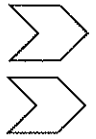
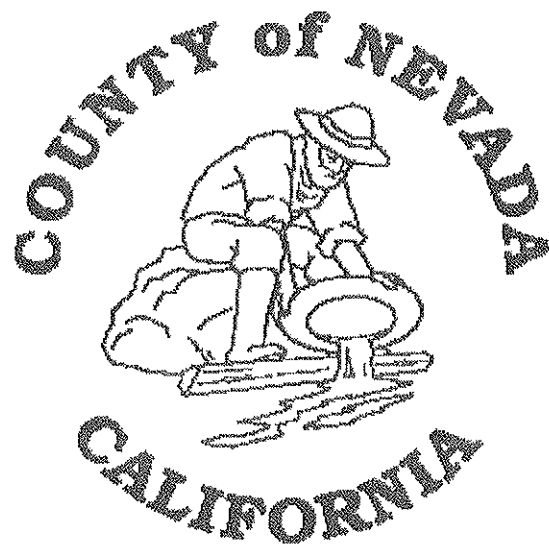


COUNTY COUNSEL
Alison Barrat-Green, County Counsel



<input type="checkbox"/> County Counsel (10301)	\$	991,366
	Total	\$ 991,366





County Counsel Summary

	<u>11/12</u> <u>Actual</u>	<u>12/13</u> <u>Adopted</u>	<u>12/13</u> <u>Estimated</u>	<u>13/14</u> <u>Proposed</u>	<u>13/14</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	59,559	50,500	51,037	50,500	50,500	0.0%																		
Miscellaneous Revenues	21	-	599	-	-	NA																		
Other Financing Sources	-	-	-	-	-	NA																		
General Fund Transfers	-	-	-	-	-	NA																		
General Fund Allocation	728,166	911,385	906,826	940,866	940,866	3.2%																		
Total Revenues	787,746	961,885	958,462	991,366	991,366	3%																		
Expenses																								
Salaries & Benefits	866,006	1,046,511	1,048,805	1,077,109	1,077,109	2.9%																		
Services & Supplies	103,671	100,374	94,657	99,257	99,257	-1.1%																		
Other Charges	-	-	-	-	-	NA																		
Overhead Cost Allocation (A87)	-	-	-	-	-	NA																		
Capital Assets	-	-	-	-	-	NA																		
Other Financing Uses	-	-	-	-	-	NA																		
Interfund Activity	(181,931)	(185,000)	(185,000)	(185,000)	(185,000)	NA																		
Contingency	-	-	-	-	-	NA																		
Total Expenses	787,746	961,885	958,462	991,366	991,366	3%																		
Fund Balance Added (Used)	-	-	-	-	-																			
Staffing:	6.50	7.50	7.50	7.50	7.50																			
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">June 30, 2013 Projected Fund Balance</th> <th style="text-align: center;">FY 13/14 Revenue</th> <th style="text-align: center;">FY 13/14 Expense</th> <th style="text-align: center;">FY 13/14 Net Change</th> <th style="text-align: center;">June 30, 2014 Projected Fund Balance</th> </tr> </thead> <tbody> <tr> <td>General Fund</td> <td style="text-align: center;">Fund # 0101</td> <td style="text-align: center;">*</td> <td style="text-align: right;">991,366</td> <td style="text-align: right;">991,366</td> <td style="text-align: center;">-</td> </tr> <tr> <td colspan="2"></td> <td></td> <td style="text-align: right;">991,366</td> <td style="text-align: right;">991,366</td> <td style="text-align: center;">-</td> </tr> </tbody> </table>								June 30, 2013 Projected Fund Balance	FY 13/14 Revenue	FY 13/14 Expense	FY 13/14 Net Change	June 30, 2014 Projected Fund Balance	General Fund	Fund # 0101	*	991,366	991,366	-				991,366	991,366	-
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General Fund	Fund # 0101	*	991,366	991,366	-																			
			991,366	991,366	-																			

* See General Fund Balance and Reserves in Section 1 for the FY 2013-14 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 and code compliance.

Major Accomplishments in 2012-13:

- In collaboration with Planning, the Sheriff's office and the District Attorney's office, implemented the County's medical marijuana cultivation ordinance and new hearing process for abating nuisances associated with cultivation of medical marijuana.
- Drafted Special Claims Ordinance which allows the County to better manage risk and defend against these types of claims.
- In collaboration with the Agricultural Commissioner and other public and nonprofit agencies, developed an Aquatic Invasive Species ordinance to help prevent the spread of aquatic invasive species in Eastern Nevada County waters.
- Updated the Public Guardian's policies and procedures manual.
- Reviewed and updated County Counsel billing policy to ensure full cost recovery.

- Assisted Sheriff's Department and Library staff in securing over \$863,000 in bequests from private donors for the benefit of Animal Control and the Grass Valley Library.
- Implemented a new code codification service to provide greater and more user-friendly web access to County Codes and reduce maintenance costs.
- In collaboration with the Health and Human Services Agency, provided in-house training and advised staff on procedures for responding to subpoenas and requests for appearances in Court.
- In collaboration with the CEO's office, facilitated the 2002 Solid Waste COP Defeasance resulting in a substantial reduction in annual solid waste parcel charges.

Objectives & Performance Measures for 2013-14:

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:

- Continue to review, and if necessary, revise standardized contract forms and update policies and procedures regarding contract processing.
- Review, and if necessary, update internal procedures, regarding basic legal processes including subpoenas, service of process and Public Record Act requests.
- 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 managing pro-active and effective risk management strategies, and developing innovative, cost effective programs.



County Counsel

Performance Measures:

- Continue to facilitate the development of creative and appropriate collection strategies and assist staff with collection efforts regarding unpaid invoices.
- 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.

Objective:

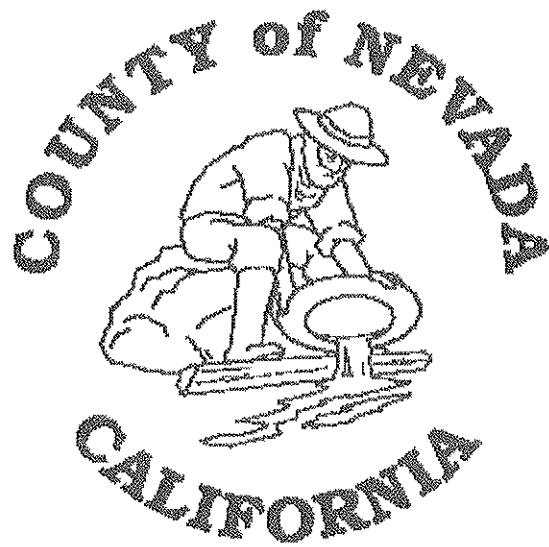
To increase the availability of legal skills in areas required to support County priorities by encouraging staff to undertake activities or participate in organizations that strengthen and demonstrate our commitment to professionalism.

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, CSAC, local bar associations, and NCCLI.

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





County Counsel (10301)

	<u>11/12</u> <u>Actual</u>	<u>12/13</u> <u>Adopted</u>	<u>12/13</u> <u>Estimated</u>	<u>13/14</u> <u>Proposed</u>	<u>13/14</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
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Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	6.50	7.50	7.50	7.50	7.50	
2013/14 Fund Analysis:						
		<u>Revenues</u>	<u>Expenses</u>	<u>Fund Balance</u> <u>Added (Used)</u>		
General Fund	Fund # 0101	991,366	991,366	-		
		991,366	991,366	-		

Comments/Analysis of Differences:

Public Hearing Comments:

Adopted as proposed.



