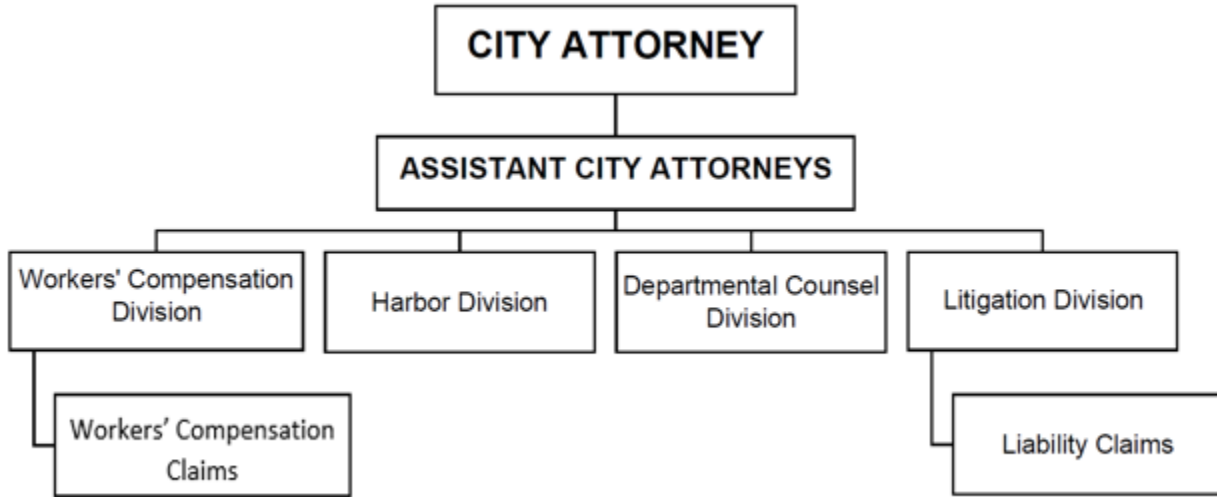


City Attorney



Mission Statement

It is the mission of the City Attorney's Office to serve the citizens of Long Beach by providing to our clients accurate and timely legal counsel and representing them aggressively in State and Federal Court, consistent with the powers and duties conferred upon the City Attorney's Office by the City Charter.

Department Overview

Mission Statement

The City Attorney's Office is committed to providing superior, cost effective legal services to the City, consistent with the highest professional and ethical standards.

The goal of the City Attorney's Office is to protect the public's interest and provide sound legal advice and counsel to the City, its elected and appointed officials, departments, boards and commissions.

The Office will always strive to protect and preserve the legal rights and assets of the City and will vigorously enforce its municipal regulations in order to maintain and improve the quality of life of its residents.

Overview

The City Attorney's Office handles all of the civil legal affairs of the City of Long Beach. The duties of the City Attorney are set forth in the City's Charter, which provides that the City Attorney shall be the sole and exclusive legal advisor of the City, City Council, and all City commissions, committees, officers and employees. As such, the City Attorney is charged with municipal responsibilities as complex as any in the State.

The City Attorney's office represents the City on affirmative and defensive civil litigation, legislative and legal issues, and administrative code enforcement proceedings.

Departmental Counsel Division

The Departmental Counsel Division serves as general legal counsel to the City Council, City Officers, and all Departments, Divisions and Bureaus of the City. The Departmental Counsel Division also provides legal advice to forty-six (46) of the City's Boards, Committees and Commissions including the Planning Commission, Civil Service Commission, Housing Authority, Board of Water Commissioners, Board of Examiners Appeals and Condemnation, Citizen Police Complaint Commission, Airport Advisory Commission, the Long Beach Community Investment Company, the Successor Agency to the Redevelopment Agency of the City of Long Beach, and the Oversight Board, the Marine Advisory Commission, the Parks and Recreation Commission, the Sustainable City Commission, the Technology and Innovation Commission, the Cultural Heritage Commission, the Board of Health and Human Services, the Commission on Youth and Children, the Senior Citizen Advisory Commission, the Citizen's Advisory Commission on Disabilities, the Veterans Affairs Commission, and the Human Relations Commission.

