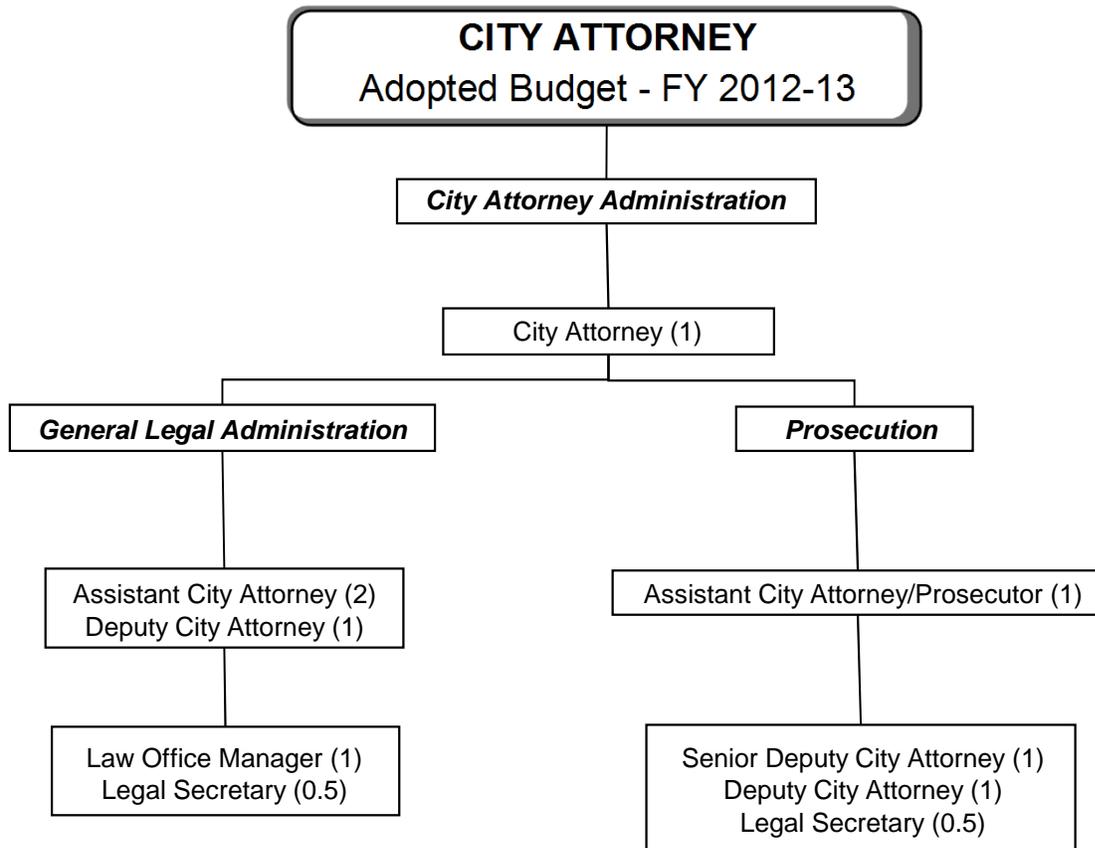


## CITY ATTORNEY

***Mission Statement:*** *To protect the public's interest and uphold the law. To promote the public's safety by working diligently with law enforcement to aggressively prosecute all criminal activity within the City's jurisdiction. Further, to provide comprehensive professional cost-efficient legal advice and representation for the City with the objective of avoiding civil litigation whenever possible.*



**SUMMARY OF PERSONNEL**  
**Adopted Budget - FY 2012-13**

**CITY ATTORNEY**

General Legal Administration

1.00	City Attorney
2.00	Assistant City Attorney
1.00	Deputy City Attorney
1.00	Law Office Manager
<u>0.50</u>	Legal Secretary
5.50	

