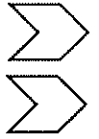
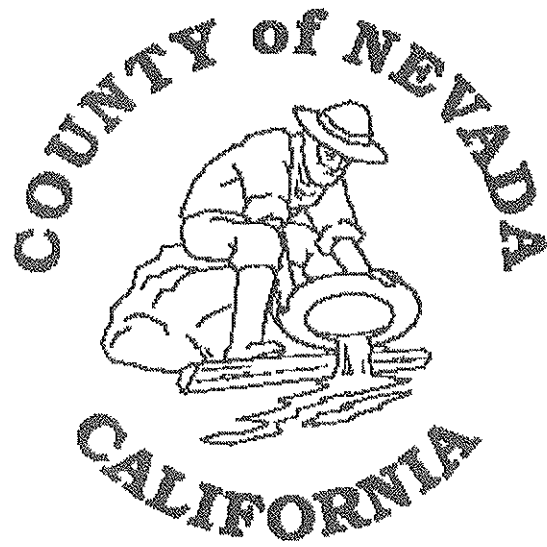


COUNTY COUNSEL
Mike Jamison, County Counsel



<input type="checkbox"/> Legal Counsel (10301)	\$	780,704
Total	\$	780,704





County Counsel Summary

	<u>09/10</u> <u>Actual</u>	<u>10/11</u> <u>Adopted</u>	<u>10/11</u> <u>Estimated</u>	<u>11/12</u> <u>Proposed</u>	<u>11/12</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	31,034	36,250	93,382	50,450	50,450	39.2%
Miscellaneous Revenues	23	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	846,521	783,678	717,810	730,254	730,254	-6.8%
Total Revenues	877,578	819,928	811,192	780,704	780,704	-5%
Expenses						
Salaries & Benefits	935,162	898,638	888,334	848,241	848,241	-5.6%
Services & Supplies	121,159	90,660	80,228	87,857	87,857	-3.1%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(178,743)	(169,370)	(157,370)	(155,394)	(155,394)	NA
Contingency	-	-	-	-	-	NA
Total Expenses	877,578	819,928	811,192	780,704	780,704	-5%
Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	6.50	6.50	5.50	6.50	6.50	

	June 30, 2011 Projected Fund Balance	FY 11/12 Revenue	FY 11/12 Expense	FY 11/12 Net Change	June 30, 2012 Projected Fund Balance
General Fund	Fund # 0101 *	780,704	780,704	-	*
		780,704	780,704	-	

* See General Fund Balance and Reserves in Section 1 for the FY 2011-12 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 special districts.

Service Description:

The County Counsel's Office renders legal advice and representation to the Board of Supervisors, all County departments, and a few special districts. In addition, subject to direction from the Board of Supervisors, the County Counsel's Office defends lawsuits brought against the County and initiates lawsuits on behalf of the County.

Major service areas include: advising County Departments on the law as it applies to County operations; drafting legal documents; representing the Child Protective Services Agency in dependency court cases, and advising and representing the County in civil actions, and in a wide variety of contractual, financial, regulatory, transactional matters.

Major Accomplishments in 2010-11:

- In calendar year 2010-2011, 15 of 27 pending lawsuits were terminated without trial, of which 12 cases resulted in no payment to the plaintiffs.
- Successful defense of Higgins Marketplace development litigation which challenged approval of project on CEQA grounds.
- Provided legal representation for the Nevada County Child Protective Services agency in over 80 separate cases, of which 40 were filed in calendar year 2010-2011.
- Provided legal services in connection with 48 open Public Guardian Cases in calendar year 2010. Ten new cases were opened and 15 cases were closed.
- Drafted Local Rules for the Assessment Appeals Board relating to noticing and other procedures required to facilitate the work of a county's assessment appeals board.
- In collaboration with the Building Department and Fire Marshall's Office, developed amendments to the California Building Standards Code, including the Fire Code,

Plumbing Code, Mechanical Code and the Electrical Code to reflect local conditions.