In addition to providing legal advice, the Division's attorneys proactively investigate and pursue all manner of nuisance related matters in order to improve the quality of life of Long Beach's residents. The Division attorneys also review, edit, draft and negotiate various transactional documents including contracts, leases, permits, easements, and development agreements as well as drafting ordinances, resolutions, legal opinions and legal memorandums for all of the City's various departments. The Departmental Counsel Division is responsible for representing the City in CEQA and Land Use writ actions, and provides legal advice on personnel matters, including litigating various contested personnel matters in both State and Federal courts.

Department Overview

Litigation Division

The Litigation Division defends the City and its agencies, departments, divisions and employees in lawsuits filed in both State and Federal court. Such litigation includes, but is not limited to, personal injury and property damage, alleged civil rights violations, excessive force, labor and employment disputes, dangerous conditions of public property, breach of contract and real estate issues.

The Litigation Division also pursues affirmative litigation matters which seek to recover money due and owing the City for such matters as breach of contract, damage to City property, injuries suffered by City employees acting in the course and scope of their employment, various small claims litigation matters, as well as various debts or financial obligations owed to the City.

Harbor Division

The Harbor Division provides legal counsel and advice to the Board of Harbor Commissioners and the Port of Long Beach (Harbor Department), the second-busiest seaport in the United States with cargo valued annually at \$180 billion. The Harbor Division attorneys work on all transactions related to the Port's operations whose annual revenues exceed \$700 million and on formulating and implementing the "Green Port Policy" which mitigates the environmental impacts of Port operations.

Harbor Division attorneys also serve as legal counsel to the Alameda Corridor Transportation Authority (ACTA), draft and approve all Harbor Department leases, permits and contracts, prepare all resolutions, ordinances and other regulations for the Board of Harbor Commissioners and the Harbor Department, and provide advice on environmental matters, energy issues, construction projects and real property transactions.

Workers' Compensation Division

The Workers' Compensation Division is responsible for providing medical and indemnity benefits to injured employees covered by the City's Self-Insured and Self-Administered Workers' Compensation Program. Workers' Compensation Division attorneys adjudicate litigated claims and experienced claims, staff administer benefits and investigate questionable cases.

The Division strives to effectuate the purpose of California's Workers' Compensation law by ensuring that bona fide claims are handled expeditiously while, at the same time, vigorously defending the City against claims that lack merit. This Division works collaboratively with City departments to reduce costs, while at the same time improving service.

FY 19 Accomplishments

Departmental Counsel Division

- Land Use and California Environmental Quality Act (CEQA). Provided advice to the Development Services Department and Planning Commission on numerous land use and CEQA related matters; lot line adjustments; wireless telecommunications and siting issues; litigation and the drafting of a comprehensive ordinance related to the federal Religious Land Use and Institutionalized Persons Act (“RLUIPA”); drafting of ordinances related to the establishment of Historic Districts; Short-Term Rentals (STRs); “Omnibus” amendments to Title 21 (Zoning Regulations); General Plan amendments; commercial “drive-through” vehicle lanes; Accessory Dwelling Units (ADUs); and Alcoholic Beverage Manufacturing. Reviewed and approved numerous ADU covenants for compliance with the City’s Accessory Dwelling Unit regulations.
- Long Beach Airport. Provided advice and opinions and drafted major revisions to the City’s Flight Allocation Resolution, and provided advice and developed a process for the allocation of permanent and supplemental flight slots at the Airport; provided advice and assistance regarding Phase Two of the Airport Terminal Enhancement project.
- Cannabis. Advised departments regarding the application of Chapter 5.90 of the Long Beach Municipal Code (LBMC) (“Medical Marijuana Businesses”). Worked extensively with City staff in drafting an adult-use cannabis business regulatory ordinance. Advised departments throughout the preparation and implementation of Chapter 5.92 of the LBMC regarding adult/recreational use of cannabis. Advised departments regarding licensed and unlicensed enforcement through civil, administrative, and criminal remedies. Conducted inspections with Business License, Code Enforcement, and Fire Department (“Enforcement Team”) of alleged illegal businesses selling, distributing and cultivating cannabis without a license. Prepared and Issued cease and desist letters for illegal cannabis operations (i.e. dispensaries, delivery businesses, distribution, and cultivation) that were determined to be operating within the City. Advised the Business License Bureau regarding potential administrative enforcement actions to take against licensed businesses as well as applicants.
- Public Records Act (PRA). Provided advice and counsel regarding new state laws pertaining to the California Public Records Act.
- Long Beach Civic Center. Provided legal analysis and general counsel related to the Civic Center project. Prepared amendments and addendum related to the project.
- Redevelopment Agency (RDA) Dissolution. Provided legal analysis and counsel regarding the ongoing administration of the RDA Successor Agency and Oversight Board. Drafted and negotiated several agreements for the purchase and sale of former RDA properties in accordance with an approved Long Range Property Management Plan.
- Technology and Innovation Department. Staffed the Technology and Innovation Commission meetings. Assisted in the implementation of LB COAST (replacement technology for current financial, payroll, timekeeping and personnel system, formerly called, “ERP”).
- Election Issues. Performed research related to election issues. Provided support to the City Clerk at the primary election; drafted resolutions and ordinances required for the consolidated/coordinated general election with LA County. Provided advice on requirements for recall and initiative petitions. Drafted resolutions necessary to place charter amendments on the ballot.

