

**City Attorney**



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## Description

The City Attorney's Office protects the people of San Diego by serving as chief legal counsel to the City of San Diego, including its Mayor, City Council, and all City departments; prosecuting and defending cases to which the City is or may be a party; and prosecuting violations of State and local laws on behalf of the People of the State of California while seeking resolutions that advance the interests of justice.

Given the COVID-19 pandemic's effect on City revenues, and resulting uncertainty of resources, the Office's Fiscal Year 2022 priorities revolve around core services as identified in the City Charter and other applicable laws.

The Office is divided into six divisions:

The Civil Advisory Division advises the City Council, Mayor, and all City departments on civil matters, including contractual, real estate, and financial transactions, and drafts municipal legislation and legal opinions. The Civil Advisory Division was restructured in late 2020 to accommodate the Strong Mayor/Strong Council form of government. The Division had long been run by one Assistant City Attorney, but the complexity and magnitude of the workload coupled with a new form of governance necessitated the addition of another Assistant City Attorney. The Assistant City Attorney for Council Relations and Specialized Services and her team work directly with City Council members and independent departments to accomplish their priorities. The Assistant City Attorney for Mayoral Departments and her team work directly with the Mayor and City department directors on operational issues.

The Civil Litigation Division annually defends and prosecutes hundreds of civil lawsuits involving the City and its officials and employees. Its attorneys hold contractors accountable, protect City assets from frivolous lawsuits, and keep important City projects on track. 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

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economic vitality. Its Workers' Compensation Unit handles City employees' workers' compensation claims.

The Criminal Division prosecutes criminal misdemeanors and infractions committed within the City's jurisdiction and assists victims of crime in navigating the criminal justice system. It manages the City Attorney's Gun Violence Restraining Order program to prevent predictable gun violence by those who pose a risk to themselves and others.

The Community Justice Division protects the quality of life in our communities through enforcement of health and safety, substandard housing, nuisance, and zoning laws. The Division also manages diversion and collaborative courts programs -- such as the Community Justice Initiative, Prosecution and Law Enforcement Assisted Diversion Services (PLEADS), and the San Diego Misdemeanor At-Risk Track (S.M.A.R.T.) program -- that divert offenders from the criminal justice system into education, treatment, and employment opportunities.

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 improve the quality of life for all of our residents and visitors.

***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 City operations, businesses, and residents by providing timely legal services in response to needs created by the COVID-19 pandemic, through work on Executive Orders, Emergency Ordinances, and enforcement of health orders.***

- Work with mayoral departments to hold accountable those who violate health and safety, substandard housing, nuisance, and zoning laws.

**Goal 2: *Protect our most vulnerable citizens with effective programs that target 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.
- Work 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.
- Lead a regional 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.
- Launch a pilot program 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.
- Conduct community outreach and explore alternative reporting mechanisms to address the underreporting of hate crimes.

**Goal 3: *Develop and implement programs to keep people out of the criminal justice system by addressing the root causes of their behavior.***

- Refine the S.M.A.R.T. Program in accordance with state criminal justice reforms and expand services to additional individuals who would benefit from a one-stop shop for social services, case management, medical care and housing navigation.
- Offer homeless offenders the opportunity to secure housing, support services, and treatment in lieu of prosecution, fines, and a criminal record.
- Continue to expand 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 awareness 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.

