



Department Description

The Office of the San Diego City Attorney is among the region's largest law firms with 341 budgeted employees, including 137 attorneys handling a diverse case load. The City Attorney's Office advises the City and all its departments, defends the City in court, and prosecutes over 40,000 criminal cases per year.

The Office has restructured itself into a private law firm model with four divisions: Civil Advisory, Civil Litigation, Criminal, and Community Justice. These divisions are subdivided into sections and units which allow the attorneys to specialize in areas of practice.

- **Civil Advisory Division:** The Civil Advisory Division provides advice to the City and each of its departments including the City Council and Mayor. The Civil Advisory Division is divided into five sections: Government Affairs and Finance, Real Property and Economic Development, Public Works, Public Safety, and Employment Services. This division is under the direction of Assistant City Attorney Mary Jo Lanzafame who has over 22 years of experience as a municipal lawyer in areas of practice including CEQA, planning and zoning, conflict of interest, the Brown Act, real estate, and public works.
- **Civil Litigation:** The Civil Litigation Division prosecutes or defends civil lawsuits in which the City is a party. The Civil Litigation Division is divided into five units: Civil Prosecution, Workers Compensation, Land Use Litigation, General Litigation, and Special Litigation. Don Worley, the Assistant City Attorney heading this division, has over 30 years in private practice in land use, real estate, and business litigation.
- **Criminal Division:** The Criminal Division prosecutes criminal misdemeanors and infractions committed within the City limits. The Criminal Division is divided into four units: Case Issuance, General Trial, Appellate, and Domestic Violence. Andrew Jones, the Assistant City Attorney heading this division, has over 13 years of trial experience and has tried over 50 jury trials and 100 bench trials. His experience covers a wide variety of areas including prosecuting misdemeanor violations, heading the Discovery Unit, and prosecuting abusers in domestic violence and child abuse cases.
- **Community Justice Division:** The Community Justice Division prosecutes cases that the community has identified as important to quality of life. Prosecutors work with the community, police, and other law enforcement agencies to establish and maintain security, fair business dealing, and to promote justice. The Community Justice Division is divided into three units: Neighborhood Prosecution, Code Enforcement and Consumer and Environmental Protection. This division is under the direction of Tricia Pummill,

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Assistant City Attorney, who brings over 26 years of experience as a criminal prosecutor specializing in code enforcement cases and criminal theft cases.

The Office of the City Attorney is built upon the senior partner, junior partner, and associate model used in private law firms. The four division leaders, along with City Attorney, Jan Goldsmith have more than 130 years of combined experience.

The Department's mission is:

Integrity matters! We can best help our city by maintaining our integrity and providing timely, accurate, and high quality legal representation to the City of San Diego. We will be firm, independent, and professional, stopping illegalities while suggesting solutions. We will never forget that we are accountable to the people of San Diego and that we represent the City of San Diego.

Service Efforts and Accomplishments

The Office has developed client communications and internal team support, regular training programs, and quality control processes patterned after those used at the best private law firms. Each of the divisions has instituted changes that provide better and more efficient quality legal services. The Office has collaborated effectively with the Mayor and City departments to elaborate on the distinct roles that the City Attorney performs under the City Charter.

The results reflecting these changes are immediate. One of the Civil Advisory Division sections provided educational programs on process, open meeting laws and public "sunshine" laws for new council members that helped develop relationships and interaction on legal issues. Mayoral departments and attorneys advising them have also developed close working relationships.

The Civil Litigation Division implemented a policy that every lawsuit should have a strategy to achieve specific client goals. The Office does not litigate for any other reason. To the extent the Office does litigate, a "team" approach comparable to larger law firms is implemented. The Office's commitment to strategy has paid off with successful wins and savings to the City.

The Criminal Division has been transformed into a near seamless operation with the District Attorney's Office through computer technology. With the help of the District Attorney's Office, the City Attorney's Office has a professional case management system that allows for unified search parameters, pre-defined reports, research on history, prior convictions, and statistics on cases, agencies, and divisions. Additionally, the Office of the City Attorney and the District Attorney's Office have instituted cross-training of its attorneys and coordinated efforts to attack crime known as cross-deputization for prosecuting misdemeanors and felonies. The results speak for themselves as justice and efficiency prevail against criminals when work is conducted together. The Office has also received positive feedback from Superior Court judges.

The Community Justice Division is better serving the public and has increased its focus on neighborhood prosecution as a more efficient, responsive, and effective way of the future. The Code Enforcement Unit has limited their focus to the nuts and bolts of code enforcement rather than broader litigation such as "foreclosure sanctuaries" and has added a vacant properties prosecutor. The Consumer and Environmental Protection Unit is using a pre-filing negotiation model to avoid protracted litigation expenses. In addition, this unit has formed a strong bond with the District Attorney's Consumer and Environmental prosecutors and the two offices meet regularly to discuss case distribution.