FY 19 Accomplishments

- **Ethics Advice.** Provided advice relating to gifts, conflicts of interest, mass mailings, economic disclosure filings for City officials and employees. Requested advice from the FPCC on issues related to Government Code section 1090, the Political Reform Act and Form 700 filings. Provided training to various City boards and commissions on Brown Act, PRA and conflict of interest laws.
- **Public Works.** Provided oversight and support for City of Long Beach v. Monsanto, et al., litigation related to PCB contamination in Long Beach storm water and tidelands. Provided advice to transportation engineering staff on a variety of parking and traffic issues including bike share, RVs (including drafting new RV permit ordinance), preferential parking districts, parking meters and City parking lots. Worked with Environmental Services Division on refuse rate increase requirements under Prop. 218. Drafted polystyrene ban ordinance and implementing documents.
- **Public Works Department.** Provided advice and counsel to the Public Works Department related to bid protests, prevailing wage compliance, HUD Section 3 compliance, the Citywide Project Labor Agreement, indemnity and insurance provisions, surety bonds, change orders, and project close-outs. Prepared and/or reviewed various documents including plans and specifications, requests for proposals, construction contracts, job order contracts, on-call consulting contracts, license agreements, public walkways occupancy permits for sidewalk dining and/or parklets, easement deeds, and street vacation documents.
- **Library.** Worked with Library Department on a variety of operational issues.
- **Financial Management/Purchasing.** Worked on a wide variety of sales tax, collections and fee issues; bids, RFPs and contract issues; budget resolutions and ordinances.
- **Business Improvement Districts (BID).** Provided advice to City staff related to annual ordinances and resolutions required to administer the City's ten merchant-based and property-based business improvement districts, including the renewal of the Uptown BID.
- **Economic Development Commission.** Provided advice and staffed Commission meetings, including implementation of the adopted Economic Development Blueprint for Long Beach.
- **Pedestrian Safety Advisory Commission (PSAC).** Provided advice and staffed the re-launched PSAC, an eleven-member citizen commission regulating crossing guards, required by initiative ordinance.
- **Transactions and Use Tax Citizens' Advisory Committee.** Provided advice to staff and committee overseeing the use of Measure A funds for conformance with the intent of the Measure.
- **Historical Landmarks.** Provided advice and drafted ordinances designating seven properties as historical landmarks: 362 Junipero, 355 Junipero, 909 Elm Avenue, 287 Granada, 501 East Broadway, the Fly DC Jets sign located at 3860 N. Lakewood Boulevard, and the VIP Records sign.
- **Mills Act Program.** Provided advice and prepared Mills Act historic property contracts with owners of 22 historic landmark properties.
- **Proactive Rental Housing Inspection Program Ordinance.** Provided advice regarding the City's existing Proactive Rental Housing Inspection Program.
- **Nuisance cases.** Prosecution of 28 nuisance related cases within the past 12 months, which included short term vacation rentals, sober living facilities, half-way houses, AB 109 (public safety realignment) individuals, as well as residences that are frequented by gang members or drug dealers and cause numerous disturbances to adjacent properties. In addition, prosecuted 28 drug and weapons eviction

