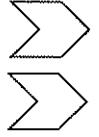
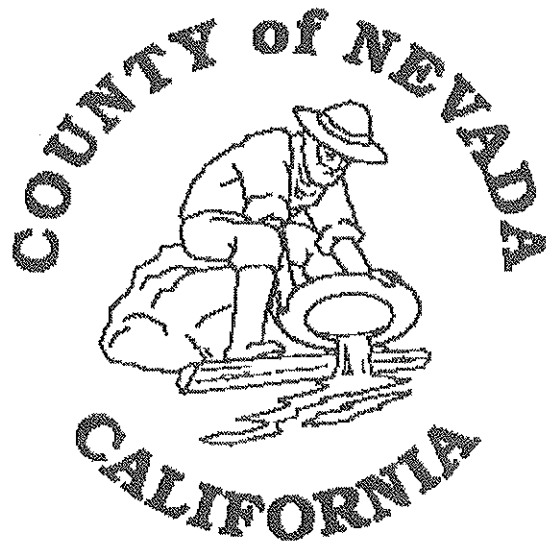


COUNTY COUNSEL
Alison Barratt-Green, County Counsel



<input type="checkbox"/> Legal Counsel (10301)	\$	961,885
	Total	\$ 961,885





County Counsel Summary

	<u>10/11 Actual</u>	<u>11/12 Adopted</u>	<u>11/12 Estimated</u>	<u>12/13 Proposed</u>	<u>12/13 Adopted</u>	<u>% Change From Prior 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	128,193	50,450	50,009	50,500	50,500	0.1%
Miscellaneous Revenues	20,729	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	643,583	730,254	767,056	911,385	911,385	24.8%
Total Revenues	792,505	780,704	817,065	961,885	961,885	23%
Expenses						
Salaries & Benefits	886,643	848,241	861,326	1,046,511	1,046,511	23.4%
Services & Supplies	75,777	87,857	111,133	100,374	100,374	14.2%
Other Charges	20,250	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(190,165)	(155,394)	(155,394)	(185,000)	(185,000)	NA
Contingency	-	-	-	-	-	NA
Total Expenses	792,505	780,704	817,065	961,885	961,885	23%
Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	5.50	6.50	7.50	7.50	7.50	
			June 30, 2012			June 30, 2013
			Projected	FY 12/13	FY 12/13	FY 12/13
			Fund Balance	Revenue	Expense	Net Change
General Fund	Fund #0101	*	961,885	961,885	-	*
			961,885	961,885	-	

* See General Fund Balance and Reserves in Section 1 for the FY 2012-13 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 2011-12:

- In collaboration with Planning, the Sheriff's office and the District Attorney's office, developed ordinances regarding medical marijuana dispensaries, medical marijuana cultivation, and adult oriented businesses, and updated animal control ordinance.
- Assisted staff in the review and update of policies and procedures related to Laura's Law.
- Successfully negotiated and drafted settlement agreement with public works contractor to provide for over \$1.3M in warranty work and upgrades for Lake of the Pines Wastewater Treatment Plant.
- In collaboration with Public Works and the CEO's office, negotiated and prepared a new Franchise Agreement with Waste Management of Nevada County for solid waste services and

operation and maintenance of the County transfer station.

- In collaboration with Facilities and Planning, negotiated and drafted legal documents regarding acquisition of the Southhill property, and disposition of the Health, Education and Welfare building and the North San Juan Park property.
- Managed and provided legal advice for over 60 decedent and conservatorship estates, generating over \$80,000 in Public Administrator and legal fees.
- Provided training to Public Administrator and Public Guardian staff regarding preparation of Inventory and Appraisals of property, accounting for fees and handling cases involving life support issues.
- Implemented legal forms software to improve efficiency and flexibility in preparing standard legal documents.

Objectives & Performance Measures for 2012-13:

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, providing in-house training in furtherance of County policies and objectives, and through the preparation and implementation of standardized procedures and forms.

