



*City of Huntington Beach
City Attorney
Adopted Budget – FY 2008/09*

City Attorney

ADMINISTRATION
Law Office Manager
Administrative Assistant
Office Specialist

LITIGATION

Assistant City Attorney (2)
Senior Deputy City Attorney
Investigator
Legal Assistant (2)

ADVISORY

Assistant City Attorney (2)
Senior Deputy City Attorney (2)
Deputy City Attorney III
Deputy City Attorney I
Legal Assistant (2)

The City Attorney's office is an internal service department that advises and represents the City Council and all City employees on matters of law pertaining to their offices. This includes daily assistance on operational issues as well as pro-active defense of litigation filed against the City and its elected officials and employees.



Administration Division

The administration and support functions are performed under the supervision of the City Attorney. This includes personnel, clerical, financial, technology, training and development, and records management support. This function also includes attendance at regular council meetings as parliamentarian and advisor, and active participation in the executive management team to promote the strategic goals of the City Council.

Advisory Division

The Advisory Division, comprised of four deputy attorneys, is supervised by two Assistant City Attorneys and provides legal assistance on all matters pertaining to the daily operation of the City to the City Council and City officers. It prepares all legal documents and opinions to ensure the City of Huntington Beach can accomplish its goals and objectives with little, if any, risk of litigation.

Litigation Division

The Litigation Division handles all civil matters on behalf of the City and its employees and officials. All cases are handled by the in-house staff unless there is a conflict in representation or the outside counsel is paid by a third party.

Ongoing Activities & Projects

Administration Division

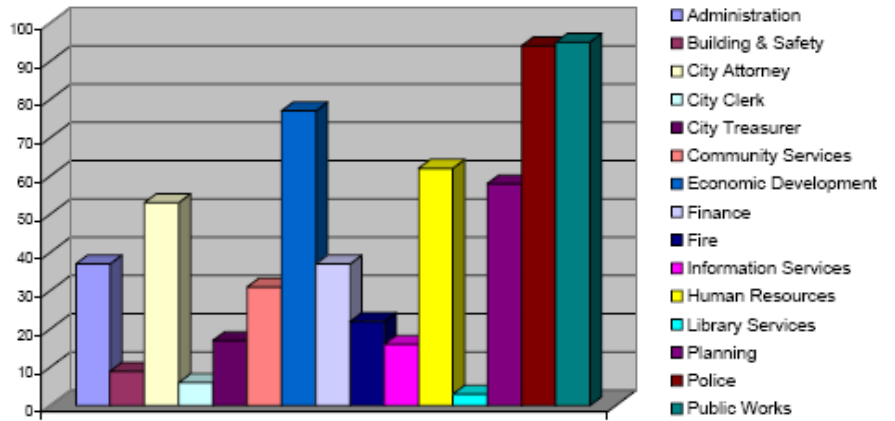
- Manage and supervise daily operations of the City Attorney's office
- Maintain document management software
- Maintain active and closed matters
- Create and maintain monthly, quarterly, and annual reports to departments and City Council
- Update and maintain department website
- Provide citywide training on the Brown Act, public records, sexual harassment, ethics, and contract process
- Coordinate an active internship program for college and graduate students
- Provide independent investigation services



Advisory Division

- Interpret the City Charter and all City ordinances
- Provide ongoing legal advice to the Redevelopment Agency and 15 city departments
- Actively participate in negotiations with eight labor organizations
- Attend, advise, and prepare for Planning Commission meetings and other committee meetings, as requested
- Coordinate Public Records Act responses
- Prosecute in the name of the People all criminal violations of the municipal and zoning codes
- Administer all civil citation hearings
- Research, advise, and prepare all ordinances, resolutions, and agreements
- Review and approve all insurance forms and indemnification waivers submitted to the City
- Maintain standardized agreements and contract processing
- Review and advise regarding changes in state law impacting the City

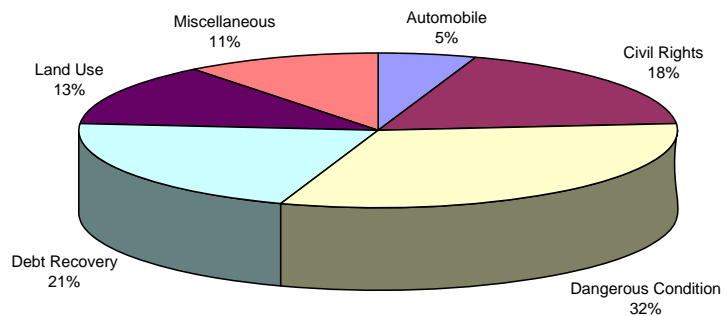
Requests Completed by Department 2007



Litigation Division

- Defend all civil matters wherein the City is a party; including police matters, land use decisions, contract disputes, personnel grievances, automobile accidents, slip and fall injuries, and constitutional challenges
- Coordinate with Risk Management on claims processing, workers' compensation, and liability assessment
- Actively pursue relief on behalf of the City via injunctive relief, collections, subrogation, writs, appeals, and amicus
- Supervise outside counsel on an as-needed basis
- Advise staff on opportunities to minimize liability exposure before, during, and after the filing of litigation
- Represent staff at depositions in third party litigation wherein the City is not a party
- Assist staff in preparation of bankruptcy matters
- Provide assistance to staff in small claims disputes
- Advise on settlement of claims prior to litigation

2007 Closed Litigation Cases



The City's performance measure program is in its third year. As part of the process, departments can update objectives to better reflect the changing nature of their operations. Results for the past two fiscal years and those performance measures, which have changed from last fiscal year, are noted below.