FY 19 Accomplishments

cases pursuant to the relevant provisions of the City's drug abatement ordinance, namely, LBMC Chapter 9.16 et seq.

- Homelessness. Represented the City Attorney's Office on the Interdepartmental Team on homelessness. Researched recent case law and settlements from other jurisdictions to provide continual guidance for our team to refine our City's approach to homelessness. Provided briefs to the Police Department regarding the constitutional basis for the reasons behind treatment of those experiencing homelessness. Met with Quality of Life Police Officers and Health Department Outreach Officers as well as LA County Public Works and LA Sheriff's Department to facilitate coordination in LA River clean ups. Provided advice to Quality of Life Officers when tackling complicated homeless encampments or jurisdictional questions. Worked alongside City Prosecutor's Office and the Police Department to draft a Quality of Life Crimes Guide to assist patrol officers with applicable sections of the LBMC and Penal Code.
- Animal Care Services Bureau. Advised Animal Care Services on various issues including responses to Public Records Act ("PRA") requests, vicious dog hearings, barking dog hearings, provisions in the LBMC relating to administrative appeals of Animal Care citations, as well as all other law related questions.
- Multi-Disciplinary Team. Provided advice and assistance with the implementation of the Administrative Regulation relating to sharing of data amongst the various departments within the City of Long Beach which are directly responsible to the City Manager. Provided assistance to City Manager's Office in the implementation of a data sharing system for several City departments. Drafted Memorandums of Understanding as well as Research Agreements to include non-City partners within our Multi-Disciplinary Team to ensure the security and privacy of data.
- Proposition "L". Provided advice to all City departments regarding compliance with Section 1806 of the City Charter (known as "Prop L") for the contracting out of work or services usually performed by City employees.
- Civil Service Commission. Represented the Long Beach Civil Service Commission during employee disciplinary hearings involving City employees.
- Labor Negotiations. Provided legal analysis and counsel to resolve labor disputes.
- Public Employment Relations Board (PERB). Represented the City in numerous actions before the PERB regarding alleged unfair labor practice charges brought on behalf of City employees and employee unions.
- CalOSHA – Provided legal analysis and counsel to resolve CalOSHA complaints.
- Employment Law Writs and Appeals. Prepared opposition to writ petitions and represented the City in Superior Court and Court of Appeal on Writs of Appeal brought by City employees challenging City imposed discipline.
- Employment Advice. Provided counsel to the Department of Human Resources and various other City departments on legal issues related to employee discipline procedures and Federal and State labor and employment laws.
- Training. Provided Conflict of Interest, Brown Act and Open Meeting training for various commissions and committees.

