

**City Attorney**



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## Office Description

The Office of the City Attorney advises the Mayor, City Council, and all City departments; prosecutes or defends lawsuits or cases to which the City may be a party; and prosecutes violations of State and local laws occurring within the City's jurisdiction on behalf of the People of the State of California.

The Office is divided into five divisions. Each division is subdivided into units and sections which specialize in areas of practice:

The Civil Advisory Division provides advice to the City Council, Mayor, and all City departments.

The Civil Litigation Division defends or prosecutes civil lawsuits in which the City is a party.

The Special Projects and Operations Division provides advice to the City on issues of unique complexity or urgency; oversees recruitment, training, professional development programs, and diversity efforts; creates office policies and procedures; and oversees the legal intern and volunteer program.

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

The Community Justice Division prosecutes cases that the community and City have identified as important to quality of life. The Division also manages the Community Justice Initiative and collaborative courts program.

The Office'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.***

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The Office's vision is:

*To make a difference in people's lives by providing exceptional legal services characterized by quality and excellence.*

## Goals and Objectives

***Goal 1: Protect our most vulnerable citizens by increasing the reach and effectiveness of programs under the Domestic Violence and Sex Crimes Unit, particularly as they relate to domestic violence, elder abuse, and gun violence.***

- Work with and represent the San Diego Police Department (SDPD) petitioning the Superior Court of San Diego for Temporary and Permanent Gun Violence Restraining Orders (GVROs).
- Assume responsibility for the San Diego Family Justice Center and expand its scope and reach to transform it into a regional asset with support from government and non-government partners.
- Increase the effectiveness of law enforcement's response to situations involving elder abuse and elder crime involving persons suffering from Alzheimer's Disease and dementia-related conditions through expanded training protocols, policies, and community outreach, and by coordinating a Rapid Response Team to address non-law enforcement problems that arise when law enforcement responds to a scene involving elders.

***Goal 2: Reorganize and expand the Community Justice Division to reflect new proprieties of the Mayor, City Council and San Diego Police Department with respect to code enforcement, homelessness, and the creation of innovative restorative justice programs.***

- Expand the S.M.A.R.T. (San Diego Misdemeanants At-Risk Track) Program to serve approximately 70 people under one roof, providing them with a one-stop shop for social services, case management, medical care and housing navigation.
- Offer Instant Justice opportunities to homeless offenders.
- Regulate the enforcement of short-term rentals, consistent with City Council action.
- Increase focus on substandard housing and nuisance properties (including locations of human trafficking activity).
- Provide SDPD with additional resources to assist it in creating and running a specialized division to handle quality of life issues in neighborhoods, with an emphasis on new restorative justice programs and opportunities.

***Goal 3: Protect the City by expanding the Civil Litigation Division so that it can build on its success in 2017, when it saved taxpayers millions of dollars defending increasingly complex lawsuits, went to trial five times more often than in previous years and handled all defense work in-house without reliance on outside counsel.***

- Address workload increases with an additional Deputy City Attorney to defend the City against civil lawsuits.

***Goal 4: Expand the Civil Advisory Division to reflect growth and changes in the Mayor's priorities and departmental workloads.***

- Provide City departments with additional advisory attorney support in Police Legal and in the Environment and Land Use Section to deal with issues related to the environment, energy, and the Climate Action Plan.

***Goal 5: Expand the Consumer and Environmental Unit to protect consumers from unlawful disposal of personal and confidential information and increased risk of identity theft.***

- Investigate complaints, conduct waste audits, and better protect citizens from fraudulent activities.

