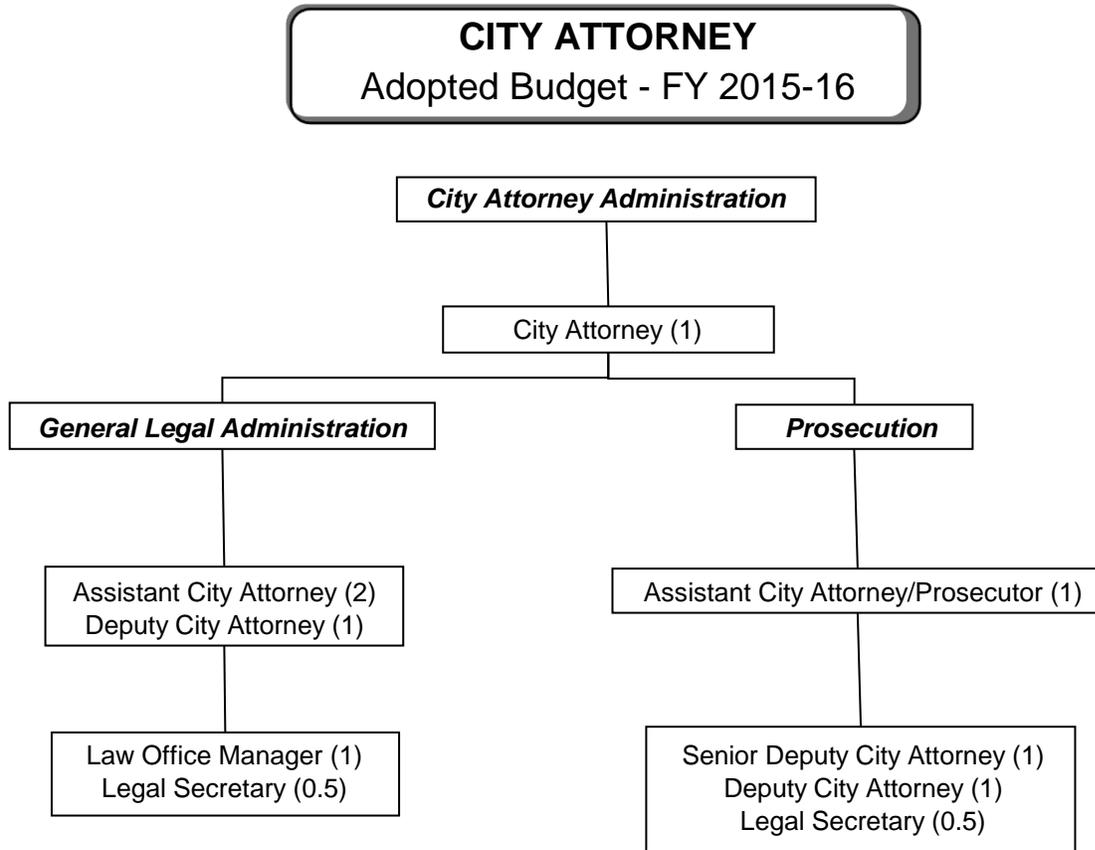


CITY ATTORNEY

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 2015-16

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	

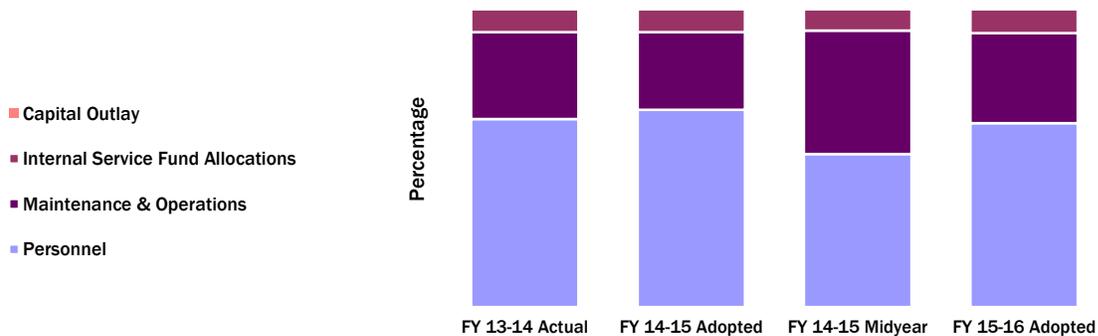
Prosecution

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 13-14 Actual	FY 14-15 Adopted	FY 14-15 Midyear	FY 15-16 Adopted	Increase/ Decrease	
Personnel	1,723,035	1,808,370	1,882,498	2,004,955	122,457	7%
Maintenance & Operations	795,819	710,505	1,516,215	977,505	(538,710)	(36%)
Internal Service Fund Allocations	208,895	208,895	259,626	259,626	-	0%
Capital Outlay	-	-	-	-	-	0%
TOTAL	2,727,749	2,727,770	3,658,339	3,242,086	(416,253)	(11%)