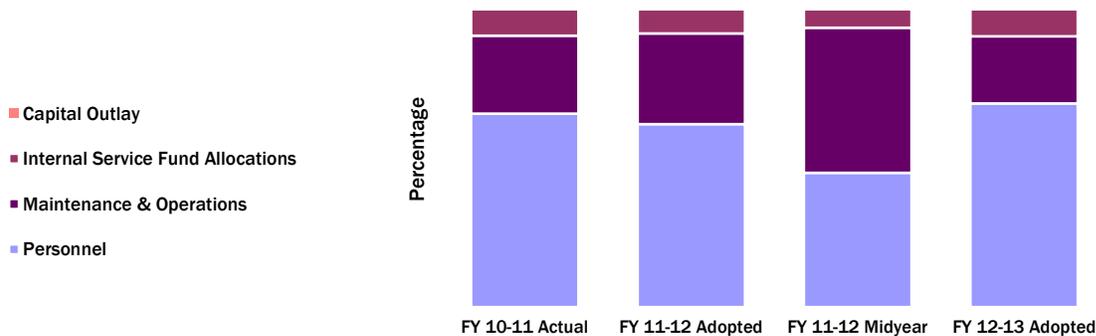
Prosecution

1.00	Assistant City Attorney/Prosecutor
1.00	Senior Deputy City Attorney
1.00	Deputy City Attorney
<u>0.50</u>	Legal Secretary
3.50	

**TOTAL PERSONNEL: 9.00**

## CITY ATTORNEY

<i>Operating Expenses</i>	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Midyear	FY 12-13 Adopted	Increase/ Decrease	
Personnel	1,576,672	1,627,379	1,629,112	1,635,650	6,538	0%
Maintenance & Operations	634,765	807,333	1,762,115	537,333	(1,224,782)	(70%)
Internal Service Fund Allocations	213,931	213,931	220,948	216,032	(4,916)	(2%)
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>2,425,368</b>	<b>2,648,643</b>	<b>3,612,175</b>	<b>2,389,015</b>	<b>(1,223,160)</b>	<b>(34%)</b>



<i>Funding Sources</i>	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Midyear	FY 12-13 Adopted	Increase/ Decrease	
General Fund	2,016,925	2,099,599	2,994,568	2,296,421	(698,147)	(23%)
Harbor Tidelands	200,132	245,114	335,120	43,011	(292,109)	(87%)
Harbor Uplands	94,409	171,780	197,146	49,583	(147,563)	(75%)
Redevelopment Agency	113,902	132,150	85,341	-	(85,341)	(100%)
<b>TOTAL</b>	<b>2,425,368</b>	<b>2,648,643</b>	<b>3,612,175</b>	<b>2,389,015</b>	<b>(1,223,160)</b>	<b>(34%)</b>

**CITY ATTORNEY  
GENERAL LEGAL ADMINISTRATION**

**Purpose:** The City Attorney's Office is available to keep the City Council and City Manager fully informed as to the legal options available to them in their decision making process, as well as to assist departments with legal document review and advice. The City Attorney's Office continues to focus on identifying and reducing liability risk through a cooperative effort of City Attorney staff and Risk Management staff, as well as to represent the City with most qualified and cost efficient legal counsel, both in and out of court settings.

<i>Operating Expenses</i>	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Midyear	FY 12-13 Adopted	Increase/ Decrease
Personnel	961,130	1,008,264	1,008,264	998,601	(9,663) (1%)
Maintenance & Operations	616,683	695,167	1,475,017	420,167	(1,054,850) (72%)
Internal Service Fund Allocations	148,388	148,388	166,008	163,277	(2,731) (2%)
Capital Outlay	-	-	-	-	- 0%
<b>TOTAL</b>	<b>1,726,201</b>	<b>1,851,819</b>	<b>2,649,289</b>	<b>1,582,045</b>	<b>(1,067,244) (40%)</b>

<i>Funding Sources</i>	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Midyear	FY 12-13 Adopted	Increase/ Decrease
General Fund	1,317,758	1,302,775	2,031,682	1,489,451	(542,231) (27%)
Harbor Tidelands	200,132	245,114	335,120	43,011	(292,109) (87%)
Harbor Uplands	94,409	171,780	197,146	49,583	(147,563) (75%)
Redevelopment Agency	113,902	132,150	85,341	-	(85,341) 100%
<b>TOTAL</b>	<b>1,726,201</b>	<b>1,851,819</b>	<b>2,649,289</b>	<b>1,582,045</b>	<b>(1,067,244) (40%)</b>

## CITY ATTORNEY PROSECUTION

**Purpose:** The Prosecution Division of the City Attorney's Office prosecutes all legal actions filed as misdemeanor violations of State and local law; consults with City officials and department heads on matters having legal implications in criminal prosecution; serves as a legal resource for a variety of boards and commissions; and participates in a variety of City committees, study groups and, task forces. The Prosecution Division advocates aggressively on behalf of the people of the State of California while recognizing a prosecutor's special professional responsibilities and acting with integrity, with ethics, and within the applicable professional rules of conduct.

