

**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 Qualcomm Stadium site, and policy initiatives to increase affordable housing and reduce homelessness*

## Department Summary

	FY2016 Actual	FY2017 Budget	FY2018 Proposed	FY2017-2018 Change
FTE Positions (Budgeted)	355.58	361.10	<b>355.73</b>	(5.37)
Personnel Expenditures	\$ 44,152,546	\$ 46,139,971	\$ <b>49,736,149</b>	\$ 3,596,178
Non-Personnel Expenditures	3,282,632	3,689,145	<b>3,614,611</b>	(74,534)
<b>Total Department Expenditures</b>	<b>\$ 47,435,178</b>	<b>\$ 49,829,116</b>	<b>\$ 53,350,760</b>	<b>\$ 3,521,644</b>
<b>Total Department Revenue</b>	<b>\$ 4,131,734</b>	<b>\$ 4,159,963</b>	<b>\$ 3,910,296</b>	<b>\$ (249,667)</b>

## General Fund

### Department Expenditures

	FY2016 Actual	FY2017 Budget	FY2018 Proposed	FY2017-2018 Change
Administration	\$ 5,734,862	\$ 6,125,775	\$ <b>6,793,515</b>	\$ 667,740
Civil Advisory	13,616,883	14,361,462	<b>15,296,079</b>	934,617
Civil Litigation	11,333,846	11,351,294	<b>11,603,118</b>	251,824
Community Justice	4,749,225	5,407,861	<b>5,669,377</b>	261,516
Criminal Litigation	12,000,362	12,582,724	<b>13,988,671</b>	1,405,947
<b>Total</b>	<b>\$ 47,435,178</b>	<b>\$ 49,829,116</b>	<b>\$ 53,350,760</b>	<b>\$ 3,521,644</b>

### Department Personnel

	FY2016 Budget	FY2017 Budget	FY2018 Proposed	FY2017-2018 Change
Administration	27.36	29.35	<b>31.00</b>	1.65
Civil Advisory	82.29	85.05	<b>83.36</b>	(1.69)
Civil Litigation	76.34	75.00	<b>74.27</b>	(0.73)
Community Justice	38.76	42.15	<b>42.55</b>	0.40
Criminal Litigation	130.83	129.55	<b>124.55</b>	(5.00)
<b>Total</b>	<b>355.58</b>	<b>361.10</b>	<b>355.73</b>	<b>(5.37)</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b> 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	\$ 4,369,636	\$ -
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	217,503	-
<b>San Diego Misdemeanants At-Risk Track Program</b> Addition of 1.00 Program Manager and associated non-personnel expenditures to support the San Diego Misdemeanants At-Risk Track (SMART) program.	1.00	139,126	-
<b>Tuition Reimbursement for Deputy City Attorneys</b> 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	-

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## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Hourly Sick Leave</b> 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)	-
<b>Reduction of Legal Secretary 2</b> Reduction of 0.25 Legal Secretary 2 in the Community Justice Division.	(0.25)	(17,238)	-
<b>Reduction of Non-Personnel Expenditures</b> Reduction of non-personnel expenditures associated with electronic research services, law books, and periodicals for the Law Library.	0.00	(25,000)	-
<b>Non-Discretionary Adjustment</b> 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	(50,537)	-
<b>Reduction of Court Support Clerk 2</b> Reduction of 1.00 Court Support Clerk 2 in the Criminal Division.	(1.00)	(56,930)	-
<b>Reduction of Senior Clerk Typist</b> Reduction of 1.00 Senior Clerk Typist in the Criminal Division.	(1.00)	(59,867)	-
<b>Non-Standard Hour Personnel Funding</b> Funding allocated according to a zero-based annual review of hourly funding requirements.	0.00	1,737	-
<b>Reduction of Non-Standard Hour Personnel Funding</b> Reduction of funding allocated for hourly positions.	(1.12)	(76,948)	-
<b>Reduction of Deputy City Attorney</b> Reduction of 1.00 Deputy City Attorney and associated non-personnel expenditures in the Civil Litigation Division.	(1.00)	(148,720)	-
<b>Reduction of Assistant City Attorney</b> Reduction of 1.00 Assistant City Attorney in the Civil Advisory Division.	(1.00)	(224,152)	-
<b>One-Time Reductions and Annualizations</b> 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)	-
<b>Reduction of Deputy City Attorney - Unclassified</b> Reduction of 1.00 Deputy City Attorney-Unrepresented in the Civil Advisory Division.	(1.00)	(321,853)	-
<b>Successor Agency Revenue Reduction</b> Reduction of revenue to reflect anticipated funding for Successor Agency activity reimbursements.	0.00	-	(249,667)
<b>Total</b>	<b>(5.37)</b>	<b>\$ 3,521,644</b>	<b>\$ (249,667)</b>

