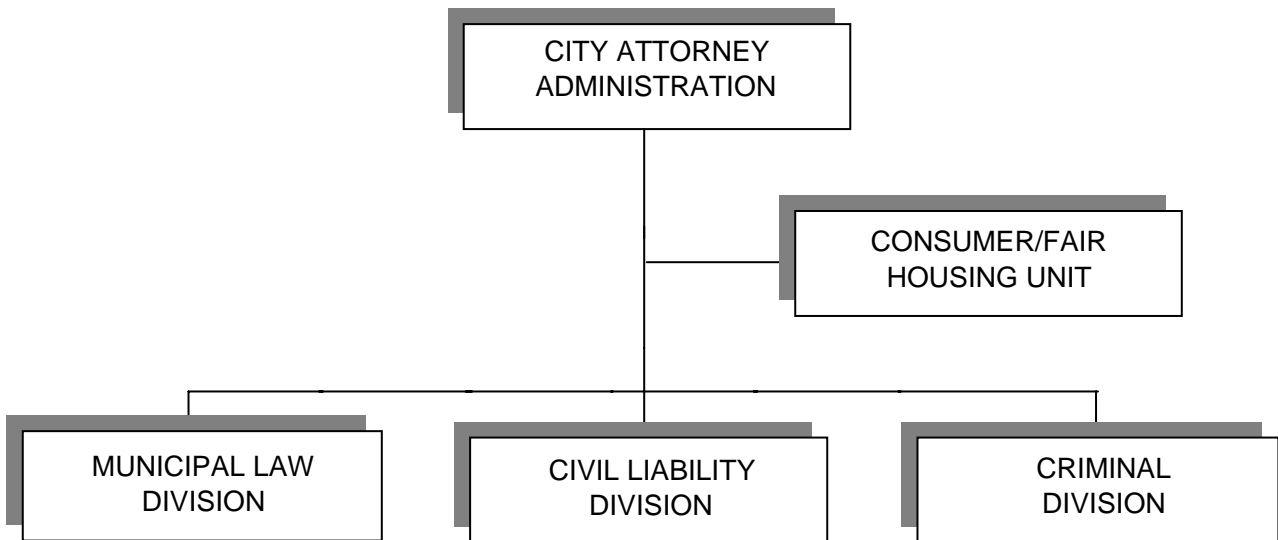


CITY ATTORNEY

MISSION STATEMENT: To do excellent legal work, efficiently and cost-effectively. As advisors to City officials and staff, to provide timely and complete assistance. As advocates, to represent the City and its employees vigorously and fairly. As prosecutors, to diligently and justly enforce the law on behalf of the People of the State of California.

DEPARTMENT ORGANIZATION



CITY ATTORNEY

DEPARTMENT OBJECTIVES AND IMPLEMENTATION STRATEGIES AND RELATED PERFORMANCE MEASURES

1. The City Attorney's Office will work with the Department of Community and Cultural Services (CCS) and Police Department to address problems relating to homelessness.
 - Work with the CCS to identify needs and options for ensuring that the City's limited public space remains a shared resource that is safe, attractive and available to all. (Target Date: 12/31/05)
 - Work with the Police Department to review the efficacy of local laws preserving the quality of life for all City residents, housed and homeless alike. (Target Date: 12/31/05)
 - Propose Municipal Code amendments and alternatives to standard enforcement and prosecution which will help both effectuate the common good and preserve individual rights. (Target Date: 06/30/06)
 - Ensure that laws safeguarding quality of life and the preservation of shared public space are enforced fairly and effectively. (Target Date: 06/30/06)

The purpose of these activities is to address issues relating to homelessness in a manner that both promotes the general welfare, respects individual rights and helps meet the needs of all community members, housed and homeless alike.

