

City Attorney



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Description

The City Attorney's Office serves as chief legal counsel to the Mayor, City Council, and all City departments; prosecutes and defends cases to which the City is or may be a party; and prosecutes violations of State and local laws on behalf of the People of the State of California.

The Office is divided into seven divisions:

The Civil Advisory Division drafts municipal legislation; handles contractual, real estate, and financial transactions; and advises the City Council, Mayor, and all City departments on civil matters.

The Civil Litigation Division defends or prosecutes civil lawsuits in which the City is a party. Its Affirmative Civil Enforcement Unit civilly prosecutes consumer fraud, environmental crimes, and violations of wage laws.

The Special Projects Division advises the City on issues of unique complexity or urgency, oversees diversity efforts, and manages the Office's legal intern and volunteer programs.

The Criminal Division prosecutes criminal misdemeanors and infractions committed within the City's jurisdiction. It also manages the City Attorney's nationally recognized Gun Violence Restraining Order program, and coordinates statewide trainings.

The Community Justice Division prosecutes substandard housing, public nuisance, illegal zoning, and other cases important to quality of life. The Division also manages restorative justice and collaborative courts programs, the Community Justice Initiative, and the San Diego Misdemeanant At-Risk Track (S.M.A.R.T.) program.

The Administration Division is responsible for Office operations, including personnel management, budget, accounting, information technology, recruitment, training, hiring, labor negotiations, and contract management. It includes a team of employment and labor attorneys.

The Family Justice Center is a service-oriented division of the City Attorney's Office which is dedicated to transitioning victims of domestic violence and sex trafficking into survivors. Services are provided at no charge and include mental health providers, nurses, restraining order clinic attorneys, prosecutors, domestic violence advocates, immigration specialists, police, and other social service providers.

The 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

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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 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 related to domestic violence, elder abuse, and gun violence*

- Work with the San Diego Police Department in petitioning the Superior Court for Gun Violence Restraining Orders against individuals who pose a threat to themselves or others, and continue to be a model and trainer for law enforcement throughout California on how to obtain GVROs to prevent predictable violence and save lives.
- Continue to expand and transform the San Diego Family Justice Center to provide services to survivors of domestic violence and human trafficking, with help 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.
- Address employee retention issues through competitive compensation and benefits.

Goal 2: *Develop and institute programs to keep people out of the criminal justice system by addressing the root causes of their behavior.*

- 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.
- Implement the PLEADS (Prosecution and Law Enforcement Assisted Diversion Services) program to divert people struggling with drug addiction from the criminal justice system and connect them with support services, providing significant cost savings for taxpayers.
- Increase focus on substandard housing and nuisance properties (including locations of human trafficking activity).

Goal 3: *Protect taxpayers by securing appropriate staffing levels for the Civil Litigation Division so that it can defend the City against an expanding volume of increasingly complex lawsuits without reliance on outside counsel.*

- Address employee retention issues through competitive compensation and benefits.

Goal 4: *Secure appropriate staffing levels for the Civil Advisory Division to reflect the legislative and policy priorities of the City Council and Mayor, and increasing departmental workloads.*

- Address employee retention issues through competitive compensation and benefits.

Goal 5: *Secure appropriate funding for the Affirmative Civil Enforcement Unit to protect the environment and consumers from pollution, fraud, and other illegal practices.*

- Work with the California Legislature to allow the City of San Diego to use all penalties obtained through Business and Professions Code prosecutions to enforce environmental and consumer protection laws.



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Department Summary

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
FTE Positions (Budgeted)	358.73	375.73	385.98	10.25
Personnel Expenditures	\$ 50,424,305	\$ 55,070,254	\$ 56,480,968	\$ 1,410,714
Non-Personnel Expenditures	3,404,721	3,604,510	3,822,605	218,095
Total Department Expenditures	\$ 53,829,026	\$ 58,674,764	\$ 60,303,573	\$ 1,628,809
Total Department Revenue	\$ 3,550,369	\$ 4,215,963	\$ 3,911,796	\$ (304,167)

General Fund

Department Expenditures

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Administration	\$ 6,388,132	\$ 6,476,970	\$ 9,115,790	\$ 2,638,820
Civil Advisory	15,767,521	17,191,562	16,146,259	(1,045,303)
Civil Litigation	12,262,585	13,140,157	13,932,157	792,000
Community Justice	6,053,782	6,345,727	5,875,123	(470,604)
Criminal Litigation	13,357,006	14,449,312	14,308,645	(140,667)
Family Justice Center	-	1,071,036	925,599	(145,437)
Total	\$ 53,829,026	\$ 58,674,764	\$ 60,303,573	\$ 1,628,809

Department Personnel

	FY2018 Budget	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Administration	31.00	31.00	35.00	4.00
Civil Advisory	83.36	86.71	87.71	1.00
Civil Litigation	74.27	80.35	87.35	7.00
Community Justice	43.55	41.69	39.69	(2.00)
Criminal Litigation	126.55	126.98	126.23	(0.75)
Family Justice Center	0.00	9.00	10.00	1.00
Total	358.73	375.73	385.98	10.25