## Department Summary

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
FTE Positions (Budgeted)	361.10	358.73	<b>370.73</b>	12.00
Personnel Expenditures	\$ 46,183,771	\$ 50,164,192	<b>\$ 54,194,770</b>	\$ 4,030,578
Non-Personnel Expenditures	3,430,468	4,114,717	<b>3,460,510</b>	(654,207)
<b>Total Department Expenditures</b>	<b>\$ 49,614,239</b>	<b>\$ 54,278,909</b>	<b>\$ 57,655,280</b>	<b>\$ 3,376,371</b>
<b>Total Department Revenue</b>	<b>\$ 3,103,919</b>	<b>\$ 3,910,296</b>	<b>\$ 4,159,963</b>	<b>\$ 249,667</b>

## General Fund

### Department Expenditures

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
Administration	\$ 5,866,714	\$ 7,293,026	<b>\$ 6,348,418</b>	\$ (944,608)
Civil Advisory	14,291,421	15,294,601	<b>16,882,753</b>	1,588,152
Civil Litigation	11,320,464	11,602,059	<b>12,732,820</b>	1,130,761
Community Justice	5,687,606	5,813,314	<b>6,323,070</b>	509,756
Criminal Litigation	12,448,035	14,275,909	<b>14,369,342</b>	93,433
Family Justice Center	-	-	<b>998,877</b>	998,877
<b>Total</b>	<b>\$ 49,614,239</b>	<b>\$ 54,278,909</b>	<b>\$ 57,655,280</b>	<b>\$ 3,376,371</b>

### Department Personnel

	FY2017 Budget	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
Administration	29.35	31.00	<b>31.00</b>	0.00
Civil Advisory	85.05	83.36	<b>85.71</b>	2.35
Civil Litigation	75.00	74.27	<b>78.35</b>	4.08
Community Justice	42.15	43.55	<b>41.69</b>	(1.86)
Criminal Litigation	129.55	126.55	<b>125.98</b>	(0.57)
Family Justice Center	0.00	0.00	<b>8.00</b>	8.00
<b>Total</b>	<b>361.10</b>	<b>358.73</b>	<b>370.73</b>	<b>12.00</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	\$ 2,579,101	\$ -
<b>Family Justice Center Support</b> Addition of 4.00 FTE positions and associated non-personnel expenditures to support the Family Justice Center.	4.00	504,391	-
<b>Transfer of Family Justice Center</b> Transfer of the Family Justice Center from the Police Department to the Office of the City Attorney.	4.00	494,486	-

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## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Public Services and Public Safety Section</b> Addition of 1.00 Deputy City Attorney and associated non-personnel expenditures to support the Public Services & Public Safety Section.	1.00	183,316	-
<b>Domestic Violence and Sex Crimes Unit</b> Addition of 1.00 Deputy City Attorney and associated non-personnel expenditures to support the Domestic Violence and Sex Crimes Unit.	1.00	148,512	-
<b>Civil Litigation Division</b> Addition of 1.00 Deputy City Attorney and associated non-personnel expenditures to support the Civil Litigation Division.	1.00	146,012	-
<b>Community Outreach</b> Addition of 1.00 Assistant for Community Outreach and associated non-personnel expenditures to support community outreach and external communications.	1.00	123,175	-
<b>Non-Standard Hour Personnel Funding</b> Funding allocated according to a zero-based annual review of hourly funding requirements.	0.00	50,398	-
<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	(87,838)	-
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	(189,055)	-
<b>One-Time Reductions and Annualizations</b> Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2018.	0.00	(576,127)	249,667
<b>Total</b>	<b>12.00</b>	<b>\$ 3,376,371</b>	<b>\$ 249,667</b>

## Expenditures by Category

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018-2019 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 28,161,773	\$ 28,356,542	\$ 31,500,965	\$ 3,144,423
Fringe Benefits	18,021,998	21,807,650	22,693,805	886,155
<b>PERSONNEL SUBTOTAL</b>	<b>46,183,771</b>	<b>50,164,192</b>	<b>54,194,770</b>	<b>4,030,578</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 346,406	\$ 318,536	\$ 355,639	\$ 37,103
Contracts	1,733,575	2,033,838	1,428,342	(605,496)
Information Technology	1,216,832	1,618,325	1,429,270	(189,055)
Energy and Utilities	38,743	29,694	32,535	2,841
Other	94,059	104,024	204,424	100,400
Capital Expenditures	853	10,300	10,300	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>3,430,468</b>	<b>4,114,717</b>	<b>3,460,510</b>	<b>(654,207)</b>
<b>Total</b>	<b>\$ 49,614,239</b>	<b>\$ 54,278,909</b>	<b>\$ 57,655,280</b>	<b>\$ 3,376,371</b>