<i>Funding Sources</i>	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Midyear	FY 15-16 Adopted	Increase/ Decrease	
General Fund	2,583,238	2,444,857	3,008,490	2,955,857	(52,633)	(2%)
Harbor Tidelands	34,386	108,805	407,150	110,630	(296,520)	(73%)
Harbor Uplands	110,125	174,108	242,699	175,599	(67,100)	(28%)
TOTAL	2,727,749	2,727,770	3,658,339	3,242,086	(416,253)	(11%)

**CITY ATTORNEY
GENERAL LEGAL ADMINISTRATION**

Purpose: The City Attorney's Office is available to keep the Mayor and 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 13-14 Actual	FY 14-15 Adopted	FY 14-15 Midyear	FY 15-16 Adopted	Increase/ Decrease
Personnel	1,148,335	1,162,559	1,204,120	1,245,218	41,098 3%
Maintenance & Operations	766,989	617,769	1,407,709	889,769	(517,940) (37%)
Internal Service Fund Allocations	151,297	151,297	199,170	199,170	- 0%
Capital Outlay	-	-	-	-	- 0%
TOTAL	2,066,621	1,931,625	2,810,999	2,334,157	(476,842) (17%)

<i>Funding Sources</i>	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Midyear	FY 15-16 Adopted	Increase/ Decrease
General Fund	1,922,110	1,648,712	2,161,150	2,047,928	(113,222) (5%)
Harbor Tidelands	34,386	108,805	407,150	110,630	(296,520) (73%)
Harbor Uplands	110,125	174,108	242,699	175,599	(67,100) (28%)
TOTAL	2,066,621	1,931,625	2,810,999	2,334,157	(476,842) (17%)

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 13-14 Actual	FY 14-15 Adopted	FY 14-15 Midyear	FY 15-16 Adopted	Increase/ Decrease
Personnel	574,700	645,811	678,378	759,737	81,359 12%
Maintenance & Operations	28,830	92,736	108,506	87,736	(20,770) (19%)
Internal Service Fund Allocations	57,598	57,598	60,456	60,456	- 0%
Capital Outlay	-	-	-	-	- 0%
TOTAL	661,128	796,145	847,340	907,929	60,589 7%

<i>Funding Sources</i>	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Midyear	FY 15-16 Adopted	Increase/ Decrease
General Fund	661,128	796,145	847,340	907,929	60,589 7%
TOTAL	661,128	796,145	847,340	907,929	60,589 7%

CITY ATTORNEY

Core Service Activities

Adopted	FY 2014-15	(70%)	Total Staff Hours:	13,104
Adopted	FY 2015-16	(70%)	Total Staff Hours:	13,104

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 2014-15	(20%)	Total Staff Hours:	3,744
Adopted	FY 2015-16	(20%)	Total Staff Hours:	3,744

General Legal Administration

- Complete staff work to assist with the update of the City's webpage by June 2016.

Prosecution

- Handle prosecution of all misdemeanor crimes that occur within the City of Hermosa Beach including review complaints and prepare filings.
- Provide training to the Hermosa Beach police department personnel regarding report writing and evidence gathering.
- Identify and retain Pro Bono legal resources with the equivalent value of \$1,000,000, or greater, to support prosecution cases by June 2016.
- Complete one community based special law enforcement project to target special threats to public safety by June 2016.

CITY ATTORNEY

- 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 2016.
- Teach a segment on the role of the prosecutor in the criminal justice system at each Citizen's Academy conducted up to June 2016.

Customer Service and Referrals

Adopted	FY 2014-15	(10%)	Total Staff Hours:	1,872
Adopted	FY 2015-16	(10%)	Total Staff Hours:	1,872

- Be available for personal consultation within 24 hours and carry a cell phone 24/7 for situations requiring immediate attention.
- Respond to 250 defense discovery requests without requiring a formal contested discovery hearing.
- Prepare 150 cases for jury trial to "ready" status within the statutory trial period assigned by the court