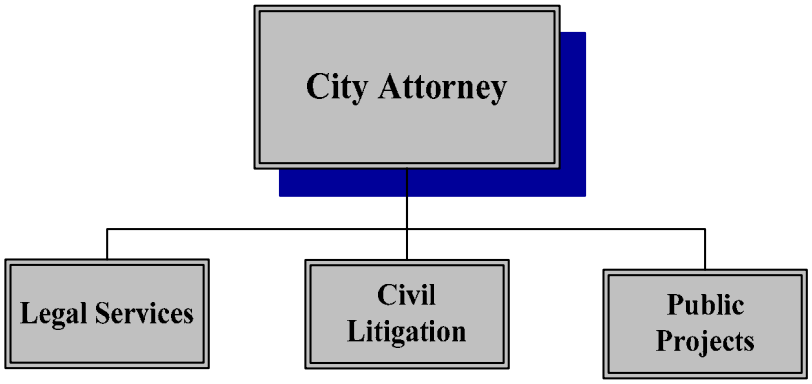


Provide counsel to:
- City Council
- City Manager
- City Departments
- Boards and Commissions

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

- Mission Statement
- Budget Summary
- Program Information
- Accomplishments
- Work Plan
- Key Issues
- Position Information
- Major Contracts
- New and Replacement Vehicles

Mission Statement

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.

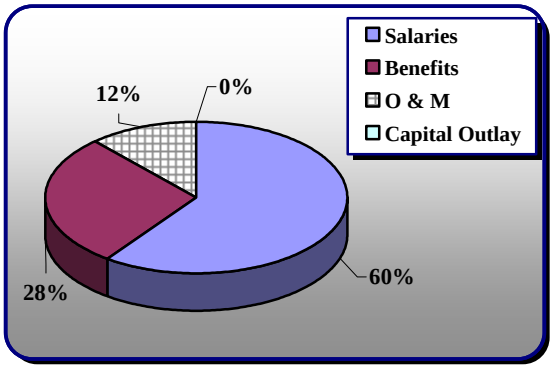
The City Attorney's office is committed to providing high quality and aggressive litigation representation to assure that each case is resolved in a manner that protects the interests of the City; devoting the time and resources necessary to provide the highest quality legal advice; responding to requests 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

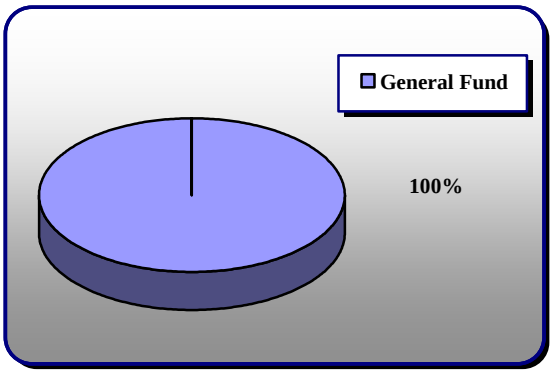
Expenditure	Actual FY 2006-07	Budget FY 2007-08	Projected FY 2007-08	Proposed FY 2008-09	Change From 07-08 Budget
Salaries	$451,363	$598,976	$473,030	$608,635	1.61%
Benefits	$206,424	$296,302	$225,704	$287,107	-3.10%
Operation & Maintenance	$159,155	$106,949	$257,133	$119,608	11.84%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	$816,941	$1,002,227	$955,867	$1,015,350	1.31%
Full-Time Positions *	5.00	5.00	5.00	6.00	20.00%
Part-Time Positions	0.00	0.00	0.00	0.00	0.00%
Funding Source					
General Fund	$816,941	$1,002,227	$955,867	$1,015,350	1.31%
Total	$816,941	$1,002,227	$955,867	$1,015,350	1.31%

*One full-time position in the City Attorney's Office will be unfunded and remain vacant.

Department Expenditure by Category



Department Funding Sources



Program Information

City Attorney **$1,015,350**

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 2007 – 08 Accomplishments

- Mather Field Expansion - Filed Action v. County of Sacramento (DHL).
- Key Role in SOI and SOI Water.
- Implemented Citywide Safety Program.
- Assigned employee Loo Ng full time to City safety issue.
- Eminent Domain matters and support for staff on New Bridge Project.
- Staff support on Railroad Block Revitalization.
- Implemented Citywide Safety Program.
- Implemented successful cost recovery program.
- Assumed a lead role in NCCSIF - the City's Insurance Risk Pool.
- Assistance to Human Resources on employee discipline and retention issues.

FY 2008 – 09 Work Plan

Objective:
Fully implement a citywide Risk Management Program and proactively address risk elements in City Operations.

Strategies:

- Transitions from a Safety Officer to a Risk Manager.
- Identify and implement training on safety and risk elements for all departments.
- Implement program to document City employees' safety training.
- Implement a process for notification and roll out of Risk Manager on injuries/damage on or to City property.

Performance Measure	Actual 2007	Projected 2008	Budget 2009
Hire Risk Manager	N/A	9/07	7/1/08
Identify Safety training needs for departments, required by Regulations, Statutes, IIPP and sound City process.	N/A	7/08	9/08
Implement training program for all employees on Key Safety issues.	N/A	N/A	9/08

Objective : Evaluate and address most common workplace injuries and address through training and implementation of appropriate safety practices.

Strategies:

- Coordinate with Human Resources and Bragg and Associates to identify historically common workplace injuries.
- Evaluate trends of workplace injuries in the past year.
- Address injuries to employees by prompt evaluation of circumstances, address with training or other action as necessary.