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## Revenues by Category

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018-2019 Change
Charges for Services	\$ 2,749,764	\$ 3,448,162	\$ 3,572,086	\$ 123,924
Fines Forfeitures and Penalties	155,865	300,000	300,000	-
Licenses and Permits	3,915	3,500	3,500	-
Other Revenue	6,748	-	-	-
Rev from Other Agencies	187,627	158,634	284,377	125,743
<b>Total</b>	<b>\$ 3,103,919</b>	<b>\$ 3,910,296</b>	<b>\$ 4,159,963</b>	<b>\$ 249,667</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2017 Budget	FY2018 Budget	FY2019 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	1.00	1.00	1.00	\$32,530 - \$39,170	\$ 37,021
20000012	Administrative Aide 1	2.00	2.00	2.00	38,181 - 46,002	90,394
20001076	Assistant City Attorney	5.00	4.00	4.00	75,417 - 301,218	731,364
21000179	Assistant Dispute Resolution Officer	1.00	0.00	0.00	45,938 - 55,843	-
20000050	Assistant Management Analyst	0.00	0.00	2.00	45,938 - 55,843	108,410
20000041	Assistant Management Analyst	0.00	1.00	1.00	45,938 - 55,843	55,843
20001154	Assistant for Community Outreach	0.00	0.00	1.00	19,961 - 156,851	90,000
20000119	Associate Management Analyst	2.00	3.00	3.00	55,843 - 67,489	182,737
20000171	Auto Messenger 1	2.00	2.00	2.00	27,073 - 32,530	65,060
20001070	City Attorney	1.00	1.00	1.00	200,038 - 200,038	193,648
90000610	City Attorney Investigator	1.40	0.97	0.90	60,140 - 72,753	54,127
20000610	City Attorney Investigator	23.00	23.00	23.00	60,140 - 72,753	1,644,425
20000539	Clerical Assistant 2	20.00	19.00	19.00	30,919 - 37,257	695,006
20001159	Confidential Secretary to the City Attorney	1.00	1.00	1.00	17,383 - 109,001	82,640
20000351	Court Support Clerk 1	18.00	16.00	16.00	32,530 - 39,170	601,569
20000353	Court Support Clerk 2	18.00	19.00	20.00	34,056 - 41,125	803,429
20001117	Deputy City Attorney	149.00	150.00	152.00	159,373 - 185,002	18,241,245
90001117	Deputy City Attorney	1.40	1.06	0.98	159,373 - 185,002	168,745
20001258	Deputy City Attorney - Unrepresented	5.00	5.00	6.00	159,373 - 185,002	843,710
20001168	Deputy Director	1.00	1.00	1.00	48,516 - 178,445	144,625
20000392	Dispute Resolution Officer	1.00	0.00	0.00	55,843 - 67,489	-
20001220	Executive Director	0.00	0.00	1.00	48,516 - 178,445	115,845
20000924	Executive Secretary	0.00	0.00	1.00	44,993 - 54,404	54,404
20000290	Information Systems Analyst 2	1.00	2.00	2.00	55,843 - 67,489	134,978
20000293	Information Systems Analyst 3	1.00	1.00	1.00	61,322 - 74,128	74,128
20000377	Information Systems Technician	2.00	1.00	1.00	43,983 - 53,028	53,028
90001128	Legal Intern	1.00	1.00	1.50	40,287 - 48,989	60,431
20000587	Legal Secretary 2	35.25	35.00	36.00	44,993 - 54,404	1,845,654
90000587	Legal Secretary 2	0.35	0.35	0.35	44,993 - 54,404	15,747
20000911	Librarian 3	1.00	1.00	1.00	57,089 - 69,315	68,275