FY 19 Accomplishments

- Long Beach Community Investment Company. Provided legal advice to the former Long Beach Housing Development Company in its new post-Redevelopment role with its expanded powers to apply for and expend funds for the purposes of affordable housing, economic development and neighborhood improvements.
- Energy Resources. Provided legal counsel to staff in connection with the extension of a franchise agreement with the Southern California Gas Company.
- Fire Department. Provided legal advice and counsel to the Fire Department for activities and services throughout the City and responses to Public Records Act requests and subpoenas.
- Police Department. Provided legal advice to the Police Department regarding various issues, conducted training on search and seizure and presentation of evidence at the Long Beach Police Academy, updated departmental policies, assisted with all contracts including transit law enforcement services, and responded to Public Records Act requests and subpoenas. Provided legal advice regarding the Police Department's compliance with Senate Bill 1421.
- Los Angeles County Law Enforcement Assisted Diversion (LEAD) Program. Provided legal advice and counsel to the Police Department and the City Prosecutor's Office, and assisted with finalizing an agreement for a grant funded diversion program that offers individuals various social services while seeking to reduce crime in the community.
- Disaster Preparedness and Emergency Communications (DPEC). Provided legal advice and counsel to DPEC, reviewed and approved grant funding agreements, and attended various training opportunities to better prepare for any and all disasters.
- Citizen Police Complaint Commission (CPEC). Provided legal advice to the CPEC regarding policies and procedures, meetings, confidentiality requirements, conflicts of interest laws, and Public Records Act requests, and attended closed session meetings.
- Impact Fees. Provided legal advice regarding Transportation Improvement Fees, Parks and Recreation Facilities Fees, Fire Facilities Impact Fees, and Police Facilities Impact Fees, and drafted a resolution approving the annual and five-year reports for said fees.
- Health and Human Services Department. Provided legal advice and counsel to the Health and Human Services Department related to HIPAA compliance and other issues. Prepared and/or reviewed various documents including grant agreements and subcontracts for the Continuum of Care Program and the California Emergency Solutions Grant Program.
- City Clerk. Provided advice Citywide on retention laws and prepared resolutions for the destruction of records and revising retention schedules for the City Clerk.
- Water Quality Regulations. Assisted the Storm water Division of Public Works Department in obtaining National Pollutant Discharge Elimination System (NPDES) permit from the Regional Water Quality Control Board and establishing cooperation agreements with surrounding jurisdictions to regulate water quality.
- Water Department. Staffed the Water Department Commission meetings. Provided legal advice and counsel to the Water Department, including in connection with the conversion of all water meters to an automated meter-reading system. Drafted and negotiated several agreements related thereto. Staffed the Water Department Commission meetings.

FY 19 Accomplishments

- Economic Development Department. Provided legal advice and counsel to the Economic Development Department.
- Special Events. Provided advice and counsel to the Office of Special Events on First Amendment issues related to demonstrations, parades and marches throughout the City.
- Workforce Development. Provided advice and counsel to the Workforce Development Bureau related to various programs. Prepared and/or reviewed all contracts between City and State, City and non-profit providers for the delivery of job training and workforce development services.
- Parks, Recreation and Marine. Provided advice and counsel to the Department of Parks, Recreation and Marine for activities and services throughout the City and in the Tidelands area.
- Elephant Lot. Provided counsel regarding the potential development of the elephant lot and Shoreline Drive waterfront.
- Community Hospital. Provided advice and counsel regarding the closure of Community Hospital Long Beach and the transition from one hospital operator to another.
- Underground Storage Tanks. Provided advice and counsel regarding environmental compliance for the City's 26 underground fuel storage tanks.
- Americans with Disabilities Act (ADA) Compliance. The City Attorney's Office, working with outside counsel, advised Public Works on a comprehensive and long term, 30-year plan to bring the City's infrastructure in line with the requirements of the ADA. This plan will serve to prevent future ADA lawsuits, so that City funds can be used on improving access to all citizens of Long Beach and not on lawsuits.

Litigation Division

- With seven deputies, the City Attorney's Litigation Division litigates cases in state and federal courts, including handling writ petitions and appeals. The vast majority of cases handled by the Litigation Division resulted in a favorable outcome for the City.
- If cases present conflicts or there are other unique issues, outside counsel may be retained by the City.
- Handled approximately 123 new lawsuits during the reporting period as well as continuing to litigate previously-filed cases. The lawsuits involved a wide variety of issues, including: wrongful death; claims of alleged police misconduct; alleged ADA violations; putative class actions; inverse condemnation claims; catastrophic personal injury claims; and employment discrimination cases.
- Achieved defense verdicts in six jury trials, including: two fatal officer-involved-shootings, and a case seeking \$40,000,000 in damages for an alleged dangerous road condition. There were adverse verdicts in five jury trials, three of which were handled by outside counsel, resulting in total verdicts in excess of \$18,400,000¹.
- Settled 51 cases, with a total payout of approximately \$7,250,000.
- Resolved eight cases with dispositive motions, sparing the costs of a full trial.