The Prosecution Division also works diligently with other law enforcement agencies to design and implement new programs that actively and creatively suppress both criminal conduct and the causative factors of crime. Major program efforts include the Identity Theft Investigation/Prosecution Team, enhanced monitoring of and collection of required DNA samples from registered sex offenders and improving Homeland Security.

<i>Operating Expenses</i>	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Midyear	FY 12-13 Adopted	Increase/ Decrease
Personnel	615,542	619,115	620,848	637,049	16,201 3%
Maintenance & Operations	18,082	112,166	287,098	117,166	(169,932) (59%)
Internal Service Fund Allocations	65,543	65,543	54,940	52,755	(2,185) (4%)
Capital Outlay	-	-	-	-	- 0%
<b>TOTAL</b>	<b>699,167</b>	<b>796,824</b>	<b>962,886</b>	<b>806,970</b>	<b>(155,916) (16%)</b>

<i>Funding Sources</i>	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Midyear	FY 12-13 Adopted	Increase/ Decrease
General Fund	699,167	796,824	962,886	806,970	(155,916) (16%)
<b>TOTAL</b>	<b>699,167</b>	<b>796,824</b>	<b>962,886</b>	<b>806,970</b>	<b>(155,916) (16%)</b>

## CITY ATTORNEY

### Core Service Activities

Adopted FY 2011-12 (70%)

Total Staff Hours: 11,648

Adopted FY 2012-13 (70%)

Total Staff Hours: 11,648

### General Legal Administration

- Represent and advise the City Council and all City officers in all matters of law pertaining to the respective offices/duties.
- Represent and appear for the City and any City officer, employee or former City officer or employee, in any and all actions or proceedings in which the City or such officer or employee, in or by reason of his official capacity is concerned or is a party.
- Attend all meetings of the City Council unless excused and give advice orally or in writing whenever requested to do so by the City Council.
- Approve the form of all bonds given to, and all contracts made by, the City.
- Prepare any and all proposed ordinances or resolutions for the City and amendments thereto.

### Prosecution

- Review complaints arising from incidents that occur in Redondo Beach from any agency, (i.e., City, County, State, or Federal), seeking misdemeanor filings to determine if a criminal complaint is justified. This includes those felony arrests referred back to the City Prosecutor's Office from the District Attorney.
- Prosecute all criminal cases arising from misdemeanor violations of State law, the City Charter and City ordinances.
- Render legal opinions regarding prosecution issues that arise from Police Department activities.

### Key Projects and Assignments

Adopted FY 2011-12 (20%)

Total Staff Hours: 3,328

Adopted FY 2012-13 (20%)

Total Staff Hours: 3,328

### Prosecution

- Identify and retain Pro Bono legal resources with the equivalent value of \$1,000,000, or greater, to support prosecution cases by June 2013.
- Complete one community based special law enforcement project to target special threats to public safety by June 2013.
- Each prosecutor is to participate in at least one community meeting in conjunction with the Community Services Unit of the Police Department (Community Based Officers) or one community meeting held by any member of City Council by June 2013.
- Teach a segment on the role of the prosecutor in the criminal justice system at each Citizen's Academy conducted up to June 2013.

## CITY ATTORNEY

### Customer Service and Referrals

Adopted FY 2010-11 (10%)

Total Staff Hours: 1,664

Adopted FY 2011-12 (10%)

Total Staff Hours: 1,664

- Be available for personal consultation within 24 hours and carry a cell phone 24/7 for situations requiring immediate attention.
- Respond to 120 defense discovery requests without requiring a formal contested discovery hearing.
- Prepare 195 cases for jury trial to “ready” status within the statutory trial period assigned by the court.