



ANNUAL REPORT 2023-2024





CITY ATTORNEY'S MESSAGE

MESSAGE FROM CITY ATTORNEY SUSANA ALCALA WOOD

I am pleased to provide the City Attorney's Annual Report for Fiscal Year ("FY") 2023-2024. Every year the Office of the City Attorney publishes an Annual Report to provide the Council and the City with an overview and accounting of the work we have performed on behalf of the City.

The Annual Report summarizes litigation matters, legal advice, transactional matters, ordinances, and other routine and special matters handled by the members of the Office.

Executive Summary

The Office's annual budget for FY 23-24 was \$12,985,144 and funded a staff of 62 employees who provide critical legal advice and counsel to the City Council, Charter Offices, Departments, Boards and Commissions. Additionally, during this reporting period, the Office handled the bulk of all litigation matters involving the City in-house and prosecuted all violations of the Sacramento City Code.

- **Legal Advice and Counsel:** On a daily basis, we conduct in-depth legal research to provide expert legal advice and counsel regarding the application of federal, state and local law to all City operations. More specifically, we provide legal advice and counsel on all of the City's policies, ordinances, agreements, programs, projects, services, and organizational/operational matters.
- **Representation of the City and its Officers and Employees in Litigation:** We continued to diligently and expertly defend the City against all claims and lawsuits. We handle the litigation in-house, which not only saves the City money, but also capitalizes on our in-house expertise of City processes and operations.
- **Community Advocacy and Public Safety:** Through our department enforcement support, criminal prosecution, and Justice for Neighbors program, we diligently work throughout the City to address physical and social nuisances that create significant health and safety concerns for businesses, neighborhoods, and the community. We continually seek opportunities to collaborate with City departments and other public agencies to address and resolve these community challenges together.
- **Strategic Projects:** We work hand-in-hand with council members and City staff on high-priority projects to advance efforts to create more economic opportunities, enhance amenities and services for residents, and respond to high-profile and sensitive matters.

I also am proud to present the City Attorneys Office's initiative to pursue a Gold Seal from the California State Bar Association on our strategic efforts to fundamentally implement processes that seek to grow our talented team through more inclusionary practices. We firmly believe that diversity improves and informs our advice and enhances the legal counsel we provide to the City.

I am honored to serve as City Attorney for this amazing and innovative City. We actively support the City's efforts to improve the community and pursue a better City for all by championing the law to empower, protect and advance the rights and interests of all. My Office is dedicated to working to uphold and advance constitutional rights, legal rights, economic interests, and the quality of life important to all residents and persons who work and do business in this great City.

Susana Alcala Wood



CITY ATTORNEY'S OFFICE ADMINISTRATION TEAM

The administration and general support functions of the office are performed under the direction of the City Attorney. The Administration Team is City Attorney Susana Alcala Wood; Chief Assistant City Attorney Gustavo L. Martinez; Assistant City Attorneys Matthew D. Ruyak and Brett M. Witter; Supervising Deputy City Attorneys Kourtney C. Burdick, Steve Y. Itagaki, Michael J. Benner, and Andrea M. Velasquez; Law Office Administrator Angela Kolak; and Special Assistant to the City Attorney Jenny Manzer Beck.

The Administration Team strives to maintain a work environment that inspires excellence and creativity, while rewarding productivity. We promote career enhancement with ongoing training and staff development. The office provides staff the opportunity to obtain needed credits for Mandatory Continuing Legal Education (MCLE), as well as other professional-association seminars. The Administration Team develops and implements office policies and procedures; monitors overall office performance and individual 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 and succession planning. Together the team prioritizes the establishment and maintenance of relationships and trust with the City Council and their staff, public commissions, and valued City departments, officers, and city staff.

LEGISLATION HIGHLIGHTS

Each year the Sacramento City Council adopts dozens of ordinances, most of which get incorporated into the published Sacramento City Code. Not only are ordinances fundamental statements of public policy, they create the legal framework for city government operations, economic activity in the city, and the rights and responsibilities of citizens, and promote the public health, safety, and welfare.

