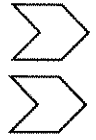


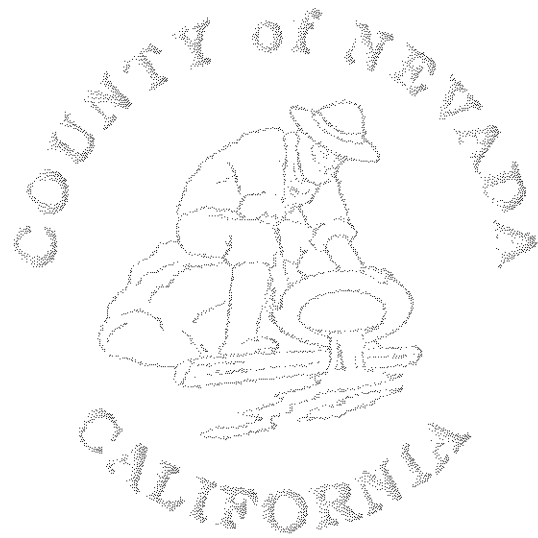
COUNTY COUNSEL
Mike Jamison, County Counsel



Legal Counsel (10301) \$ 819,928

Total \$ 819,928





County Counsel Summary

| | <u>08/09</u> <u>Actual</u> | <u>09/10</u> <u>Adopted</u> | <u>09/10</u> <u>Estimated</u> | <u>10/11</u> <u>Proposed</u> | <u>10/11</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 | 69,165 | 36,500 | 36,500 | 36,250 | 36,250 | -0.7% |
| Miscellaneous Revenues | 711 | - | 158 | - | - | NA |
| Other Financing Sources | - | - | - | - | - | NA |
| General Fund Transfers | - | - | - | - | - | NA |
| General Fund Allocation | 868,835 | 847,516 | 738,056 | 783,678 | 783,678 | -7.5% |
| Total Revenues | 938,711 | 884,016 | 774,714 | 819,928 | 819,928 | -7% |
| Expenses | | | | | | |
| Salaries & Benefits | 1,042,871 | 987,498 | 847,453 | 898,638 | 898,638 | -9.0% |
| Services & Supplies | 88,937 | 92,772 | 87,261 | 90,660 | 90,660 | -2.3% |
| Other Charges | - | - | - | - | - | NA |
| Overhead Cost Allocation (A87) | - | - | - | - | - | NA |
| Capital Assets | - | - | - | - | - | NA |
| Other Financing Uses | - | - | - | - | - | NA |
| Interfund Activity | (193,097) | (196,254) | (160,000) | (169,370) | (169,370) | NA |
| Contingency | - | - | - | - | - | NA |
| Total Expenses | 938,711 | 884,016 | 774,714 | 819,928 | 819,928 | -7% |
| Fund Balance Added (Used) | - | - | - | - | - | |
| Staffing: | 8.30 | 7.30 | 6.50 | 6.50 | 6.50 | |

| | | June 30, 2010 Projected Fund Balance | FY 10/11 Revenue | FY 10/11 Expense | FY 10/11 Net Change | June 30, 2011 Projected Fund Balance |
|--------------|------------|--|---------------------|---------------------|------------------------|--|
| General Fund | Fund #0101 | * | 819,928 | 819,928 | - | * |
| | | 819,928 | | 819,928 | - | |

* See General Fund Balance and Reserves in Section 1 for the FY 2010-11 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 Supervisor-governed 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; and advising and representing the County in civil actions, dependency court cases, and in a wide variety of contractual, financial, regulatory, transactional matters.

Major Accomplishments in 2009-10:

- Developed, in collaboration with Code Compliance, an ordinance for an administrative citation procedure.
- Developed, in collaboration with the Collections Division of Sierra Nevada Regional Child Support Services, forms and procedures for more effective collection of reimbursement for various county services provided in connection with juvenile delinquency cases.
- Established written litigation procedures for the office, and an on-going Litigation Working Group monthly meeting to review pending cases.
- Avoided expense of trial by obtaining dismissals in three civil suits.
- Successfully concluded three appeals/writs arising from CPS and LPS cases.
- Successfully appealed OSHA citation issued for alleged MRTS safety violation.
- Responded to 40 Public Records Act requests.
- Defended five Petitions for Writ of Habeas Corpus filed against the Sheriff's Office/WBCF.

- Filed 11 new LPS and Probate Conservatorships.
- Filed 73 Public Guardian accountings and collected fees to reimburse County for services.