¹ (1) City admitted liability in two of the cases and the trial was to determine damages only; (2) Litigation Division is seeking post-trial relief in three of the cases; (3) City has excess insurance coverage so verdict amounts do not represent the amount the City will actually pay.

FY 19 Accomplishments

- Pursued or defended 25 cases in small claims court over the year. The City prevailed on the vast majority of the cases wherein the City was suing as a plaintiff or was defending itself.
- Liability Claims Section received approximately 790 Government Tort Claims, 100 claims were meritorious, with a total payout of \$213,482.69.
- Subrogation Section recovered approximately \$417,602.17 for the City.
- Provided training to City departments on issues ranging from investigations, preservation of evidence, police use of force, search and seizure laws, employment discrimination, progressive discipline, the ADA, and the California Public Records Act.

Harbor Division

- Environmental and Business Incentives. Drafted new tariffs and other measures to continue financial incentives for users of the Port of Long Beach to reduce their impact on the environment.
- Litigation - Fireboats. Oversee litigation regarding fireboat construction.
- Transmission Line Replacement Project. Provided legal advice and guidance to assist Port staff and management with negotiations during implementation of SCE's multi-million dollar project to raise and replace transmission lines over the Cerritos Channel.
- Polychlorinated Biphenyls (PCB) Litigation. Provided substantial legal support for damages case against Monsanto related to PCB contamination of Long Beach waters and trust marine areas, including coordination with outside counsel on briefing, discovery, expert discovery, and public records request responses.
- Long Beach Civic Center. Assisted the Harbor Department in implementing that portion of the new Long Beach Civic Center project which will house the Port Headquarters and related areas such as Port parking. Also, assisted Harbor Department Security Division with negotiations to provide security as part of a larger security team at the Civic Center.
- Real Estate Contracts. Advised and drafted numerous documents regarding leases and other real estate transactions.
- Middle Harbor Terminal. Provided advice and documentation regarding transfer of ownership of major container terminal.
- Contract Claim Resolution. Provide ongoing legal support, advice and representation of the Harbor Department in connection with construction claims asserted by contractors against the Department.
- Public Contract Code Compliance. Advise staff on public contract law requirements including public bidding, sole source procurements, licensing requirements, prequalification of bidders, bid responsiveness, bid protests, subcontractor substitutions, and prevailing wages.
- Project Labor Agreement. Provided legal advice relating to the implementation of the Port-wide Project Labor Agreement.
- Electrification of Port. Provided legal advice regarding matters before the California Public Utilities Commission to facilitate further electrification of Port, including the obtaining of millions of dollars in grants.

FY 19 Accomplishments

- **Construction and Development.** Provided contracting, real estate, and compliance advice for multiple construction projects including the Middle Harbor Container Terminal and the Gerald Desmond Bridge replacement project, each with a budget of over \$1 billion.
- **Port Information Portal.** Assisted the Harbor Department in implementing a pilot project to test a common user information portal for enhancing maritime supply chain performance and efficiency by improving data visibility and stakeholder collaboration. Also, assisted Harbor Department with strategy for transitioning from pilot project to full implementation of an information portal.
- **Community Mitigation Grants.** Assisted the Harbor Department in awarding 4 grant funding contracts totaling approximately \$3,043,000 to help mitigate the effects from Port operations on the community related to water quality.
- **Clean Freight Technology Grants.** Assisted the Harbor Department in awarding 8 subgrants and entering into cost-sharing and funding agreements as part of \$50-million California Air Resources Board grant awarded to the Port to demonstrate the performance and effectiveness of zero-emissions terminal equipment and efficiency strategies at the Port of Long Beach, Port of Oakland, and Port of Stockton.
- **Rail Projects.** Continue to provide substantial legal support for environmental analysis and documentation of on-dock, near-dock, and short haul rail projects. These rail projects have the potential to reduce overall freight movement emissions but can have adverse impacts on residents if not located and planned appropriately.
- **Air Quality.** Provided substantial legal support for environmental and regulatory issues associated with development of the third iteration of the Clean Air Action Plan.
- **Alameda Corridor Transportation Authority.** Provided ongoing legal support on all matters before the Alameda Corridor Transportation Authority, including recompeting and awarding a new maintenance contractor agreement, with annual maintenance budget of approximately \$7 and \$9 million annually.
- **Financial Restructuring.** Facilitated Port's new bond issuance in the amount of \$200 million.
- **Drone Ordinance.** Provided substantial legal support for implementation of an ordinance which amended the Tariff to incorporate new regulations governing drone takeoffs and landings within the Harbor District.
- **Hanjin Bankruptcy Follow-up:** Assisted in successful lease transactions at Pier A Terminal.
- **Small Business Enterprise Program.** Assisted Harbor Department in restructuring Small Business Enterprise Program to increase use of small businesses.
- **Trucker Misclassification.** Worked with City Council and Board of Harbor Commissioners to assist state agencies, City of Los Angeles and the Labor Commissioner in addressing trucker misclassification issues.
- **Port Master Plan.** Assisted Port staff with development of a new Port Master Plan and compliance with CEQA.
- **Shiploader Dispute.** Resolved a complex dispute over alleged potential mechanical failure of a bulk commodity shiploader at Pier G, avoiding litigation and continuing a long-standing relationship with a major tenant.

