



*City of Huntington Beach  
City Attorney  
Adopted Budget – FY 2010/11*

City Attorney

ADMINISTRATION  
Administrative Assistant

LITIGATION

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

ADVISORY

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

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 with the executive management team to promote the strategic goals of the City Council.

## Advisory Division

The Advisory Division 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

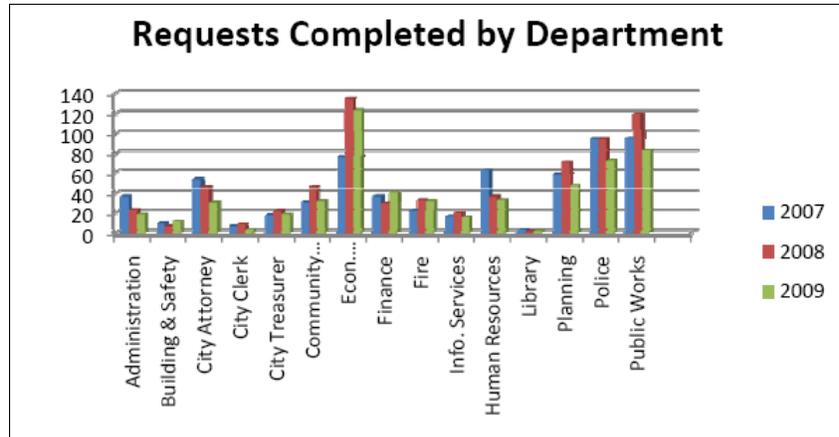
### Administration Division

- 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

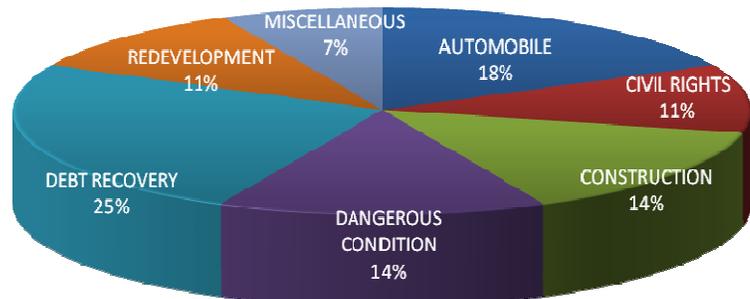
- Interpret the City Charter and all City ordinances
- Provide ongoing legal advice to the Redevelopment Agency and 15 city departments
- Actively participate in negotiations with eight labor organizations
- Attend, advise, and prepare for Planning Commission meetings and other committee meetings, as 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



## 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

### 2009 Closed Litigation Cases



The City's performance measure program is in its fifth year. Results for the past two fiscal years in addition to goals and objectives for FY 2010/11 are presented below.

	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 BUDGET	Strategic Plan Goal
<b>Goal:</b>				
1. Review and process insurance and indemnification approvals and waivers; and respond to Public Records Act and Citizen Inquiries within three business days 95% of the time.				Improve Internal and External Communication
<b>Measure:</b> % of insurance and indemnification approvals and waivers processed and Public Records Act and Citizen Inquiries responded to within three business days	95%	95%	95%	
<b>Goal:</b>				
2. Prepare city ordinances and City Council resolutions within twenty business days of request 85% of the time.				Improve Internal and External Communication
<b>Measure:</b> % of ordinances and resolutions prepared within twenty business days	80%	85%	85%	
<b>Goal:</b>				
3. Review 85% of standard agreements within three business days.				Improve Internal and External Communication
<b>Measure:</b> % of standard agreements reviewed within three business days	82%	85%	85%	
<b>Goal:</b>				
4. Provide aggressive and cost-effective defense of all civil litigation 95% of the time.				Improve Internal and External Communication
<b>Measure:</b> % of aggressive and cost-effective defense	95%	95%	95%	



**City Attorney**  
**Adopted Budget - FY 2010/11**  
**Department Budget Summary**  
**All Funds by Object Account**

**DEPARTMENT**

Expenditure Object Account	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Adopted	FY 2009/10 Revised	FY 2010/11 Adopted	Percent Change From Prior Year
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	1,588,361	1,798,576	1,729,864	1,702,308	1,677,852	1,622,980	-4.66%
Salaries, Temporary	22,449	51,135	56,250	51,900	51,900	51,900	0.00%
Salaries, Overtime	1,122	2,893	4,524				
Leave Pay Outs		964	73,583				
Benefits	553,034	597,367	551,099	580,066	571,506	516,062	-11.03%
<b>PERSONAL SERVICES</b>	<b>2,164,966</b>	<b>2,450,935</b>	<b>2,415,320</b>	<b>2,334,274</b>	<b>2,301,258</b>	<b>2,190,942</b>	<b>-6.14%</b>
<b>OPERATING EXPENSES</b>							
Utilities	247	150					
Equipment and Supplies	76,354	88,353	104,755	68,900	67,827	68,900	0.00%
Repairs and Maintenance				5,500		1,000	-81.82%
Conferences and Training	25,414	18,568	14,165	27,500	7,500	15,000	-45.45%
Professional Services	221,925	254,159	277,098	300,000	328,893	362,500	20.83%
Other Contract Services	27,454	59,142	56,238	40,000	40,000	44,500	11.25%
Rental Expense	2,454	3,318	3,145	3,737	3,737	3,737	0.00%
Expense Allowances	5,862	5,969	5,924	6,000	6,000	6,000	0.00%
Other Expenses	1,337	745	1,052				
<b>OPERATING EXPENSES</b>	<b>361,047</b>	<b>430,404</b>	<b>462,377</b>	<b>451,637</b>	<b>453,957</b>	<b>501,637</b>	<b>11.07%</b>
<b>Grand Total(s)</b>	<b>2,526,013</b>	<b>2,881,339</b>	<b>2,877,697</b>	<b>2,785,911</b>	<b>2,755,215</b>	<b>2,692,579</b>	<b>-3.35%</b>
General Fund	2,438,416	2,771,022	2,736,425	2,635,911	2,594,302	2,492,579	-5.44%
Other Funds	87,597	110,317	141,272	150,000	160,913	200,000	33.33%
<b>Grand Total(s)</b>	<b>2,526,013</b>	<b>2,881,339</b>	<b>2,877,697</b>	<b>2,785,911</b>	<b>2,755,215</b>	<b>2,692,579</b>	<b>-3.35%</b>
<b>Personnel Summary</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>11.00</b>	<b>(7.00)</b>



