

CITY ATTORNEY



MISSION STATEMENT

The Burbank City Attorney's Office strives to efficiently deliver professional and ethical legal advice to the City Council, Commissions, Boards, City Officers, and staff. The Office actively advises the City and advocates the City's positions across a wide spectrum of municipal interests; vigorously represents the City in civil litigation and other adversarial proceedings; and protects the community by effectively prosecuting 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 staff attorneys besides the City Attorney, one paralegal, a senior analyst and 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

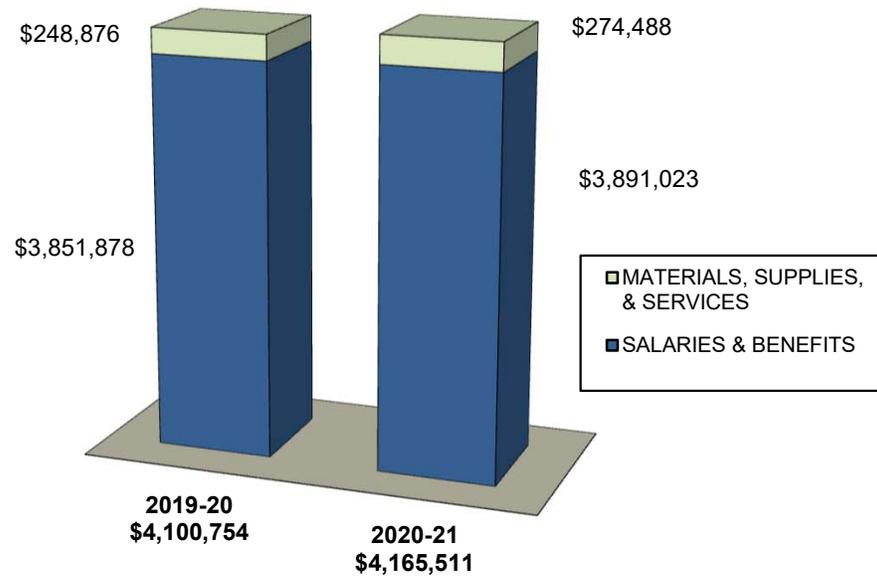
There is a significant change to the City Attorney's Office budget this year. Capital Outlay funding will be used to replace the current City Attorney's Office case management system. The current system is outdated and unable to keep pace with electronic data processing and filing requirements. The replacement system will be able to manage electronic content, interface well with corresponding agencies, and automate laborious operations. It will alleviate current costly, labor-intensive processes.

DEPARTMENT SUMMARY

| | EXPENDITURES FY2018-19 | BUDGET FY2019-20 | BUDGET FY2020-21 | CHANGE FROM PRIOR YEAR |
|---|---------------------------|---------------------|---------------------|---------------------------|
| Staff Years | 19.000 | 18.000 | 18.000 | |
| Salaries & Benefits | \$ 3,733,000 | \$ 3,851,878 | \$ 3,891,023 | \$ 39,145 |
| Materials, Supplies & Services | 238,892 | 248,876 | 274,488 | 25,612 |
| TOTAL | \$ 3,971,892 | \$ 4,100,754 | \$ 4,165,511 | \$ 64,757 |



DEPARTMENT SUMMARY



2019-20 WORK PROGRAM HIGHLIGHTS

- Received court order and City collection of over \$28,000 in restitution for victims.
- Supported well-informed advisory groups and workforce by providing training programs on topics such as Agenda Process, Grant Funding and Administration Requirements, Police Internal Training focused on Search and Seizure, Mandated Child Abuse and Neglect Reporting Act (CANRA), Firefighting and the First Amendment, New Board Training for Infrastructure Oversight Board, and formal Brown Act training for Boards and Commissions.
- Completed modernization of the Purchasing Code in collaboration with the Finance Department.
- Worked with the Community Development Department in updating the Additional Dwelling Unit (ADU) Ordinance.
- Filed cases and obtained convictions supporting and enforcing Tobacco Grant measures.

2020-21 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 Brown Act, Conflict of Interest, Mandated Child Abuse and Neglect Reporting Act (CANRA) Training, Police Internal Training focusing on Body-Worn Cameras and Report Writing, Fire Internal Training focusing on Report Writing, Professional Services Agreement (PSA) Training, and New Supervisor Trainings.
- Identify ways to streamline purchasing and contracting by creating templates and updated documents for City-wide use, and provide corresponding training.
- Work cooperatively with Community Development to adopt and support measures promoting housing by developing, updating, and drafting relevant ordinances and policies.
- In collaboration with the City Manager's Office and CDD, promote the City Council's legislative housing platform by tracking and taking appropriate action regarding housing bills, promoting the League of California Cities housing strategy programs.

