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July 27, 2004

CITY OF SACRAMENTO
CITY COUNCIL
Sacramento, California

Honorable Members in Session:

SUBJECT: City Attorney's Annual Report for Fiscal Year 2003-2004

LOCATION AND COUNCIL DISTRICT: City-wide

RECOMMENDATION: Receive and file the Annual Report and provide direction to the City Attorney.

CONTACT PERSON: Samuel L. Jackson, City Attorney, 808-5346

FOR COUNCIL MEETING OF: August 10, 2004

SUMMARY: The attached report, which covers Fiscal Year 2003-2004, is the ninth annual report produced by the City Attorney's Office (CAO). Our report sets forth a number facts and figures regarding performance by staff of the City Attorney's Office during Fiscal Year 2003-2004 and comparisons to performance in prior years.

BACKGROUND: In 1994, the City Attorney surveyed Departments of the City of Sacramento to solicit information which would assist in improving delivery of legal services. The City Attorney's annual report is the product of one such survey.

In the individual sections of the report, we measure our performance against goals set in our Five-Year Action Plan. The report contains a detailed analysis of the performance of each of our four operating sections, and a discussion of administrative activities during the past year. For each section we report significant accomplishments, statistical information regarding

workload, and comparisons with past performance. As usual, land use related work, along with ordinance drafting, placed heavy demands on the Advisory Section. The Special Projects Section continued to concentrate on a number of high profile matters and on municipal finance projects. Our Code Enforcement Section continued to face heavy administrative enforcement, civil litigation and a significant increase in criminal enforcement caseloads. The Litigation Section continued to handle and successfully resolve a large volume of cases many without the payment of money. We have included our five-year plan for the period 2004 through 2009 to guide us in providing the highest quality service to the city during those years.

FINANCIAL CONSIDERATIONS: This report does not currently have a financial impact on the City's budget. However, we believe our staffing should be adjusted in the near future to keep pace with growing demands for legal services and our heavy workload. Staffing is not addressed in the annual report and will be the subject of a separate report back to the Council after a staffing adjustment plan has been developed. During our last report the Council requested that we return with an analysis of staffing concerns and activate the set aside of \$50,000.00 to accomplish this objective.

ENVIRONMENTAL CONSIDERATIONS: CEQA does not apply where the matter before the Council does not constitute a CEQA "project." A report of this nature does not qualify as a CEQA project inasmuch as it can have no conceivable effect upon the environment.

POLICY CONSIDERATIONS: This report is consistent with the City's policy of measuring performance, delivery of high quality services and requiring accountability of all City departments.

ESBD CONSIDERATIONS: There is no discretionary expenditure involved in this report; consequently ESBD policies and procedures are not applicable. However, we have secured the services of an ESBD Certified Consult to undertake staffing analysis work.

Respectfully submitted,



SAMUEL L. JACKSON
City Attorney

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Attachment 1 - Annual Report (copies are available at the City Clerk's Office for your review)