To ensure the council's ordinances are constitutional, enforceable, consistent with state law and the rest of the Sacramento City Code, understandable, and accurate reflections of the council's public policy intentions, the City Attorney's Office has a process for the drafting and vetting of proposed ordinances. Key to that process is thorough review by a small group of seasoned attorneys who meet frequently for that vetting.

That group, the Draft Ordinance Review Committee, met 23 times in 2023. Among the notable ordinances drafted and reviewed in 2023 are the following:

NOTABLE ORDINANCES

- Amending Sacramento City Code (SCC) chapter 8.68, to protect the health and safety of medical patients by establishing noise controls around health care facilities.
- Amending SCC chapter 8.132 to cover the illegal cultivation of cannabis on residential properties.
- A major overhaul (covering SCC chapters 5.68, 8.24, 12.48, 13.10, and 13.24) of solid waste management regulations.
- Amendment of SCC chapter 15.104 to update the code at request of the state after consultations with the county, the state, and FEMA about a county-wide update to a Flood Insurance Rate Map.
- An ordinance authorizing the city manager to identify sites for safe camping and motel shelters for persons experiencing homelessness, and to commence operations at those sites.

OFFICE OVERVIEW

OPERATIONS AND OBJECTIVES

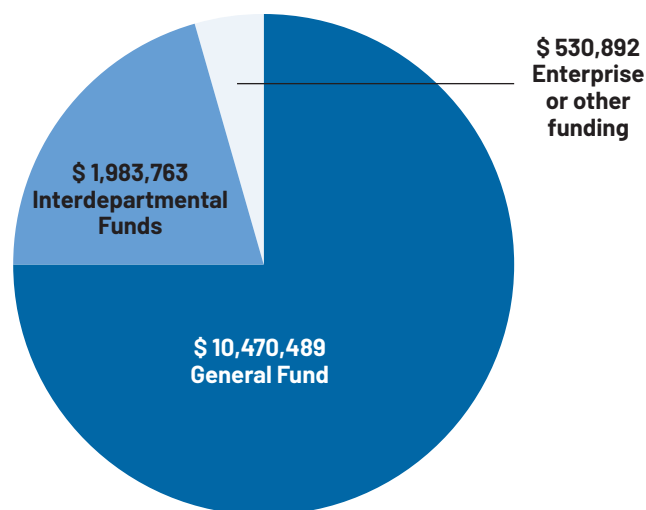
The Office's annual budget for FY 23-24 was \$12,985,144 and funded a staff of 62 employees who provide critical legal advice and counsel to the City Council, Charter Offices, Departments, Boards and Commissions. The office also handles the bulk of litigation matters involving the city and prosecute violations of the Sacramento City Code.

The City Attorney's budget includes a fixed annual revenue amount of \$52,000. That budgeted amount is recovered primarily from services billed to the Sacramento Public Library Authority, as well as other fees and charges recoverable to the City Attorney from the Citywide Fee and Charge Schedule.

The City Attorney also received an additional \$14,600 for services rendered to the Sacramento Public Library Authority in excess of the services delivered as part of the fixed annual amount. Pursuant to Council Resolution No. 2020-0227, these funds were set aside in the City Attorney's technology capital improvement project (CIP) which is used as the primary source for new computer hardware when end-of-lifecycle equipment is replaced.

In addition to the revenue figures above, the City Attorney recognized a total of \$2,601 in revenue under Council Resolution No. 2009-164 (Justice for Neighbors Multi-Year Operating Project). Those funds were set aside in the JFN MYOP, which is used to provide resources to the City to combat quality-of-life issues under the City's social nuisance code.

Operating Budget for FY 2023-2024
\$ 12,985,144



DEPARTMENT EFFICIENCIES

- Completed incorporating new office space to existing City Attorney suite, minimizing costs by using carryover budget, utilizing existing furnishings and electronic equipment where possible.
- Implemented return to work plan formulated last FY using current COVID-19 protocols and health orders, and allowing for flexible staff hours, thus minimizing impact on City Hall resources.
- Continued to reduce print materials and opt for electronic where available to reduce cost and increase access.
- Addressed vacant attorney positions by either restructuring the work and holding vacancies, or underfilling Senior Deputy City Attorney positions with Deputy City Attorney I/II level hires to optimize budget.
- Cooperatively sourced e-discovery software with the City Clerk and IT Department to allow for efficient handling of PRA documents and emails, and case related documents, resulting in greater accuracy in data and record management, and legal compliance.