Objectives & Performance Measures for 2010-11:

Objective:

To more accurately track office workload for the purpose of staff assignment and resource allocation generally.

Performance Measures:

- Implement a system of tracking cases being handled by the Office in the following categories:
 - Civil Litigation
 - Child Protective Services Dependency Proceedings
 - Administration of Decedent Estates
 - Adult Guardianship and Conservatorship Proceedings
 - Code Compliance criminal prosecutions
 - Nuisance Abatement proceedings
 - Code Compliance administrative citations

Objective:

Provide timely, responsive and effective delivery of legal services.

Performance Measures:

- Attorneys will participate in weekly scheduled conferences with CPS staff and attorneys handling CPS cases to seek timely resolution of cases where possible and to ensure effective use of court time when resolution is not feasible.
- Attorneys will regularly meet with Planning Department staff in advance of Planning Commission meetings to identify legal issues to facilitate resolution of disputed issues and more effective presentation of reports and recommendations. This procedure also assists in earlier identification of legal issues that may be involved in appeals of planning matters to the Board of Supervisors.
- Attorneys will conference with County Assessor's Office staff in advance of Assessment Appeals Board hearings to identify



County Counsel

legal issues and ensure effective use of AAB hearing time.

- Cross-training of a back-up attorney in all areas of legal practice to provide coverage when the primary attorney is unavailable.
- County Counsel will participate in regular meetings with the County Executive Officer to ensure the CEO's office is kept abreast of any legal matters that may be significant and in turn, receiving earlier notification of matters that may require involvement of legal counsel.
- Continue to use a procedure for logging-in work assignments to facilitate tracking through completion. Logged-in tasks are generally assigned to the primary attorney for that department. The log-in process also facilitates locating earlier projects that are useful in responding to new requests for service.

Objective:

To increase use of technology in legal document handling, legal research, and in office administration.

Performance Measures:

- Work with the Superior Court and attorneys to minimize exchange of paper legal documents except when required by statute or court rules.
- Training of administrative staff in the IGS-sponsored migration to SharePoint.
- Ongoing attorney and staff training in legal research through on-line resources such as Lexis-Nexis, and the statewide County Counsel website ("Coconet") and its "Shared Legal Resources" ("SLRS").
- Attendance by staff at the county's in-house training sessions conducted by IGS.
- Exchange of information between staff pertaining to available technology at monthly office meetings.

Objective:

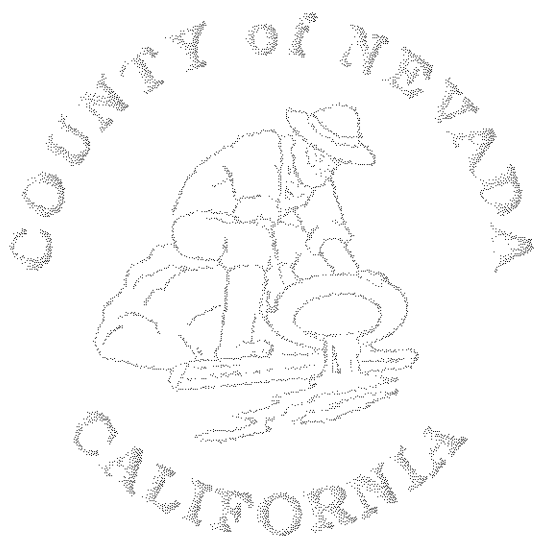
To improve service to the Planning Department and Community Development Agency generally.

Performance Measures:

- Recruitment of attorney to enhance quality and timeliness of legal services in planning and land use matters.

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





County Counsel (10301)

| | <u>08/09</u> | <u>09/10</u> | <u>09/10</u> | <u>10/11</u> | <u>10/11</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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| Total Expenses | 938,711 | 884,016 | 774,714 | 819,928 | 819,928 | -7% |
| Fund Balance Added (Used) | - | - | - | - | - | |
| Staffing: | 8.30 | 7.30 | 6.50 | 6.50 | 6.50 | |
| 2010/11 Fund Analysis: | | | | | | |
| | | <u>Revenues</u> | <u>Expenses</u> | <u>Fund Balance</u> | | |
| General Fund | Fund # 0101 | 819,928 | 819,928 | Added (Used) | | |
| | | | | - | | |
| | | 819,928 | 819,928 | - | | |

Comments/Analysis of Differences:

Salaries and benefits reflect the reduction of 0.80 FTE for Fiscal Year 2010-11.

Public Hearing Comments:

Adopted as proposed.