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## Expenditures by Category

	FY2016 Actual	FY2017 Budget	FY2018 Proposed	FY2017-2018 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 27,030,046	\$ 27,683,484	\$ 28,023,513	\$ 340,029
Fringe Benefits	17,122,501	18,456,487	21,712,636	3,256,149
<b>PERSONNEL SUBTOTAL</b>	<b>44,152,546</b>	<b>46,139,971</b>	<b>49,736,149</b>	<b>3,596,178</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 369,679	\$ 350,850	\$ 318,536	\$ (32,314)
Contracts	1,528,081	1,813,101	1,533,838	(279,263)
Information Technology	1,226,068	1,400,822	1,618,325	217,503
Energy and Utilities	47,828	39,948	29,588	(10,360)
Other	102,162	84,424	104,024	19,600
Capital Expenditures	8,814	-	10,300	10,300
<b>NON-PERSONNEL SUBTOTAL</b>	<b>3,282,632</b>	<b>3,689,145</b>	<b>3,614,611</b>	<b>(74,534)</b>
<b>Total</b>	<b>\$ 47,435,178</b>	<b>\$ 49,829,116</b>	<b>\$ 53,350,760</b>	<b>\$ 3,521,644</b>

## Revenues by Category

	FY2016 Actual	FY2017 Budget	FY2018 Proposed	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)
<b>Total</b>	<b>\$ 4,131,734</b>	<b>\$ 4,159,963</b>	<b>\$ 3,910,296</b>	<b>\$ (249,667)</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
2000011	Account Clerk	1.00	1.00	1.00	\$31,491 - \$37,918	\$ 33,278
2000012	Administrative Aide 1	2.00	2.00	2.00	36,962 - 44,533	88,398
2001076	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
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	147.00	17,805 - 204,214	16,173,255
90001117	Deputy City Attorney - Hourly	1.68	1.40	1.06	17,805 - 204,214	117,669

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## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Proposed	Salary Range	Total
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
	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
<b>FTE, Salaries, and Wages Subtotal</b>		<b>355.58</b>	<b>361.10</b>	<b>355.73</b>		<b>\$ 28,023,513</b>



# City Attorney

	FY2016 Actual	FY2017 Budget	FY2018 Proposed	FY2017-2018 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 348,682	\$ 351,296	\$ 350,178	\$ (1,118)
Flexible Benefits	3,085,070	3,738,923	4,338,672	599,749
Long-Term Disability	89,071	87,839	-	(87,839)
Medicare	392,647	393,106	398,445	5,339
Other Post-Employment Benefits	2,094,054	2,028,835	2,065,721	36,886
Retiree Medical Trust	21,030	23,645	24,294	649
Retirement 401 Plan	31,080	32,633	32,355	(278)
Retirement ADC	8,793,215	9,042,751	11,972,282	2,929,531
Retirement DROP	65,226	62,891	77,791	14,900
Risk Management Administration	355,827	350,546	348,128	(2,418)
Supplemental Pension Savings Plan	1,458,704	1,585,468	1,617,631	32,163
Unemployment Insurance	50,675	50,237	49,941	(296)
Workers' Compensation	337,219	708,317	437,198	(271,119)
<b>Fringe Benefits Subtotal</b>	<b>\$ 17,122,501</b>	<b>\$ 18,456,487</b>	<b>\$ 21,712,636</b>	<b>\$ 3,256,149</b>
<b>Total Personnel Expenditures</b>			<b>\$ 49,736,149</b>	



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