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary Adjustment Adjustment to reflect the impact related to the recent MOU negotiations with the Deputy City Attorney Association.	0.00	\$ 1,494,074	\$ -
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	318,751	-
Assistant City Attorney Addition of 1.00 Assistant City Attorney and associated non-personnel expenditures to support the Administration Division.	1.00	230,979	-
Pay-in-Lieu of Annual Leave Adjustments Adjustment to expenditures associated with projected compensation to employees in-lieu of the use of annual leave.	0.00	217,937	-
Supplemental Positions to Permanent Addition of 9.25 FTE positions for supplemental positions currently filled to support the City Attorney's Office, and a corresponding increase in budgeted vacancy savings.	9.25	-	-

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Significant Budget Adjustments

	FTE	Expenditures	Revenue
Non-Discretionary Adjustment	0.00	(40,156)	-
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.			
Non-Standard Hour Personnel Funding	0.00	(52,508)	-
Funding allocated according to a zero-based annual review of hourly funding requirements.			
Family Justice Center	0.00	(63,000)	-
Transfer of non-personnel expenditures from the Office of the City Attorney to the Police Department related to parking at the Smart Corner building.			
Salary and Benefit Adjustments	0.00	(477,268)	-
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			
Otay Mesa Enhanced Infrastructure Financing District	0.00	-	1,500
Addition of one-time revenue for reimbursable expenditures related to the Otay Mesa Enhanced Infrastructure Financing District (EIFD) formation.			
One-Time Additions and Annualizations	0.00	-	(56,000)
Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2019.			
Revised Revenue	0.00	-	(249,667)
Adjustment to reflect revised revenue projections.			
Total	10.25 \$	1,628,809 \$	(304,167)

Expenditures by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
PERSONNEL				
Personnel Cost	\$ 28,691,647	\$ 32,172,500	\$ 33,938,267	1,765,767
Fringe Benefits	21,732,658	22,897,754	22,542,701	(355,053)
PERSONNEL SUBTOTAL	50,424,305	55,070,254	56,480,968	1,410,714
NON-PERSONNEL				
Supplies	\$ 284,729	\$ 365,639	\$ 362,918	(2,721)
Contracts	1,569,019	1,562,342	1,522,390	(39,952)
Information Technology	1,408,760	1,429,270	1,748,021	318,751
Energy and Utilities	43,137	32,535	42,852	10,317
Other	91,961	204,424	141,424	(63,000)
Capital Expenditures	7,115	10,300	5,000	(5,300)
NON-PERSONNEL SUBTOTAL	3,404,721	3,604,510	3,822,605	218,095
Total	\$ 53,829,026	\$ 58,674,764	\$ 60,303,573	1,628,809

Revenues by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Charges for Services	\$ 3,516,776	\$ 3,628,086	\$ 3,449,662	(178,424)
Fines Forfeitures and Penalties	2,200	300,000	300,000	-
Licenses and Permits	4,303	3,500	3,500	-
Other Revenue	9,869	-	-	-
Rev from Other Agencies	17,220	284,377	158,634	(125,743)
Total	\$ 3,550,369	\$ 4,215,963	\$ 3,911,796	(304,167)

