

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

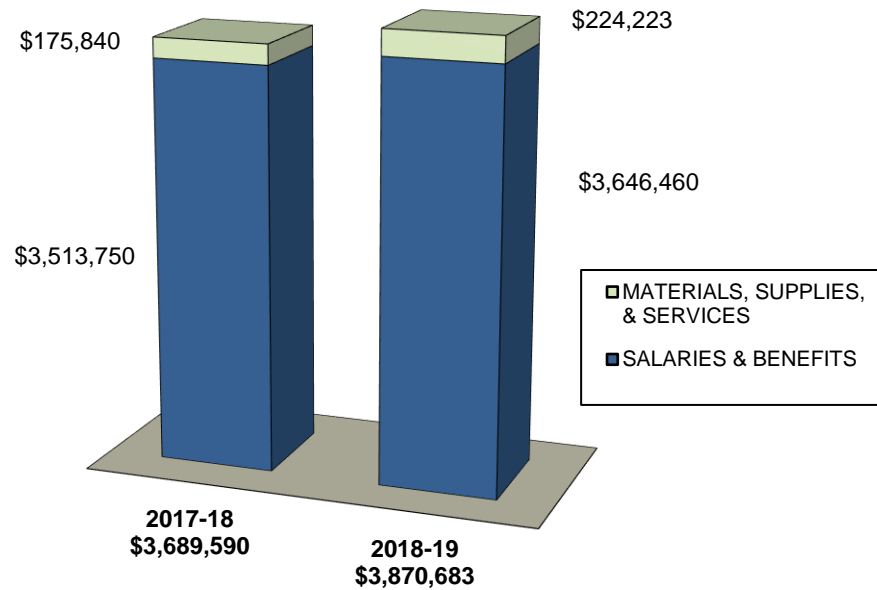
There are no significant changes to the City Attorney's Office budget this fiscal year.

DEPARTMENT SUMMARY

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	19,000	19,000	19,000	
Salaries & Benefits	\$ 3,282,465	\$ 3,513,750	\$ 3,646,460	\$ 132,710
Materials, Supplies & Services	119,282	175,840	224,223	48,383
TOTAL	\$ 3,401,747	\$ 3,689,590	\$ 3,870,683	\$ 181,093



DEPARTMENT SUMMARY



2017-18 WORK PROGRAM HIGHLIGHTS

- Completed update of Professional Service Agreement (PSA) templates on BEN for citywide use and offered several training sessions for key personnel in City departments.
- Received court order and City collection of over \$47,000 in restitution for victims.
- Supported a well-informed workforce by providing training programs on topics such as Everyday Ethics, Brown Act, Deposition and Trial Preparation, Discipline Process Training: Conducting Investigations; Police Internal Training; Mandated Reporting (CANRA); and Preventing Workplace Discrimination, Harassment, and Retaliation Training for Supervisors/Managers.
- The City Attorney's Office hosted several webinars with topics pertinent to current City issues such as Marijuana, California Environmental Quality Act (CEQA) and Affordable Housing.