**City Attorney**  
**Adopted Budget - FY 2010/11**  
**Department Budget Summary**  
**General Fund Division by Object Account**

**DIVISION**

Expenditure Object Account	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Adopted	FY 2009/10 Revised	FY 2010/11 Adopted	Percent Change From Prior Year
<b>City Attorney</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	1,588,361	1,798,576	1,729,864	1,702,308	1,677,852	1,622,980	-4.66%
Salaries, Temporary	22,449	38,776	21,520	26,900	26,900	26,900	0.00%
Salaries, Overtime	1,122	2,893	4,361				
Leave Payout		964	73,583				
Benefits	553,034	597,159	550,397	580,066	571,506	516,062	-11.03%
<b>PERSONAL SERVICES</b>	<b>2,164,966</b>	<b>2,438,368</b>	<b>2,379,725</b>	<b>2,309,274</b>	<b>2,276,258</b>	<b>2,165,942</b>	<b>-6.21%</b>
<b>OPERATING EXPENSES</b>							
Utilities	247	150					
Equipment and Supplies	76,354	88,353	104,755	68,900	67,827	68,900	0.00%
Repairs and Maintenance				5,500		1,000	-81.82%
Conferences and Training	25,414	18,568	14,165	27,500	7,500	15,000	-45.45%
Professional Services	134,328	156,409	171,421	175,000	192,980	187,500	7.14%
Other Contract Services	27,454	59,142	56,238	40,000	40,000	44,500	11.25%
Rental Expense	2,454	3,318	3,145	3,737	3,737	3,737	0.00%
Expense Allowances	5,862	5,969	5,924	6,000	6,000	6,000	0.00%
Other Expenses	1,337	745	1,052				
<b>OPERATING EXPENSES</b>	<b>273,450</b>	<b>332,654</b>	<b>356,700</b>	<b>326,637</b>	<b>318,044</b>	<b>326,637</b>	<b>0.00%</b>
<b>Total</b>	<b>2,438,416</b>	<b>2,771,022</b>	<b>2,736,425</b>	<b>2,635,911</b>	<b>2,594,302</b>	<b>2,492,579</b>	<b>-5.44%</b>

**Significant Changes**

Personal Services have decreased as seven positions were eliminated through the budget process and City Council directive. Additional savings in Personal Services will be transferred to Non Departmental at the beginning of the fiscal year once the savings can be accurately determined. Conferences and Training has been decreased as part of cost saving measures due to the current economic environment.

Permanent Personnel	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Adopted	FY 2009/10 Revised	FY 2010/11 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	4.00	4.00	4.00	2.00	(2.00)
Senior Deputy City Attorney	2.00	3.00	3.00	3.00	3.00	2.00	(1.00)
Deputy City Attorney III	4.00	3.00	1.00	1.00	1.00	2.00	1.00
Deputy City Attorney I	1.00	1.00	1.00	1.00	1.00	0.00	(1.00)
Law Office Manager	1.00	1.00	1.00	1.00	1.00	0.00	(1.00)
Investigator	1.00	1.00	1.00	1.00	1.00	0.00	(1.00)
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Office Specialist	1.00	1.00	1.00	1.00	1.00	0.00	(1.00)
Legal Secretary	4.00	0.00	0.00	0.00	0.00	0.00	0.00
Legal Assistant	0.00	4.00	4.00	4.00	4.00	3.00	(1.00)
<b>Total</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>11.00</b>	<b>(7.00)</b>





**City Attorney**  
**Adopted Budget - FY 2010/11**  
**Department Budget Summary**  
**All Funds by Business Unit**

**BUSINESS UNITS**

Division / Business Unit	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Adopted	FY 2009/10 Revised	FY 2010/11 Adopted	Percent Change From Prior Year
<b>ATY City Attorney</b>							
<b>ATY City Attorney</b>							
10015101 City Attorney Admin	2,438,416	2,771,022	2,736,425	2,635,911	2,594,302	2,492,579	-5.44%
<b>ATY City Attorney</b>	<b>2,438,416</b>	<b>2,771,022</b>	<b>2,736,425</b>	<b>2,635,911</b>	<b>2,594,302</b>	<b>2,492,579</b>	-5.44%
<b>Other Funds</b>							
30515101 Administration City Attorney	87,597	110,317	141,272	150,000	160,913	200,000	33.33%
<b>Other Funds</b>	<b>87,597</b>	<b>110,317</b>	<b>141,272</b>	<b>150,000</b>	<b>160,913</b>	<b>200,000</b>	33.33%
General Fund	2,438,416	2,771,022	2,736,425	2,635,911	2,594,302	2,492,579	-5.44%
Other Funds	87,597	110,317	141,272	150,000	160,913	200,000	33.33%
<b>Grand Total(s)</b>	<b>2,526,013</b>	<b>2,881,339</b>	<b>2,877,697</b>	<b>2,785,911</b>	<b>2,755,215</b>	<b>2,692,579</b>	-3.35%