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## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2017 Budget	FY2018 Budget	FY2019 Proposed	Salary Range	Total
20000614	Paralegal	21.00	21.00	<b>21.00</b>	54,103 - 65,276	1,315,148
20000680	Payroll Specialist 2	2.00	2.00	<b>2.00</b>	35,753 - 43,166	79,091
20001141	Principal Assistant to the City Attorney	1.00	1.00	<b>1.00</b>	27,266 - 165,725	165,724
20000747	Principal City Attorney Investigator	1.00	1.00	<b>1.00</b>	72,538 - 87,858	86,540
20000741	Principal Clerk	1.00	1.00	<b>1.00</b>	44,993 - 54,404	54,404
20000380	Principal Legal Secretary	1.00	1.00	<b>1.00</b>	52,062 - 62,740	60,544
20000063	Principal Paralegal	1.00	1.00	<b>1.00</b>	65,684 - 79,027	79,027
20001234	Program Coordinator	0.00	0.00	<b>1.00</b>	23,764 - 142,455	97,475
20001222	Program Manager	2.00	3.00	<b>3.00</b>	48,516 - 178,445	323,369
90000933	Senior City Attorney Investigator	0.35	0.35	<b>0.00</b>	65,899 - 79,865	-
20000933	Senior City Attorney Investigator	5.00	5.00	<b>5.00</b>	65,899 - 79,865	396,929
20000935	Senior City Attorney Investigator	1.00	1.00	<b>1.00</b>	65,899 - 79,865	79,865
20000927	Senior Clerk/Typist	8.00	8.00	<b>8.00</b>	37,257 - 44,950	341,002
20001144	Senior Legal Intern	1.00	1.00	<b>1.00</b>	49,032 - 59,560	59,560
20000843	Senior Legal Secretary	6.00	6.00	<b>6.00</b>	49,591 - 59,754	349,824
20000015	Senior Management Analyst	1.00	1.00	<b>2.00</b>	61,322 - 74,128	132,855
20000845	Senior Paralegal	5.00	5.00	<b>5.00</b>	59,560 - 71,700	352,404
90001146	Student Intern	0.35	0.00	<b>0.00</b>	19,230 - 24,709	-
20000970	Supervising Management Analyst	1.00	1.00	<b>1.00</b>	68,971 - 83,561	83,561
20001057	Victim Services Coordinator	4.00	4.00	<b>5.00</b>	38,181 - 46,002	220,114
20000756	Word Processing Operator	4.00	4.00	<b>3.00</b>	32,530 - 39,170	103,642
	Bilingual - Regular					29,120
	Budgeted Vacancy Savings					(596,494)
	Master Library Degree					3,466
	Overtime Budgeted					10,512
	Sick Leave - Hourly					1,499
	Special Pay Adjustment					378,667
	Termination Pay Annual Leave					36,629
<b>FTE, Salaries, and Wages Subtotal</b>		<b>361.10</b>	<b>358.73</b>	<b>370.73</b>		<b>\$ 31,500,965</b>

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018-2019 Change
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### Fringe Benefits

Employee Offset Savings	\$ 342,929	\$ 350,178	\$ 349,398	\$ (780)
Flexible Benefits	3,773,793	4,378,101	4,600,687	222,586
Long-Term Disability	74,526	-	-	-
Medicare	417,636	403,274	449,972	46,698
Other	28	-	-	-
Other Post-Employment Benefits	2,035,633	2,082,346	2,201,030	118,684
Retiree Medical Trust	24,635	25,127	33,284	8,157
Retirement 401 Plan	31,748	32,355	35,272	2,917
Retirement ADC	8,935,258	11,969,167	11,963,929	(5,238)
Retirement DROP	74,390	77,791	65,126	(12,665)
Risk Management Administration	354,704	350,818	378,386	27,568



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	<b>FY2017 Actual</b>	<b>FY2018 Budget</b>	<b>FY2019 Proposed</b>	<b>FY2018-2019 Change</b>
Supplemental Pension Savings Plan	1,573,925	1,648,270	1,924,438	276,168
Unemployment Insurance	51,027	50,537	52,456	1,919
Workers' Compensation	331,766	439,686	639,827	200,141
<b>Fringe Benefits Subtotal</b>	<b>\$ 18,021,998</b>	<b>\$ 21,807,650</b>	<b>\$ 22,693,805</b>	<b>\$ 886,155</b>
<b>Total Personnel Expenditures</b>			<b>\$ 54,194,770</b>	



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