Performance Measures:

- Continue to review, and if necessary, revise standardized contract forms and update policies and procedures regarding contract processing
- Update Public Guardian policy and procedures manual.
- Review and update Solid Waste Ordinances and County Administrative Code.
- Review, and if necessary, update procedures, and provide in-house training including subpoenas, service of process and Public Record Act requests.



County Counsel

- Work with Risk Management to develop standardized contract template for technology contracts.
- Review and update Records Retention policy.
- In collaboration with staff and partner public agencies, prepare legal documents related to Aquatic Invasive Species prevention program.

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 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.
- Increase support to Public Administrator to assist with increases in the number of decedents failing to appoint administrative representatives to handle the distribution of their estates.
- Continue to work with Departments to review contracts with outside counsel and evaluate opportunities to consolidate services and decrease outside attorney expenses.
- Assist staff in reviewing development user fees to ensure full cost recovery for legal costs associated with development projects and updating reimbursement agreements.
- Review and update County Counsel billing policies.
- Review and update policies regarding costs for responding to records requests.

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:

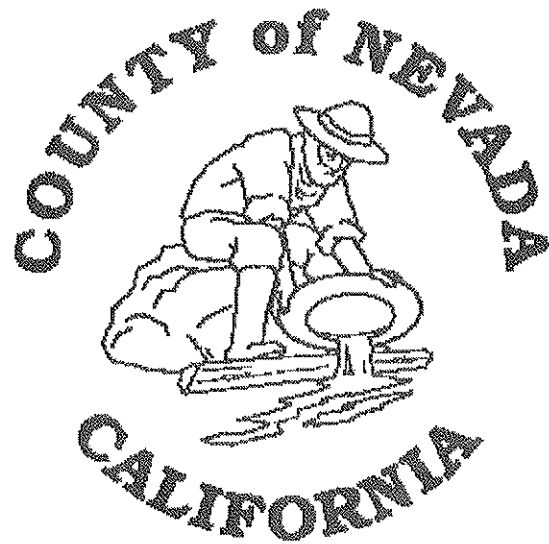
- Continue to implement and monitor tracking system for legal matters being handled by the Office, allocate legal resources as appropriate,

and develop in-house legal specializations based on County needs and priorities.

- Continue to encourage ongoing staff and attorney training and active use and participation of professional networking groups such as the County Counsels' Association and state and local bar associations.
- Review and update in-house litigation procedures to ensure that each case is investigated, analyzed, researched and prepared for trial or settlement in accordance with the highest legal professional standards.
- Review, and if necessary, revise outside counsel guidelines to ensure cost-effective and efficient use of outside counsel resources.

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





County Counsel (10301)

	<u>10/11</u> <u>Actual</u>	<u>11/12</u> <u>Adopted</u>	<u>11/12</u> <u>Estimated</u>	<u>12/13</u> <u>Proposed</u>	<u>12/13</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	128,193	50,450	50,009	50,500	50,500	0.1%
Miscellaneous Revenues	20,729	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	643,583	730,254	767,056	911,385	911,385	24.8%
Total Revenues	792,505	780,704	817,065	961,885	961,885	23%
Expenses						
Salaries & Benefits	886,643	848,241	861,326	1,046,511	1,046,511	23.4%
Services & Supplies	75,777	87,857	111,133	100,374	100,374	14.2%
Other Charges	20,250	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(190,165)	(155,394)	(155,394)	(185,000)	(185,000)	NA
Contingency	-	-	-	-	-	NA
Total Expenses	792,505	780,704	817,065	961,885	961,885	23%
Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	5.50	6.50	7.50	7.50	7.50	
2012/13 Fund Analysis:						
						Fund Balance Added (Used)
General Fund	Fund #0101	Revenues 961,885	Expenses 961,885			-
		961,885	961,885			-

Comments/Analysis of Differences:

In FY 11/12 an Attorney - Criminal position in the District Attorney's Office was reclassified to Attorney - Civil and moved to this budget unit.

Public Hearing Comments:

Adopted as proposed.



