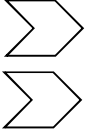


**COUNTY COUNSEL**  
Alison Barratt-Green, County Counsel



County Counsel (10301) \$ 1,287,960

**Total** \$ 1,287,960





## County Counsel Summary

	<u>14/15</u> <u>Actual</u>	<u>15/16</u> <u>Adopted</u>	<u>15/16</u> <u>Estimated</u>	<u>16/17</u> <u>Proposed</u>	<u>16/17</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	11,283	30,000	30,000	29,329	29,329	-2.2%
Miscellaneous Revenues	11,485	-	256	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	760,326	889,031	890,355	1,258,631	1,258,631	41.6%
<b>Total Revenues</b>	<b>783,093</b>	<b>919,031</b>	<b>920,611</b>	<b>1,287,960</b>	<b>1,287,960</b>	<b>40%</b>
<b>Expenses</b>						
Salaries & Benefits	1,012,365	1,132,239	1,141,820	1,488,105	1,488,105	31.4%
Services & Supplies	90,046	97,136	79,216	100,430	100,430	3.4%
Other Charges	24,992	19,156	17,075	19,425	19,425	1.4%
Overhead Cost Allocation (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(344,311)	(329,500)	(317,500)	(320,000)	(320,000)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>783,093</b>	<b>919,031</b>	<b>920,611</b>	<b>1,287,960</b>	<b>1,287,960</b>	<b>40%</b>
<b>Fund Balance Added (Used)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Staffing:</b>	<b>7.00</b>	<b>7.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	
		June 30, 2016				June 30, 2017
		Projected	FY 16/17	FY 16/17	FY 16/17	Projected
		Fund Balance	Revenue	Expense	Net Change	Fund Balance
GENERAL FUND	Fund # 0101	*	1,287,960	1,287,960	-	*
			<b>1,287,960</b>	<b>1,287,960</b>	<b>-</b>	

\* See General Fund Balance and Reserves in Section 1 for the FY 2016-17 General Fund analysis.



# County Counsel

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## Mission Statement:

The mission of the County Counsel's Office is to provide high quality legal services to the Board of Supervisors, County Executive Officer, and other County departments, as well as dependent districts, and outside public entity clients.

## Service Description:

The County Counsel's Office provides legal advice and representation to the Board of Supervisors, all County departments, including elected officials, dependent districts, County commissions, and certain small public entities. In addition, the County Counsel's Office defends and initiates lawsuits on behalf of the County, subject to direction from the Board of Supervisors.

Major service areas include: advising County departments on the law as it relates to County operations; drafting agreements, opinions and other legal documents; representing the County in contractual, financial, regulatory and transactional matters; advising and representing the County in a wide variety of civil actions, including liability defense, dependency cases, estates managed by the Public Administrator, conservatorships, and code compliance.

## Major Accomplishments in 2015-16:

- Assisted and advised Planning staff regarding successful effort to rezone 510 housing units Countywide in connection with implementation of the County's Housing Element.
- In conjunction with the Sheriff's Office, drafted new regulations and a related ballot measure regarding marijuana cultivation.
- In conjunction with the Office of Emergency Services, prepared amendments to expand the County's Hazardous Vegetation ordinance.
- Implemented the successful workout and dissolution of Community Facilities District No. 1990-1 (Wildwood Estates).
- Assisted the Sheriff's Office in updating the Animal Control fee schedule, negotiating a new contract for medical and mental health services at the Jail and Juvenile Hall and revamping the Sheriff's Civil Detainee policy.

- Improved the marijuana abatement cost billing procedure for post-hearing invoicing and improved the efficiency of the marijuana abatement hearing process in general.
- In conjunction with the Department of Public Works, provided legal advice and support for the successful resolution of property acquisitions and eminent domain actions for the Maybert Bridge and Newtown Road project.
- Provided ongoing legal advice, court representation and litigation services in approximately 105 juvenile dependency hearings, 12 new LPS conservatorship matters and 8 new Laura's Law cases, and the successful defense of 3 juvenile appeals.
- Provided assistance and legal support to the Clerk of the Board and Sheriff for approximately 30 appeals and 16 search warrants related to enforcement of the Medical Marijuana Cultivation ordinance.

## Objectives & Performance Measures for 2016-17:

### Objective:

To provide efficient, cost-effective delivery of legal services in a time of reduced staffing by working closely with County officers and employees to evaluate legal needs, provide in-house training and prepare standardized procedures and forms.

### Performance Measures:

- Provide legal advice and assistance to Information and General Services and other departments regarding development and implementation of a Countywide solar project, the Library tax measure and the Corporation Yard project.
- Review, update and provide staff training regarding standardized contract templates.
- Continued work with Sheriff's office to update Sheriff's policies and procedures.
- Review and update the County's Administrative Citation Ordinance.
- Provide continued support to the Sheriff's Office, District Attorney and other County offices regarding policies and procedures pertaining to records maintenance and disclosure.



# County Counsel

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- Review and comprehensively update the Nevada County Administrative Code.

associations, and the Nevada County Community Leadership Institute (NCCLI).

## Objective:

To increase revenue or savings by pursuing cost recovery where appropriate, implementing and managing pro-active and effective risk management strategies, and developing innovative, cost effective programs.

## Performance Measures:

- Continue to pursue aggressive cost recovery and cost mitigation procedures in litigation matters.
- Continue to assist staff in developing efficient and cost-effective methods for collecting enforcement costs and for remediating repeat, chronic violations, including work with the Sheriff's Office to implement administrative finds and improve the efficiency of the cost recovery process for Marijuana Abatement program.
- Work with various departments to update and create reasonable user fees where appropriate, including implementation and updating of appropriate appeal and permit fees.
- Work with Risk Management to develop and implement pro-active programs to avoid and reduce litigation risks.

Service Budget Unit Code	- 10301
Office/Department	- County Counsel
Major Service Area	- General Government

## Objective:

To increase the availability of legal skills in areas required to support County priorities by encouraging staff to undertake activities or participate in organizations that strengthen and demonstrate our commitment to professionalism.

## Performance Measures:

- Continue to implement and monitor tracking system for legal matters being handled by the Office, allocate legal resources as appropriate, and develop in-house legal specializations based on County needs and priorities.
- Continue to provide in-house training for County commissions and staff on basic legal topics, including the Brown Act, Conflict of Interest, Public Records Act and the respective rules and regulations of each Commission.
- Continue to encourage ongoing staff and attorney training and active use and participation of professional networking groups such as the County Counsels' Association, California State Association of Counties (CSAC), local bar





# County Counsel (10301)

	<u>14/15</u>	<u>15/16</u>	<u>15/16</u>	<u>16/17</u>	<u>16/17</u>	<u>% Change</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Adopted</u>	<u>From Prior</u>
						<u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
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<b>Fund Balance Added (Used)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Staffing:</b>	<b>7.00</b>	<b>7.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	
<b>2016/17 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
GENERAL FUND	Fund # 0101	1,287,960	1,287,960		-	
		<b>1,287,960</b>	<b>1,287,960</b>		<b>-</b>	

**Comments/Analysis of Differences:**

**Public Hearing Comments:**

Adopted as proposed.



