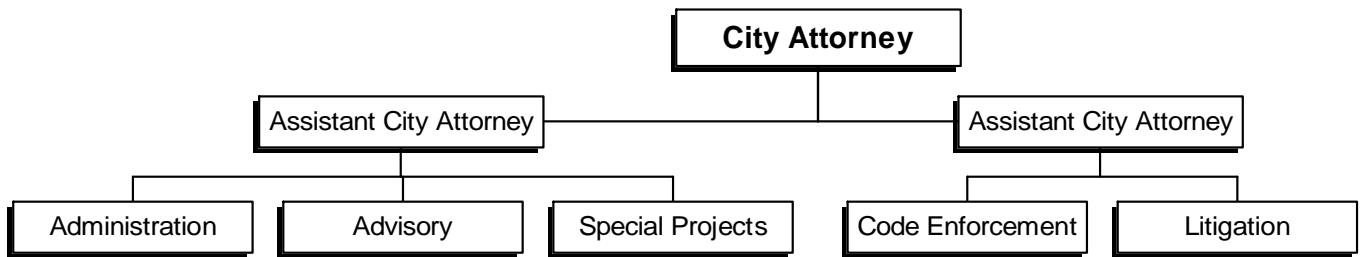


CITY ATTORNEY



Org chart effective FY2004/05

CITY ATTORNEY'S OFFICE

The mission of the City Attorney's Office is to serve the City of Sacramento by providing the highest quality legal advice and representation to the City Council and the officers and employees of the City, in a manner, which is as efficient as possible.

DESCRIPTION

The City Attorney serves as the legal advisor to the City Council, City Departments and Boards and Commissions as well as the Parking Authority, the Library Authority and the Sacramento Public Facilities Financing Corporation. The Office conducts criminal, civil and administrative litigation on behalf of the City, and prepares ordinances, resolutions, contracts, opinions and other legal documents for the City. The office is organized into four functional sections:

- **Administration:** The Administration Section develops and implements office policies and procedures, monitors overall office performance, prepares and administers the office budget, handles all personnel hiring and other personnel matters, assembles and analyzes office productivity data, including production of an annual report; and engages in long-range planning. The administration and general support functions of the office are performed under the direction of the City Attorney.
- **Advisory:** The Advisory Section provides strategic support to the City's policymaking function by responding to requests for legal advice from the City Council, the Charter Officers and City departments and divisions.
- **Litigation:** The Litigation Section handles the vast majority of lawsuits filed by and against the City of Sacramento.
- **Special Projects:** The Special Projects Section is a diverse group whose responsibilities include controversial or high profile civil litigation cases and various advisory matters.
- **Code Enforcement:** The Code Enforcement Section is responsible for all City Code enforcement issues; including training and advising staff on enforcement matters and prosecuting violations through administrative, civil or criminal actions.

MORE INFORMATION

Please see the following for more information about the City Attorney's Office:

- **Web site:** <http://www.cityofsacramento.org/cityattorney/>

- **Key Contacts**

City Attorney
Samuel L. Jackson

Assistant City Attorneys
Richard E. Archibald
Sandra G. Talbott

Office of the City Attorney
980 Ninth Street, 10th Floor
Sacramento, CA 95814
(916) 808-5346
tjones2@cityofsacramento.org

OBJECTIVES FOR FY2004/05

- Provide the highest quality litigation representation by continuing to devote the time and resources necessary to assure that each case is investigated, analyzed, researched and prepared for settlement or trial in the highest professional manner.
- Provide the highest quality legal advice by continuing to devote the time and resources necessary to assure that requests for opinions, ordinances, contracts and other documents and all other non-litigation matters are handled in a timely and professional manner.
- Work, on a continuing basis, with City officers and employees to provide advice and educational services to accomplish the policy objectives of the City and to prevent legal problems from arising.
- Provide efficient, cost effective delivery of legal services, focusing on preparation and implementation of standardized procedures and forms and pursuing additional cost recovery through possible enactment of legislative authority at the local level.
- Protect the public through vigorous, timely abatement of neighborhood and public nuisances; use administrative, civil and criminal enforcement methods to promote compliance with City laws and regulations; work with city staff and the community to design measures to prevent or discourage code violations, especially criminal conduct.

