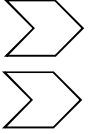


COUNTY COUNSEL
Alison Barrat-Green, County Counsel



County Counsel (10301) \$ 904,844

Total \$ 904,844





County Counsel Summary

	<u>12/13</u> <u>Actual</u>	<u>13/14</u> <u>Adopted</u>	<u>13/14</u> <u>Estimated</u>	<u>14/15</u> <u>Proposed</u>	<u>14/15</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	72,078	50,500	66,979	45,000	45,000	-10.9%
Miscellaneous Revenues	-	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	841,940	940,866	730,090	859,844	859,844	-8.6%
Total Revenues	914,018	991,366	797,069	904,844	904,844	-9%
Expenses						
Salaries & Benefits	1,059,515	1,077,109	894,042	1,033,294	1,033,294	-4.1%
Services & Supplies	90,703	99,257	113,027	117,050	117,050	17.9%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(236,200)	(185,000)	(210,000)	(245,500)	(245,500)	NA
Contingency	-	-	-	-	-	NA
Total Expenses	914,018	991,366	797,069	904,844	904,844	-9%
Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	7.50	7.50	7.50	7.00	7.00	
		June 30, 2014				June 30, 2015
		Projected	FY 14/15	FY 14/15	FY 14/15	Projected
		Fund Balance	Revenue	Expense	Net Change	Fund Balance
General Fund	Fund # 0101	*	904,844	904,844	-	*
			904,844	904,844	-	

* See General Fund Balance and Reserves in Section 1 for the FY 2014-15 General Fund analysis.



County Counsel

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 2013-14:

- Established an on-line, web-based code codification service to improve and simplify access to County Codes.
- In collaboration with Information and General Services and the County Executive Office, negotiated and drafted legal documents regarding acquisition of 201 Commercial Street and 109½ North Pine Street properties, and assisted in securing commercial funding for the acquisitions.
- Provided legal advice and representation in over 145 dependency, LPS conservatorship, and Laura's Law cases.
- Successfully defended or resolved approximately 20 litigation cases, including 3 appeals
- Provided assistance and legal support to the Clerk of the Board and Sheriff for

approximately 55 appeals related to the Medical Marijuana Cultivation ordinance.

- Provided informational trainings to National Alliance for the Mentally Ill, Domestic Violence and Sexual Assault Coalition and Court Appointed Child Advocates related dependency matters.
- Managed and provided legal advice for over 50 decedent and conservatorship estates, generating over \$36,311 in Public Administrator and legal fees.
- Worked with the Health & Human Services Agency staff to revise and update Health Insurance Portability and Accountability-related (HIPAA) policies and standard templates for HHS contracts.

Objectives & Performance Measures for 2014-15:

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:

- In conjunction with Community Development Agency staff, develop and implement Hazardous Vegetation Ordinance.
- Provide legal assistance to Planning staff in connection with General Plan and Housing Element Updates.
- Continue to review, and update standardized contract forms and contract procedures.
- Continue to review and update internal procedures, regarding basic legal processes including subpoenas, service of process and Public Record Act requests.
- Provide in-house training programs for staff regarding basic legal processes, including preparation of resolutions and ordinances, Brown Act issues, and responding to Public Records Act requests.

Objective:

To increase revenue or savings by pursuing cost recovery where appropriate, implementing and



County Counsel

managing pro-active and effective risk management strategies, and developing innovative, cost effective programs.

Performance Measures:

- Implement aggressive cost recovery procedures in litigation matters.
- Continue to assist Code Compliance staff in developing efficient and cost-effective methods for collecting enforcement costs and for remediating repeat, chronic violations.
- Work with Public Administrator and Public Guardian to assist with increases in the number of decedents failing to appoint administrative representatives to handle the distribution of their estates.
- Work with Sheriff’s Office to implement cost recovery processes for Marijuana Abatement program.

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.
- Provide training for commissions and their staff regarding Brown Act, Conflict of Interest, 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 associations, and the Nevada County Community Leadership Institute (NCCLI).

Service Budget Unit Code	- 10301
Office/Department	- County Counsel
Major Service Area	- Legal Services





County Counsel (10301)

	<u>12/13</u>	<u>13/14</u>	<u>13/14</u>	<u>14/15</u>	<u>14/15</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>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
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Contingency	-	-	-	-	-	NA
Total Expenses	914,018	991,366	797,069	904,844	904,844	-9%
Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	7.50	7.50	7.50	7.00	7.00	
2014/15 Fund Analysis:						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
General Fund	Fund # 0101	904,844	904,844		-	
		904,844	904,844		-	

Comments/Analysis of Differences:

Public Hearing Comments:

Adopted as proposed.



