



*City of Huntington Beach  
City Attorney  
Proposed Budget – FY 2011/12*

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

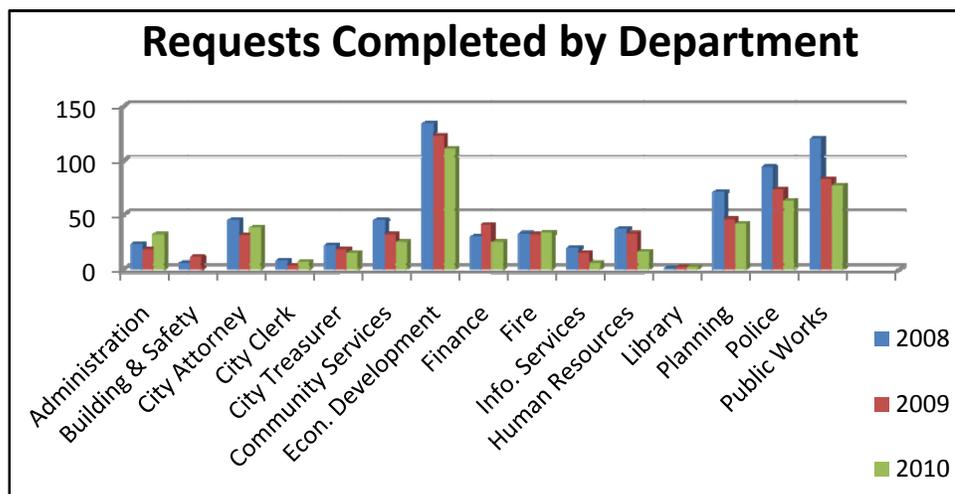
### Administration Division

- 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
- 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



## Advisory Division

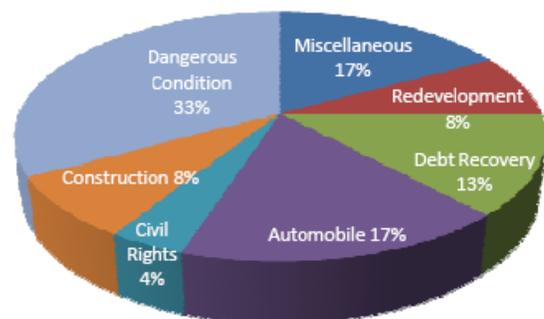
- Interpret the City Charter and all City ordinances
- Provide ongoing legal advice to 14 city departments
- Actively participate in negotiations with eight labor organizations
- Attend, advise, and prepare for Planning Commission meetings and other committee meetings, as requested
- Coordinate Public 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

### Closed Litigation Cases 2010



The City's performance measure program is in its sixth year. Results for the past two fiscal years in addition to goals and objectives for FY 2011/12 are presented below.

	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 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%	84%	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%	83%	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%	90%	95%	

**City Attorney's Department Goals and Accomplishments**

Despite facing staffing and budget cuts, a main goal and accomplishment of the City Attorney's Office is to maintain a certain level of service for the City. More specifically, continue to provide the best possible representation to the City in all lawsuits and administrative matters; to provide excellent legal advice and services to the City Council and to all City officers and employees; and to prosecute, in the name of the People, all violations of the City Charter and Municipal Code.

**Advisory Division Goals and Accomplishments**

- 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
- 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
- Interpret the City Charter and all City ordinances
- Provide ongoing legal advice to 14 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
- Prepare city ordinances and City Council resolutions within twenty business days of request 85% of the time
- 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
- Review 85% of standard agreements within three business days
- Maintain standardized agreements and contract processing
- Review and advise regarding changes in state law impacting the City
- Provide aggressive and cost-effective defense of all civil litigation 95% of the time

