

Provide counsel to:
City Council
City Manager
City Departments
Boards and Commissions
Draft and/or approve as to form:
Ordinances
Resolutions
Contracts
Documents
Provide legal opinions and/or interpretations

Defend and prosecute lawsuits involving the City
Direct and coordinate outside counsel
Supervise/Monitor tort litigation
Assist with Code Enforcement
Review/Monitor claims

Provide legal support for:
Public construction projects
Redevelopment projects

City Attorney

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- ▶ Program Information
- ▶ Accomplishments
- ▶ Work Plan
- ▶ Key Issues
- ▶ Position Information
- ▶ Major Contracts
- ▶ New and Replacement Vehicles

Mission Statement

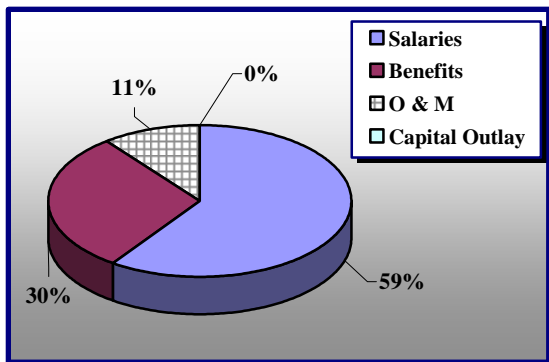
Mission Statement for the Department—The mission of the City Attorney's office is to serve the City of Folsom by providing accurate, timely and effective legal advice and representation to the City Council, the City Manager and the officers and employees of the City.

The City Attorney's office is committed to providing high quality and aggressive litigation representation to assure that each case is resolved in a manner that protects the interests of the City; devoting the time and resources necessary to provide the highest quality legal advice; responding to requests for opinions, ordinances, contracts and other documents in the highest professional manner; working creatively with City officers and employees to accomplish the policy objectives of the City and to prevent legal problems from arising.

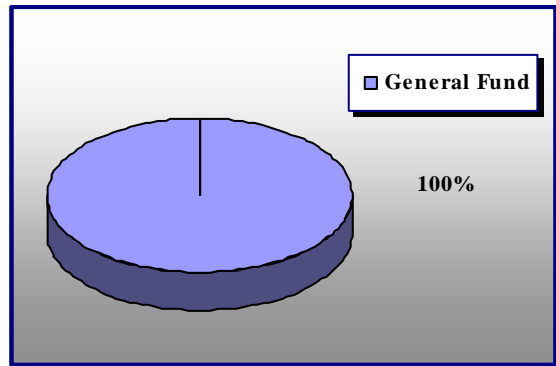
Budget Summary

Expenditure	Actual FY 2005-06	Budget FY 2006-07	Revised FY 2006-07	Proposed FY 2007-08	Change From 06-07 Budget
Salaries	\$384,448	\$566,992	\$436,715	\$598,976	5.64%
Benefits	\$166,040	\$277,861	\$210,130	\$296,302	6.64%
Operation & Maintenance	\$277,166	\$125,381	\$150,591	\$106,949	-14.70%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total	\$827,654	\$970,234	\$797,436	\$1,002,227	3.30%
Full-Time Positions	5.00	5.00	5.00	5.00	0.00%
Part-Time Positions	0.00	0.00	0.00	0.00	0.00%
Funding Source					
General Fund	\$827,654	\$970,234	\$797,436	\$1,002,227	3.30%
Total	\$827,654	\$970,234	\$797,436	\$1,002,227	3.30%

Department Expenditure by Category



Department Funding Sources



Program Information

City Attorney

\$1,002,227

The City Attorney's office provides legal representation and services to the City Council, City officials, Commissions and City employees. The responsibilities of the City Attorney are governed by Section 4.03 of the City Charter and Section 2.11.040 of the Folsom Municipal Code.

FY 2006 – 07 Accomplishments

- The City Attorney's office played a key role in providing legal advice and assistance on a number of the City's projects which included:
 - 1) Sphere of Influence and potential annexation south of Highway 50
 - 2) Development of the Railroad Block
 - 3) CHOC - Sibley Street Property DDA and sale of part to Syblon Reid
 - 4) Sale of surplus property to SACA Cordano
 - 5) Mather Field Airport Operations
 - 6) Golden State Water Company PUC litigation
 - 7) Mangiapane-McGourty litigation cases
 - 8) Sorum - Nuisance abatement
 - 9) Weapons Petitions and Pitchess Motions - Brought in-house
 - 10) PERB Grievances - Kept in-house
 - 11) Bridge Below the Dam
 - 12) El Dorado - Elk Grove Connector JPA
 - 13) Medical Marijuana ordinance
 - 14) Sexual Offenders ordinance

FY 2007 – 08 Work Plan

To ensure and promote the long-term financial health of the City of Folsom. (Strategic Plan Goal I)

<p>Objective : To create a Risk Management Program and proactively address risk elements in City operations. (Strategic Plan Goal I, Objective 6)</p>	<p>Strategies:</p> <ul style="list-style-type: none"> • Perform a risk audit with the assistance of NCCSIF on operations and facilities. • Recruit and hire a Risk Manager. • Refine elements of Risk Program and assign responsibility for program components. 			
	Performance Measure	Actual 2006	Projected 2007	Budget 2008
	Complete Risk Audit	N/A	N/A	August 2007
	Recruit and hire Risk Manager	N/A	N/A	September 2007
	Review risk operations within departments	N/A	N/A	November 2007
	Review risk elements of City facilities	N/A	N/A	December 2007
	Implement Risk Manager programs and assign program responsibility	N/A	N/A	February 2008