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, purchasing 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 and provides ongoing in-service training to City staff, as well as elected and appointed officials.

| | EXPENDITURES FY2018-19 | BUDGET FY2019-20 | BUDGET FY2020-21 | CHANGE FROM PRIOR YEAR |
|--|---------------------------|---------------------|---------------------|---------------------------|
| Staff Years | 9.600 | 8.600 | 7.750 | (0.850) |
| 60001.0000 Salaries & Wages | \$ 1,436,317 | \$ 1,446,818 | \$ 1,388,641 | \$ (58,177) |
| 60012.0000 Fringe Benefits | 154,449 | 191,691 | 173,173 | (18,518) |
| 60012.1008 Fringe Benefits:Retiree Benefits | 5,507 | 7,454 | 6,503 | (951) |
| 60012.1509 Fringe Benefits:Employer Paid PERS | 107,025 | 140,168 | 130,741 | (9,427) |
| 60012.1528 Fringe Benefits:Workers Comp | 21,354 | 16,562 | 12,776 | (3,786) |
| 60012.1531 Fringe Benefits:PERS UAL | 234,048 | 270,510 | 258,502 | (12,008) |
| 60022.0000 Car Allowance | 4,080 | 4,488 | 4,488 | |
| 60027.0000 Payroll Taxes Non-Safety | 17,748 | 20,979 | 20,135 | (844) |
| 60031.0000 Payroll Adjustments | 1,229 | - | - | |
| Salaries & Benefits | 1,981,757 | 2,098,670 | 1,994,959 | (103,711) |
| 62170.1001 Temp Staffing | \$ 23,511 | \$ - | \$ - | |
| 62220.0000 Insurance | 30,229 | 25,399 | 27,294 | \$ 1,895 |
| 62300.0000 Special Dept Supplies | 68 | 109 | 109 | |
| 62310.0000 Office Supplies, Postage & Printing | 7,131 | 8,033 | 8,033 | |
| 62425.0000 Library Resource Materials | 29,788 | 34,350 | 34,350 | |
| 62440.0000 Office Equip Maint & Repair | 285 | 1,000 | 1,000 | |
| 62455.0000 Equipment Rental | 8,919 | 12,017 | 12,017 | |
| 62470.0000 Fund 533 Office Equip Rental Rate | 612 | - | - | |
| 62485.0000 Fund 535 Communications Rental Rate | 16,950 | 17,322 | 17,312 | (10) |
| 62496.0000 Fund 537 Computer System Rental | 68,945 | 80,043 | 78,066 | (1,977) |
| 62700.0000 Memberships & Dues | 6,180 | 6,500 | 6,850 | 350 |
| 62710.0000 Travel | 863 | 1,655 | 1,655 | |
| 62755.0000 Training | 16,754 | 21,350 | 21,000 | (350) |
| 62895.0000 Miscellaneous Expenses | 1,147 | 1,280 | 1,280 | |
| Materials, Supplies & Services | 211,381 | 209,058 | 208,966 | (92) |
| Total Expenses | \$ 2,193,138 | \$ 2,307,728 | \$ 2,203,925 | \$ (103,803) |

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. The Litigation Division will benefit from a case management system replacement this year featuring a long-awaited calendaring component to supplant the current antiquated process.

| | EXPENDITURES FY2018-19 | BUDGET FY2019-20 | BUDGET FY2020-21 | CHANGE FROM PRIOR YEAR |
|---|---------------------------|---------------------|---------------------|---------------------------|
| Staff Years | 4,300 | 4,300 | 4,400 | 0,100 |
| 60001.0000 Salaries & Wages | \$ 699,645 | \$ 555,996 | \$ 561,847 | \$ 5,851 |
| 60012.0000 Fringe Benefits | 92,611 | 82,849 | 82,215 | (634) |
| 60012.1008 Fringe Benefits:Retiree Benefits | 2,965 | 3,339 | 3,251 | (88) |
| 60012.1509 Fringe Benefits:Employer Paid PER: | 46,998 | 53,865 | 53,985 | 120 |
| 60012.1528 Fringe Benefits:Workers Comp | 9,202 | 8,721 | 9,764 | 1,043 |
| 60012.1531 Fringe Benefits:PERS UAL | 98,232 | 110,792 | 113,517 | 2,725 |
| 60022.0000 Car Allowance | 480 | - | - | |
| 60027.0000 Payroll Taxes Non-Safety | 6,485 | 8,062 | 8,147 | 85 |
| 60031.0000 Payroll Adjustments | 996 | - | - | |
| Salaries & Benefits | 957,614 | 823,624 | 832,726 | 9,102 |
| 62140.0000 Special Services | \$ 3,100 | \$ 3,150 | \$ 3,150 | |
| 62496.0000 Fund 537 Computer System Rental | - | - | 23,933 | 23,933 |
| Materials, Supplies & Services | 3,100 | 3,150 | 27,083 | 23,933 |
| Total Expenses | \$ 960,714 | \$ 826,774 | \$ 859,809 | \$ 33,035 |