**Litigation Division Goals and Accomplishments**

- 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



**City Attorney**  
**Proposed Budget - FY 2011/12**  
**Department Budget Summary**  
**All Funds by Object Account**

**DEPARTMENT**

<b>Expenditure Object Account</b>	<b>FY 2007/08 Actual</b>	<b>FY 2008/09 Actual</b>	<b>FY 2009/10 Actual</b>	<b>FY 2010/11 Adopted</b>	<b>FY 2010/11 Revised</b>	<b>FY 2011/12 Proposed</b>	<b>Percent Change From Prior Year</b>
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	1,798,576	1,729,864	1,641,494	1,622,980	1,355,761	1,355,553	-16.48%
Salaries, Temporary	51,135	56,250	50,082	51,900	67,020	26,900	-48.17%
Salaries, Overtime	2,893	4,524	4,441				
Leave Pay Outs	964	73,583	96,101				
Benefits	597,367	551,099	551,086	516,062	468,101	522,169	1.18%
<b>PERSONAL SERVICES</b>	<b>2,450,936</b>	<b>2,415,320</b>	<b>2,343,204</b>	<b>2,190,942</b>	<b>1,890,882</b>	<b>1,904,622</b>	<b>-13.07%</b>
<b>OPERATING EXPENSES</b>							
Utilities	150						
Equipment and Supplies	88,353	104,755	70,604	68,900	68,900	68,900	0.00%
Repairs and Maintenance				1,000	1,000	1,000	0.00%
Conferences and Training	18,568	14,165	2,841	15,000	15,000	15,000	0.00%
Professional Services	254,158	277,098	264,204	362,500	394,453	267,865	-26.11%
Other Contract Services	59,142	56,238	81,214	44,500	44,650	44,500	0.00%
Rental Expense	3,318	3,145	3,088	3,737	3,737	3,737	0.00%
Expense Allowances	5,969	5,924	6,023	6,000	6,000	6,000	0.00%
Other Expenses	745	1,052	352				
<b>OPERATING EXPENSES</b>	<b>430,403</b>	<b>462,377</b>	<b>428,325</b>	<b>501,637</b>	<b>533,740</b>	<b>407,002</b>	<b>-18.87%</b>
<b>Grand Total(s)</b>	<b>2,881,339</b>	<b>2,877,696</b>	<b>2,771,529</b>	<b>2,692,579</b>	<b>2,424,622</b>	<b>2,311,624</b>	<b>-14.15%</b>
General Fund	2,771,022	2,736,425	2,656,638	2,492,579	2,202,824	2,161,624	-13.28%
Other Funds	110,317	141,272	114,891	200,000	221,799	150,000	-25.00%
<b>Grand Total(s)</b>	<b>2,881,339</b>	<b>2,877,696</b>	<b>2,771,529</b>	<b>2,692,579</b>	<b>2,424,622</b>	<b>2,311,624</b>	<b>-14.15%</b>
<b>Personnel Summary</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>0.00</b>



**City Attorney**  
**Proposed Budget - FY 2011/12**  
**Department Budget Summary**  
**General Fund by Object Account**

**DEPARTMENT SUMMARY**

Object Account	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Adopted	FY 2010/11 Revised	FY 2011/12 Proposed	Percent Change From Prior Year
<b>General Fund</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	1,798,576	1,729,864	1,633,426	1,622,980	1,355,761	1,355,553	-16.48%
Salaries, Temporary	38,776	21,520	25,554	26,900	42,020	26,900	
Salaries, Overtime	2,893	4,361	4,441				
Leave Pay Outs	964	73,583	96,101				
Benefits	597,159	550,397	549,570	516,062	468,101	522,169	1.18%
<b>PERSONAL SERVICES</b>	<b>2,438,369</b>	<b>2,379,724</b>	<b>2,309,092</b>	<b>2,165,942</b>	<b>1,865,882</b>	<b>1,904,622</b>	<b>-12.06%</b>
<b>OPERATING EXPENSES</b>							
Utilities	150						
Equipment and Supplies	88,353	104,755	70,604	68,900	68,900	68,900	
Repairs and Maintenance				1,000	1,000	1,000	
Conferences and Training	18,568	14,165	2,841	15,000	15,000	15,000	
Professional Services	156,407	171,421	183,425	187,500	197,654	117,865	-37.14%
Other Contract Services	59,142	56,238	81,214	44,500	44,650	44,500	
Rental Expense	3,318	3,145	3,088	3,737	3,737	3,737	
Expense Allowances	5,969	5,924	6,023	6,000	6,000	6,000	
Other Expenses	745	1,052	352				
<b>OPERATING EXPENSES</b>	<b>332,653</b>	<b>356,700</b>	<b>347,546</b>	<b>326,637</b>	<b>336,941</b>	<b>257,002</b>	<b>-21.32%</b>
<b>City Attorney</b>	<b>2,771,022</b>	<b>2,736,425</b>	<b>2,656,638</b>	<b>2,492,579</b>	<b>2,202,824</b>	<b>2,161,624</b>	<b>-13.28%</b>
<b>Personnel Summary</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>0.00</b>



**City Attorney**  
**Proposed Budget - FY 2011/12**  
**Department Budget Summary**  
**General Fund Division by Object Account**

**DIVISION**

Expenditure Object Account	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Adopted	FY 2010/11 Revised	FY 2011/12 Proposed	Percent Change From Prior Year
<b>City Attorney</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	1,798,576	1,729,864	1,633,426	1,622,980	1,355,761	1,355,553	-16.48%
Salaries, Temporary	38,776	21,520	25,554	26,900	42,020	26,900	0.00%
Salaries, Overtime	2,893	4,361	4,441				
Leave Payout	964	73,583	96,101				
Benefits	597,159	550,397	549,570	516,062	468,101	522,169	1.18%
<b>PERSONAL SERVICES</b>	<b>2,438,369</b>	<b>2,379,724</b>	<b>2,309,092</b>	<b>2,165,942</b>	<b>1,865,882</b>	<b>1,904,622</b>	<b>-12.06%</b>
<b>OPERATING EXPENSES</b>							
Utilities	150						
Equipment and Supplies	88,353	104,755	70,604	68,900	68,900	68,900	0.00%
Repairs and Maintenance				1,000	1,000	1,000	0.00%
Conferences and Training	18,568	14,165	2,841	15,000	15,000	15,000	0.00%
Professional Services	156,407	171,421	183,425	187,500	197,654	117,865	-37.14%
Other Contract Services	59,142	56,238	81,214	44,500	44,650	44,500	0.00%
Rental Expense	3,318	3,145	3,088	3,737	3,737	3,737	0.00%
Expense Allowances	5,969	5,924	6,023	6,000	6,000	6,000	0.00%
Other Expenses	745	1,052	352				
<b>OPERATING EXPENSES</b>	<b>332,653</b>	<b>356,700</b>	<b>347,546</b>	<b>326,637</b>	<b>336,941</b>	<b>257,002</b>	<b>-21.32%</b>
<b>Total</b>	<b>2,771,022</b>	<b>2,736,425</b>	<b>2,656,638</b>	<b>2,492,579</b>	<b>2,202,824</b>	<b>2,161,624</b>	<b>-13.28%</b>