SERVICE-DELIVERY PRIORITIES ACHIEVED IN 2023

- Worked closely with the City Manager and City Clerk to prepare for municipal elections.
- Enhanced the Office Diversity, Equity, and Inclusion efforts to assure that the city is well-served by a deeply talented, collaborative, and outstanding legal team.
- Advised the Council and City departments regarding recent changes to cannabis laws and regulations, and the ongoing development of the Cannabis Opportunity Reinvestment and Equity program.
- Assisted the Council and City Manager with ordinance drafting in response to an initiative that addresses homelessness issues; advised on all options available for the provision of services and housing to the City's homeless population.
- Assisted the Council and City Manager by analyzing, researching, and advising on issues related to COVID-19, including the health and safety of employees and citizens, economic recovery, access to available funding, and return-to-work protocols.
- Provided citywide training through CityYOU courses including Public Records Act, and public contracting.

OBJECTIVES FOR FY2024/25

- Follow through with process put in place to enhance the Office Diversity, Equity, and Inclusion goals designed to improve internal commitment for recruitment and hiring, outreach to the community, and operations within the City Attorney's Office.
- Continue to advise the Council and City departments regarding recent changes to cannabis laws and regulations, and the ongoing development of the Cannabis Opportunity Reinvestment and Equity program.
- Assist the Council and City Manager with interpretation and implementation of Measure L (Sacramento Children & Youth Health and Safety Act).
- Provide citywide training through CityYOU on the Public Records Act, and First Amendment issues.
- Continue supporting the City's pursuit of racial and social justice and racial equity through ongoing support for the Police Department and the Office of Public Safety Accountability, by working to increase the public's oversight of its Police Department, and by helping to reimagine and retool the City's delivery of public safety services.
- Retain a staff of highly qualified and dedicated attorneys and support staff with extensive knowledge of the City of Sacramento and municipal law to deliver high quality legal services and advice more efficiently and effectively.
- Continue to defend the City's legal interests in court and in administrative proceedings and initiate legal action and other initiatives to protect and advance the rights, interests, and quality of life of our community, and to ensure justice and equity.

CITY ATTORNEY BY THE NUMBERS

NEW ASSIGNMENTS/CASES BY CLIENTS

CITY DEPARTMENTS	JANUARY 2023-MAY 2024
City Attorney's Office	145
City Auditor	47
City Clerk	230
City Manager	794
City Mayor and Council	32
City Treasurer	37
Civil Service Board Commission	2
Community Development	486
Community Racial Profiling Commission ^[1]	371
Community Response	227
Convention and Cultural Services	227
Office of Innovation and Economic Development	222
Finance	184
Fire	87
Human Resources	216
Information Technology	187
Law and Legislation	15
Library Authority	71
Police	515
Public Works	1,355
Utilities	424
Youth Parks and Community Enrichment	316
Staff Reports	1,120

^[1] Reporting only on departments and commissions that generate significant numbers of legal assignments

LITIGATION DIVISION

The Litigation Division defends and prosecutes civil litigation cases on behalf of the City and its officers and employees acting in the course and scope of employment; and provides legal support to Risk Management. Division attorneys work in all manner of law including civil rights, personal injury, property damage, construction defect, eminent domain, breach of contract, employment, and CEQA. Division attorneys work in both the administrative and civil arenas providing litigation services in arbitration and administrative proceedings and in both state and federal courts.

NOTABLE ACHIEVEMENTS

SPD Officer v. City of Sacramento

A former SPD officer appealed his termination from employment, due to his failure to properly investigate allegations of domestic violence during a call for service. The officer also was dishonest with his partner and supervisor about the substance of the investigation and was dishonest with Internal Affairs during a subsequent investigatory interview. Following a two-day arbitration hearing, the arbitrator issued an award denying the officer's grievance and upholding the termination, and the Civil Service Board adopted the arbitrator's award.