**Goal 4: *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.***

**Goal 5: *Secure appropriate staffing levels for the Civil Advisory Division to reflect the legislative and policy priorities of the City Council, Mayor, and City departments.***

## Department Summary

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
FTE Positions (Budgeted)	385.98	386.73	389.73	3.00
Personnel Expenditures	\$ 58,282,961	\$ 57,908,328	\$ 62,875,251	\$ 4,966,923
Non-Personnel Expenditures	3,560,740	4,495,262	5,924,084	1,428,822
<b>Total Department Expenditures</b>	<b>\$ 61,843,701</b>	<b>\$ 62,403,590</b>	<b>\$ 68,799,335</b>	<b>\$ 6,395,745</b>
<b>Total Department Revenue</b>	<b>\$ 4,922,685</b>	<b>\$ 3,910,296</b>	<b>\$ 3,910,296</b>	<b>\$ -</b>

## General Fund

### Department Expenditures

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Civil Advisory	\$ 16,794,164	\$ 17,792,687	\$ 18,363,492	\$ 570,805
Civil Litigation	14,110,478	14,819,897	15,804,422	984,525
Community Justice	5,824,222	5,879,308	6,591,973	712,665
Criminal Litigation	16,176,448	16,118,797	17,660,631	1,541,834
Family Justice Center	901,501	1,112,526	1,029,908	(82,618)
Management/Administration	8,036,889	6,680,375	9,348,909	2,668,534
<b>Total</b>	<b>\$ 61,843,701</b>	<b>\$ 62,403,590</b>	<b>\$ 68,799,335</b>	<b>\$ 6,395,745</b>

### Department Personnel

	FY2020 Budget	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Civil Advisory	87.71	84.35	83.35	(1.00)
Civil Litigation	87.35	85.10	86.35	1.25
Community Justice	39.69	40.48	39.48	(1.00)
Criminal Litigation	126.23	130.80	134.55	3.75
Family Justice Center	10.00	9.00	9.00	0.00
Management/Administration	35.00	37.00	37.00	0.00
<b>Total</b>	<b>385.98</b>	<b>386.73</b>	<b>389.73</b>	<b>3.00</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	\$ 3,935,188	\$ -
<b>Outside Counsel</b> Addition of non-personnel expenditures to support outside legal counsel costs.	0.00	900,000	-
<b>Addition of 3.00 Deputy City Attorneys</b> Addition of 3.00 Deputy City Attorneys to support the Civil Litigation and Criminal Divisions to reduce the need for outside legal counsel.	3.00	504,303	-

**Significant Budget Adjustments**

	FTE	Expenditures	Revenue
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology requirements.	0.00	484,487	-
<b>One-Time Additions and Annualizations</b> Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2021.	0.00	271,243	-
<b>Pay-In-Lieu of Annual Leave Adjustments</b> Adjustment to expenditures associated with projected compensation to employees in-lieu of the use of annual leave.	0.00	304,076	-
<b>Family Justice Center Security Services</b> Addition of non-personnel expenditures for security services at the San Diego Family Justice Center.	0.00	56,600	-
<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	14,470	-
<b>Equipment Rate Reduction</b> Reduction in non-personnel expenditures associated with a rate reduction for equipment rentals.	0.00	(1,135)	-
<b>Non-Standard Hour Personnel Funding</b> Funding allocated according to a zero-based annual review of hourly funding requirements.	0.00	(34,387)	-
<b>Citywide Contracts Reduction of 2.6%</b> Reduction of non-personnel expenditures associated with a 2.6% reduction in contracts citywide.	0.00	(39,100)	-
<b>Total</b>	<b>3.00</b>	<b>\$ 6,395,745</b>	<b>\$ -</b>

**Expenditures by Category**

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 35,206,687	\$ 34,112,443	\$ 36,415,090	2,302,647
Fringe Benefits	23,076,274	23,795,885	26,460,161	2,664,276
<b>PERSONNEL SUBTOTAL</b>	<b>58,282,961</b>	<b>57,908,328</b>	<b>62,875,251</b>	<b>4,966,923</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 224,976	\$ 362,988	\$ 371,627	8,639
Contracts	1,475,869	1,586,108	2,524,090	937,982
Information Technology	1,721,467	2,354,723	2,839,210	484,487
Energy and Utilities	32,576	47,019	44,733	(2,286)
Other	105,853	141,424	141,424	-
Capital Expenditures	-	3,000	3,000	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>3,560,740</b>	<b>4,495,262</b>	<b>5,924,084</b>	<b>1,428,822</b>
<b>Total</b>	<b>\$ 61,843,701</b>	<b>\$ 62,403,590</b>	<b>\$ 68,799,335</b>	<b>\$ 6,395,745</b>