**Significant Changes**

In Permanent Salaries, additional savings from retirements, which were realized at the beginning of FY 2010/11, have carried over into FY 2011/12. As part of budget reductions, the Professional Services budget has been reduced by \$69,635. This amount includes reductions in litigation costs and outside attorney's fees. The FY 2011/12 budget is reduced in Permanent Salaries to reflect savings associated with seven position eliminations that occurred in FY 2010/11.

Permanent Personnel	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Adopted	FY 2010/11 Revised	FY 2011/12 Proposed	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	4.00	4.00	2.00	2.00	2.00	0.00
Senior Deputy City Attorney	3.00	3.00	3.00	2.00	2.00	2.00	0.00
Deputy City Attorney III	3.00	1.00	1.00	2.00	2.00	2.00	0.00
Deputy City Attorney I	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Law Office Manager	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Investigator	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Office Specialist	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Legal Secretary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Legal Assistant	4.00	4.00	4.00	3.00	3.00	3.00	0.00
<b>Total</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>0.00</b>



**City Attorney**  
**Proposed Budget - FY 2011/12**  
**Department Budget Summary**  
**Other Funds by Object Account**

**OTHER FUNDS**

Expenditure Object Account	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Adopted	FY 2010/11 Revised	FY 2011/12 Proposed	Percent Change From Prior Year
<b>Redevelopment-Legal</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent			8,067				
Salaries, Temporary	12,359	34,730	24,528	25,000	25,000		-100.00%
Salaries, Overtime		163					
Benefits	207	702	1,517				
<b>PERSONAL SERVICES</b>	<b>12,566</b>	<b>35,595</b>	<b>34,112</b>	<b>25,000</b>	<b>25,000</b>		-100.00%
<b>OPERATING EXPENSES</b>							
Professional Services	97,751	105,676	80,779	175,000	196,799	150,000	-14.29%
<b>OPERATING EXPENSES</b>	<b>97,751</b>	<b>105,676</b>	<b>80,779</b>	<b>175,000</b>	<b>196,799</b>	<b>150,000</b>	-14.29%
<b>Total</b>	<b>110,317</b>	<b>141,272</b>	<b>114,890</b>	<b>200,000</b>	<b>221,799</b>	<b>150,000</b>	-25.00%

**Significant Changes**

Due to reductions in the Redevelopment Agency budget, Temporary Salaries and Professional Services has been reduced. The funding allocation for Professional Services allows for the utilization of outside legal services.

Permanent Personnel	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Adopted	FY 2010/11 Revised	FY 2011/12 Proposed	Change from Prior Year
							0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



**City Attorney**  
**Proposed Budget - FY 2011/12**  
**Department Budget Summary**  
**All Funds by Business Unit**

**BUSINESS UNITS**

Division / Business Unit	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Adopted	FY 2010/11 Revised	FY 2011/12 Proposed	Percent Change From Prior Year
<b>ATY City Attorney</b>							
<b>ATY City Attorney</b>							
10015101 City Attorney Admin	2,771,022	2,736,425	2,656,638	2,492,579	2,202,824	2,161,624	-13.28%
<b>ATY City Attorney</b>	<b>2,771,022</b>	<b>2,736,425</b>	<b>2,656,638</b>	<b>2,492,579</b>	<b>2,202,824</b>	<b>2,161,624</b>	<b>-13.28%</b>
<b>Other Funds</b>							
30515101 Administration City Attorney	110,317	141,272	114,891	200,000	221,799	150,000	-25.00%
<b>Other Funds</b>	<b>110,317</b>	<b>141,272</b>	<b>114,891</b>	<b>200,000</b>	<b>221,799</b>	<b>150,000</b>	<b>-25.00%</b>
General Fund	2,771,022	2,736,425	2,656,638	2,492,579	2,202,824	2,161,624	-13.28%
Other Funds	110,317	141,272	114,891	200,000	221,799	150,000	-25.00%
<b>Grand Total(s)</b>	<b>2,881,339</b>	<b>2,877,696</b>	<b>2,771,529</b>	<b>2,692,579</b>	<b>2,424,622</b>	<b>2,311,624</b>	<b>-14.15%</b>

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