SPD Officer v. City of Sacramento

A former SPD officer appealed his termination from employment, resulting from an incident during which he was rude and unprofessional to a civilian, failed to properly supervise his trainee, and failed to take numerous safety precautions, endangering himself, his fellow officers, and the civilian, and failed to properly activate and deactivate his body-worn camera device. The officer was subsequently dishonest during his investigatory interview with Internal Affairs. Following a two-day arbitration hearing, the arbitrator issued an award denying the officer's grievance and upholding the termination, and the Civil Service Board adopted the arbitrator's award.

Caliber Collision v. City of Sacramento and RASA

Plaintiff operates an autobody repair business located at 2310 Lexington Street, Sacramento CA. Throughout 2020 and 2021, they claimed individuals experiencing homelessness adjacent to its property threatened the health, safety, and well-being of employees, customers and vendors, and caused detrimental effects to business. Plaintiff sued the City in Federal Court alleging its constitutional rights had been violated and sought

injunctive relief and the recovery of attorney's fees and costs. The City and RASA successfully entered into a settlement whereby Plaintiff agreed to lease the adjacent RASA properties where the homeless camps had proliferated in exchange for a dismissal of all claims. Plaintiff is using the property as parking and storage.

Nguyen v. City of Sacramento, et al.

The City was sued for motor vehicle negligence as a result of a collision wherein Plaintiff rear-ended SPD Officer Paul Fong while he was driving Code 3 with lights and sirens. Plaintiffs agreed to dismiss the case in its entirety after we filed a motion for summary judgment on behalf of the City and Officer Fong.

City of Sacramento v. Steve's Rock & Ready

The City initiated a lawsuit against a concrete supplier who had unlawfully disposed of hazardous brake fluid in the City's storm drainage system. We successfully negotiated a settlement that fully reimbursed the City for its remediation costs in exchange for a dismissal of the City's lawsuit.

City of Sacramento v. Civil Service Board

The City initiated a writ petition challenging an adverse employment arbitration wherein the City's termination of a Department of Utilities wastewater supervisor was overturned. The issue was whether being on-call is an essential function of the job. The employee contended that he was medically unable to take on-call shifts and the City's position is that the position of wastewater supervisor requires on-call shifts. The Superior Court granted the City's writ petition, agreeing that being on-call is an essential function of the job of wastewater supervisor.

SPD Sergeant v. City of Sacramento

A former sergeant with the Sacramento Police Department was terminated for sustained violations of SPD general orders arising out of her misuse of the CLETS system. The sergeant appealed the City's decision on the grounds the City lacked good cause to terminate her employment, and the City participated in a two-day arbitration hearing. The arbitrator affirmed the City's decision to terminate the sergeant and the CSB adopted the arbitrator's decision.

Railroad 1900, LLC v. City of Sacramento

A business owner sued the City for constitutional violations, alleging that the City's failure to move homeless individuals that surrounded his business effectively created a "zone of containment" that negatively impacted his business. We filed a motion for summary judgment, which the Court granted, finding that plaintiff had no standing to sue the City based on the City's discretionary decisions on how, why, and when to enforce or not enforce its laws related to homeless encampment abatement.

CMS Lathrop v. City of Sacramento

This was another homelessness litigation matter filed by a business in Sacramento that claimed that the City's failure to enforce certain laws related to encampment abatement negatively impacted its business. Following our successful motion for summary judgment in the Railroad 1900 matter, plaintiffs agreed to dismiss this case in its entirety.

Elisa Mederos v. City of Sacramento, et. al.

This case stemmed from a trip and fall that occurred on 24th Street. Plaintiff alleged that she fell on uneven sidewalk. We filed a motion for summary judgment based on lack of notice. The Court granted our dispositive motion and the case was dismissed.

Candida Johnson v. Patrick Mulligan, City of Sacramento

Plaintiff alleged she was sexually assaulted by an SPD Officer during a pat down for weapons prior to her being transported and booked in the Main Jail. We took this case to trial in U.S. District Court, Eastern District of California and obtained a unanimous defense verdict in favor of the City and Officer Mulligan.

Vang v. City of Sacramento, et al.