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## Revenues by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Charges for Services	\$ 3,683,744	\$ 3,448,162	\$ 3,448,162	\$ -
Fines Forfeitures and Penalties	919,834	300,000	300,000	-
Licenses and Permits	824	3,500	3,500	-
Other Revenue	47,492	-	-	-
Rev from Other Agencies	250,000	158,634	158,634	-
Transfers In	20,791	-	-	-
<b>Total</b>	<b>\$ 4,922,685</b>	<b>\$ 3,910,296</b>	<b>\$ 3,910,296</b>	<b>\$ -</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2020 Budget	FY2021 Budget	FY2022 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	1.00	1.00	1.00	\$ 34,957 - 42,074	\$ 38,618
20000012	Administrative Aide 1	2.00	2.00	2.00	41,036 - 49,429	89,325
20001076	Assistant City Attorney	5.00	5.00	5.00	81,033 - 323,615	1,014,648
20001154	Assistant for Community Outreach	1.00	1.00	1.00	32,448 - 168,513	119,600
20000041	Assistant Management Analyst	1.00	1.00	1.00	49,364 - 60,007	60,007
20000050	Assistant Management Analyst	2.00	2.00	2.00	49,364 - 60,007	115,094
20000119	Associate Management Analyst	4.00	4.00	4.00	60,007 - 72,510	227,105
20000171	Auto Messenger 1	2.00	2.00	2.00	30,160 - 34,957	69,914
20001070	City Attorney	1.00	1.00	1.00	213,833 - 213,833	213,833
20000610	City Attorney Investigator	24.00	24.00	24.00	66,208 - 80,110	1,856,784
90000610	City Attorney Investigator-Hourly	0.90	0.90	0.90	66,208 - 80,110	59,588
20000539	Clerical Assistant 2	18.00	18.00	17.00	33,205 - 40,019	660,444
20001159	Confidential Secretary to the City Attorney	1.00	1.00	1.00	32,448 - 117,094	88,400
20000351	Court Support Clerk 1	16.00	15.00	16.00	34,957 - 42,074	648,852
20000353	Court Support Clerk 2	20.00	21.00	21.00	36,580 - 44,173	912,864
20001117	Deputy City Attorney	161.25	161.25	164.25	30,160 - 228,905	23,303,221
90001117	Deputy City Attorney-Hourly	0.98	0.98	0.98	30,160 - 228,905	130,631
20001258	Deputy City Attorney - Unrepresented	6.00	6.00	6.00	30,160 - 228,905	996,956
20001168	Deputy Director	1.00	1.00	1.00	52,133 - 191,703	182,639
20000924	Executive Assistant	1.00	1.00	1.00	48,326 - 58,450	56,698
20001220	Executive Director	1.00	1.00	1.00	52,133 - 191,703	171,888
20000290	Information Systems Analyst 2	2.00	2.00	2.00	60,007 - 72,510	145,020
20000293	Information Systems Analyst 3	1.00	1.00	1.00	65,869 - 79,649	79,649
20000377	Information Systems Technician	1.00	1.00	1.00	47,266 - 56,957	56,957
90001128	Legal Intern- Hourly	1.50	3.25	3.25	41,621 - 50,606	135,268
20000587	Legal Secretary 2	36.00	34.00	34.00	58,493 - 70,737	2,332,614
90000587	Legal Secretary 2- Hourly	0.35	0.35	0.35	58,493 - 70,737	20,472
20000911	Librarian 3	1.00	1.00	1.00	67,492 - 81,899	81,899