ACCOMPLISHMENTS IN FY2003/04

In Fiscal Year 2003/04, the accomplishments of the Advisory, Litigation, Special Projects and Code Enforcement sections included the following:

Advisory

- Drafted and provided legal advice on ordinances and legislation, including commercial corridors, ground floor retail establishments, housing and fire code revisions, tobacco retailers, cardroom regulations, the community data collection commission, lobbyist registration, campaign spending limits, sewer and storm water code revisions and mixed income housing.
- Continued legal advice in support of significant projects including the Union Pacific Rail yards, Sacramento Intermodal Transportation Facility, Army Depot, infill development and North Natomas development.
- Provided legal advice, drafted and negotiated agreements and assisted City staff as needed for major City and private projects, including 911 emergency cost recovery fee, Sacramento River water intake facility, bridging of I-5, Sutter Hospital expansion, administration of curb ramp transition plan, expansion of water treatment plants, Airgas and Freeport annexations.

Litigation

- Handled litigation cases in-house rather than by referring to outside counsel resulting in substantial savings in attorney fees incurred by the City. Resolved over 60% of cases without the payment of money through dispositive motions.

Special Projects

- Handled litigation matters with a significant level of success, including a defense verdict in a civil rights excessive force trial, a successful defense of the 7th Street expansion project and successful arbitration in a matter supporting employer management rights.
- Worked closely with Council and staff to prepare the Living Wage Ordinance.
- Provided legal advice and support for issues related to the annexation and development of the North Natomas area, as well as financing issues specifically related to the development of both North Natomas and other districts throughout the City.

Code Enforcement

- Successful resolution of appeal from last year's long-standing prosecution of a chronic violator of the City's Unlawful Camping ordinance. This matter also included the successful prosecution of a new case against the same individual.
- Revised the Dangerous Animal ordinance to create a comprehensive plan regulating the keeping of known dangerous animals and increased penalties, including providing for criminal prosecutions against persons who violate these provisions.
- Successfully pursued a nuisance abatement action against drug dealers operating on a block in a residential district. Judgment and injunction ordered the drug dealers to stay away from the street.
- Worked closely with the Police Department to develop appropriate cases for drug abatement actions. This preliminary work resulted in some very successful abatement of drug houses in the northern part of the City.

APPROVED BUDGET/STAFFING CHANGES

- **Reorganizations/Efficiencies**
 - None
- **New Revenues**
 - None
- **Reductions (\$200,000)**
 - Reduce funding for technology CIP. (-\$200,000)

APPROVED FY2004/05 BUDGET

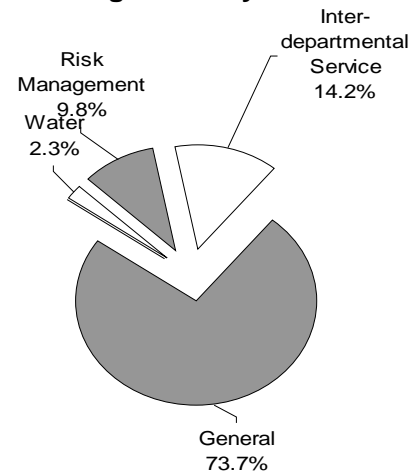
DEPARTMENT BUDGET SUMMARY

City Attorney Budget Summary	FY	FY		FY	Change
	2002/03 Actual	2003/04 Approved	2003/04 Amended	2004/05 Approved	More/(Less) Approved/Amended
Positions (FTE)	52.00	52.00	52.00	52.00	0.00
Budgeted Expenditures					
Employee Services	4,163,401	4,676,522	4,788,797	5,495,728	706,931
Other Services & Supplies	867,764	1,105,625	1,170,288	1,108,884	(61,404)
Equipment	0	0	0	0	0
CIP & Grant Offsets	0	0	0	0	0
Transfers	(30,500)	0	0	0	0
Total:	5,000,665	5,782,147	5,959,085	6,604,612	645,527
Funding Summary by Fund/Special District					
General	2,878,167	4,458,633	4,635,571	4,865,352	229,781
N Natomas Neigh Landscape Main	0	0	0	0	0
Water	138,690	138,690	138,690	151,550	12,860
Risk Management	648,272	648,272	648,272	648,272	0
Inter-departmental Service	1,335,536	536,552	536,552	939,438	402,886
Total:	5,000,665	5,782,147	5,959,085	6,604,612	645,527

