

City Attorney



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Description

The City Attorney's Office serves as chief legal counsel to the City of San Diego, including its 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 six divisions:

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

The Civil Litigation Division defends or prosecutes civil lawsuits in which the City is a party. Its Affirmative Civil Enforcement Unit enforces laws that protect consumers, employees, and the environment, and collaborates with other agencies to protect public health and safety, restore environmental quality, and sustain economic vitality. The four General Litigation Units and Land Use Litigation Unit defend the City in lawsuits, including cases in which Plaintiffs seek damage awards in multimillion-dollar range. The Workers' Compensation Unit handles City employees' workers' compensation claims.

The Criminal Division prosecutes criminal misdemeanors and infractions committed within the City's jurisdiction. It manages the City Attorney's Gun Violence Restraining Order program, and trains law enforcement throughout the state.

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

City Attorney

The Administration Division is responsible for Office operations, including personnel management, budget, accounting, information technology, recruitment, training, hiring, and contract management. The Division includes a team of employment and labor attorneys providing advisory services regarding City-wide human resource and collective bargaining matters.

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 vision is:

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

The mission is:

• We protect San Diego through our dedication to justice and the welfare of our people, especially our most vulnerable residents. • We protect taxpayers by defending the City in court and by advising its officials on the responsible management of neighborhood resources. • We protect our natural resources, our communities, our quality of life, and our residents from exploitation and unscrupulous business practices.

Goals and Objectives

Goal 1: *Protect our most vulnerable citizens with effective programs that address domestic violence, human trafficking, elder abuse, sex crimes, and gun violence.*

- Expand the success of the office's Gun Violence Restraining Order Program working with the U.S. Attorney's Office, the California Legislature, the San Diego Superior Court, and the San Diego Police Department. Continue to train and advise law enforcement agencies on how to obtain GVROs to prevent predictable violence and save lives.
- Working with government and non-government partners, continue to expand services at the San Diego Family Justice Center to assist survivors of domestic violence and human trafficking.
- Increase the effectiveness of law enforcement and government agencies' response to situations involving the abuse of elders and dependent adults, including those living in substandard housing or suffering from Alzheimer's Disease and dementia-related conditions.
- Develop a process for disarming Armed Prohibited Persons in conjunction with external agencies, including the California Department of Justice and the Bureau of Alcohol, Tobacco, Firearms and Explosives.

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. Program to serve approximately 81 people under one roof, providing them with a one-stop shop for social services, case management, medical care and housing navigation.
- Add a project manager position to manage and coordinate the S.M.A.R.T. Program.
- Offer Instant Justice to homeless offenders, allowing them to avoid convictions, fines, and criminal records.
- Expand the scope and geographic boundaries of the Prosecution and Law Enforcement Assisted Diversion Services (PLEADS) program, which diverts people struggling with drug addiction from the criminal justice system and connects them with support services, providing significant cost savings for taxpayers.
- Increase training, community outreach and public attention on the issue of substandard housing and nuisance properties. Aggressively investigate and hold accountable property owners, managers, and landlords and their agents that exploit and prey on vulnerable populations, such as victims of human trafficking.

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, Mayor, and City departments.*

- 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, wage theft, predatory lending, unsafe and dangerous products, and other illegal practices.*

- Work with the California Legislature to allow the City of San Diego to use all penalties obtained through public interest causes of action on behalf of the People of the State of California under the Unfair Competition Law of the Business and Professions Code.



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Department Summary

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
FTE Positions (Budgeted)	375.73	385.98	386.73	0.75
Personnel Expenditures	\$ 53,148,998	\$ 56,480,968	\$ 57,908,328	\$ 1,427,360
Non-Personnel Expenditures	3,477,700	3,822,605	4,495,262	672,657
Total Department Expenditures	\$ 56,626,698	\$ 60,303,573	\$ 62,403,590	\$ 2,100,017
Total Department Revenue	\$ 3,682,122	\$ 3,911,796	\$ 3,910,296	\$ (1,500)

General Fund

Department Expenditures

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Administration	\$ 6,753,050	\$ 9,115,790	\$ 6,680,375	\$ (2,435,415)
Civil Advisory	15,845,530	16,146,259	17,792,687	1,646,428
Civil Litigation	13,097,785	13,932,157	14,819,897	887,740
Community Justice	5,727,263	5,875,123	5,879,308	4,185
Criminal Litigation	14,294,083	14,308,645	16,118,797	1,810,152
Family Justice Center	908,987	925,599	1,112,526	186,927
Total	\$ 56,626,698	\$ 60,303,573	\$ 62,403,590	\$ 2,100,017