By rebuilding the Office and working together, each of the divisions has instituted changes that implement standards of excellence to improve the quality of legal services in a timely manner. The attorneys have developed solid attorney-client relationships with the Mayor, City departments, and City Council to provide independent legal advice not influenced by politics. The City has been receptive to independent legal advice intent on following the law and

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willing to take action to correct legal problems. The Office of the City Attorney will continue to work on preventative law and to pursue justice.

Department Summary

	FY2010 Budget	FY2011 Proposed	FY2010–2011 Change
Positions	341.22	348.43	7.21
Personnel Expenses	34,628,874	37,632,278	3,003,404
Non-Personnel Expenses	3,161,757	2,651,820	(509,937)
Total Department Expenses	37,790,631	40,284,098	2,493,467¹
Total Department Revenue	6,183,020	4,234,720	(1,948,300)

1. This department's expenses have increased due to additional Retirement ARC payment expenses.

General Fund

Department Expenditures

	FY2010 Budget	FY2011 Proposed	FY2010–2011 Change
Civil Advisory	6,100,959	8,124,412	2,023,453
Community Justice	2,719,502	3,760,637	1,041,135
Criminal	6,004,636	5,768,091	(236,545)
Civil Litigation	3,823,910	5,636,131	1,812,221
Administration & Support	19,141,624	16,994,827	(2,146,797)
Fund Total	37,790,631	40,284,098	2,493,467¹

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Department Personnel

	FY2010 Budget	FY2011 Proposed	FY2010–2011 Change
Civil Advisory	44.81	49.83	5.02
Community Justice	20.00	28.12	8.12
Criminal	44.05	48.07	4.02
Civil Litigation	28.00	36.00	8.00
Administration & Support	204.36	186.41	(17.95)
Fund Total	341.22	348.43	7.21

Significant Budget Adjustments

	FTE	Expenditure	Revenue
Service Level Agreement (SLA) Revenue Adjustment Reduction of revenue for reimbursable work through an SLA with the Engineering & Capital Projects Department.	0.00	0	(548,300)
Revised Revenue Adjustment to reflect Fiscal Year 2011 revenue projections.	0.00	0	(1,400,000)
Adjustment to Hourly Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	5.21	184,791	0

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Significant Budget Adjustments

	FTE	Expenditure	Revenue
Domestic Violence Unit Support Addition of 3.00 Deputy City Attorneys to support the Domestic Violence Unit.	3.00	296,616	0
Case Management Systems Support Addition of 1.00 Program Manager to support two new case management systems and increased legal technology needs.	1.00	130,826	0
Personnel Reduction Reduction of 2.00 vacant Assistant City Attorney positions.	(2.00)	(448,931)	0
Adjustment to Contracts and Equipment Outlay Funding allocated according to a zero-based annual review of contract and equipment outlay requirements.	0.00	450,000	0
Budget Adjustments Total	7.21	613,302	(1,948,300)

Expenditures by Category

	FY2010 Budget	FY2011 Proposed	FY2010–2011 Change
PERSONNEL			
Salaries and Wages	23,042,181	22,703,800	(338,381)
Fringe Benefits	11,586,693	14,928,478	3,341,785
SUBTOTAL PERSONNEL	34,628,874	37,632,278	3,003,404
NON-PERSONNEL			
Supplies	327,527	368,806	41,279
Contracts	1,009,965	864,341	(145,624)
Information Technology	1,748,065	1,331,073	(416,992)
Energy and Utilities	23,000	23,000	0
Other	46,200	64,600	18,400
Capital Expenditures	7,000	0	(7,000)
SUBTOTAL NON-PERSONNEL	3,161,757	2,651,820	(509,937)
Total	37,790,631	40,284,098	2,493,467¹

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Revenues by Category

	FY2010 Budget	FY2011 Proposed	FY2010–2011 Change
Licenses and Permits	2,000	2,000	0
Fines, Forfeitures, and Penalties	1,650,000	250,000	(1,400,000)
Charges for Current Services	4,531,020	3,982,620	(548,400)
Other Revenue	0	100	100
Total	6,183,020	4,234,720	(1,948,300)

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Department Personnel Expenditures

