

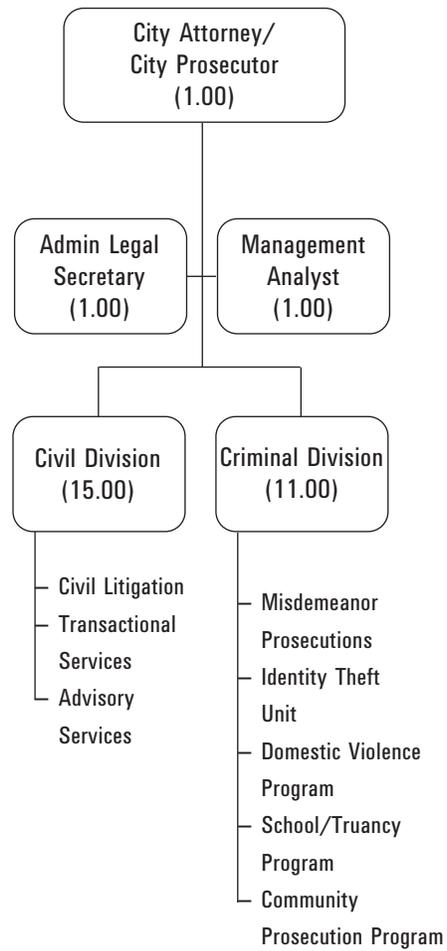


CITY ATTORNEY/CITY PROSECUTOR



*Allendale Branch Library
Opened in 1951*

CITY OF PASADENA
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MISSION STATEMENT

The mission of the City Attorney/City Prosecutor's Department is to represent the City of Pasadena with the utmost professionalism and to provide the highest quality legal services. The Department works to arrive at creative solutions which effectively address issues affecting residents, businesses and visitors in the City and assure that the public interest is well served in the areas of civil representation and criminal prosecution.

PROGRAM DESCRIPTION

Provide legal support to the City Council, City departments, operating companies, commissions and advisory bodies. Represent and advise the City, its officers and employees in all civil matters. In accordance with the Charter, prosecute misdemeanor offenses and infractions that arise from violations of State or City laws. Train law enforcement and City departments on recent changes in the law and the preparation of matters for prosecution. Determine and abate substandard living conditions and significant code violations within the City and work with neighborhood stakeholders to reduce the potential for nuisance activity in all areas of the City.

The Department performs the following services:

- Advises the City Council, City Manager, departments, advisory bodies, and operating companies on all legal matters;
- Prepares ordinances, resolutions and legal documents;
- Negotiates and drafts contracts;
- Handles civil litigation in which the City is involved, at both trial and appellate levels of state and federal courts;
- Monitors transactional, advisory, and litigation matters handled by outside lawyers;
- Annually reviews approximately five thousand crime reports involving misdemeanor arrests or citations, as well as felony referrals occurring in the City;
- Files approximately ninety percent of crime reports reviewed and handles these cases from arraignment through pretrial hearings, trials and appeals to affect the best result for the

City and to promote justice in each case;

- Primary member of the City's interdepartmental team to combat significant code violations and nuisance activity within the City; and
- Endeavors to reduce the incidents of truancy in the Public schools by engaging in coordinated sweeps with the police department and working with the Pasadena Unified School District in attendance review boards.

DEPARTMENTAL RELATIONSHIP TO CITY COUNCIL GOALS

Ensure Public Safety:

The Prosecution Division works with the Pasadena Police Department and nineteen other law enforcement agencies to build a safer City by filing criminal complaints, representing the People at all hearings in the Superior Courts, advocating for victims and vigorously prosecuting all matters from first appearance through trial and appeal where applicable. Civil Division lawyers work with the Police Department by providing legal advice, training, negotiating and drafting agreements with local law enforcement agencies for sharing of resources, and defending police officers in civil rights litigation brought in state and federal courts.

Support and Promote the Quality of Life and the Local Economy:

The Community Prosecution Unit addresses all significant nuisance and substandard properties to identify and abate these problems, keeping local neighborhoods vibrant and safe. Civil Division lawyers support code enforcement efforts to reduce blight through civil actions and providing advice to City departments and advisory bodies. Lawyers prepare and review documents such as proposals, contracts and planning documents related to projects that enhance the local economy.