Budgeted Expenditures - FY05



Funding Summary - FY05



DIVISION BUDGET SUMMARY

City Attorney Division Budgets	FY	FY		FY	Change
	2002/03 Actual	2003/04 Approved	2003/04 Amended	2004/05 Approved	More/(Less) Approved/Amended
CITY ATTORNEY	4,962,570	5,582,147	5,759,085	6,404,612	645,527
LITIGATION	38,095	200,000	200,000	200,000	0
Totals:	5,000,665	5,782,147	5,959,085	6,604,612	645,527

STAFFING LEVELS

City Attorney Division FTEs	FY	FY		FY	Change
	2002/03 Actual	2003/04 Approved	Amended	2004/05 Approved	More/(Less) Approved/Amended
CITY ATTORNEY	52.00	52.00	52.00	52.00	0.00
Totals:	52.00	52.00	52.00	52.00	0.00

WORKLOAD MEASURES

Advisory Actions - Advisory and Special Project Sections	FY2000/01	FY2001/02	FY2002/03
Number of City Council assignments			
Received	76	98	83
Completed	71	99	73
Carried Over	14	13	23
Number of Non-city council assignments			
Received	2404 (1851) ¹	2123 (1740) ¹	2021 (1750) ¹
Completed	2201 (1946) ¹	2076 (1882) ¹	1886 (1655) ¹
Number of contracts received and approved	1469	1545	1475

¹The higher number represents the total number of advisory assignments handled by the office, including those handled by the Special Projects Section. The lower number in parentheses reflects the number of advisory assignments handled by the Advisory Section alone.

Code Enforcement	FY2000/01	FY2001/02	FY2002/03
Code Enforcement matters handled (advisory & administrative)	313	365	529
Criminal Prosecution			
Number of cases referred	124 ²	2292	2939
Number of citations and complaints filed	119 ²	2092	1920
Number of cases closed	63 ²	1491	1207

²From initiation of criminal prosecution on February 5, 2001 through June 30, 2001

APPROVED FY2004/05 BUDGET

Litigation Actions - Litigation and Special Projects Sections	FY2000/01	FY2001/02	FY2002/03
Number of cases handled by in-house/hourly rate	467 ³ /\$82	425 ⁴ /\$87	391 ⁵ /\$94
Number of cases handled by outside counsel/hourly rate	13/\$130	8/\$125	10/\$130
Outside counsel legal costs ⁶	\$176,870	\$166,094	\$213,483 ⁷

³ 339 cases handled by Litigation Section and 128 handled by Special Projects

⁴ 303 cases handled by Litigation Section and 122 handled by Special Projects

⁵ 289 cases handled by Litigation Section and 102 handled by Special Projects

⁶ Costs have consistently gone down since 1994 when outside counsel legal costs were \$1,145,407 and increasing.

⁷ City experienced a 28% increase in outside counsel fees due to novel circumstances, i.e., the onset of active litigation in a complex federal toxic remediation suit and the need to hire conflicts counsel in multiple cases arising out of allegations of misconduct involving a police officer.

APPROVED POSITIONS

0500 <u>City Attorney</u>	<u>FY2003/04</u>	<u>FY2004/05</u>	<u>Change</u>
Assistant City Attorney	2.00	2.00	0.00
City Attorney	1.00	1.00	0.00
Deputy City Attorney I	4.00	3.00	-1.00
Deputy City Attorney II	6.00	6.00	0.00
Investigator (Ex)	2.00	2.00	0.00
LAN Administrator (Ex)	1.00	1.00	0.00
Law Office Administrator	1.00	1.00	0.00
Legal Secretary	14.00	12.00	-2.00
Legal Staff Assistant (Ex)	3.00	3.00	0.00
Paralegal	3.00	3.00	0.00
Senior Deputy City Attorney	11.00	11.00	0.00
Special Assistant to the City Attorney	1.00	1.00	0.00
Supervising Legal Secretary	0.00	2.00	2.00
Supervisor Deputy City Attorney	3.00	4.00	1.00
Organization Totals:	52.00	52.00	0.00
City Attorney Total:	52.00	52.00	0.00