CITY ATTORNEY

DEPARTMENT OBJECTIVES AND IMPLEMENTATION STRATEGIES AND RELATED PERFORMANCE MEASURES

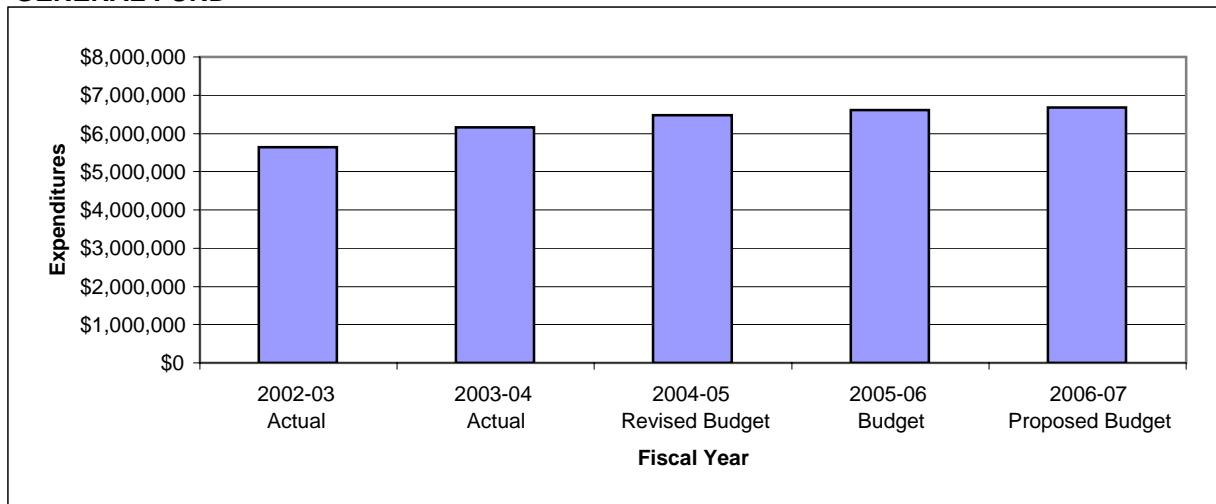
2. The City Attorney's Office will work with the Building and Safety and City Planning Divisions to successfully conclude code compliance cases through a collaborative pre-hearing, resolution process.
 - Work with Building and Safety to enhance the pre-hearing conference program for resolving code enforcement cases referred to this office. (Target Date: 12/31/05)
 - Expand efforts to achieve collaborative resolution through conferences by including personnel from the City Planning, Traffic Management, Inspection Services, Plan Check Services, Code Compliance and Fire Prevention, in appropriate cases, and by allocating follow up responsibilities through a case management system. (Target Date: 12/31/05).
 - Prepare additional informational materials for residents and property owners that will help them better understand the code requirements, the pre-hearing process and how to use the system to both meet their own needs and achieve compliance. (Target Date: 06/30/06)
 - Expand conference program to resolve more cases through the collaborative process prior to proceeding to administrative hearing. (Target Date: 06/30/06)

The purpose of these activities is to continue and expand efforts to attain compliance with City laws protecting safety, aesthetics and the quality of life through a collaborative approach that stresses education and cooperation and focuses City resources on helping property owners solve problems in a manner consistent with local law.

CITY ATTORNEY

FINANCIAL TREND AND SIGNIFICANT PROGRAM CHANGES

GENERAL FUND



FY2003-04 reflects employee cost-of-living increases partially offset by the elimination of 1.0 FTE Staff Assistant I, due to City fiscal constraints and the transfer of 1.0 FTE position to Risk Management Division.

FY2004-05 increase reflects one-time expenditures for website and software purchases as well as higher employee salary and wage costs due to cost-of-living and salary step adjustments. FY2004-05 also reflects a budgeting change that moved employee fringe benefit costs and department related supplies and expense costs from the Non-Departmental budget into the departmental budgets.

FY2005-06 increase reflects employee step increases and higher fringe benefit costs.

FY2006-07 increase reflects employee step increases, increases in fringe benefit costs and allowable cost-of-living increases in the Department's supplies and expenses budget.

