

CITY ATTORNEY



MISSION STATEMENT

The mission of the Burbank City Attorney's Office is to provide sound, timely and cost effective legal advice and representation to the City Council, Commissions, Boards, City officers and staff. The Office is committed to working with staff in carrying out City Council policies and goals. The City Attorney's Office zealously defends and pursues litigation filed against, or by, the City, and fairly and ethically prosecutes misdemeanors and infractions committed within the City.

ABOUT CITY ATTORNEY

The City Attorney is appointed by the City Council as the City's top legal advisor. The Office is comprised of three divisions: Departmental Services and Administration, Litigation and Prosecution, with ten support attorneys, one paralegal, one administrator and six support staff members.

OBJECTIVES

- Operate a highly ethical, efficient and effective office by maintaining a well-trained and experienced staff.
- Be an integral part of the City team to avoid or resolve legal issues at the earliest time possible.
- Support City staff in carrying out City Council's goals, not only by giving sound legal advice, but by assisting in formulating solutions.

CHANGES FROM PRIOR YEAR

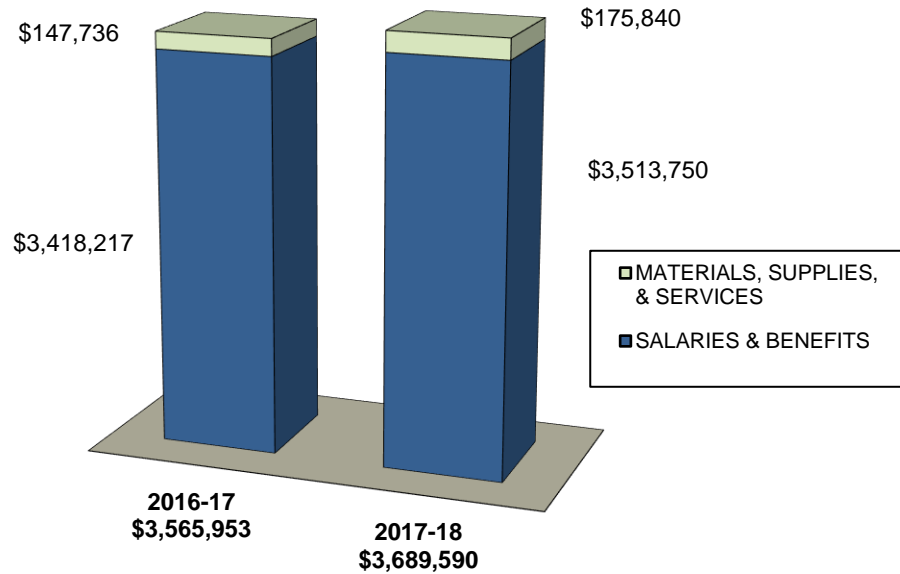
The City Attorney's Office underwent a department reorganization consisting of a downgrade of a clerical position that funded the upgrade of two other clerical positions to an Administrative Analyst and a Legal Secretary.

DEPARTMENT SUMMARY

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	19,000	19,000	19,000	
Salaries & Benefits	\$ 3,350,522	\$ 3,418,217	\$ 3,513,750	\$ 95,533
Materials, Supplies & Services	147,087	147,736	175,840	28,104
TOTAL	\$ 3,497,609	\$ 3,565,953	\$ 3,689,590	\$ 123,637



DEPARTMENT SUMMARY



2016-17 WORK PROGRAM HIGHLIGHTS

- Provided legal support for the processing of the airport's application for terminal replacement and placement of Measure B on the November 2016 ballot.
- Received court order and City collection of \$46,000 in restitution for victims.
- Supported a well-informed workforce by providing training programs on topics such as Brown Act, Subpoena Processing, Public Records Act Requests, Police Internal Training, Mandated Reporting and New Supervisor Trainings. Also provided Boards and Commissions Training in conjunction with the City Clerk's Office and Staff Liaison Training.
- The City Attorney's Office hosted several webinars with topics pertinent to current City issues such as Marijuana and Housing.
- Completed update of Professional Service Agreement (PSA) templates on BEN for citywide use.

2017-18 WORK PROGRAM GOALS

- Continue to consult with City departments and make recommendations for liability prevention based on claims received by the City Attorney's Office.
- Train City staff on a PSA master template to expedite contract processing for the City.
- Support a well-informed workforce by continuously providing training programs such as Ethics, PSA Training, Brown Act, Police Internal Training, Workplace Harassment Prevention, Mandated Reporting and New Supervisor Trainings.