This matter involved the officer-involved shooting of a man who had been pointing a replica gun at citizens on the streets of Sacramento. At the close of trial, a single juror hold-out prevented a defense verdict and a mistrial was declared. On the eve of the retrial a year later, we settled the matter for \$100,000. The initial demand prior to the first trial was \$7,000,000.

Alston v. City of Sacramento, et al.

Plaintiff asserted various civil rights violations after being detained while SPD investigated a shooting at a residence. We filed a successful motion for summary judgment and the case was dismissed in our favor.

STRATEGIC PROJECTS AND RESEARCH

The Strategic Projects and Research Division provides legal advice on projects initiated by the City Council or that require multi-departmental coordination. SPR attorneys also provide legal advice to the City Council, charter offices, and city departments.

NOTABLE ACHIEVEMENTS

Homelessness

SPR attorneys advised staff and council regarding the implementation and performance of the Partnership Agreement with the County of Sacramento regarding homelessness and its companion Collaboration Protocol, the Emergency Shelter and Enforcement Act of 2022 (Measure O), as well as numerous other homelessness-related service contracts and grant documents.

Sacramento Iceland

SPR attorneys provided legal advice and drafted numerous transactional documents to provide \$1.3M+ in funding to the operator of Sacramento Iceland to build a roof over the ice rink and to make improvements to the existing building façade.

North Natomas Community Facilities District No. 4, City of Sacramento, County of Sacramento, State of California, Special Tax Refunding Bonds, Series G (2023) – Par Amount \$25,125,000.00

SPR attorneys assisted the City Treasurer with the issuance of these bonds to refund bonds the City previously issued for North Natomas community facilities. The issuance lowered the interest owed on a portion of the outstanding bonds, benefiting all property owners within the CFD who are subject to the special tax.

Sacramento Innovation Grant Program

SPR attorneys provided legal advice about how to carry out the Sacramento Innovation Grant Program, which offers up to \$1 million in grants annually from the City's Innovation and Growth Fund to support the development of Sacramento's entrepreneurial and innovation ecosystem.

St. Anton Ascent Project

The St. Anton Ascent project is a proposed 120-unit affordable housing project in City Council District 1. SPR attorneys provided legal advice to secure benefits for residents of the project and City oversight of the completed project.

City of Sacramento Water Revenue Refunding Bonds, Series 2023 – Par Amount \$20,985,000

SPR attorneys helped the City Treasurer issue the Series 2023 Bonds to partially refund the City of Sacramento Water Revenue Refunding Bonds, Series 2020, to partially refund the Series 2020 Bonds through use of a tender offer. The issuance resulted in savings of approximately \$4 million to the City's Water Fund through lower interest rates.

GENERAL COUNSEL AND ADVISORY

The General Counsel and Advisory Division provides legal advice and support to the City Council, all City departments, and staff. The group advises on all aspects of municipal law, including the Brown Act; Public Records Act; Political Reform Act; the California Environmental Quality Act (CEQA); water law; Propositions 26 and 218; public bidding, construction, and procurement; contract negotiation, drafting, and review; prevailing wages; transportation; real estate procurement, conveyance, and leasing; solid waste disposal; landfill regulation; and various other areas of municipal law.

NOTABLE ACHIEVEMENTS

Assisted the City Managers' Office in negotiating an extension of the City's Community Workforce Training Agreement for another five-year term, which requires public works contractors to utilize unionized labor for City construction projects over \$1 million and prioritizes local hiring.

Advised on the drafting of the 2040 General Plan, Stockton Boulevard Plan, Marysville and Del Paso Boulevard Action Plan, and the Age-Friendly Action Plan.

Advised on various housing laws, including the laws related to accessory dwelling units, ministerial housing approvals, and urban lot splits, all of which are aimed at increasing housing availability within the City.

Coordinated the efforts of Department of Utilities water quality staff and outside counsel in litigation to obtain a settlement estimated at \$5 million to compensate the City for damages related to per- and polyfluoroalkyl substances (i.e., forever chemicals) contamination of City water sources.

Assisted Recycling and Solid Waste in drafting an ordinance updating collection and disposal requirements for organic waste to ensure compliance with new state laws and reduce the amount of waste deposited in landfills, thereby reducing methane gas emissions.