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## Personnel Expenditures

Job Number	Job Title / Wages	FY2020 Budget	FY2021 Budget	FY2022 Adopted	Salary Range	Total
20000614	Paralegal	21.00	21.00	21.00	63,944 - 77,140	1,562,333
20000680	Payroll Specialist 2	2.00	2.00	2.00	43,414 - 52,417	98,312
20001141	Principal Assistant to the City Attorney	1.00	1.00	1.00	32,448 - 178,053	155,361
20000747	Principal City Attorney Investigator	1.00	1.00	1.00	79,866 - 96,740	96,740
20000741	Principal Clerk	1.00	1.00	1.00	48,326 - 58,450	58,450
20000380	Principal Legal Secretary	1.00	1.00	1.00	67,665 - 81,553	81,553
20000063	Principal Paralegal	1.00	1.00	1.00	77,616 - 93,364	93,364
20001234	Program Coordinator	3.00	3.00	3.00	32,448 - 153,046	329,952
20001222	Program Manager	3.00	3.00	3.00	52,133 - 191,703	341,613
20000933	Senior City Attorney Investigator	5.00	5.00	5.00	72,572 - 87,960	436,740
20000935	Senior City Attorney Investigator	1.00	1.00	1.00	72,572 - 87,960	87,960
20000927	Senior Clerk/Typist	9.00	9.00	9.00	40,019 - 48,283	427,787
20001144	Senior Legal Intern	1.00	0.00	0.00	50,648 - 61,506	-
20000843	Senior Legal Secretary	6.00	7.00	7.00	64,463 - 77,659	535,071
20000015	Senior Management Analyst	1.00	1.00	1.00	65,869 - 79,649	79,649
20000845	Senior Paralegal	5.00	5.00	5.00	70,369 - 84,733	418,157
20000916	Senior Public Information Officer	0.00	1.00	1.00	60,007 - 72,510	72,510
20000970	Supervising Management Analyst	1.00	1.00	1.00	74,090 - 89,773	89,773
20001057	Victim Services Coordinator	7.00	7.00	7.00	41,036 - 49,429	326,886
20000756	Word Processing Operator	3.00	3.00	3.00	34,957 - 42,074	118,264
	Adjust Budget To Approved Levels					(2,135,009)
	Bilingual - Regular					45,136
	Budgeted Personnel					(1,407,245)
	Expenditure Savings					
	Master Library Degree					4,095
	Overtime Budgeted					10,512
	Sick Leave - Hourly					1,499
	Standby Pay					4,005
	Termination Pay Annual Leave					47,608
	Vacation Pay In Lieu					565,026
<b>FTE, Salaries, and Wages Subtotal</b>		<b>385.98</b>	<b>386.73</b>	<b>389.73</b>		<b>\$ 36,415,090</b>

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 317,903	\$ 325,775	\$ 305,569	\$ (20,206)
Flexible Benefits	4,712,168	4,739,724	5,207,379	467,655
Long-Term Disability	-	124,020	151,873	27,853
Medicare	530,502	515,639	546,472	30,833
Other	147,987	-	-	-
Other Post-Employment Benefits	2,388,893	2,337,850	2,233,219	(104,631)
Retiree Medical Trust	45,217	46,295	52,328	6,033

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	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Retirement 401 Plan	35,535	36,712	37,406	694
Retirement ADC	11,822,512	12,502,437	14,398,703	1,896,266
Retirement DROP	54,936	59,847	78,307	18,460
Risk Management Administration	461,043	393,418	386,471	(6,947)
Supplemental Pension Savings Plan	2,241,084	2,334,306	2,547,628	213,322
Unemployment Insurance	55,470	55,041	55,275	234
Workers' Compensation	263,023	324,821	459,531	134,710
<b>Fringe Benefits Subtotal</b>	<b>\$ 23,076,274</b>	<b>\$ 23,795,885</b>	<b>\$ 26,460,161</b>	<b>\$ 2,664,276</b>
<b>Total Personnel Expenditures</b>			<b>\$ 62,875,251</b>	