2018-19 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.
- 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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	9,600	9,600	9,600	
60001.0000 Salaries & Wages	\$ 1,313,238	\$ 1,371,225	\$ 1,394,391	\$ 23,166
60012.0000 Fringe Benefits	172,330	190,530	203,230	12,700
60012.1008 Fringe Benefits:Retiree Benefits	4,848	5,990	6,221	231
60012.1509 Fringe Benefits:Employer Paid PERS	269,397	116,115	123,585	7,470
60012.1528 Fringe Benefits:Workers Comp	23,309	18,262	21,354	3,092
60012.1531 Fringe Benefits:PERS UAL	-	190,536	234,042	43,506
60022.0000 Car Allowance	4,096	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	12,863	19,883	20,219	336
Salaries & Benefits	1,810,559	1,917,030	2,007,530	90,500
62220.0000 Insurance	\$ 15,709	\$ 42,013	\$ 30,229	\$ (11,784)
62300.0000 Special Dept Supplies	-	109	109	
62310.0000 Office Supplies, Postage & Printing	8,285	8,107	8,107	
62425.0000 Library Resource Materials	21,502	34,350	34,350	
62440.0000 Office Equip Maint & Repair	266	1,000	1,000	
62455.0000 Equipment Rental	8,625	12,017	12,017	
62470.0000 Fund 533 Office Equip Rental Rate	-	612	612	
62485.0000 Fund 535 Communications Rental Rate	10,304	11,206	16,950	5,744
62496.0000 Fund 537 Computer System Rental	17,572	18,522	68,945	50,423
62700.0000 Memberships & Dues	5,972	6,500	6,500	
62710.0000 Travel	1,018	1,655	1,655	
62755.0000 Training	8,383	15,100	15,100	
62895.0000 Miscellaneous Expenses	970	1,280	1,280	
Materials, Supplies & Services	98,606	152,471	196,854	44,383
Total Expenses	\$ 1,909,165	\$ 2,069,501	\$ 2,204,384	\$ 134,883

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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	4,300	4,300	4,300	
60001.0000 Salaries & Wages	\$ 535,862	\$ 542,334	\$ 543,184	\$ 850
60012.0000 Fringe Benefits	84,138	78,013	82,162	4,149
60012.1008 Fringe Benefits:Retiree Benefits	2,172	2,683	2,786	103
60012.1509 Fringe Benefits:Employer Paid PER	112,839	45,925	48,142	2,217
60012.1528 Fringe Benefits:Workers Comp	9,824	7,610	9,202	1,592
60012.1531 Fringe Benefits:PERS UAL	-	84,342	98,232	13,890
60022.0000 Car Allowance	482	-	-	
60027.0000 Payroll Taxes Non-Safety	4,554	7,864	7,876	12
60031.0000 Payroll Adjustments	1,688	-	-	
Salaries & Benefits	751,557	768,771	791,584	22,813
62140.0000 Special Services	\$ 3,065	\$ 3,101	\$ 3,101	
62496.0000 Fund 537 Computer System Rental	4,294	5,126	-	(5,126)
Materials, Supplies & Services	7,359	8,227	3,101	(5,126)
Total Expenses	\$ 758,916	\$ 776,997	\$ 794,685	\$ 17,688

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 3,500 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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	5,100	5,100	5,100	
60001.0000 Salaries & Wages	\$ 501,271	\$ 582,019	\$ 588,150	\$ 6,131
60012.0000 Fringe Benefits	89,304	89,720	94,419	4,699
60012.1008 Fringe Benefits:Retiree Benefits	2,552	3,182	3,305	123
60012.1509 Fringe Benefits:Employer Paid PERS	104,065	49,285	52,128	2,843
60012.1528 Fringe Benefits:Workers Comp	11,436	8,331	10,286	1,955
60012.1531 Fringe Benefits:PERS UAL	-	86,973	90,530	3,557
60022.0000 Car Allowance	241	-	-	
60027.0000 Payroll Taxes Non-Safety	5,882	8,439	8,528	89
60031.0000 Payroll Adjustments	5,598	-	-	
Salaries & Benefits	720,348	827,949	847,346	19,397
62060.0000 Prosecution Assistance	\$ 4,904	\$ 4,800	\$ 4,800	
62140.0000 Special Services	3,725	3,800	3,800	
62496.0000 Fund 537 Computer System Rental	4,688	6,542	15,668	9,126
Materials, Supplies & Services	13,317	15,142	24,268	9,126
Total Expenses	\$ 733,665	\$ 843,092	\$ 871,614	\$ 28,522

CITY ATTORNEY

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	CHANGE FROM PRIOR YEAR
ADM ANALYST I (Z)	0.000	1.000	1.000	
CLERICAL WKR	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	4.000	4.000	
LEGAL SECRETARIAL CLK	3.000	0.000	0.000	
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	