<p>Objective : Implement a Cost Recovery Program across all City departments for recovery of damage to City property. <i>(Strategic Plan Goal I, Objective 6)</i></p>	<p>Strategies:</p> <ul style="list-style-type: none"> • Meet with all departments to create protocol for reporting damage to City property. • Meet with Police Dept. on reporting procedures for incidents involving City property. • Implement Cost Recovery recommendations from FY 2006-2007. • Monitor effectiveness of recovery efforts on smaller losses. 			
	Performance Measure	Actual 2006	Projected 2007	Budget 2008
	Meet with all departments and establish Cost Recovery Reporting Procedure	N/A	N/A	August 2007
	Meet with Police Department to address training on CPI incidents	N/A	N/A	August 2007
	Provide training to departments on cost recovery protocol	N/A	N/A	September 2007
	Implement cost recovery efforts across all departments	N/A	N/A	December 2007
	Report to City Council/City Manager on recovery statistics quarterly	N/A	N/A	March 2008 June 2008

To plan future development to meet the needs of residents and businesses in terms of jobs-housing balance, environmental considerations, equal housing opportunities, and quality of life. (Strategic Plan Goal III)

<p>Objective : Perform a comprehensive review of City contracts and create standard contracts for simpler, low value items. (Strategic Plan Goal III, Objective 1)</p>	<p>Strategies:</p> <ul style="list-style-type: none"> • Review Consultant and Construction contracts. • Meet with departments regarding any contract concerns. • Modify contracts as necessary. • Draft contract(s) to be used for simpler, low dollar needs. • Update forms on drives. • Review existing amendments to contracts and determine if revision is necessary. • Review contract code provisions of the Folsom Municipal Code to determine if code modifications are necessary. • Design-Build Contracts – Review and create a Design-Build contract form. • Review of Master Service Contracts and Task orders. 																																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6e6fa;"> <th style="text-align: center;">Performance Measure</th> <th style="text-align: center;">Actual 2006</th> <th style="text-align: center;">Projected 2007</th> <th style="text-align: center;">Budget 2008</th> </tr> </thead> <tbody> <tr> <td>Meet with departments on contract issues</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">September 2007</td> </tr> <tr> <td>Review existing contracts and propose changes</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">December 2007</td> </tr> <tr> <td>Review Code for potential changes to contracting provisions</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">December 2007</td> </tr> <tr> <td>Draft modifications to existing contracts</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">February 2008</td> </tr> <tr> <td>Draft Design-Build ordinance as necessary and proposed contract</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">February 2008</td> </tr> <tr> <td>Draft form contract for simpler, low dollar value contracts</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">March 2008</td> </tr> <tr> <td>Update all contract forms and add to shared drives for use department wide</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">April 2008</td> </tr> </tbody> </table>			Performance Measure	Actual 2006	Projected 2007	Budget 2008	Meet with departments on contract issues	N/A	N/A	September 2007	Review existing contracts and propose changes	N/A	N/A	December 2007	Review Code for potential changes to contracting provisions	N/A	N/A	December 2007	Draft modifications to existing contracts	N/A	N/A	February 2008	Draft Design-Build ordinance as necessary and proposed contract	N/A	N/A	February 2008	Draft form contract for simpler, low dollar value contracts	N/A	N/A	March 2008	Update all contract forms and add to shared drives for use department wide	N/A	N/A	April 2008
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FY 07-08 Customer Service Levels**Customer Service Performance Indicator 1:**

Performance Indicator	Actual 2005-06	Projected 2006-07	Budget 2007-08
Review and return contracts within 3 business days	N/A	3 business days	3 business days

Customer Service Performance Indicator 2:

Performance Indicator	Actual 2005-06	Projected 2006-07	Budget 2007-08
Meet monthly with each department to review issues	N/A	Prepare a log of issues for each department and track progress in resolving them	Prepare a log of issues for each department and track progress in resolving them

Customer Service Performance Indicator 3:

Performance Indicator	Actual 2005-06	Projected 2006-07	Budget 2007-08
Meet with each Department Head quarterly on Risk Management issues	N/A	N/A	Identify risk issues affecting departments on quarterly basis

Customer Service Performance Indicator 4:

Performance Indicator	Actual 2005-06	Projected 2006-07	Budget 2007-08
Meet with Human Resources and Bragg & Associates at least monthly on pending liability and Workers' Comp. claims	N/A	N/A	Update log on pending liability and Workers' Comp. claims to assess status and completion strategy

Key Issues

- SOI and Annexation
- Risk Management - Creation and implementation of a program
- Water Supply issues south of Highway 50
- Folsom Dam Spillway improvements and New Bridge
- Implementation of and emphasis on Cost Recovery
- Assisting Public Works with JPA Implementation
- Emphasis on DUI and Haz Mat Recovery
- Railroad Block and Related Historic District Projects
- Potential quarry operations South of SOI
- Wireless Communications ordinance
- General Plan Update/Housing Element Update

Future Key Issues

- SOI and Annexation South of 50
- Water Supply Issues South of 50
- Zoning Code Update

Position Information

Position	FY 2005-06	FY 2006-07	FY 2007-08
City Attorney	1	1	1
Deputy City Attorney	1	1	1
Deputy/Assistant City Attorney	1	1	1
Legal Analyst	1	1	1
Legal Secretary	1	1	1
Total	5.00	5.00	5.00

Major Contracts (over \$25,000)

Legal Services—Mather	\$56,000
SOI—water	\$291,000
Legal services—Bridge, SOI, Redevelopment, Housing Trust Fund, litigation	\$360,000

New and Replacement Vehicles

None	
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