Department Budget Summary

140 CITY ATTORNEY
01 GENERAL FUND

EXPENDITURE CATEGORIES	2002-03 Actual	2003-04 Actual	2004-05 Revised Budget	2005-06 Budget	2006-07 Budget Plan
MAJOR ACCOUNT GROUPS					
Salaries and Wages	\$ 4,517,391	\$ 4,906,160	\$ 6,126,232	\$6,329,443	\$6,383,808
Supplies and Expenses	317,282	305,839	301,953	284,638	293,050
Capital Outlay	<u>5,041</u>	<u>400</u>	<u>52,500</u>	<u>1,500</u>	<u>1,500</u>
Subtotal Department	<u>4,839,714</u>	<u>5,212,399</u>	<u>6,480,685</u>	<u>6,615,581</u>	<u>6,678,358</u>
Fringe Benefits (estimate)*	<u>792,800</u>	<u>950,600</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Department	<u>\$ 5,632,514</u>	<u>\$ 6,162,999</u>	<u>\$ 6,480,685</u>	<u>\$ 6,615,581</u>	<u>\$ 6,678,358</u>

* Beginning in FY2004-05, fringe benefit estimates were moved to the Salaries and Wages account group.

PERSONNEL (FULL-TIME EQUIVALENTS)	2002-03 Revised Budget	2003-04 Revised Budget	2004-05 Revised Budget	2005-06 Budget	2006-07 Budget Plan
PERMANENT POSITIONS	42.5	40.5	40.5	41.0	41.0
OVERTIME	0.1	0.1	0.1	0.1	0.1
TEMPORARY	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>
Total Department	<u>42.7</u>	<u>40.7</u>	<u>40.7</u>	<u>41.2</u>	<u>41.2</u>

Department Program Highlights

231 CITY ATTORNEY
140 CITY ATTORNEY
01 GENERAL FUND

DEPARTMENT DESCRIPTION

The City Attorney's Office is organized into an administrative unit, three divisions and a unit which handles consumer and fair housing complaints. The administrative unit oversees and coordinates all of the work of the Office, handles budgeting and personnel issues, provides advice to the City Council and City staff, drafts ordinances, participates in special litigation, and reviews contracts and lease documents. The work of the three divisions is described below:

Municipal Law Division:

The Municipal Law Division handles a wide range of civil litigation, including cases involving planning and land use, personnel claims, constitutional claims, environmental issues, and contract and business disputes. The division also drafts ordinances, resolutions, legal opinions, construction contracts, leases and licenses, reviews documents prepared by various City departments, and processes public records requests. Finally, the division provides ongoing advice to City staff and routinely staffs the Planning Commission, Personnel Board, Nuisance Abatement Board and also staffs other boards and commissions, such as the Airport Commission, on an as-needed basis.

Criminal Division:

The Criminal Division prosecutes a wide variety of criminal cases ranging from serious crimes such as domestic and spousal battery, drunk driving, burglaries, grand theft, auto theft and assault with a deadly weapon, to minor infractions. Most of these cases arise from arrests made and citations issued by City Departments, or from referrals by state and local agencies. The division also handles code enforcement, processes restitution payments to victims, conducts office conferences to secure compliance with City laws, refers some kinds of disputes to mediation services, and works closely with the Police and other City Departments to ensure a concerted approach to law enforcement.

Civil Liability Division:

The Civil Liability Division defends lawsuits against the City involving personal injury and Civil Rights claims. The division's workload includes bus accident cases, false arrest claims, trip and falls occurring on City property, personnel claims, police cases based on allegations of excessive force, and defective intersection or crosswalk claims. The attorneys in this division are full-time litigators who are constantly involved in depositions, pre-trial hearings and conferences, arbitrations, and trials. In addition, this division advises the Risk Manager and various City departments on risk-management issues. The division also handles collections and other actions for the City in Small Claims Court and processes subpoenas for City records.

Consumer/Fair Housing Unit

The Consumer/Fair Housing Unit handles complaints about violations of consumer protection and fair housing laws. For instance, the Unit enforces federal, state and local laws prohibiting housing discrimination, Santa Monica's prohibition against tenant harassment, the state law prohibiting smoking in the workplace and various laws which protect consumers against fraud. The Unit also provides information and education about housing and consumer protection laws.