Maintain Fiscal Responsibility and Stability:

The department works to ensure high quality legal representation for all City officers, departments and agencies, manage law firms and legal expenses, and remain within budget. Benefits of a strong in-house legal department include (1) a budget savings over

CITY OF PASADENA
CITY ATTORNEY / CITY PROSECUTOR

the cost of paying outside counsel; (2) regular contact and familiarity with City staff means matters are handled more efficiently and through a comfortable working relationship between staff and attorneys.

FISCAL YEAR 2014 ACCOMPLISHMENTS

The Civil Division of the Department accomplished the following during Fiscal Year 2014:

In the Civil Division, approximately 100 lawsuits were handled at any given time by the City's lawyers, and the vast majority of the cases are handled in-house. We have had major successes, with many potentially high exposure cases being dismissed before trial, at trial, or in the appellate courts, as a result of the lawyers' work. Additionally, the Civil Division handles all small claims cases filed against the City. Civil Division staff has also worked effectively with City departments, boards, commissions and operating companies, handling a wide range of complex business and transactional matters, providing advice on a daily basis to minimize the City's exposure to civil liability. The department has provided citywide training and worked with individual departments on legal issues including labor and personnel matters, ethics and conflicts, contracts, open meeting laws, land use and environmental laws, avoiding liability regarding conditions of public property, constitutional issues, and more.

The Prosecution Division of the Department accomplished the following during Fiscal Year 2014:

- Reviewed nearly five thousand matters for filing consideration, ultimately prosecuting 85-90 percent in Superior Court;
- Addressed more than fifty nuisance properties within the City, including 25 new referrals;
- Attended more than 30 meetings regarding nuisance property issues and community quality of life issues; and
- Handled appellate matters for the Prosecution with a 100 percent success rate in FY 2014.

FISCAL YEAR 2015 ADOPTED BUDGET

Operating Budget:

The FY 2015 Adopted Budget of \$ 6,137,433 is virtually unchanged from the FY 2014 Revised Budget.

Personnel:

A total of 29.00 FTEs are included in the FY 2015 Adopted Budget. This is an increase of 1.00 FTE to the Civil Division for a new Staff Assistant II to help with administrative services. This adds \$59,773 in personnel costs to the Department's FY 2015 Adopted Budget. In addition to the FTEs, each summer, the Department hosts approximately three law student summer interns. The interns are not paid but gain a wealth of experience and provide relevant assistance as they work on issues in both the Civil and Prosecution Divisions, conducting legal research and drafting memoranda, motions, and briefs, and they attend various meetings, hearings, and trials.

YEAR-OVER-YEAR BUDGET CHANGES

General Fund:

Depending on the types and numbers of lawsuits filed, more work will be done by in-house lawyers. The Department will continue to reduce supplies and reference materials where feasible.

FUTURE OUTLOOK

Civil cases will continue to be handled in a cost effective manner although continued budget-related changes to the Los Angeles Superior Court have increased the cost of litigation, such as the resurrection of a "master calendar" system where all personal injury cases will be assigned to a courtroom in Downtown Los Angeles. This has caused an increase in travel time for attorneys and witnesses (many of them City staff) for matters that arose in Pasadena. It is likely that the number and value of lawsuits will increase, and we will continue to try to handle as many matters in-house as possible.

Additionally, the Civil Division will continue to focus on transactional and business matters in order to effectively serve as

CITY OF PASADENA
CITY ATTORNEY / CITY PROSECUTOR

in-house counsel to the City and its operating companies in conducting the complex business of government in a proactive, transparent and responsible fashion. As resources allow, training will continue to be provided city-wide to continue to protect the public interest.

The Prosecution Division will continue to aggressively address criminal violations which occur in the City, offer training to local law enforcement and work closely with local and state agencies. The Community Prosecutor will continue to abate nuisances and prosecute code violations associated with the City's most troubling problem properties. It is expected that this will include continuing to

address problems associated with foreclosed properties that are abandoned and fall into the public nuisance category.

