

Date: Oct. 28, 2008

Item No. 9
File No. _____

SUNSHINE ORDINANCE TASK FORCE

AGENDA PACKET CONTENTS LIST*



Allocation of the Deputy City Attorney's Time



Completed by: Chris Rustom

Date: Oct. 23, 2008

***This list reflects the explanatory documents provided**

~ Late Agenda Items (documents received too late for distribution to the Task Force Members)

** The document this form replaces exceeds 25 pages and will therefore not be copied for the packet. The original document is in the file kept by the Administrator, and may be viewed in its entirety by the Task Force, or any member of the public upon request at City Hall, Room 244.



DENNIS J. HERRERA
City Attorney

DIRECT DIAL: (415) 554-4748

September 24, 2008

Mr. Frank Darby
Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
San Francisco, CA 94102

Re: Legal Services- FY 2009

Dear Mr. Darby:

As you know the City Attorney's Office is committed to providing you with sound advice, carefully researched legal opinions, and assertive litigation services. We are proud to be your partner in addressing the complex public policy issues with which you are faced. Despite budget reductions in previous fiscal years, I have worked hard with you to manage priorities so as to maintain the level of services your department deserves and has come to expect. Regrettably, recent reductions in general fund support have placed the continued maintenance of current legal service levels beyond the reach of further prioritization. Prudent fiscal management requires me to institute a new approach.

Please be advised that, effective immediately, the level of service provided by the City Attorney's Office to your department will be adjusted. We have budgeted 350 hours for your department for Fiscal Year 2009. This number was reached after a careful review of the historic levels of service your department received over the course of the last several fiscal years.

Over the course of this fiscal year, the deputy city attorney assigned to your department will meet with you to determine your most pressing legal needs, and identify the strategies and resources necessary to meet those needs. In addition, I would welcome the opportunity to explore with you possibilities for additional funding sources in order to minimize service reductions. Please feel free to contact me directly should you have questions or wish to discuss the needs of your department.

Let me assure you that we remain committed to providing you with the quality legal services you require. Working together, I am confident that we will not only weather the current fiscal crisis, but forge an even stronger partnership by doing so.

Very truly yours,

DENNIS J. HERRERA
City Attorney

cc: Ernest Llorente, Deputy City Attorney