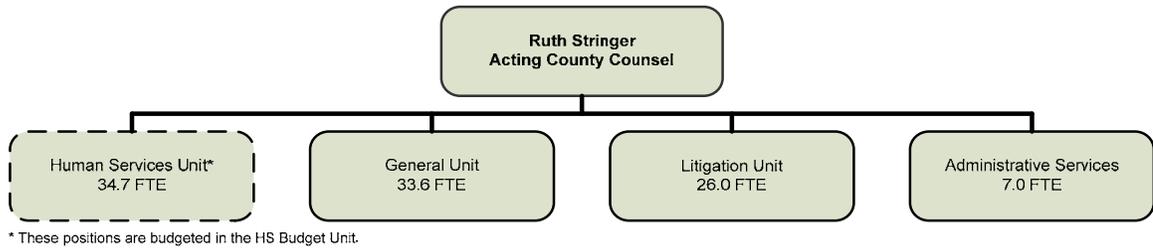


COUNTY COUNSEL
Ruth Stringer
 Acting County Counsel

I. MISSION STATEMENT

To serve and protect the county, its treasury, and its governing body, by providing timely and accurate legal services and aggressively representing the county in litigation. Legal services shall be performed maintaining the highest professional and ethical standards while fostering high morale and productivity in the work place through collaborative efforts dedicated to continuous improvement.

II. ORGANIZATIONAL CHART



III. DESCRIPTION OF MAJOR SERVICES

County Counsel provides civil legal services to the Board of Supervisors, County Administrative Department, County departments, commissions, special districts, and school districts. County Counsel also provides legal services to various joint powers authorities and represents the courts and judges on certain matters. In performing its duties, the County Counsel’s Department is divided into three operational units: the Litigation Unit, the Human Services Unit, and the General Unit.

The Litigation Unit handles tort and civil rights litigation, workers’ compensation and code enforcement. This Unit is revenue supported. All Litigation Unit clients are billed by the hour for services; the largest client of this Unit is Risk Management.

The Human Services Unit is the next major unit within County Counsel. The Human Services Unit is revenue supported through the Human Services budget and serves the HSG departments. A large portion of this Unit is dedicated to the litigation of juvenile dependency trial and appellate matters for the Department of Children’s Services. All of the juvenile dependency litigation is work mandated by law. The remainder of the staff in this Unit serves as general legal counsel, including some litigation, for other HSG related departments and entities, such as the Departments of Aging and Adult Services, Transitional Assistance, Preschool Services, Jobs and Employment Services (welfare to work component), Child Support Services, and the IHSS Public Authority and Children and Families Commission.

The General Unit provides legal services to county departments supported by the general fund even though a substantial portion of the General Unit is revenue supported. The revenue supported General Unit attorneys are dedicated primarily to providing legal services to county departments (such as Sheriff and Human Resources) and outside governmental entities (such as SANBAG, OMNITRANS, and Special Districts) which pay for all or a significant portion of their legal services. The remaining General Unit attorneys and clerical staff are supported by the general fund. Therefore, in addition to the County Counsel, Assistant County Counsel and related clerical staff who are also general fund supported, the General Unit has only 10 general fund supported attorneys plus clerical staff dedicated primarily to providing legal services to the Board of Supervisors, County Administrative Department, and the county departments and other governmental entities that do not reimburse the department for legal services rendered.