Assisted the Convention and Cultural Services Department in distributing state and federal grant funds, which allowed hundreds of organizations and individuals to continue to provide programs, services, and activities to communities that were adversely impacted by the COVID-19 pandemic. This effort involved preparing grant guidelines, notices of funding availability, and preparing nearly 200 grant agreements totaling over \$7 million.

Drafted an ordinance authorizing new storm drainage development fee and advised Department of Utilities staff on legal steps necessary to adopt updated nexus studies and water and sewer capacity charges.

COMMUNITY ADVOCACY & PUBLIC SAFETY DIVISION (“CAPS”)

This division provides advisory and enforcement services to the Sacramento Police Department (SPD) and the Neighborhood Code Compliance, Business Compliance, and Housing & Dangerous Buildings divisions of the Community Development Department (CDD). The division partners with enforcement departments to prosecute and abate physical and social nuisances. The division also includes a Criminal Prosecution Unit that prosecutes criminal violations of the City Code.

In its capacity as the general counsel for SPD and the three divisions of CDD, CAPS advises on and helps draft ordinances, provides legal advice regarding the California Public Records Act, responds to subpoenas, and provides analysis and advice on the various provisions of state and federal law that pertain to the departments. In addition, attorneys in the division represent the city on all Pitchess motions and advise and make appearances regarding Gun Violence Restraining Orders, and handle all Cal. Welf. & Inst. § 8102 Weapons Petitions.

In its enforcement role, the mission of the division is to fight corrosive social and criminal nuisances that degrade the quality of life in the City. The division’s aim is to identify, prioritize, and address criminal problems before they grow into serious offenses that can lead to urban decay. The division understands that the ability to

respond to neighborhood complaints and address criminal problems proactively is critical to improving quality of life in our neighborhoods.

Through the Justice for Neighbors (JFN) program, our office has coordinated with the City’s enforcement departments, including the Fire and Community Development Departments, to target abandoned structures, nuisance properties, and blight plaguing neighborhoods. The JFN team files lawsuits seeking aggressive and specifically tailored injunctive relief, including stay-away orders, closure of properties, hiring of security guards, installation of video camera systems, and other improvements to properties. In cases where such remedies are inadequate to abate the nuisance, CAPS attorneys have the ability to petition the court to request that a receiver be appointed to oversee the abatement of nuisances on the property.

NOTABLE ACHIEVEMENTS

Led the City’s Incident Management Team in drafting and publishing the Citywide Homeless Response Protocols.

Assisted the City Manager’s Office with the cleanup of Roseville Road through effective legal advice on the relocation of approximately 24 camps located in the area and the eventual removal of 318,000 pounds of trash and debris.

Advised the Department of Utilities on the enforcement of the critical infrastructure ordinance to achieve the successful inspection, maintenance, and repair of the City’s flood-control infrastructure.

Assisted the Police Department with training and navigating the complex Military Use Policy.

Assisted the Community Development Department with securing a receivership and subsequent demolition of a large burned-out commercial building near Executive Airport that had become a haven for squatters and drug users.

Continued to abate illegal cannabis production and collect administrative and civil penalties to fund the JFN Fund,

which provides funding for training, equipment, and the Emergency Home Repair Program (EHRP).

Led the Justice for Neighbor’s team to abate social and physical nuisance properties throughout the City.

Assisted the Department of Community Response and the City Manager’s Office with Citywide Homelessness Response Protocols and provided guidance on those Protocols to protect both the public and the rights of people experiencing homelessness.

Assisted the Police Department with training and producing confidential police personnel records pursuant to SB 1421 and AB 748 (state disclosure laws).

Assisted the Police Department with prosecuting Gun Violence Restraining Orders, taking weapons off the street and from individuals who pose a threat to either themselves or the public at large.

OFFICE PROGRAMS

Law Clerk Program

Our award-winning law clerk program continues to thrive thanks to all the attorneys who work with and provide guidance to the students. Our office has been acknowledged by McGeorge School of Law's Public Legal Services Society as an exceptional supporter of their mission of enhancing the ability of law students to choose public interest or public-service careers.

Most of the program applicants are students from local law schools – McGeorge School of Law and UC Davis – but we have also had applicants from UC Berkeley, Pepperdine, University of Virginia, and William and Mary. Our office hosts students year-round, part-time during the school semesters and full-time during the summer.