FY 19 Accomplishments

- Pier B. On Dock Rail Facility. Provided contract and real estate advice for this \$870 million project following approval. Assisted Port staff in identifying a federal agency to lead National Environmental Policy Act (NEPA) review in connection with potential federal funding of the project.
- Toyota Logistics Services. Assisted Port staff in permit processing and environmental review of Toyota's redevelopment project of its logistics center within the Port of Long Beach.
- Long Beach Public Radio. Provided real estate advice, and facilitated discussions between multiple City departments, to see the successful launch of KLBP, Long Beach Public Radio which operates in downtown Long Beach and is broadcast from an antenna in the Port of Long Beach.
- Tidelands Trust Law. Provide ongoing legal advice to Port concerning its obligations under the Public Trust Doctrine with respect to the tidelands and submerged lands located within the boundaries of the City's Harbor District.
- Legal Ethics and Conflicts. Provide guidance to ensure compliance with the Brown Act, public records requests, and avoiding conflicts of interest.

Workers' Compensation Division

Workers' Compensation costs remain a significant statewide issue. As a result, the State of California reformed the law to combat the deleterious effects of those costs on the California economy. The Workers' Compensation Division incorporates current reform measures with cost savings programs such as a Pharmacy Benefit Program, Medical Provider Network, and a Bill Review Service as its core foundation of cost management.

- Received 546 newly reported claims, including 112 newly litigated claims, for which workers' compensation benefits were administered. Total open claims at 2,094 are down slightly from the prior year high of 2,316, for which ongoing benefits and services are provided.
- Rising pharmacy costs remain a national and local concern. In partnership with our current vendor, CastiaRx, a division of Pharmaceutical Technologies, Inc. (PTI), the Workers' Compensation pharmacy benefit management program has successfully provided prescription drugs to our injured workers, while simultaneously continuing to decrease costs. The City has consistently maintained lower Workers' Compensation pharmacy costs under \$1,000,000 for the past three years, and expects to continue the trend by targeting utilization review measures and non-compliant prescribing physicians.
- With a Medical Provider Network (MPN), the City can manage the quality of the medical providers available to injured workers by addressing provider issues such as access, quality of care, timeliness of reporting, and consistent evidence-based treatment.
- The Workers' Compensation Division continues to use Medata, Inc. to perform bill review services in accordance with the Workers' Compensation Laws of California. Through the bill review process, the City maintained an annual savings of over \$13 million against its annual medical bill volume of approximately \$22 million. Medata, Inc. is an aggressive partner in negotiating excessive hospital bills and combating provider over-billing.