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Personnel Expenditures

Job Number	Job Title / Wages	FY2018 Budget	FY2019 Budget	FY2020 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	1.00	1.00	1.00	\$ 33,605 - 40,459 \$	39,852
20000012	Administrative Aide 1	2.00	2.00	2.00	39,449 - 47,528	92,680
20001076	Assistant City Attorney	4.00	4.00	5.00	77,910 - 311,166	960,601
20001154	Assistant for Community Outreach	0.00	1.00	1.00	20,627 - 162,029	96,044
20000041	Assistant Management Analyst	1.00	1.00	1.00	47,463 - 57,691	54,769
20000050	Assistant Management Analyst	0.00	3.00	2.00	47,463 - 57,691	111,523
20000119	Associate Management Analyst	3.00	3.00	4.00	57,691 - 69,723	235,557
20000171	Auto Messenger 1	2.00	2.00	2.00	27,975 - 33,605	67,210
20001070	City Attorney	1.00	1.00	1.00	200,038 - 200,038	193,648
20000610	City Attorney Investigator	23.00	24.00	24.00	62,117 - 75,159	1,715,059
90000610	City Attorney Investigator - Hourly	0.97	0.90	0.90	62,117 - 75,159	55,905
20000539	Clerical Assistant 2	19.00	19.00	18.00	31,929 - 38,482	665,035
20001159	Confidential Secretary to the City Attorney	1.00	1.00	1.00	17,963 - 112,589	88,567
20000351	Court Support Clerk 1	16.00	16.00	16.00	33,605 - 40,459	600,638
20000353	Court Support Clerk 2	19.00	20.00	20.00	35,173 - 42,479	837,345
20001117	Deputy City Attorney	150.00	154.00	161.25	18,387 - 211,474	19,853,973
90001117	Deputy City Attorney - Hourly	1.06	0.98	0.98	18,387 - 211,474	112,633
20001258	Deputy City Attorney - Unrepresented	5.00	6.00	6.00	164,633 - 191,107	967,641
20001168	Deputy Director	1.00	1.00	1.00	50,128 - 184,332	175,610
20000924	Executive Assistant	0.00	1.00	1.00	46,475 - 56,208	56,208
20001220	Executive Director	0.00	1.00	1.00	50,128 - 184,332	160,115
20000290	Information Systems Analyst 2	2.00	2.00	2.00	57,691 - 69,723	139,446
20000293	Information Systems Analyst 3	1.00	1.00	1.00	63,342 - 76,578	76,578
20000377	Information Systems Technician	1.00	1.00	1.00	45,444 - 54,769	54,769
90001128	Legal Intern - Hourly	1.00	1.50	1.50	41,619 - 50,600	62,429
20000587	Legal Secretary 2	35.00	36.00	36.00	51,116 - 68,022	2,215,588
90000587	Legal Secretary 2 - Hourly	0.35	0.35	0.35	51,116 - 68,022	18,785
20000911	Librarian 3	1.00	1.00	1.00	58,980 - 78,752	72,282
20000614	Paralegal	21.00	21.00	21.00	55,886 - 74,167	1,412,231
20000680	Payroll Specialist 2	2.00	2.00	2.00	38,783 - 49,160	87,022
20001141	Principal Assistant to the City Attorney	1.00	1.00	1.00	28,169 - 171,204	149,394
20000747	Principal City Attorney Investigator	1.00	1.00	1.00	74,923 - 90,759	89,398
20000741	Principal Clerk	1.00	1.00	1.00	46,475 - 56,208	52,069
20000380	Principal Legal Secretary	1.00	1.00	1.00	59,152 - 78,421	73,733
20000063	Principal Paralegal	1.00	1.00	1.00	67,854 - 89,790	83,668
20001234	Program Coordinator	0.00	1.00	3.00	24,537 - 147,160	233,685
20001222	Program Manager	3.00	3.00	3.00	50,128 - 184,332	344,663
20000933	Senior City Attorney Investigator	5.00	5.00	5.00	68,069 - 82,508	407,026
20000935	Senior City Attorney Investigator	1.00	1.00	1.00	68,069 - 82,508	82,508

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Personnel Expenditures

Job Number	Job Title / Wages	FY2018 Budget	FY2019 Budget	FY2020 Adopted	Salary Range	Total
90000933	Senior City Attorney	0.35	0.00	0.00	68,069 - 82,508	-
	Investigator - Hourly					
20000927	Senior Clerk/Typist	8.00	9.00	9.00	38,482 - 46,432	393,645
20001144	Senior Legal Intern	1.00	1.00	1.00	50,643 - 61,516	61,516
20000843	Senior Legal Secretary	6.00	6.00	6.00	56,337 - 74,687	417,772
20000015	Senior Management Analyst	1.00	2.00	1.00	63,342 - 76,578	73,898
20000845	Senior Paralegal	5.00	5.00	5.00	61,516 - 81,470	360,260
20000970	Supervising Management Analyst	1.00	1.00	1.00	71,249 - 86,311	71,249
20001057	Victim Services Coordinator	4.00	5.00	7.00	39,449 - 47,528	312,953
20000756	Word Processing Operator	4.00	3.00	3.00	33,605 - 40,459	106,253
	Adjust Budget To Approved Levels					1,494,074
	Bilingual - Regular					30,576
	Budgeted Vacancy Savings					(2,489,386)
	Master Library Degree					3,669
	Overtime Budgeted					10,512
	Sick Leave - Hourly					1,499
	Termination Pay Annual Leave					75,953
	Vacation Pay In Lieu					217,937
FTE, Salaries, and Wages Subtotal		358.73	375.73	385.98		\$ 33,938,267

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Fringe Benefits				
Employee Offset Savings	\$ 327,476	\$ 350,006	\$ 338,275	(11,731)
Flexible Benefits	4,348,920	4,663,088	4,665,067	1,979
Long-Term Disability	(2)	-	-	-
Medicare	436,461	460,441	482,321	21,880
Other Post-Employment Benefits	2,145,500	2,229,136	2,260,186	31,050
Retiree Medical Trust	28,635	34,838	40,642	5,804
Retirement 401 Plan	32,168	35,353	36,239	886
Retirement ADC	12,018,038	11,988,328	11,719,480	(268,848)
Retirement DROP	58,344	65,790	62,921	(2,869)
Retirement Offset Contribution	(1)	-	-	-
Risk Management Administration	353,291	383,293	444,657	61,364
Supplemental Pension Savings Plan	1,669,600	1,985,534	2,113,993	128,459
Unemployment Insurance	51,583	53,281	51,420	(1,861)
Workers' Compensation	262,645	648,666	327,500	(321,166)
Fringe Benefits Subtotal	\$ 21,732,658	\$ 22,897,754	\$ 22,542,701	(355,053)
Total Personnel Expenditures			\$ 56,480,968	