In addition to working on various legal issues, the law clerks also accompany attorneys to meetings, arbitrations, mediations, depositions, hearings, and trials, all of which help them utilize their newly acquired skills in a professional setting.

In 2023, the City Attorney's Office increased its investment in this program by providing a stipend to the summer law clerks, expanding the opportunity to those who may not be able to afford to forgo other employment during that period. Several former law clerks have later been hired into full-time attorney positions in the office.

Externship Fair

On September 5th, the City Attorney's Office participated in the externships fair held at the University of the Pacific, McGeorge School of Law, which helps connect students with externships and job opportunities.



Career Fairs

Attorneys and support staff attend career fairs throughout the year, including the University of the Pacific McGeorge School of Law Externship Fair, the Sacramento Region Diversity Career Fair, the UC Davis School of Law Public Interest & Government Career Fair, and the American River College Spring Career Fair. At each of these career fairs, employees speak directly with prospective hires about the office, the hiring process, and the office's commitment to diversity, equity, and inclusion.

The Sacramento Region Diversity Career Fair held at the University of the Pacific, McGeorge School of Law featured an in-person discussion panel that included Sacramento Superior Court Judge Bunmi Awoniyi, U.S. District Judge Daniel Calabretta, California Court of Appeal Associate Justice Elena Duarte, and U.S. Courts for the Ninth Circuit Executive Susan Soong. The panel spoke on issues affecting diverse law students and attorneys and led the audience in discussion groups to share ideas. Attorneys and paralegals from the City Attorney's Office also participated in the career fair table talk and reception, where they met with many law students and attorneys from around the Sacramento region.

Habitat for Humanity

As the result of successful litigation regarding an unlawful cannabis grow house, the City Attorney's Office, through the Justice for Neighbors program, was instrumental in having a home donated to Habitat for Humanity of Greater Sacramento. Habitat selected a family to become the home's owner, and through generous community donations and the hard work of volunteer labor (including that of the chosen family), the home was completely remodeled and returned to safe and clean housing in the City of Sacramento.



DEI Leadership Seal Program of the State Bar of California

In 2023, the City Attorney's Office became a committed participant in the State Bar of California's DEI Leadership Seal Program which recognizes legal employers that commit to and implement research-driven actions that further workplace diversity, equity, and inclusion. Pursuant to that program, the office is collecting and analyzing demographic data pertaining to the office, including our diversity mission statement in all job advertisements, requiring annual implicit bias training for all staff, and integrating DEI responsibilities into the job duties of the office leadership. We anticipate completing the DEI Leadership Seal program this summer.

Law Day 2024

On May 1st, the City Attorney's Office commemorated Law Day with an event to celebrate the rule of law and cultivate a deeper understanding of the legal system. This year's theme, "Voices of Democracy," was recognized with a program that included guest speakers from McGeorge School of Law and the California League of Women Voters. On that same day, the office opened its offices to city staff for tours and camaraderie.

Mentorship Program

Beginning in 2023, the office established a mentorship program that connects all newly hired employees—both attorneys and support staff—with a more experienced employee to ensure that new members of the office are welcomed into the workplace and are supported by all of the resources they need to thrive. The program supports monthly meetings between the pair for a full year, so that the new employees' relationships with their mentors and the office can be built up over time.

Racial Equity Core Team

In FY 2023-24, the City Attorney's Office's Racial Equity Core Team led the efforts to promote diversity, equity, and

inclusion throughout the office. The Core Team's efforts were the catalyst to increasing the office's outreach efforts by reviving its annual Law Day event, establishing a career fairs program to expand our reach in recruitment, and creating the mentorship program to enhance our inclusion and retention efforts.

Finally, the Core Team initiated the office's participation in the State Bar of California's DEI Leadership Seal Program and led the efforts to complete the action items to further workplace diversity, equity, and inclusion.



City of
SACRAMENTO

Office of the City Attorney

Susana Alcala Wood

City Attorney

Sacramento City Hall

915 I Street, Room 4006

Sacramento, CA 95814

(916) 808-5346

www.cityofsacramento.org/attorney