	<i>FY 2006/07</i> ACTUAL	<i>FY 2007/08</i> ACTUAL	<i>FY 2008/09</i> BUDGET	Strategic Plan Goal
Objective: 1. Review and process criminal citations within four business days 95% of the time.				City Services
Measure: % of criminal citations reviewed and processed within four business days	95%	95%	95%	
Objective: 2. Review and process insurance and indemnification approvals and waivers within three business days 95% of the time.				City Services
Measure: % of insurance and indemnification approvals and waivers within three business days	95%	95%	95%	
Objective: 3. Respond to 85% of Public Records Act and Citizen Inquiries within three business days.				City Services
Measure: % of Public Records Act and Citizen Inquiries request responded to within three business days	80%	82%	85%	
Objective: 4. Prepare City ordinances and City Council resolutions within 20 business days of request 80% of the time.				City Services
Measure: % of ordinances and resolutions prepared within 20 business days	74%	80%	85%	
Objective: 5. Review 85% of standard agreements within three business days.				City Services
Measure: % of standard agreements reviewed within three business days	77%	80%	85%	
Objective: 6. Review and process Pitchess motions within 35 business days 95% of the time.				City Services
Measure: % of Pitchess motions reviewed and processed within 35 business days	95%	95%	95%	
Objective: 7. Provide aggressive and cost-effective defense of all civil litigation 95% of the time.				City Services
Measure: % of aggressive and cost-effective defense	95%	95%	95%	



City Attorney
Adopted Budget - FY 2008/09
Department Budget Summary
All Funds by Object Account



DEPARTMENT

Expenditure Object Account	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Actual	FY 2007/08 Adopted	FY 2007/08 Revised	FY 2008/09 Adopted	Percent Change From Prior Year
PERSONAL SERVICES							
Salaries, Permanent	1,347,585	1,437,664	1,588,361	1,835,241	1,815,241	1,839,940	0.26%
Salaries, Temporary	19,107	21,517	22,449	20,826	34,826	23,700	13.80%
Salaries, Overtime	6,380	2,720	1,122	167	167	3,000	1696.41%
Benefits	390,331	482,146	553,034	621,403	621,403	638,983	2.83%
PERSONAL SERVICES	1,763,403	1,944,046	2,164,966	2,477,636	2,471,637	2,505,623	1.13%
OPERATING EXPENSES							
Utilities	540	5,300	247	7,000	7,000		-100.00%
Equipment and Supplies	93,886	114,026	76,354	73,900	94,467	66,900	-9.47%
Repairs and Maintenance		1,517		1,000	1,000	1,000	0.00%
Conferences and Training	15,168	28,571	25,414	20,000	20,000	23,500	17.50%
Professional Services	359,816	135,638	221,925	325,000	324,780	325,000	0.00%
Other Contract Services	92,221	52,185	27,454	38,000	37,954	40,000	5.26%
Rental Expense	1,017	1,931	2,454			2,737	
Expense Allowances	6,023	5,885	5,862	6,000	6,000	6,000	0.00%
Other Expenses	1,509	2,333	1,337	2,000	2,000	2,000	0.00%
OPERATING EXPENSES	570,180	347,385	361,047	472,900	493,201	467,137	-1.22%
CAPITAL EXPENDITURES							
Improvements	70,178	6,668					
Equipment		15,110					
CAPITAL EXPENDITURES	70,178	21,778					
Grand Total(s)	2,403,762	2,313,210	2,526,013	2,950,536	2,964,838	2,972,760	0.75%
General Fund	2,325,883	2,272,270	2,438,416	2,800,536	2,809,489	2,822,760	0.79%
Other Funds	77,879	40,940	87,597	150,000	155,349	150,000	0.00%
Grand Total(s)	2,403,762	2,313,210	2,526,013	2,950,536	2,964,838	2,972,760	0.75%
Personnel Summary	17.00	17.00	18.00	18.00	18.00	18.00	0.00



City Attorney
Adopted Budget - FY 2008/09
Department Budget Summary
General Fund Division by Object Account