Financial Summary by Category

	Actual FY 18	Adopted* FY 19	Adjusted** FY 19	Adopted* FY 20
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	-	-	-	-
Other Revenues	5,704	5,000	5,000	5,000
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	-	-	-
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
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Total Revenues	5,704	5,000	5,000	5,000
Expenditures:				
Salaries, Wages and Benefits	10,245,053	11,916,614	11,898,435	12,164,640
Overtime	392	400	400	400
Materials, Supplies and Services	602,423	604,282	604,282	600,247
Internal Support	(960,154)	(1,240,261)	(1,240,261)	(981,714)
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	39,867	-	-	-
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Total Expenditures	9,927,581	11,281,034	11,262,855	11,783,573
Personnel (Full-time Equivalents)	71.00	72.00	72.00	72.00

* Amounts exclude all-years carryover. See budget ordinance in the back of this document.

** Amounts as published in the FY 20 Proposed Budget released July 3, 2019.

Personnel Summary

Classification	FY 18 Adopt FTE	FY 19 Adopt FTE	FY 20 Adopt FTE	FY 19 Adopted Budget	FY 20 Adopted Budget
City Attorney	1.00	1.00	1.00	295,211	305,745
Assistant City Attorney	2.00	2.00	1.00	464,013	240,000
Deputy City Attorney	15.00	16.00	20.00	2,284,677	2,862,123
Executive Assistant	2.00	2.00	2.00	198,812	198,812
General Liability Claims Adjuster II	-	-	2.00	-	180,471
General Liability Claims Adjuster III	-	-	1.00	-	105,970
Investigator II	1.00	1.00	-	102,547	-
Investigator III	2.00	2.00	-	214,967	-
Law Clerk	1.00	1.00	-	85,678	-
Legal Administrator	1.00	1.00	1.00	130,923	130,923
Legal Assistant	2.00	2.00	-	140,462	-
Legal Assistant I	1.00	1.00	1.00	51,556	51,556
Legal Assistant III	4.00	4.00	5.00	299,461	374,327
Legal Assistant IV	6.00	6.00	7.00	458,506	537,814
Legal Assistant-Subrogation	1.00	1.00	1.00	86,847	86,847
Legal Office Assistant	1.00	1.00	1.00	53,560	53,560
Legal Office Specialist	2.00	2.00	2.00	112,674	112,674
Legal Records Management Supervisor	1.00	1.00	1.00	87,185	87,185
Legal Records Specialist	2.00	2.00	2.00	97,078	97,078
Legal Systems Support Specialist	1.00	1.00	1.00	100,150	100,150
Liability Claims Assistant II	1.00	1.00	1.00	62,834	62,834
Manager-Workers' Compensation	1.00	1.00	1.00	122,837	122,837
Paralegal	1.00	1.00	1.00	87,682	85,963
Principal Deputy City Attorney	4.00	4.00	4.00	734,629	734,629
Senior Deputy City Attorney	2.00	2.00	-	314,348	-
Senior Workers' Comp Claims Examiner	2.00	2.00	2.00	211,940	211,940
Workers' Comp Administrative Assistant	1.00	1.00	1.00	83,516	83,516
Workers' Comp Claims Assistant	2.00	2.00	2.00	160,591	160,591
Workers' Comp Claims Examiner	5.00	5.00	5.00	451,178	451,178
Workers' Comp Medical Only Examiner	1.00	1.00	1.00	66,064	65,384
Workers' Comp Office Assistant II	5.00	5.00	5.00	277,230	277,230
Total Salaries	71.00	72.00	72.00	7,837,157	7,781,337
Overtime	-	-	-	400	400
Fringe Benefits	-	-	-	4,121,985	4,253,857
Administrative Overhead	-	-	-	156,962	166,419
Attrition/Salary Savings	-	-	-	(199,490)	(151,866)
Expenditure Transfer	-	-	-	-	114,893
Total	71.00	72.00	72.00	11,917,014	12,165,040

Key Contacts

Charles Parkin, City Attorney

Michael J. Mais, Assistant City Attorney

Howard D. Russell, Principal Deputy

Gary J. Anderson, Principal Deputy

Charles M. Gale, Principal Deputy

Anne C. Lattime, Principal Deputy

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