The State's realignment of state prisoners means a reduction in the amount of jail cells available for misdemeanants, while the referrals for crimes against persons and other serious misdemeanors continue to be referred for filing. A reduction in courthouse funding will mean more criminal cases will be sent out of Pasadena for trial, inconveniencing victims, witnesses and law enforcement, as well as divisional staff. The addition of a part-time investigator will aid attorneys in the preparation of matters, taking some of the burden off the remaining lawyers.

CITY OF PASADENA
CITY ATTORNEY/CITY PROSECUTOR

SUMMARY OF APPROPRIATIONS BY EXPENDITURE CATEGORY (\$000)

Expenditure Category	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
Personnel	\$4,424	\$3,976	\$4,440	\$4,440	\$4,458
Services & Supplies	1,017	611	1,309	1,309	1,254
Internal Service Charges	374	400	389	389	425
City Attorney Total	\$5,815	\$4,987	\$6,138	\$6,138	\$6,137

SUMMARY OF APPROPRIATIONS BY DIVISION (\$000)

Division	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
City Attorney - Administration	\$3,685	\$3,397	\$4,292	\$4,292	\$4,322
City Prosecutor	1,876	1,513	1,846	1,846	1,815
Liability & Claims	254	77	0	0	0
City Attorney Total	\$5,815	\$4,987	\$6,138	\$6,138	\$6,137

SUMMARY OF APPROPRIATIONS BY FUND (\$000)

Fund	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
101-General Fund	\$5,561	\$4,910	\$6,138	\$6,138	\$6,137
507-General Liability Fund	254	77	0	0	0
City Attorney Total	\$5,815	\$4,987	\$6,138	\$6,138	\$6,137

SUMMARY OF FTES BY DIVISION

Division	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
City Attorney - Administration	17.00	17.00	17.00	17.00	18.00
City Prosecutor	11.00	11.00	11.00	11.00	11.00
Liability & Claims	2.00	2.00	0.00	0.00	0.00
City Attorney Total	30.00	30.00	28.00	28.00	29.00

CITY OF PASADENA
CITY ATTORNEY / CITY PROSECUTOR

PERFORMANCE MEASURES	FY 2013 Actual	FY 2014 Target	FY 2014 Mid-Yr Actual	FY 2015 Target
Council Goal: To Ensure Public Safety.				
Objective A: To enhance public safety by assuring strong filing and conviction rates.				
1. Percentage of Reviewed Crime Reports Filed, Filing Rate	N/A	N/A	N/A	88%
2. Percentage of Convictions on Filed Cases, Overall Conviction Rate	N/A	N/A	N/A	85%
<i>Note: Performance Measures 1 and 2 are new measures for FY 2015.</i>				
Objective B: To improve neighborhood safety by promptly assessing nuisance.				
1. Number of matters referred to C.R.A.S.H. team per quarter	20	25	12	*
2. Percentage of referred matters inspected within 30 days	82%	90%	67%	*
<i>*These Performance Measures will be discontinued beginning FY 2015.</i>				
Objective C: To improve personal safety of families and individuals by prosecuting crimes of Domestic Violence and Domestic Violence-Related Offenses.				
1. Number of Domestic Violence and Domestic Violence-Related Cases filed	N/A	170	96	*
2. Percentage of Domestic Violence and Domestic Violence-Related Cases filed	N/A	N/A	N/A	85%
3. Percentage of Domestic Violence and Domestic Violence-Related Convictions	N/A	80%	87%	80%
<i>*This Performance Measure will be discontinued beginning FY 2015.</i>				
<i>Note: Performance Measure 2 is a new measure for FY 2015.</i>				
Objective D: To improve traffic safety in the community by prosecution of Driving Under the Influence cases.				
1. Number of Driving Under the Influence Cases filed	N/A	170	369	*
2. Percentage of Driving Under the Influence Cases filed	N/A	N/A	N/A	90%
3. Percentage of Driving Under the Influence Convictions	N/A	80%	93%	90%
<i>*This Performance Measure will be discontinued beginning FY 2015.</i>				
<i>Note: Performance Measure 2 is a new measure for FY 2015.</i>				