- In collaboration with the Agricultural Advisory Commission, developed an ordinance regulating the marketing of locally grown foods.
- In collaboration with Code Compliance, completed drafting and adoption by the Board of Supervisors of an ordinance for an administrative citation procedure.
- Updated guidelines to assist County departments in responding to subpoenas.

Objectives & Performance Measures for 2011-12:

Objective:

To provide efficient, cost-effective delivery of legal services in a time of lower staffing by working closely with County officers and employees to evaluate legal needs, provide in-house training in furtherance of County policies and objectives, and through preparation and implementation of standardized procedures and forms.

Performance Measures:

- Review and, if necessary, revise standardized contract forms and update policies and procedures regarding contract processing.
- Update Public Guardian policy and procedures manual.
- Review County Administrative Code to identify outdated and inconsistent provisions and revise the Code as necessary.
- Review the Sanitation District Code to identify outdated and inconsistent provisions and revise the Code as necessary.
- Assist staff in the review and update of policies and procedures regarding the implementation of Laura's Law.
- Review and, if necessary, update procedures and provide in-house training including subpoenas, service of process and Public Record Act requests.
- Collaborate with staff in developing permanent ordinances related to Adult Businesses and Medical Marijuana Dispensaries.
- Work with Risk Management to develop standardized contract template for technology contracts.



County Counsel

Objective:

To increase revenue or savings through implementation of innovative and aggressive strategies, including the institution and prosecution of litigation, pursuing cost recovery where appropriate, implementing and managing pro-active and effective risk management strategies, and aggressive contract negotiations with vendors.

Performance Measures:

- Continue efforts to reduce County expenses by implementing aggressive in-house litigation.
- Facilitate the development of creative and appropriate collection strategies and assist staff with collection efforts regarding unpaid invoices.
- 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.
- Consider expansion of legal services to special districts which will generate more revenue.
- 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.
- Assist staff in identifying cost recovery opportunities related to user fees and the administration of special services and programs.
- Collaborate with Risk Management on implementation of an effective and efficient process for handling Medi-Cal set-asides in litigation settlements.
- Assist Departments in reviewing costs for record production to ensure actual cost recovery for services.

Objective:

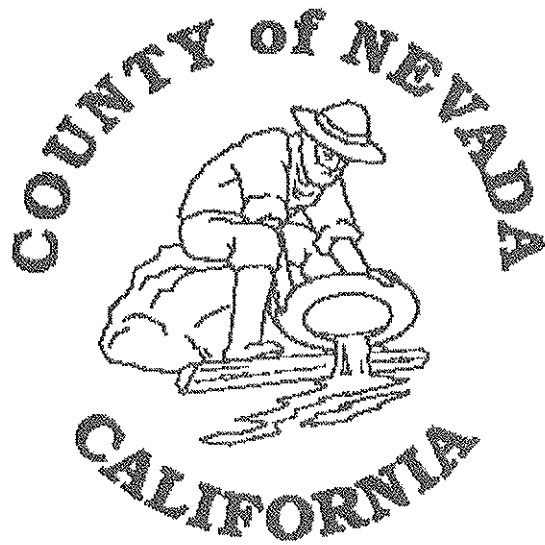
To increase the availability of legal skills in areas required to support County priorities, encourage staff to undertake activities or participate in organizations that strengthen and demonstrate our commitment to professionalism.

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.
- 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>09/10</u> <u>Actual</u>	<u>10/11</u> <u>Adopted</u>	<u>10/11</u> <u>Estimated</u>	<u>11/12</u> <u>Proposed</u>	<u>11/12</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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Contingency	-	-	-	-	-	NA
Total Expenses	877,578	819,928	811,192	780,704	780,704	-5%
Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	6.50	6.50	5.50	6.50	6.50	
2011/12 Fund Analysis:						
		<u>Revenues</u>	<u>Expenses</u>	<u>Fund Balance</u> <u>Added (Used)</u>		
General Fund	Fund # 0101	780,704	780,704	-		
		<u>780,704</u>	<u>780,704</u>	<u>-</u>		

Comments/Analysis of Differences:

Public Hearing Comments:

Adopted as proposed.



