520	5,631	5,743
Postage	-	2,800	-	2,865	2,922	2,981	3,040	3,101
Mileage and Parking	-	-	-	-	-	-	-	-
Training and Internal Meetings	6,200	44,600	(75)	45,804	46,720	47,654	48,608	49,580
Travel	10,900	15,000	-	15,000	15,300	15,606	15,918	16,236
4.3 Contractual Services	2,636,700	2,059,400	262,104	2,100,491	2,142,501	2,185,351	2,229,058	2,273,639
Contractual Operating Services	500	-	-	-	-	-	-	-
Legal	2,636,200	2,059,400	262,104	2,100,491	2,142,501	2,185,351	2,229,058	2,273,639
Grand Total	\$ 3,641,100	\$ 3,111,200	\$ 505,347	\$ 3,308,008	\$ 3,356,296	\$ 3,405,457	\$ 3,455,508	\$ 3,506,467