

City Attorney



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Office Description

The Office of the City Attorney advises the Mayor, City Council, and all City departments, as well as prosecutes or defends lawsuits or cases to which the City may be a party. The City Attorney's Office also prosecutes persons charged with violations of State and local laws occurring within the City's jurisdiction for misdemeanor offenses.

The Office is divided into four divisions. Each division is subdivided into units and sections which allows the attorneys to specialize in areas of practice:

The Civil Advisory Division provides advice to the City and each of its departments, including the Council and Mayor.

The Civil Litigation Division prosecutes or defends, as the case may be, civil lawsuits in which the City is a party.

The Criminal Division prosecutes criminal misdemeanors and infractions committed within the City limits.

The Community Justice Division delivers community-based legal work such as consumer protection enforcement and code enforcement units.

The Department's mission is:

The City Attorney's Office protects the City of San Diego through its dedication to justice and the welfare of our people. We advise the City on the law, the responsible management of public funds, and the fairness and efficiency of neighborhood services. We enforce and prosecute laws that protect our natural resources, ensure fair wages, strengthen community character, and halt unscrupulous business practices. We protect the taxpayer by defending the City from lawsuits. And we prosecute crimes that harm our quality of life and endanger our citizens, especially the most vulnerable. We live up to the highest standards of ethics, performance, and service.

The Department's vision is:

To provide exceptional legal services characterized by quality and excellence

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Goals

Goal 1: Expand and strengthen the Domestic Violence and Sex Crimes Unit to best protect our most vulnerable citizens, including children, the elderly, and victims of trafficking and domestic violence

Goal 2: Expand and strengthen the Neighborhood Justice and Collaborative Courts Unit (NJU), ensure that a NJU Deputy City Attorney works directly from each of the nine police divisions, and that NJU Deputy City Attorneys attend community meetings to build trust and form relationships in San Diego communities; continue to develop and expand the San Diego Misdemeanants At-Risk Track (SMART) pilot program, and seek grant funding to ensure long-term stability for SMART and the Community Justice Initiative

Goal 3: Expand and strengthen the Consumer and Environmental Protection Unit

Goal 4: Create a specialized unit that will prosecute wage theft and enforce the Earned Sick Leave and Minimum Wage Ordinance

Goal 5: Align resources in our Civil Advisory Division with City priorities, including implementation of the Climate Action Plan and Pure Water Program, expansion of the San Diego Convention Center, redevelopment of the Stadium site, and policy initiatives to increase affordable housing and reduce homelessness

Department Summary

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change
FTE Positions (Budgeted)	355.58	361.10	358.73	(2.37)
Personnel Expenditures	\$ 44,152,546	\$ 46,139,971	\$ 50,164,192	\$ 4,024,221
Non-Personnel Expenditures	3,282,632	3,689,145	4,114,717	425,572
Total Department Expenditures	\$ 47,435,178	\$ 49,829,116	\$ 54,278,909	\$ 4,449,793
Total Department Revenue	\$ 4,131,734	\$ 4,159,963	\$ 3,910,296	\$ (249,667)

General Fund

Department Expenditures

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change
Administration	\$ 5,734,862	\$ 6,125,775	\$ 7,293,026	\$ 1,167,251
Civil Advisory	13,616,883	14,361,462	15,294,601	933,139
Civil Litigation	11,333,846	11,351,294	11,602,059	250,765
Community Justice	4,749,225	5,407,861	5,813,314	405,453
Criminal Litigation	12,000,362	12,582,724	14,275,909	1,693,185
Total	\$ 47,435,178	\$ 49,829,116	\$ 54,278,909	\$ 4,449,793

Department Personnel

	FY2016 Budget	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change
Administration	27.36	29.35	31.00	1.65
Civil Advisory	82.29	85.05	83.36	(1.69)
Civil Litigation	76.34	75.00	74.27	(0.73)
Community Justice	38.76	42.15	43.55	1.40
Criminal Litigation	130.83	129.55	126.55	(3.00)
Total	355.58	361.10	358.73	(2.37)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	\$ 4,364,571	\$ -
Addition of Non-Personnel Expenditures Addition of one-time non-personnel expenditures in support of Mayor and City Council Priorities, such as homelessness issues, Climate Action Plan initiatives, and Labor issues.	0.00	500,000	-
Domestic Violence Unit Addition of 2.00 Deputy City Attorneys to support the Domestic Violence Unit in the Criminal Division.	2.00	288,702	-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	217,503	-

