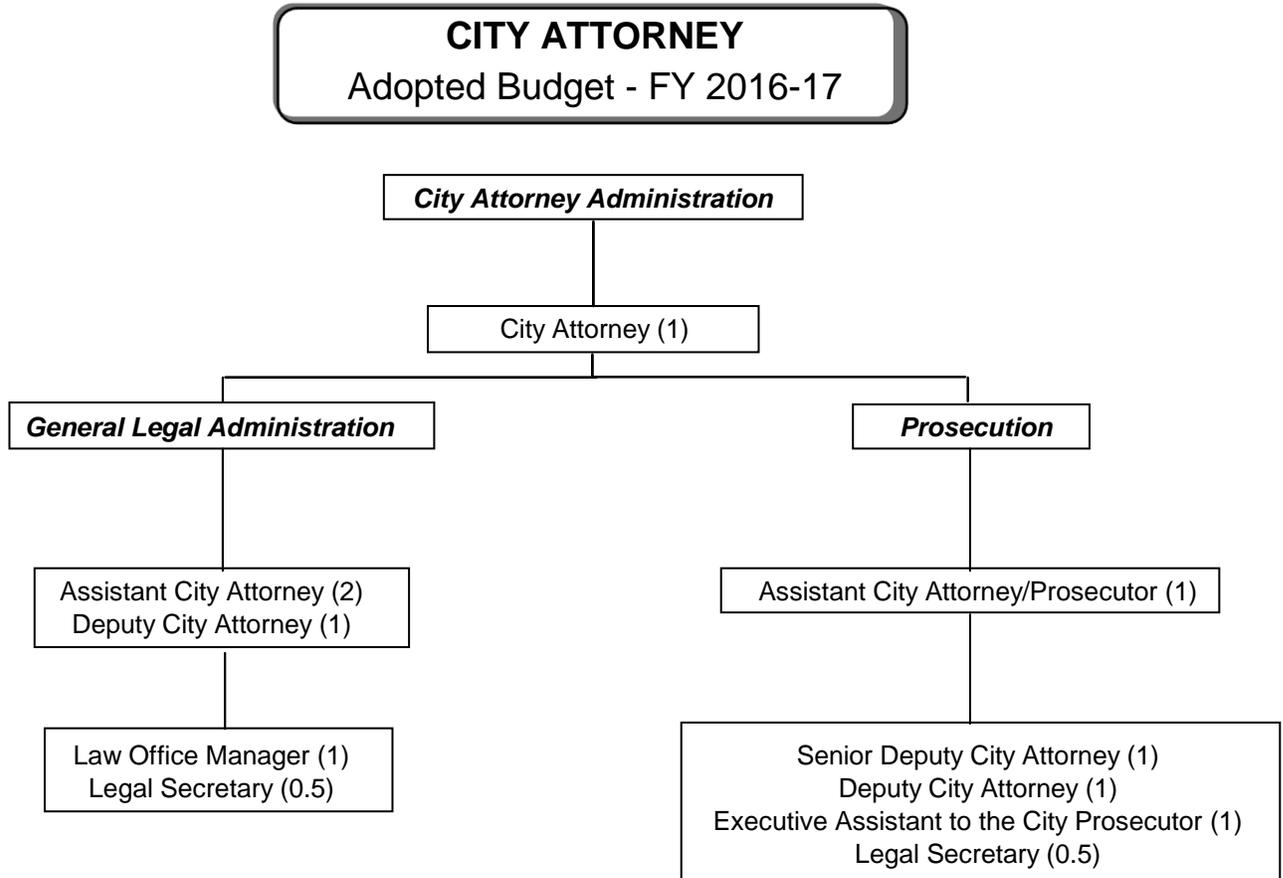


CITY ATTORNEY

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 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 |
| <u>0.50</u> | Legal Secretary |
| 5.50 | |