Performance Measure	Actual 2007	Projected 2008	Budget 2009
Evaluate historic and commonly experienced workplace injuries.	N/A	7/08	10/08
Identify training needs and opportunities to address workplace injuries.	N/A	N/A	10/08
Coordinate training with City departments to specifically target workplace injuries and most common workplace risks.	N/A	N/A	10/08

Objective: Work with other departments to evaluate safety and security needs in City buildings and implement cost efficient changes.

Strategies:

- Evaluate City building safety and security needs.
- Identify short and long-term opportunities to enhance safety.
- Train City staff on enhancements to security measures in City facilities.

Performance Measure	Actual 2007	Projected 2008	Budget 2009
Create inventory of short-, medium- and long-term safety enhancements in City buildings.	N/A	7/08	1/09
Identify training needs for safety/security related topics.	N/A	7/08	9/08
Provide in-house training through Safety Officers and continue to assess safety needs.	N/A	7/08	1/09

Objective:
Work with Human Resources, City University Coordinator and Safety Officer/Risk Manager to implement a City Wellness Program to address the safety and health of our City Employees.

Strategies:

- Identify safety issues involving physical aspects of employees jobs and most common injury risks.
- In conjunctions with other departments, identify employee training associated with wellness, health and fitness to target risks faced by City employees.
- In conjunction with other departments, provide training using in house and external sources on a variety of wellness topics.

Performance Measure	Actual 2006	Projected 2007	Budget 2008
Identify Wellness Training to address employees' needs.	N/A	7/08	9/08
Identify the resources available to provide training with existing resources.	N/A	7/08	9/08
Provide training with in house and outside resources targeted to employee wellness.	N/A	7/08	12/08

FY 08-09 Customer Service Levels

Customer Service Performance Indicator 1:

Performance Indicator	Actual 2006-07	Projected 2007-08	Budget 2008-09
Review contracts within 3 days	3 business days	3 business days	3 business days

Customer Service Performance Indicator 2:

Performance Indicator	Actual 2006-07	Projected 2007-08	Budget 2008-09
Hold monthly training sessions for Department Safety Officers	N/A	Monthly	Monthly

Customer Service Performance Indicator 3:

Performance Indicator	Actual 2006-07	Projected 2007-08	Budget 2008-09
Attend 3 Department Safety meetings per month	N/A	3/Month	3/Month

Customer Service Performance Indicator 4:

Performance Indicator	Actual 2006-07	Projected 2007-08	Budget 2008-09
Visit each City facility where employees work to assess safety needs	N/A	2/Month	2/Month

Customer Service Performance Indicator 5:

Performance Indicator	Actual 2006-07	Projected 2007-08	Budget 2008-09
Perform quarterly safety exercises/evacuation scenarios	N/A	3/Quarter	3/Quarter

Customer Service Performance Indicator 6:

Performance Indicator	Actual 2006-07	Projected 2007-08	Budget 2008-09
Provide 3 trainings to employees on citywide legal topics	N/A	3/Year	3/Year

Customer Service Performance Indicator 7:

Performance Indicator	Actual 2006-07	Projected 2007-08	Budget 2008-09
Coordinate with each department once per month on safety and legal issues	1/month	1/Month	1/Month

Customer Service Performance Indicator 8:

Performance Indicator	Actual 2006-07	Projected 2007-08	Budget 2008-09
Meet monthly with Human Resources and Bragg and Associates	N/A	1/Month	1/Month

FY 2008-09 Statistics / Workload Measures

Statistics / Workload Measures	Actual 2006-07	Projected 2007-08	Budget 2008-09
Number of contracts reviewed	N/A	443	450
Number of active civil litigation matters	N/A	7	10
Number of active Workers' Compensation matters	N/A	38	30
Number of Pitchess and Weapons hearings handled "in house"	N/A	2	4
Number of Safety meetings held for Department Safety Officers	N/A	12/12	12
Number of City facilities visited for safety inspections	N/A	40/40	40
Number of training sessions put on for City employees on legal issues	N/A	1	2
Number of training sessions put on for City employees on safety matters	N/A	12/12	12
Number of employees who attended scheduled safety training sessions	N/A	600	1000
Number of "tailgate" safety meetings held by departments and attended by the Safety Officer/Risk Manager	N/A	6/6	12
Number of claims managed	N/A	40	50
Number of claims closed	N/A	20	25

Key Issues

- Mather Field Expansion and Resolution of Alternative Flight Paths.
- SOI Land Plan, Environmental, Water and progress toward Annexation.
- Risk Management and City Safety and Security.
- Implement All Necessary Elements of the IIPP.
- Expansion of Staff Training with in-house legal resources.
- Sale of Railroad Block Parcels.

- Assistance to City University on Wellness and Safety Topics.
- Assistance to City Departments on Clean Energy and Climate Change issues.
- Implementation of Contract Database.

Future Key Issues

- Resolution of Mather Expansion and Overflight Issues.
- SOI Annexation.
- Climate Change issues and Implementation of AB 32.
- Assistance on the Elk Grove-El Dorado Connector and Related Transportation Projects.
- Assistance on City General Plan Update.
- Ongoing ethics training for elected and appointed officials and designated employees.

Position Information

Position	FY 2006-07	FY 2007-08	FY 2008-09
City Attorney	1.00	1.00	1.00
Deputy City Attorney - unfunded	-	-	1.00
Deputy City Attorney	1.00	1.00	-
Deputy/Assistant City Attorney	1.00	1.00	1.00
Legal Analyst	1.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00
Safety Officer	-	-	1.00
Total	**5.00**	**5.00**	**6.00**

Major Contracts (over $25,000)

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

New and Replacement Vehicles

None	

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