Department Personnel

	FY2019 Budget	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Administration	31.00	35.00	37.00	2.00
Civil Advisory	86.71	87.71	84.35	(3.36)
Civil Litigation	80.35	87.35	85.10	(2.25)
Community Justice	41.69	39.69	40.48	0.79
Criminal Litigation	126.98	126.23	130.80	4.57
Family Justice Center	9.00	10.00	9.00	(1.00)
Total	375.73	385.98	386.73	0.75

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	\$ 3,737,235	\$ -
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	2,130,989	-

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Non-Standard Hour Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	0.00	60,864	-
Pay-in-Lieu of Annual Leave Adjustments Adjustment to expenditures associated with projected compensation in-lieu of the use of annual leave.	0.00	43,013	-
Legal Intern Support Addition of 1.75 Legal Intern - Hourly to support the Internship Program. This increase is offset by a reduction of 1.00 Senior Legal Intern.	0.75	(1,609)	-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	(1,458,332)	-
Reduction for Independent Departments Reduction of personnel expenditures implemented based on a four percent reduction from the Department's Fiscal Year 2020 Adopted Budget.	0.00	(2,412,143)	-
One-Time Additions and Annualizations Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2020.	0.00	-	(1,500)
Total	0.75 \$	2,100,017 \$	(1,500)

Expenditures by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
PERSONNEL				
Personnel Cost	\$ 31,501,840	\$ 33,938,267	\$ 34,112,443	174,176
Fringe Benefits	21,647,158	22,542,701	23,795,885	1,253,184
PERSONNEL SUBTOTAL	53,148,998	56,480,968	57,908,328	1,427,360
NON-PERSONNEL				
Supplies	\$ 315,956	\$ 362,918	\$ 362,988	70
Contracts	1,581,285	1,522,390	1,586,108	63,718
Information Technology	1,360,093	1,748,021	2,354,723	606,702
Energy and Utilities	35,006	42,852	47,019	4,167
Other	185,359	141,424	141,424	-
Capital Expenditures	-	5,000	3,000	(2,000)
NON-PERSONNEL SUBTOTAL	3,477,700	3,822,605	4,495,262	672,657
Total	\$ 56,626,698	\$ 60,303,573	\$ 62,403,590	\$ 2,100,017

Revenues by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Charges for Services	\$ 3,471,901	\$ 3,449,662	\$ 3,448,162	(1,500)
Fines Forfeitures and Penalties	127,575	300,000	300,000	-
Licenses and Permits	3,830	3,500	3,500	-
Other Revenue	28,815	-	-	-
Rev from Other Agencies	50,000	158,634	158,634	-
Total	\$ 3,682,122	\$ 3,911,796	\$ 3,910,296	(1,500)

City Attorney

Personnel Expenditures

Job Number	Job Title / Wages	FY2019 Budget	FY2020 Budget	FY2021 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	1.00	1.00	1.00	\$ 33,605 - 40,459	\$ 37,133
20000012	Administrative Aide 1	2.00	2.00	2.00	39,449 - 47,528	86,273
20001076	Assistant City Attorney	4.00	5.00	5.00	77,910 - 311,166	976,350
20001154	Assistant for Community Outreach	1.00	1.00	1.00	28,080 - 162,032	108,472
20000041	Assistant Management Analyst	1.00	1.00	1.00	47,463 - 57,691	57,699
20000050	Assistant Management Analyst	3.00	2.00	2.00	47,463 - 57,691	110,024
20000119	Associate Management Analyst	3.00	4.00	4.00	57,691 - 69,723	210,475
20000171	Auto Messenger 1	2.00	2.00	2.00	28,080 - 33,613	67,226
20001070	City Attorney	1.00	1.00	1.00	204,516 - 204,516	204,516
20000610	City Attorney Investigator	24.00	24.00	24.00	62,117 - 75,159	1,714,835
90000610	City Attorney Investigator - Hourly	0.90	0.90	0.90	62,117 - 75,159	55,898
20000539	Clerical Assistant 2	19.00	18.00	18.00	31,929 - 38,482	671,540
20001159	Confidential Secretary to the City Attorney	1.00	1.00	1.00	28,080 - 112,590	80,095
20000351	Court Support Clerk 1	16.00	16.00	15.00	33,605 - 40,459	576,430
20000353	Court Support Clerk 2	20.00	20.00	21.00	35,173 - 42,479	863,263
20001117	Deputy City Attorney	154.00	161.25	161.25	28,080 - 217,922	21,855,351
90001117	Deputy City Attorney - Hourly	0.98	0.98	0.98	28,080 - 217,922	168,745
20001258	Deputy City Attorney - Unrepresented	6.00	6.00	6.00	28,080 - 217,922	945,091
20001168	Deputy Director	1.00	1.00	1.00	50,128 - 184,332	175,614
20000924	Executive Assistant	1.00	1.00	1.00	46,475 - 56,208	46,467
20001220	Executive Director	1.00	1.00	1.00	50,128 - 184,332	165,277
20000290	Information Systems Analyst 2	2.00	2.00	2.00	57,691 - 69,723	139,444
20000293	Information Systems Analyst 3	1.00	1.00	1.00	63,342 - 76,578	76,586
20000377	Information Systems Technician	1.00	1.00	1.00	45,444 - 54,769	54,766
90001128	Legal Intern - Hourly	1.50	1.50	3.25	41,619 - 50,600	135,267
20000587	Legal Secretary 2	36.00	36.00	34.00	56,243 - 68,016	2,209,402
90000587	Legal Secretary 2 - Hourly	0.35	0.35	0.35	56,243 - 68,016	19,685
20000911	Librarian 3	1.00	1.00	1.00	64,896 - 78,749	77,568
20000614	Paralegal	21.00	21.00	21.00	61,485 - 74,173	1,494,226
20000680	Payroll Specialist 2	2.00	2.00	2.00	40,726 - 49,171	96,866
20001141	Principal Assistant to the City Attorney	1.00	1.00	1.00	28,642 - 171,205	149,386
20000747	Principal City Attorney Investigator	1.00	1.00	1.00	74,923 - 90,759	90,750
20000741	Principal Clerk	1.00	1.00	1.00	46,475 - 56,208	55,582
20000380	Principal Legal Secretary	1.00	1.00	1.00	65,062 - 78,416	78,416
20000063	Principal Paralegal	1.00	1.00	1.00	74,630 - 89,773	89,773
20001234	Program Coordinator	1.00	3.00	3.00	28,080 - 147,160	292,344
20001222	Program Manager	3.00	3.00	3.00	50,128 - 184,332	328,474