DIVISION

Expenditure Object Account	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Actual	FY 2007/08 Adopted	FY 2007/08 Revised	FY 2008/09 Adopted	Percent Change From Prior Year
City Attorney							
PERSONAL SERVICES							
Salaries, Permanent	1,347,585	1,437,664	1,588,361	1,835,241	1,815,241	1,839,940	0.26%
Salaries, Temporary	19,107	21,517	22,449	20,826	20,826	23,700	13.80%
Salaries, Overtime	6,380	2,720	1,122	167	167	3,000	1696.41%
Benefits	390,331	482,146	553,034	621,403	621,403	638,983	2.83%
PERSONAL SERVICES	1,763,403	1,944,046	2,164,966	2,477,636	2,457,637	2,505,623	1.13%
OPERATING EXPENSES							
Utilities	540	5,300	247	7,000	7,000		-100.00%
Equipment and Supplies	93,886	114,026	76,354	73,900	94,467	66,900	-9.47%
Repairs and Maintenance		1,517		1,000	1,000	1,000	0.00%
Conferences and Training	15,168	28,571	25,414	20,000	20,000	23,500	17.50%
Professional Services	281,937	94,699	134,328	175,000	183,431	175,000	0.00%
Other Contract Services	92,221	52,185	27,454	38,000	37,954	40,000	5.26%
Rental Expense	1,017	1,931	2,454			2,737	
Expense Allowances	6,023	5,885	5,862	6,000	6,000	6,000	0.00%
Other Expenses	1,509	2,333	1,337	2,000	2,000	2,000	0.00%
OPERATING EXPENSES	492,301	306,446	273,450	322,900	351,852	317,137	-1.78%
CAPITAL EXPENDITURES							
Improvements	70,178	6,668					
Equipment		15,110					
CAPITAL EXPENDITURES	70,178	21,778					
City Attorney	2,325,883	2,272,270	2,438,416	2,800,536	2,809,489	2,822,760	0.79%

Significant Changes

Temporary and Overtime Salaries have increased due to two large legal cases that are expected to continue through FY 2008/09. For FY 2008/09 no amount has been budgeted in Utilities as telephone and cell phone charges are now paid by the Information Services Department. The decrease in Equipment and Supplies is a result of the one-time purchase of computer equipment made in the previous fiscal year. Conferences and Training has increased to reflect anticipated expenditures for FY 2008/09. Rental Expense has been budgeted for off-site data storage.

Permanent Personnel	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Actual	FY 2007/08 Adopted	FY 2007/08 Revised	FY 2008/09 Adopted	Change from Prior Year
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Assistant City Attorney	2.00	2.00	2.00	2.00	2.00	4.00	2.00
Senior Deputy City Attorney	1.00	1.00	2.00	3.00	3.00	3.00	0.00
Deputy City Attorney III	5.00	5.00	4.00	3.00	3.00	1.00	(2.00)
Deputy City Attorney I	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Law Office Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Investigator	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Office Specialist	0.00	0.00	1.00	1.00	1.00	1.00	0.00
Legal Secretary	4.00	4.00	4.00	0.00	0.00	0.00	0.00
Legal Assistant	0.00	0.00	0.00	4.00	4.00	4.00	0.00
Total	17.00	17.00	18.00	18.00	18.00	18.00	0.00



City Attorney
Adopted Budget - FY 2008/09
Department Budget Summary
Other Funds by Object Account



OTHER FUNDS

Expenditure Object Account	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Actual	FY 2007/08 Adopted	FY 2007/08 Revised	FY 2008/09 Adopted	Percent Change From Prior Year
Redevelopment-Legal							
PERSONAL SERVICES							
Salaries, Temporary					14,000		
PERSONAL SERVICES					14,000		
OPERATING EXPENSES							
Professional Services	77,879	40,940	87,597	150,000	141,349	150,000	0.00%
OPERATING EXPENSES	77,879	40,940	87,597	150,000	141,349	150,000	0.00%
City Attorney	77,879	40,940	87,597	150,000	155,349	150,000	0.00%

Significant Changes

Funding allocated for Professional Services allows for the utilization of outside legal services.

Permanent Personnel	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Actual	FY 2007/08 Adopted	FY 2007/08 Revised	FY 2008/09 Adopted	Change from Prior Year
							0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00



City Attorney
Adopted Budget - FY 2008/09
Department Budget Summary
All Funds by Business Unit



BUSINESS UNITS

Division / Business Unit	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Actual	FY 2007/08 Adopted	FY 2007/08 Revised	FY 2008/09 Adopted	Percent Change From Prior Year
ATY City Attorney							
ATY City Attorney							
10015101 City Attorney Admin	2,325,883	2,272,270	2,438,416	2,800,536	2,809,489	2,822,760	0.79%
ATY City Attorney	2,325,883	2,272,270	2,438,416	2,800,536	2,809,489	2,822,760	0.79%
Other Funds							
30515101 Administration City Attorney	77,879	40,940	87,597	150,000	155,349	150,000	0.00%
Other Funds	77,879	40,940	87,597	150,000	155,349	150,000	0.00%
General Fund	2,325,883	2,272,270	2,438,416	2,800,536	2,809,489	2,822,760	0.79%
Other Funds	77,879	40,940	87,597	150,000	155,349	150,000	0.00%
Grand Total(s)	2,403,762	2,313,210	2,526,013	2,950,536	2,964,838	2,972,760	0.75%