



City of Sacramento City Council

915 I Street, Sacramento, CA, 95814
www.CityofSacramento.org

Meeting Date: 6/19/2012

Report Type: Staff/Discussion

Title: City Attorney Recruitment and Selection Process

Report ID: 2012-00563

Location: Citywide

Recommendation: Receive and file.

Contact: Geri Hamby, Director of Human Resources, (916) 808-7173

Presenter: Geri Hamby, Director of Human Resources, (916) 808-7173

Department: Human Resources

Division: HR Administration

Dept ID: 08001011

Attachments:

1-Description/Analysis

2-CA Recruitment Brochure

City Attorney Review

Approved as to Form

GMartinez

6/14/2012 3:29:47 PM

City Treasurer Review

Reviewed for Impact on Cash and Debt

Russell Fehr

6/14/2012 9:53:01 AM

Approvals/Acknowledgements

Department Director or Designee: Geri Hamby - 6/14/2012 10:45:47 AM



Description/Analysis

Issue: The City Council selected CPS Human Resource Services to conduct a national search for a City Attorney. The brochure language is being presented for council approval to ensure CPS captures Council's collective input concerning the recruitment.

Policy Considerations: As part of an extensive recruitment process, a comprehensive brochure is necessary to attract the widest selection of top candidates.

Environmental Considerations: Under the California Environmental Quality Act (CEQA) guidelines, continuing administrative activities do not constitute a project and are therefore exempt from review.

Commission/Committee Action: Not Applicable

Rationale for Recommendation: A comprehensive brochure that provides ideal candidates the most pertinent information concerning the position is necessary to produce a successful recruitment.

Financial Considerations: The cost of the brochure is included in the agreement with CPS to conduct the recruitment.

Emerging Small Business Development (ESBD): Not Applicable



**THE CITY OF SACRAMENTO SEEKS AN ASTUTE, RESPONSIVE, RESPECTED
AND EXPERIENCED CITY ATTORNEY**

*A **Unique Opportunity:** The Sacramento City Attorney opening represents a superb opportunity for a public service oriented, legal professional who is comfortable in a growing metropolitan city, sees the “big picture” and is committed to teamwork, workplace diversity, and managing a high-performance team.*

CITY GOVERNMENT

Mission Statement

The mission of the City of Sacramento is to protect, preserve, and enhance the quality of life for present and future generations.

Sacramento is a charter city operating under the council/manager form of government. The City Council consists of eight members, elected by District, and a directly-elected Mayor who serve overlapping four-year terms. The City Council is the legislative body responsible for the overall policies and direction of the City. The Council appoints the City Manager, City Attorney, City Clerk, and City Treasurer.

Sacramento provides a full array of municipal services including public safety (police and fire); community development; economic development; public works; utilities; convention, culture and leisure; parks and recreation; and the traditional internal management support functions (finance, general services, human resources/labor relations, information technology, and legislative affairs).

The FY 2012-13 city budget of approximately \$1.06 billion includes \$365 million for General Fund operations and capital projects, and \$690.5 million for operations and capital projects for the City’s Enterprise Funds and other fund activities. The budget reflects approximately 3,900 FTE.

To view the City’s budget: www.cityofsacramento.org/finance/budget

Vision Statement

Sacramento will be the most livable City in America.

OFFICE AND ROLE OF THE CITY ATTORNEY

The City Attorney is the chief legal advisor to the City Council and represents the Mayor and Council, city boards, commissions and city departments in matters of law pertaining to their official duties and responsibilities. The City Attorney also serves as legal advisor to the Sacramento Parking Authority, the Sacramento City Financing Authority, and Sacramento Regional Arts Facilities Finance Authority. The City Attorney serves as the department head for the City Attorney’s Office—a full-service legal department. The City Attorney formally reports to the City Council and communicates on a regular basis with Councilmembers and the entire governing body on a variety of legal matters. The City Attorney is also a valued member of the City’s executive team and works closely with the City Manager and City Clerk on important legal and administrative issues.

The City Attorney’s Office is organized into the following sections:

Litigation – Defends and prosecutes almost all cases on behalf of the City of Sacramento, and its officers and employees acting in the course and scope of employment.

Neighborhood Safety and Nuisance Abatement – Works collaboratively with the Code Enforcement division, Police, and other departments regarding City Code enforcement, social nuisance abatement and public safety issues, including prosecuting code violations through administrative, civil or criminal proceedings, and social nuisances through civil litigation and training and advising staff on enforcement matters.