Job Number	Job Title	FY2010 Budget	FY2011 Proposed	Salary Range	Total
20000011	Account Clerk	1.00	1.00	31,491 - 37,918	36,970
20000012	Administrative Aide 1	2.00	2.00	36,962 - 44,533	81,929
20000015	Sr Mgmt Anlyst	1.00	1.00	59,363 - 71,760	66,673
20000041	Asst Mgmt Anlyst	1.00	1.00	44,470 - 54,059	49,808
20000063	Principal Paralegal	1.00	1.00	63,586 - 76,502	72,294
20000119	Asoc Mgmt Anlyst	2.00	2.00	54,059 - 65,333	115,758
20000171	Auto Messenger 1	2.00	2.00	26,208 - 31,491	61,408
20000290	Info Sys Anlyst 2	2.00	2.00	54,059 - 65,333	130,666
20000293	Info Sys Anlyst 3	1.00	1.00	59,363 - 71,760	69,607
20000351	Court Support Clrk 1	15.00	15.00	31,491 - 37,918	438,194
20000353	Court Support Clrk 2	12.00	12.00	32,968 - 39,811	459,312
20000377	Info Sys Tech	2.00	2.00	42,578 - 51,334	98,096
20000380	Principal Legal Sec	1.00	1.00	50,398 - 60,736	59,218
20000392	Dispute Resolution Ofcr	1.00	1.00	54,059 - 65,333	63,700
20000539	Clerical Asst 2	27.50	27.50	29,931 - 36,067	762,848
20000587	Legal Secretary 2	36.20	36.20	43,555 - 52,666	1,665,357
20000610	City Atty Invstgtr	20.92	20.92	58,219 - 70,429	1,142,845
20000614	Paralegal	20.37	20.37	52,374 - 63,190	1,100,282
20000680	Payroll Spec 2	2.00	2.00	34,611 - 41,787	74,099
20000741	Principal Clerk	1.00	1.00	43,555 - 52,666	51,349
20000747	Principal City Atty Invstgtr	1.00	1.00	70,221 - 85,051	82,925
20000756	Word Processing Oper	5.00	5.00	31,491 - 37,918	73,940
20000783	Public Info Clerk	1.00	1.00	31,491 - 37,918	0
20000843	Sr Legal Secretary	6.00	6.00	48,006 - 57,845	336,659
20000845	Sr Paralegal	5.00	5.00	57,658 - 69,410	135,350
20000910	Librarian 3	1.00	0.00	55,266 - 67,101	0
20000911	Librarian 3(Law Librn)	0.00	1.00	55,266 - 67,101	65,423
20000927	Sr Clerk/Typist	8.00	8.00	36,067 - 43,514	293,991
20000933	Sr City Atty Invstgtr	6.00	5.00	63,794 - 77,314	296,886
20000935	Sr City Atty Invstgtr(Env Prot Invstgtr)	0.00	1.00	63,794 - 77,314	75,381
20000970	Supv Mgmt Anlyst	1.00	1.00	66,768 - 80,891	78,464
20001057	Victim Services Coordinator	4.00	4.00	36,962 - 44,533	127,588
20001070	City Atty	1.00	1.00	73,008 - 291,595	193,648
20001073	Management Intern	0.37	0.37	24,274 - 29,203	0
20001076	Asst City Attorney	6.00	4.00	73,008 - 291,595	514,981

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Department Personnel Expenditures

Job Number	Job Title	FY2010 Budget	FY2011 Proposed	Salary Range	Total
20001117	Deputy City Atty	137.86	136.86	17,805 - 204,214	12,691,287
20001128	Legal Intern	1.00	1.00	39,000 - 47,424	0
20001141	Principal Asst to City Atty	1.00	1.00	26,395 - 160,430	72,264
20001144	Sr Legal Intern	1.00	1.00	47,466 - 57,658	55,928
20001159	Conf Secretary to City Atty	1.00	1.00	16,827 - 105,518	75,777
20001168	Deputy Director	1.00	1.00	46,966 - 172,744	98,067
20001222	Program Manager	1.00	2.00	46,966 - 172,744	155,660
20001258	Deputy City Atty - Unrep	0.00	4.00	17,805 - 204,214	465,014
90000539	Clerical Asst 2 NP	0.00	0.84	29,931 - 36,067	25,142
90000587	Legal Secretary 2 NP	0.00	0.42	43,555 - 52,666	18,293
90000610	City Atty Invstgr NP	0.00	1.26	58,219 - 70,429	73,356
90000680	Payroll Spec 2 NP	0.00	0.23	34,611 - 41,787	7,961
90001117	Deputy City Atty NP	0.00	2.46	17,805 - 204,214	43,799
	Termination Pay Annual Leave				11,712
	Master Library Degree				3,355
	Bilingual - Regular				17,472
	Overtime Budgeted				13,064
Salaries and Wages Total		341.22	348.43		22,703,800

Fringe Benefits

Retirement ARC	7,810,767
Supplemental Pension Savings Plan	1,052,846
Retirement Offset Contribution	295,959
Retirement DROP	29,246
Employee Offset Savings	527,043
Workers' Compensation	248,949
Flexible Benefits	2,058,581
Risk Management Administration	306,603
Long-Term Disability	208,536
Unemployment Insurance	48,618
Medicare	322,109
Other Post-Employment Benefits	1,993,408
Unused Sick Leave	18,438
Retirement 401 Plan	5,899

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Department Personnel Expenditures

Job Number	Job Title	FY2010 Budget	FY2011 Proposed	Salary Range	Total
	Retiree Medical Trust				1,476
Fringe Benefits Total					14,928,478
Personnel Expenses Total					37,632,278

Department Budget by Program

	FY2011 Positions	FY2011 Expenditures	FY2011 Revenue
Civil Advisory	82.67	10,588,057	858,050
Civil Litigation	75.42	9,436,791	250,000
Community Justice	32.92	4,217,911	537,242
Criminal	135.19	11,687,629	2,000
General Administration/Management	22.23	3,022,637	2,587,428
IT Non-Discretionary	0.00	1,331,073	0
Total	348.43	40,284,098	4,234,720