Departmental Services and Administration Division

001.CA01A



The overall goal of this Division is to carry out the policies and directives established by the City Council. This Division provides legal advice addressing complex legal issues; prepares or reviews all resolutions and ordinances; and drafts, negotiates, reviews and approves contracts from the routine to the very complex. Division attorneys, in addition to the City Attorney, advise Boards, Commissions and City staff on all legal matters such as land use, real estate, personnel and contracts. This Division dedicates attorneys to the specialized legal needs of BWP. This Division also handles administrative functions of the City Attorney's Office. Lastly, the Office provides ongoing in-service training to City staff, as well as elected and appointed officials.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	9,600	9,600	9,600	
60001.0000 Salaries & Wages	\$ 1,273,589	\$ 1,338,216	\$ 1,371,225	\$ 33,009
60006.0000 Overtime - Non-Safety	20			
60012.0000 Fringe Benefits	168,590	179,627	190,530	10,903
60012.1008 Fringe Benefits:Retiree Benefits		7,258	5,990	(1,267)
60012.1509 Fringe Benefits:Employer Paid PERS	247,698	289,322	116,115	(173,207)
60012.1528 Fringe Benefits:Workers Comp	15,538	23,309	18,262	(5,047)
60012.1531 Fringe Benefits:PERS UAL			190,536	190,536
60022.0000 Car Allowance	4,112	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety		19,404	19,883	479
Salaries & Benefits	1,715,927	1,861,624	1,917,030	55,406
62220.0000 Insurance	\$ 16,210	\$ 15,709	\$ 42,013	\$ 26,304
62300.0000 Special Dept Supplies	63	109	109	
62310.0000 Office Supplies, Postage & Printing	7,618	8,107	8,107	
62425.0000 Library Resource Materials	38,396	34,350	34,350	
62440.0000 Office Equip Maint & Repair	753	1,000	1,000	
62455.0000 Equipment Rental	9,688	12,017	12,017	
62470.0000 Fund 533 Office Equip Rental Rate			612	612
62485.0000 Fund 535 Communications Rental Rate	10,967	11,241	11,206	(35)
62496.0000 Fund 537 Computer System Rental	18,415	19,169	18,522	(647)
62700.0000 Memberships & Dues	6,738	6,500	6,500	
62710.0000 Travel	601	1,655	1,655	
62755.0000 Training	14,928	15,100	15,100	
62895.0000 Miscellaneous Expenses	1,582	1,280	1,280	
Materials, Supplies & Services	125,959	126,237	152,471	26,234
Total Expenses	\$ 1,841,886	\$ 1,987,861	\$ 2,069,501	\$ 81,640

Litigation Division

001.CA02A



The Litigation Division is responsible for representing the City, its officers and employees in litigation filed by and against the City, as well as assisting in the administration of governmental tort claims filed against the City. Litigation ranges from simple trip and fall and other allegations of dangerous conditions to complex multi-party civil rights or employment cases, as well as litigation concerning issues unique to public agencies. This Division also interacts proactively with various City departments to implement best practices and policies to prevent/decrease the City's liability exposure.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	4,300	4,300	4,300	
60001.0000 Salaries & Wages	\$ 550,327	\$ 529,443	\$ 542,334	\$ 12,891
60012.0000 Fringe Benefits	92,422	73,832	78,013	4,181
60012.1008 Fringe Benefits:Retiree Benefits		3,251	2,683	(568)
60012.1509 Fringe Benefits:Employer Paid PER	111,244	114,466	45,925	(68,541)
60012.1528 Fringe Benefits:Workers Comp	6,587	9,824	7,610	(2,214)
60012.1531 Fringe Benefits:PERS UAL			84,342	84,342
60022.0000 Car Allowance	484			
60027.0000 Payroll Taxes Non-Safety		7,677	7,864	187
60031.0000 Payroll Adjustments	3,313			
Salaries & Benefits	764,376	738,492	768,771	30,278
62140.0000 Special Services	\$ 3,065	\$ 3,101	\$ 3,101	
62496.0000 Fund 537 Computer System Rental	4,605	4,684	5,126	442
Materials, Supplies & Services	7,670	7,785	8,227	442
Total Expenses	\$ 772,046	\$ 746,277	\$ 776,997	\$ 30,720

Prosecution Division

001.CA03A



The Prosecution Division prosecutes State misdemeanor violations such as domestic violence, sex abuse and DUI cases, as well as City ordinances. City Prosecutors file, on average, over 4,800 cases each year. Prosecution staff is also responsible, in conjunction with the Financial Services Department, for processing court-ordered restitution collected on behalf of victims and City Departments.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	5,100	5,100	5,100	
60001.0000 Salaries & Wages	\$ 600,079	\$ 583,062	\$ 582,019	\$ (1,043)
60012.0000 Fringe Benefits	96,728	85,234	89,720	4,486
60012.1008 Fringe Benefits:Retiree Benefits		3,856	3,182	(673)
60012.1509 Fringe Benefits:Employer Paid PERS	114,597	126,058	49,285	(76,773)
60012.1528 Fringe Benefits:Workers Comp	7,529	11,436	8,331	(3,106)
60012.1531 Fringe Benefits:PERS UAL			86,973	86,973
60022.0000 Car Allowance	242			
60027.0000 Payroll Taxes Non-Safety		8,454	8,439	(15)
60031.0000 Payroll Adjustments	51,044			
Salaries & Benefits	870,218	818,100	827,949	9,849
62060.0000 Prosecution Assistance	\$ 4,727	\$ 4,800	\$ 4,800	
62140.0000 Special Services	3,725	3,800	3,800	
62496.0000 Fund 537 Computer System Rental	5,006	5,114	6,542	1,428
Materials, Supplies & Services	13,458	13,714	15,142	1,428
Total Expenses	\$ 883,676	\$ 831,814	\$ 843,092	\$ 11,277

CITY ATTORNEY

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2015-16	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	CHANGE FROM PRIOR YEAR
ADM ANALYST I (Z)	0.000	0.000	1.000	1.000
CLERICAL WKR	0.000	0.000	1.000	1.000
CTY ATTORNEY	1.000	1.000	1.000	
DEP CTY ATTORNEY	1.000	1.000	1.000	
LAW OFFICE ADMSTR	1.000	1.000	1.000	
LEGAL SEC	3.000	3.000	4.000	1.000
LEGAL SECRETARIAL CLK	3.000	3.000	0.000	-3.000
LITIGATION PARALEGAL	1.000	1.000	1.000	
SR AST CTY ATTORNEY	9.000	9.000	9.000	
TOTAL STAFF YEARS	19.000	19.000	19.000	