Transactional/Advisory – Provides strategic support to the City Council’s policymaking function by providing legal advice to the City Council and Charter Officers, and works closely with City departments and divisions providing ordinance drafting, contract negotiations and legal advice and counsel regarding a wide range of City issues, including development, land use, finance, utilities, public works projects, and public safety matters.

Administration – 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 office has an operating budget of \$6.4 million and a current staff of 44, including 25 attorneys. The office sometimes retains outside counsel to assist on unique issues (e.g. bond counsel) or to deal with specific workflow requirements. Present City Attorney Office staffing includes the Interim City Attorney, Assistant City Attorney, Special Assistant to the City Attorney, Law Office Administrator, three Supervising Deputy City Attorneys, 20 Deputy City Attorneys, an investigator, plus support staff including paralegals, secretaries, and staff assistants.

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 that is as efficient as possible.

The goals of the City Attorney's office include cost effective delivery of services, taking advantage of technology, and employee development. Customer service, client relationships and recognizing diversity are important values in the City Attorney's office.

IDEAL CANDIDATE

It is anticipated that the City Attorney will be a highly competent professional and strong generalist, with a solid record of pre-trial risk assessment, an in-depth understanding of issues confronting California cities and an appreciation for the role differences between elected officers and appointed officials. Typical candidates include City Attorneys, Assistant City Attorneys, and other public and private attorneys who have the necessary expertise and personal characteristics desired by the Mayor and Council. Additional requirements are as follows:

Education, Certification and Experience

Candidates will be expected to have a Juris Doctorate degree from an accredited school of law. Important qualifications include extensive experience practicing law including knowledge of local government law and the ability to manage a large, complex law office. Active membership in the State Bar of California is required.

Expertise

- First-rate lawyer – creative, thoughtful, technically competent, innovative and credible, with a solid work history.
- Thorough understanding of the legal principles, practices and precedents that are directly related to the role and responsibilities of a city attorney. Has a positive track record in successful pre-trial assessment.
- Highly skilled and poised communicator who is effective one-on-one or in public meetings that require clear, concise and objective responses to complex legal questions.
- Competent manager of both issues and staff – capable of sustaining a respectful and productive work environment that inspires teamwork and positive results and values staff contributions. Knows how to mentor and develop staff, respects budgetary parameters, retains and attracts top talent, with an appreciation for a diverse workforce.

Personality / Management Style

- Independent thinker with creative problem-solving approach and an eye for detail; dedicated to public service / keeps the interests of the City at heart.
- Self-starter, positive, appropriately assertive and proactive.
- Strives to earn and maintain the Mayor and City Council's trust and respect, yet willing to raise difficult issues when necessary.
- Maintains very high ethical standards – a person of exceptional character who naturally earns the confidence and trust of others.
- Politically astute without being political. Has experience working with local elected officials and knows the difference between legal advice and policy-making roles and does not duck difficult issues.
- Minimizes the City's exposure to liability while achieving the Mayor and Council's policy direction. Willing to take prudent risks – has a track record as an attorney of helping clients reach their goals by developing legal, alternative approaches.
- Effectively manages a large law office and delivers high-quality, timely service. Knows when and how to effectively select and manage outside counsel. Can effectively communicate to city leaders the possible impacts of certain decisions on staff and financial resources.

- Has an established network of reliable resources, is respected in the state’s municipal law community and understands California’s local government political/financial/legal landscape.
- Excellent communication skills; able to explain legal issues in a clear and understandable manner and is proactive in communication sharing.
- Is a team player who works closely with the City Manager and department heads in examining potential legal impacts and developing alternatives to address a wide range of policy and operational issues.
- Collaborative – seeks to establish effective working relationships with other legal representatives in the region while partnering with Mayor/Council and City Management.
- Can be relied upon to provide sound legal advice even when it may not be the popular answer.
- Will be approachable and accessible to the Mayor and all Council members, as well as the other Charter Officers and department heads and does not show favoritism.

THE SACRAMENTO AREA

Sacramento – California’s capital city, historic center of the Gold Rush and the center of state government. This vibrant metropolis that is one of the fastest growing cities in the nation is known by a number of different nicknames: “Camellia Capital” for the flower found so abundantly in Sacramento neighborhoods; “City of Trees” due to the countless miles of tree-lined streets and wooded parks in the region; and “River City” by virtue of two major rivers (Sacramento and American) that converge near historic Old Sacramento. Clearly, Sacramento is much more than just the “Capital City.”