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Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Neighborhood Prosecution Unit Addition of 1.00 Deputy City Attorney to support the Neighborhood Prosecution Unit in the Community Justice Division.	1.00	144,353	-
San Diego Misdemeanants At-Risk Track Program Addition of 1.00 Program Manager to support the San Diego Misdemeanants At-Risk Track (SMART) program.	1.00	139,121	-
Tuition Reimbursement for Deputy City Attorneys Addition of tuition reimbursement per Memorandum of Understanding (MOU) between the City of San Diego and Deputy City Attorneys Association of San Diego (DCAA).	0.00	75,000	-
Non-Standard Hour Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	0.00	1,737	-
Hourly Sick Leave Adjustment to reflect prior year expenditure trends, related to paid sick leave benefits for eligible hourly employees consistent with the requirements of Assembly Bill 1522.	0.00	(10,613)	-
Reduction of Legal Secretary 2 Reduction of 0.25 Legal Secretary 2 in the Community Justice Division.	(0.25)	(17,237)	-
Reduction of Non-Personnel Expenditures Reduction of non-personnel expenditures associated with electronic research services, law books, and periodicals for the Law Library.	0.00	(25,000)	-
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	(50,431)	-
Reduction of Court Support Clerk 2 Reduction of 1.00 Court Support Clerk 2 in the Criminal Division.	(1.00)	(56,925)	-
Reduction of Senior Clerk Typist Reduction of 1.00 Senior Clerk Typist in the Criminal Division.	(1.00)	(59,862)	-
Reduction of Non-Standard Hour Personnel Funding Reduction of funding allocated for hourly positions.	(1.12)	(76,948)	-
Reduction of Deputy City Attorney Reduction of 1.00 Deputy City Attorney and associated non-personnel expenditures in the Civil Litigation Division.	(1.00)	(148,715)	-
Reduction of Assistant City Attorney Reduction of 1.00 Assistant City Attorney in the Civil Advisory Division.	(1.00)	(224,147)	-
One-Time Reductions and Annualizations Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2017.	0.00	(289,500)	-

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Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Reduction of Deputy City Attorney - Unclassified	(1.00)	(321,816)	-
Reduction of 1.00 Deputy City Attorney-Unrepresented in the Civil Advisory Division.			
Successor Agency Revenue Reduction	0.00	-	(249,667)
Reduction of revenue to reflect anticipated funding for Successor Agency activity reimbursements.			
Total	(2.37)	\$ 4,449,793	\$ (249,667)

Expenditures by Category

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change
PERSONNEL				
Personnel Cost	\$ 27,030,046	\$ 27,683,484	\$ 28,356,542	\$ 673,058
Fringe Benefits	17,122,501	18,456,487	21,807,650	3,351,163
PERSONNEL SUBTOTAL	44,152,546	46,139,971	50,164,192	4,024,221
NON-PERSONNEL				
Supplies	\$ 369,679	\$ 350,850	\$ 318,536	\$ (32,314)
Contracts	1,528,081	1,813,101	2,033,838	220,737
Information Technology	1,226,068	1,400,822	1,618,325	217,503
Energy and Utilities	47,828	39,948	29,694	(10,254)
Other	102,162	84,424	104,024	19,600
Capital Expenditures	8,814	-	10,300	10,300
NON-PERSONNEL SUBTOTAL	3,282,632	3,689,145	4,114,717	425,572
Total	\$ 47,435,178	\$ 49,829,116	\$ 54,278,909	\$ 4,449,793

Revenues by Category

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change
Charges for Services	\$ 3,659,439	\$ 3,218,288	\$ 3,448,162	\$ 229,874
Fines Forfeitures and Penalties	244,402	353,798	300,000	(53,798)
Licenses and Permits	4,266	3,500	3,500	-
Other Revenue	5,508	-	-	-
Rev from Other Agencies	218,119	584,377	158,634	(425,743)
Total	\$ 4,131,734	\$ 4,159,963	\$ 3,910,296	\$ (249,667)

Personnel Expenditures

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	1.00	1.00	1.00	\$31,491 - \$37,918	\$ 33,278
20000012	Administrative Aide 1	2.00	2.00	2.00	36,962 - 44,533	88,398
20001076	Assistant City Attorney	5.00	5.00	4.00	73,008 - 291,595	747,334
21000179	Assistant Dispute Resolution Officer	1.00	1.00	0.00	44,470 - 54,059	-
20000041	Assistant Management Analyst	0.00	0.00	1.00	44,470 - 54,059	52,177
20000119	Associate Management Analyst	2.00	2.00	3.00	54,059 - 65,333	168,866
20000171	Auto Messenger 1	2.00	2.00	2.00	26,208 - 31,491	61,892
20001070	City Attorney	1.00	1.00	1.00	193,648 - 193,648	193,648

