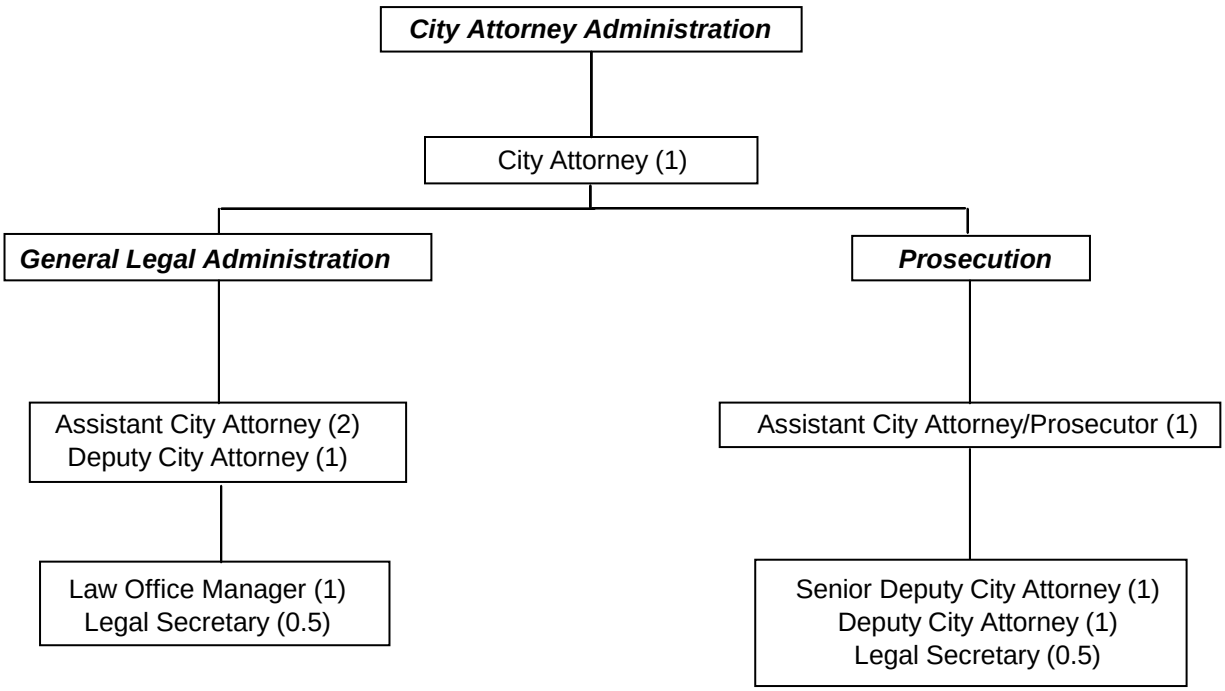
CITY ATTORNEY

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.*

CITY ATTORNEY
Proposed Budget - FY 2016-17



SUMMARY OF PERSONNEL
Proposed Budget - FY 2016-17

CITY ATTORNEY

General Legal Administration

1.00	City Attorney
2.00	Assistant City Attorney
1.00	Deputy City Attorney
1.00	Law Office Manager
0.50	Legal Secretary
5.50	