Sacramento is conveniently located halfway between the Pacific Ocean (San Francisco) to the west, and the Sierra Nevada Mountains (Lake Tahoe) to the east. The metropolitan area consisting of Sacramento and parts of Yolo, Placer, El Dorado, Sutter, and Yuba Counties has a population of approximately 2.1 million; Sacramento County has a population of 1.4 million. With a population of approximately 470,000, Sacramento is the 7th largest city in California.

Many factors contribute to the economic success of the region. A principal reason Sacramento has retained its attractiveness is that it offers some of the lowest housing prices of major cities in the state. Many new residents have relocated from the San Francisco Bay Area and Southern

California to take advantage of Sacramento's employment opportunities, moderate housing prices, reasonable cost of living, ease of mobility, and competitive salaries. Sacramento is proud of its cultural diversity. In fact, Time Magazine declared Sacramento to be the most integrated city in the country.

The Sacramento region offers amenities that are attractive to those with an active lifestyle. Hiking, biking, golfing, snow-skiing, water-skiing, house-boating, wine-tasting, and other sports and recreational opportunities abound. Educational opportunities are plentiful, with the Sacramento region being home to California State University - Sacramento; University of California at Davis; Sacramento City College; McGeorge School of Law and other community and four-year college programs.

Sacramento boasts the NBA's Sacramento Kings, the 2003, 2004, 2007 and 2008 Pacific Coast League champion Sacramento River Cats baseball team, the Sacramento Capitals of World Team Tennis, the annual world-class Sacramento Music Festival (formerly Sacramento Jazz Festival), and many other recreational, entertainment and cultural activities. Each December Sacramento attracts some of the world's top long distance runners to the California International Marathon. Historic Old Sacramento, the State Railroad Museum, Crocker Art Museum, Governor's Mansion, Sacramento Zoo, Sutter's Fort, American River Parkway, Music Circus, Sacramento Convention Center, California State History Museum and State Capitol Building are other attractions located in the immediate area. Top-name entertainers perform at Power Balance Pavilion (formerly Arco Arena) and Memorial Auditorium. Each summer Sacramento hosts the California State Fair which attracts more than one million visitors annually.

COMPENSATION

Supplemented by a generous benefit package, the annual salary for this position will be competitive in accordance with experience and qualifications. The City's executive compensation package includes the following benefits:

- Public Employees Retirement System (PERS 2% @ 55); employee contribution (7%) required.
- Voluntary 457 deferred compensation plan

- 401(a) money purchase plan (City contributes four percent if employee contributes five percent)
- Flexible spending plan (medical, transit and dependent care)
- 12 – 13 paid holidays and 12 days of sick leave
- Vacation leave starting at 10 days and increasing based on years of service
- 80 hours of management leave annually
- Monthly health and welfare fringe benefit - can be applied toward employee's contribution for retirement, health, dental and/or short-term disability insurance
- City contribution toward IRC Section 125 cafeteria health and welfare benefits, including medical, dental, life, and disability insurance
- \$100,000 basic life insurance
- Auto allowance - \$400 per month
- Technology allowance - \$100 per month
- City-provided parking
- Employee assistance programs
- Relocation assistance
- Employees contribute to Social Security and Medicare

APPLICATION AND SELECTION PROCESS

To be considered for this truly outstanding professional opportunity, please submit a cover letter, resume, indication of current salary and five work-related references. Resume should reflect size (staff/budget) and scope of recent responsibilities, as well as years **and** months of beginning/ending dates of positions held. **The final filing date is Friday, July 27, 2012.** Forward your materials to:

Stuart Satow / Pamela Derby
 CPS HR Consulting
 241 Lathrop Way
 Sacramento, CA 95815
 Ph. 916-263-1401 Fax 916-561-7205
 E-mail: resumes@cps.ca.gov
 Web site: www.cps.ca.gov/search

Following the final filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant background will be invited to participate in a preliminary screening interview with the consultants in early August. The City will then select finalists to participate in city interviews in late August. An appointment is expected in September after follow-up interviews and extensive reference/background checks. For additional information about this recruitment please contact Stuart Satow or Pamela Derby.

Visit the City of Sacramento website at: www.cityofsacramento.org