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Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Adopted	Salary Range	Total
20000610	City Attorney Investigator	23.00	23.00	23.00	58,219 - 70,429	1,581,069
90000610	City Attorney Investigator - Hourly	1.25	1.40	0.97	58,219 - 70,429	56,474
20000539	Clerical Assistant 2	21.00	20.00	19.00	29,931 - 36,067	665,403
20001159	Confidential Secretary to the City Attorney	1.00	1.00	1.00	16,827 - 105,518	105,518
20000351	Court Support Clerk 1	17.00	18.00	16.00	31,491 - 37,918	589,253
20000353	Court Support Clerk 2	18.00	18.00	19.00	32,968 - 39,811	741,987
90000353	Court Support Clerk 2 - Hourly	0.09	0.00	0.00	32,968 - 39,811	-
20001117	Deputy City Attorney	144.75	149.00	150.00	17,805 - 204,214	16,506,284
90001117	Deputy City Attorney - Hourly	1.68	1.40	1.06	17,805 - 204,214	117,669
20001258	Deputy City Attorney - Unrepresented	5.00	5.00	5.00	17,805 - 204,214	723,832
20001168	Deputy Director	1.00	1.00	1.00	46,966 - 172,744	140,005
20000392	Dispute Resolution Officer	1.00	1.00	0.00	54,059 - 65,333	-
20000290	Information Systems Analyst 2	1.00	1.00	2.00	54,059 - 65,333	130,666
20000293	Information Systems Analyst 3	1.00	1.00	1.00	59,363 - 71,760	71,760
20000377	Information Systems Technician	2.00	2.00	1.00	42,578 - 51,334	51,334
90001128	Legal Intern - Hourly	1.00	1.00	1.00	39,000 - 47,424	39,000
20000587	Legal Secretary 2	35.25	35.25	35.00	43,555 - 52,666	1,769,431
90000587	Legal Secretary 2 - Hourly	0.10	0.35	0.35	43,555 - 52,666	15,244
20000911	Librarian 3	1.00	1.00	1.00	55,266 - 67,101	66,094
20000614	Paralegal	20.00	21.00	21.00	52,374 - 63,190	1,274,934
20000680	Payroll Specialist 2	2.00	2.00	2.00	34,611 - 41,787	76,089
20001141	Principal Assistant to the City Attorney	1.00	1.00	1.00	26,395 - 160,430	160,430
20000747	Principal City Attorney Investigator	1.00	1.00	1.00	70,221 - 85,051	85,051
20000741	Principal Clerk	1.00	1.00	1.00	43,555 - 52,666	43,555
20000380	Principal Legal Secretary	1.00	1.00	1.00	50,398 - 60,736	58,610
20000063	Principal Paralegal	1.00	1.00	1.00	63,586 - 76,502	76,502
20001222	Program Manager	2.00	2.00	3.00	46,966 - 172,744	316,342
20000933	Senior City Attorney Investigator	5.00	5.00	5.00	63,794 - 77,314	384,250
20000935	Senior City Attorney Investigator	1.00	1.00	1.00	63,794 - 77,314	77,314
90000933	Senior City Attorney Investigator - Hourly	0.10	0.35	0.35	63,794 - 77,314	22,328
20000927	Senior Clerk/Typist	8.00	8.00	8.00	36,067 - 43,514	341,344
20001144	Senior Legal Intern	1.00	1.00	1.00	47,466 - 57,658	57,658
20000843	Senior Legal Secretary	6.00	6.00	6.00	48,006 - 57,845	340,127
20000015	Senior Management Analyst	1.00	1.00	1.00	59,363 - 71,760	69,248
20000845	Senior Paralegal	5.00	5.00	5.00	57,658 - 69,410	341,151
90001146	Student Intern - Hourly	0.36	0.35	0.00	18,616 - 23,920	-
20000970	Supervising Management Analyst	1.00	1.00	1.00	66,768 - 80,891	80,891
20001057	Victim Services Coordinator	4.00	4.00	4.00	36,962 - 44,533	175,133
20000756	Word Processing Operator	4.00	4.00	4.00	31,491 - 37,918	150,314

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Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Adopted	Salary Range	Total
	Bilingual - Regular					32,032
	Budgeted Vacancy Savings					(602,112)
	Master Library Degree					3,355
	Overtime Budgeted					11,639
	Sick Leave - Hourly					1,499
	Termination Pay Annual Leave					62,242
FTE, Salaries, and Wages Subtotal		355.58	361.10	358.73		\$ 28,356,542
		FY2016 Actual	FY2017 Budget	FY2018 Adopted		FY2017-2018 Change
Fringe Benefits						
	Employee Offset Savings	\$ 348,682	\$ 351,296	\$ 350,178		\$ (1,118)
	Flexible Benefits	3,085,070	3,738,923	4,378,101		639,178
	Long-Term Disability	89,071	87,839	-		(87,839)
	Medicare	392,647	393,106	403,274		10,168
	Other Post-Employment Benefits	2,094,054	2,028,835	2,082,346		53,511
	Retiree Medical Trust	21,030	23,645	25,127		1,482
	Retirement 401 Plan	31,080	32,633	32,355		(278)
	Retirement ADC	8,793,215	9,042,751	11,969,167		2,926,416
	Retirement DROP	65,226	62,891	77,791		14,900
	Risk Management Administration	355,827	350,546	350,818		272
	Supplemental Pension Savings Plan	1,458,704	1,585,468	1,648,270		62,802
	Unemployment Insurance	50,675	50,237	50,537		300
	Workers' Compensation	337,219	708,317	439,686		(268,631)
Fringe Benefits Subtotal		\$ 17,122,501	\$ 18,456,487	\$ 21,807,650		\$ 3,351,163
Total Personnel Expenditures						\$ 50,164,192



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