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. Prosecution staff is also responsible, in conjunction with the Police Department, for processing court-ordered restitution collected on behalf of victims and City Departments. This year's funding for a replacement case management system will most greatly affect the Prosecution Division by alleviating labor-intensive and antiquated processes currently used for charging, filing, and reporting.

| | EXPENDITURES FY2018-19 | BUDGET FY2019-20 | BUDGET FY2020-21 | CHANGE FROM PRIOR YEAR |
|---|---------------------------|---------------------|---------------------|---------------------------|
| Staff Years | 5,100 | 5,100 | 5,850 | 0,750 |
| 60001.0000 Salaries & Wages | \$ 536,725 | \$ 632,307 | \$ 743,578 | \$ 111,271 |
| 60012.0000 Fringe Benefits | 94,530 | 95,802 | 105,941 | 10,139 |
| 60012.1008 Fringe Benefits:Retiree Benefits | 3,455 | 3,960 | 3,856 | (104) |
| 60012.1509 Fringe Benefits:Employer Paid PERS | 46,683 | 61,054 | 71,840 | 10,786 |
| 60012.1528 Fringe Benefits:Workers Comp | 10,286 | 10,321 | 14,586 | 4,265 |
| 60012.1531 Fringe Benefits:PERS UAL | 90,528 | 117,002 | 112,755 | (4,247) |
| 60022.0000 Car Allowance | 240 | - | - | |
| 60027.0000 Payroll Taxes Non-Safety | 7,643 | 9,138 | 10,782 | 1,644 |
| 60031.0000 Payroll Adjustments | 3,538 | - | - | |
| Salaries & Benefits | 793,629 | 929,584 | 1,063,338 | 133,754 |
| 62060.0000 Prosecution Assistance | \$ 4,782 | \$ 4,800 | \$ 4,800 | |
| 62140.0000 Special Services | 3,799 | 3,825 | 3,825 | |
| 62300.0000 Special Dept Supplies | 162 | 8,720 | - | (8,720) |
| 62496.0000 Fund 537 Computer System Rental | 15,668 | 19,323 | 29,814 | 10,491 |
| Materials, Supplies & Services | 24,411 | 36,668 | 38,439 | 1,771 |
| Total Expenses | \$ 818,040 | \$ 966,252 | \$ 1,101,777 | \$ 135,525 |

CITY ATTORNEY

Authorized Positions



| CLASSIFICATION TITLES | STAFF YEARS FY2018-19 | STAFF YEARS FY2019-20 | STAFF YEARS FY2020-21 | CHANGE FROM PRIOR YEAR |
|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| ADM ANALYST I (Z) | 1.000 | 1.000 | 1.000 | |
| AST CTY ATTORNEY | 0.000 | 1.000 | 1.000 | |
| CHIEF ASST CTY ATTORNEY | 0.000 | 1.000 | 1.000 | |
| CLERICAL WKR | 1.000 | 0.000 | 0.000 | |
| CTY ATTORNEY | 1.000 | 1.000 | 1.000 | |
| DEP CTY ATTORNEY | 1.000 | 0.000 | 0.000 | |
| LAW OFFICE ADMSTR | 1.000 | 0.000 | 0.000 | |
| LEGAL SEC | 4.000 | 4.000 | 4.000 | |
| LITIGATION PARALEGAL | 1.000 | 1.000 | 1.000 | |
| SR ADM ANALYST (Z) | 0.000 | 1.000 | 1.000 | |
| SR AST CTY ATTORNEY | 9.000 | 8.000 | 8.000 | |
| TOTAL STAFF YEARS | 19.000 | 18.000 | 18.000 | |