City Attorney

Personnel Expenditures

Job Number	Job Title / Wages	FY2019 Budget	FY2020 Budget	FY2021 Adopted	Salary Range	Total
20000933	Senior City Attorney Investigator	5.00	5.00	5.00	68,069 - 82,508	409,682
20000935	Senior City Attorney Investigator	1.00	1.00	1.00	68,069 - 82,508	82,514
20000927	Senior Clerk/Typist	9.00	9.00	9.00	38,482 - 46,432	406,168
20001144	Senior Legal Intern	1.00	1.00	0.00	50,643 - 61,516	-
20000843	Senior Legal Secretary	6.00	6.00	7.00	61,984 - 74,672	504,839
20000015	Senior Management Analyst	2.00	1.00	1.00	63,342 - 76,578	75,437
20000845	Senior Paralegal	5.00	5.00	5.00	67,662 - 81,474	394,689
20000916	Senior Public Information Officer	0.00	0.00	1.00	57,691 - 69,723	69,368
20000970	Supervising Management Analyst	1.00	1.00	1.00	71,249 - 86,311	86,320
20001057	Victim Services Coordinator	5.00	7.00	7.00	39,449 - 47,528	326,761
20000756	Word Processing Operator	3.00	3.00	3.00	33,605 - 40,459	118,536
	Adjust Budget To Approved Levels					(2,683,386)
	Bilingual - Regular					43,680
	Budgeted Vacancy Factor					(603,242)
	Master Library Degree					3,937
	Overtime Budgeted					10,512
	Sick Leave - Hourly					1,499
	Termination Pay Annual Leave					38,870
	Vacation Pay In Lieu					260,950
FTE, Salaries, and Wages Subtotal		375.73	385.98	386.73		\$ 34,112,443

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Fringe Benefits				
Employee Offset Savings	\$ 325,464	\$ 338,275	\$ 325,775	\$ (12,500)
Flexible Benefits	4,541,033	4,665,067	4,739,724	74,657
Long-Term Disability	-	-	124,020	124,020
Medicare	479,648	482,321	515,639	33,318
Other	5,124	-	-	-
Other Post-Employment Benefits	2,252,813	2,260,186	2,337,850	77,664
Retiree Medical Trust	36,281	40,642	46,295	5,653
Retirement 401 Plan	35,176	36,239	36,712	473
Retirement ADC	11,391,930	11,719,480	12,502,437	782,957
Retirement DROP	53,825	62,921	59,847	(3,074)
Risk Management Administration	381,665	444,657	393,418	(51,239)
Supplemental Pension Savings Plan	1,896,910	2,113,993	2,334,306	220,313
Unemployment Insurance	53,479	51,420	55,041	3,621
Workers' Compensation	193,810	327,500	324,821	(2,679)
Fringe Benefits Subtotal	\$ 21,647,158	\$ 22,542,701	\$ 23,795,885	\$ 1,253,184
Total Personnel Expenditures			\$ 57,908,328	