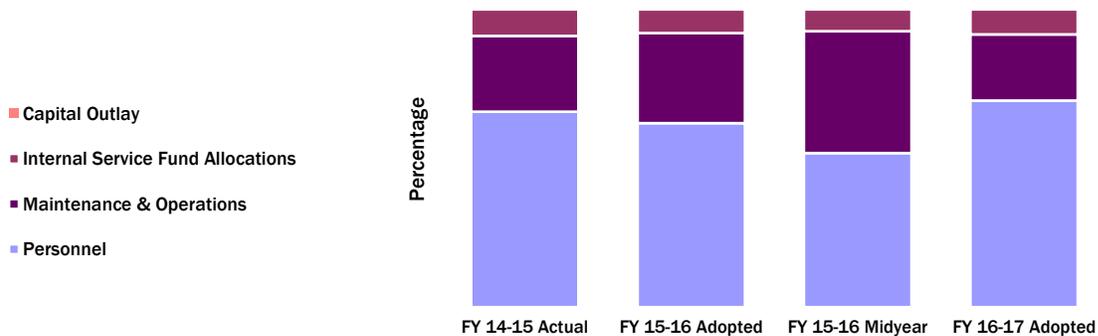
Prosecution

| | |
|-------------|--|
| 1.00 | Assistant City Attorney/Prosecutor |
| 1.00 | Senior Deputy City Attorney |
| 1.00 | Deputy City Attorney |
| 1.00 | Executive Assistant to the City Prosecutor |
| <u>0.50</u> | Legal Secretary |
| 4.50 | |

TOTAL PERSONNEL: 10.00

CITY ATTORNEY

| <i>Operating Expenses</i> | FY 14-15 Actual | FY 15-16 Adopted | FY 15-16 Midyear | FY 16-17 Adopted | Increase/ Decrease | |
|-----------------------------------|--------------------|---------------------|---------------------|---------------------|-----------------------|--------------|
| Personnel | 1,913,820 | 2,004,955 | 2,046,305 | 2,376,724 | 330,419 | 16% |
| Maintenance & Operations | 743,693 | 977,505 | 1,617,322 | 762,887 | (854,435) | (53%) |
| 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 | 3,428,217 | (524,016) | (13%) |



| <i>Funding Sources</i> | FY 14-15 Actual | FY 15-16 Adopted | FY 15-16 Midyear | FY 16-17 Adopted | Increase/ Decrease | |
|------------------------|--------------------|---------------------|---------------------|---------------------|-----------------------|--------------|
| General Fund | 2,764,404 | 2,955,857 | 3,307,694 | 3,143,678 | (164,016) | (5%) |
| 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 | 3,428,217 | (524,016) | (13%) |

**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 14-15 Actual | FY 15-16 Adopted | FY 15-16 Midyear | FY 16-17 Adopted | Increase/ Decrease |
|-----------------------------------|--------------------|---------------------|---------------------|---------------------|------------------------|
| Personnel | 1,176,896 | 1,245,218 | 1,245,218 | 1,296,761 | 51,543 4% |
| Maintenance & Operations | 723,366 | 889,769 | 1,449,232 | 700,151 | (749,081) (52%) |
| 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 | 2,222,317 | (697,538) (24%) |

| <i>Funding Sources</i> | FY 14-15 Actual | FY 15-16 Adopted | FY 15-16 Midyear | FY 16-17 Adopted | Increase/ Decrease |
|------------------------|--------------------|---------------------|---------------------|---------------------|------------------------|
| General Fund | 1,946,697 | 2,047,928 | 2,275,316 | 1,937,778 | (337,538) (15%) |
| 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 | 2,222,317 | (697,538) (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.

| <i>Operating Expenses</i> | FY 14-15 Actual | FY 15-16 Adopted | FY 15-16 Midyear | FY 16-17 Adopted | Increase/ Decrease |
|-----------------------------------|--------------------|---------------------|---------------------|---------------------|------------------------|
| Personnel | 736,924 | 759,737 | 801,087 | 1,079,963 | 278,876 35% |
| Maintenance & Operations | 20,327 | 87,736 | 168,090 | 62,736 | (105,354) (63%) |
| Internal Service Fund Allocations | 60,456 | 60,456 | 63,201 | 63,201 | - 0% |
| Capital Outlay | - | - | - | - | - 0% |
| TOTAL | 817,707 | 907,929 | 1,032,378 | 1,205,900 | 173,522 17% |

| <i>Funding Sources</i> | FY 14-15 Actual | FY 15-16 Adopted | FY 15-16 Midyear | FY 16-17 Adopted | Increase/ Decrease |
|------------------------|--------------------|---------------------|---------------------|---------------------|-----------------------|
| General Fund | 817,707 | 907,929 | 1,032,378 | 1,205,900 | 173,522 17% |
| TOTAL | 817,707 | 907,929 | 1,032,378 | 1,205,900 | 173,522 17% |

CITY ATTORNEY

Core Service Activities

| | | | | |
|---------|------------|-------|--------------------|--------|
| Adopted | FY 2015-16 | (70%) | Total Staff Hours: | 13,104 |
| Adopted | 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 | FY2015-16 | (20%) | Total Staff Hours: | 3,744 |
| Adopted | FY2016-17 | (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

Adopted 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.