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August 5, 2003

CITY OF SACRAMENTO
CITY COUNCIL
Sacramento, California

Honorable Members in Session:

SUBJECT: City Attorney's Annual Report for Fiscal Year 2002-2003

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 12, 2002

SUMMARY: The attached report, which covers Fiscal Year 2002-2003, is the eighth annual report produced by the City Attorney's Office (CAO). Our report sets forth a number of facts and figures regarding performance by staff of the City Attorney's Office during Fiscal Year 2002-2003 and comparisons to performance in prior years. We previously provided highlights of the report electronically as well as a hard copy of the full report.

BACKGROUND: In 1994, the City Attorney commenced surveying 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 criminal enforcement caseloads. The Litigation Section continued to handle and successfully resolve a large volume of cases. We have included our five-year plan for the period 2004 through 2008 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 our workload. At the Council's direction, we will be working with Human Resources (HR) through the City Manager's Office to develop a plan for adjusting staff as the workload increases. Based upon a 2001 office staffing survey comparison by HR, the CAO is severely understaffed. 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.

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 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.

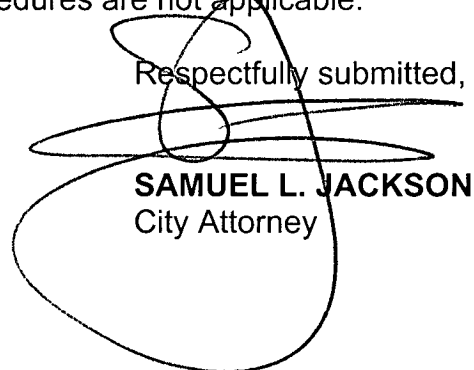
Respectfully submitted,

SAMUEL L. JACKSON
City Attorney

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Attachment 1 - Annual Report