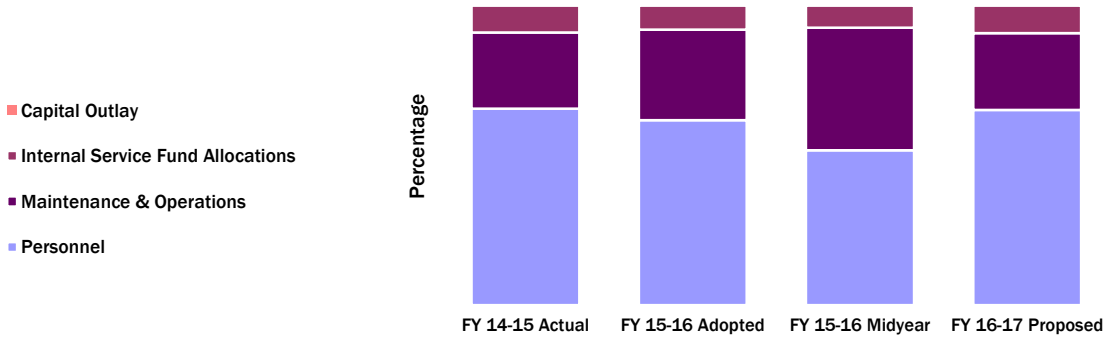
Prosecution

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

TOTAL PERSONNEL: 9.00

CITY ATTORNEY

Operating Expenses	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	1,913,820	2,004,955	2,046,305	2,061,739	**15,434**	**1%**
Maintenance & Operations	743,693	977,505	1,617,322	812,887	**(804,435)**	**(50%)**
Internal Service Fund Allocations	259,626	259,626	288,606	288,606	**-**	**0%**
Capital Outlay	-	-	-	-	**-**	**0%**
TOTAL	**2,917,139**	**3,242,086**	**3,952,233**	**3,163,232**	**(789,001)**	**(20%)**



Funding Sources	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	2,764,404	2,955,857	3,307,694	2,878,693	**(429,001)**	**(13%)**
Harbor Tidelands	90,129	110,630	290,033	110,033	**(180,000)**	**(62%)**
Harbor Uplands	62,606	175,599	354,506	174,506	**(180,000)**	**(51%)**
TOTAL	**2,917,139**	**3,242,086**	**3,952,233**	**3,163,232**	**(789,001)**	**(20%)**

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.

Operating Expenses	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	1,176,896	1,245,218	1,245,218	1,281,463	**36,245**	**3%**
Maintenance & Operations	723,366	889,769	1,449,232	725,151	**(724,081)**	**(50%)**
Internal Service Fund Allocations	199,170	199,170	225,405	225,405	**-**	**0%**
Capital Outlay		-		-	**-**	**0%**
TOTAL	**2,099,432**	**2,334,157**	**2,919,855**	**2,232,019**	**(687,836)**	**(24%)**

Funding Sources	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	1,946,697	2,047,928	2,275,316	1,947,480	**(327,836)**	**(14%)**
Harbor Tidelands	90,129	110,630	290,033	110,033	**(180,000)**	**(62%)**
Harbor Uplands	62,606	175,599	354,506	174,506	**(180,000)**	**(51%)**
TOTAL	**2,099,432**	**2,334,157**	**2,919,855**	**2,232,019**	**(687,836)**	**(24%)**

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.

Operating Expenses	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	736,924	759,737	801,087	780,276	**(20,811)**	**(3%)**
Maintenance & Operations	20,327	87,736	168,090	87,736	**(80,354)**	**(48%)**
Internal Service Fund Allocations	60,456	60,456	63,201	63,201	**-**	**0%**
Capital Outlay		-		-	**-**	**0%**
TOTAL	**817,707**	**907,929**	**1,032,378**	**931,213**	**(101,165)**	**(10%)**

Funding Sources	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	817,707	907,929	1,032,378	931,213	**(101,165)**	**(10%)**
TOTAL	**817,707**	**907,929**	**1,032,378**	**931,213**	**(101,165)**	**(10%)**

CITY ATTORNEY

Core Service Activities

Adopted	**FY 2015-16**	**(70%)**	**Total Staff Hours:**	**13,104**
Proposed	**FY 2016-17**	**(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 and provide training regarding prosecution issues that arise from Police Department activities.

Key Projects and Assignments

Adopted	**FY 2015-16**	**(20%)**	**Total Staff Hours:**	**3,744**
Proposed	**FY 2016-17**	**(20%)**	**Total Staff Hours:**	**3,744**

General Legal Administration

- Complete staff work to assist with the update of the City's webpage by June 2017.

CITY ATTORNEY

Prosecution

- Handle prosecution of all misdemeanor crimes that occur within the City of Hermosa Beach including review complaints and prepare filings through June 2017.
- Provide training to the Hermosa Beach police department personnel regarding report writing and evidence gathering through June 2017.
- Identify and retain Pro Bono legal resources with the equivalent value of $1,000,000, or greater, to support prosecution cases by June 2017.
- Complete one community based special law enforcement project to target special threats to public safety by June 2017.
- 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 2017.
- Teach a segment on the role of the prosecutor in the criminal justice system at each Citizen's Academy conducted up to June 2017.

Customer Service and Referrals

Adopted	**FY 2015-16**	**(10%)**	**Total Staff Hours:**	**1,872**
Proposed	**FY 2016-17**	**(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 300 defense discovery requests without requiring a formal contested discovery hearing.
- Prepare 200 cases for jury trial to "ready" status within the statutory trial period assigned by the court.