Department Program Highlights

231 CITY ATTORNEY
140 CITY ATTORNEY
01 GENERAL FUND

PERSONNEL (FULL-TIME EQUIVALENTS)	2002-03 Revised Budget	2003-04 Revised Budget	2004-05 Revised Budget	2005-06 Budget	2006-07 Budget Plan
PERMANENT POSITIONS					
City Attorney	1.0	1.0	1.0	1.0	1.0
Assistant City Attorney	1.0	1.0	1.0	1.0	1.0
Deputy City Attorney	21.5	21.5	21.5	21.5	21.5
Office Administrator	1.0	1.0	1.0	1.0	1.0
Legal Administrative Staff Assistant	2.0	2.0	2.0	2.0	2.0
Consumer Affairs Specialist	1.0	1.0	1.0	1.0	1.0
Community Liaison	1.0	1.0	1.0	1.0	1.0
Paralegal	1.0	0.0	0.0	0.0	0.0
Legal Assistant	2.0	2.0	2.0	2.0	2.0
Legal Secretary	9.0	9.0	9.0	9.0	9.0
Receptionist	1.0	1.0	1.0	1.0	1.0
Staff Assistant I	<u>1.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.5</u>	<u>0.5</u>
Subtotal	<u>42.5</u>	<u>40.5</u>	<u>40.5</u>	<u>41.0</u>	<u>41.0</u>
OVERTIME	0.1	0.1	0.1	0.1	0.1
TEMPORARY	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>
Subtotal	<u>0.2</u>	<u>0.2</u>	<u>0.2</u>	<u>0.2</u>	<u>0.2</u>
Total Department	<u>42.7</u>	<u>40.7</u>	<u>40.7</u>	<u>41.2</u>	<u>41.2</u>

Department Program Highlights

231 CITY ATTORNEY
140 CITY ATTORNEY
01 GENERAL FUND

PERFORMANCE MEASURES	2002-03	2003-04	2004-05	2005-06	2006-07
	Actual	Actual	Estimated Actual	Target	Target
OUTPUT:					
<u>Municipal Law Division:</u>					
Non-litigation Matters	880	953	944	945	945
Average Number of Pending Lawsuits	59	42	50	50	50
Code Enforcement Cases Referred from Building & Safety and Business License	N/A	N/A	N/A	90	110
Code Enforcement Cases Referred from Building & Safety and Business	N/A	N/A	N/A	73	103
<u>Civil Liability Division:</u>					
Average Number of Pending Cases and Claims	165	195	195	200	175
Subpoenas and Records Requests	198	186	160	180	180
Small Claims Processed (Function moved to Risk Management in FY03/04)	27	34	N/A	N/A	N/A
<u>Criminal Division:</u>					
Cases Processed (Excluding citations on transmittals)	3,567	3,647	3,500	3,500	3,500
Cases Processed for Selected Crimes: Restitution Awards	\$ 48,830	\$ 48,146	\$ 45,000	\$ 63,000	\$ 63,000
<u>Consumer/Fair Housing Unit:</u>					
Tenant Complaints Processed	60	94	80	70	70
Consumer Complaints Processed	149	172	100	80	80
EFFICIENCY:					
Resolve Civil Cases within Range of Predicted Liability Exposure	92%	90%	80%	80%	80%

Department Program Highlights

231 CITY ATTORNEY
140 CITY ATTORNEY
01 GENERAL FUND

PERFORMANCE MEASURES	2002-03	2003-04	2004-05	2005-06	2006-07
	Actual	Actual	Estimated Actual	Target	Target
Reviewed, Edited and Modified Simple Contracts (Form contracts with or without minor modifications) and Other Standard Documents Within Three Days	91%	94%	90%	90%	90%
Completed Complex Contracts and Other Complex Advisory Projects Within Time Estimated	71%	87%	87%	87%	87%