IV. 2005-06 ACCOMPLISHMENTS

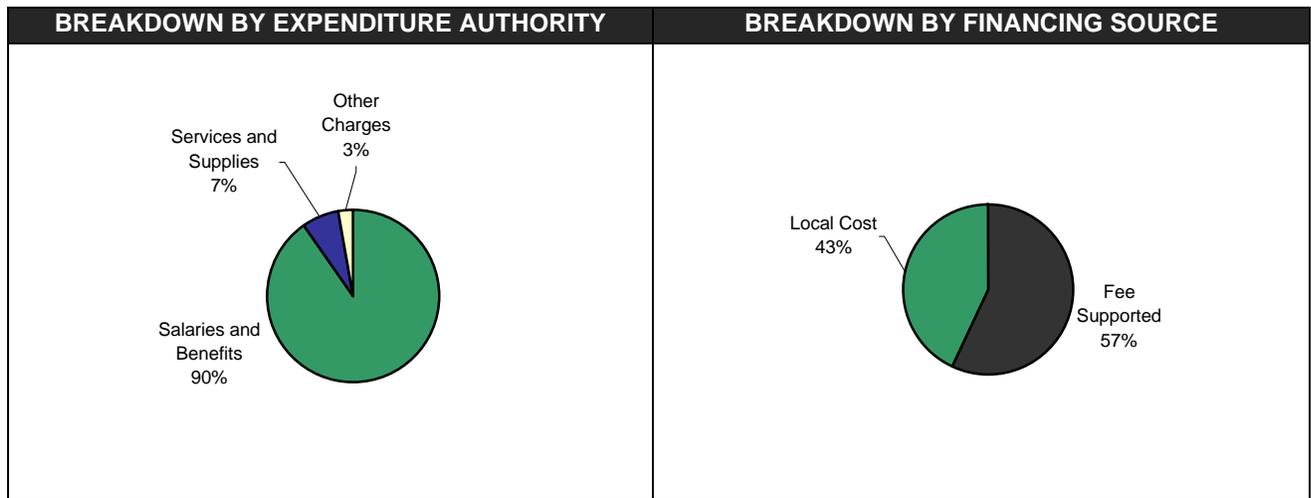
- Significant General Unit Accomplishments: Drafted and provided primary assistance to Planning and the Board for the adoption of the Off Highway Vehicle Ordinance (Ordinance No. 3973, effective July 1, 2006) and the Short-Term Private Home Rentals Ordinance (Ordinance No. 3988, effective September 21, 2006). Drafted and provided primary assistance to CAO and the Board for the adoption of Policy No. 02-14, Sharing Property Tax Revenues with Cities (Adopted on February 28, 2006) and its Standard Practice No. 02-14SP, Revenue Enhancement Zones (Adopted on June 6, 2006).
- Significant Human Service Group Unit Accomplishments: Drafted and provided assistance regarding the Regulation of Registered Sex Offenders Ordinance (Ordinance No.3993, effective December 7, 2006). Prepared approximately 90 appellate briefs and writs responses relating to child welfare and child dependency cases.
- Significant Litigation Unit Accomplishments: Developed summons and complain handbook for county staff. Trained Risk Management Division, Clerk of Board, CAO and Board Staff regarding service of summons and complaints and subpoenas.

ACCOMPLISHMENT CONFIDENTIALITY STATEMENT: Many of the most significant accomplishments of the Department of the County Counsel concern information and actions that are extremely sensitive, legally privileged and/or confidential attorney work product that cannot be divulged without the express consent of the Board of Supervisors.

V. 2006-07 SUMMARY OF BUDGET UNITS

	2006-07			
	Appropriation	Revenue	Local Cost	Staffing
County Counsel	10,640,844	6,051,944	4,588,900	67.6

VI. 2006-07 BUDGET



VII. GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: PROVIDE ACCURATE, TIMELY AND RELIABLE DOCUMENT AND CONTRACT REVIEW AND LEGAL ADVICE FOR THEIR CLIENTS IN ORDER TO HELP THEM ACHIEVE THEIR OBJECTIVES.

Objective A: Complete contract reviews and revisions within two weeks of receipt.

Objective B: Respond to requests for other legal services, including drafting of legal analysis, by agreed upon target date.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
1A. Percentage of contracts that are reviewed and revised within two-weeks of receipt. (2800 contracts as of 2005-06)	N/A	85%	90%	95%
1B. Percentage of clients who ranked satisfactory or above the advice they received by attorneys which was clear, relevant and timely.	N/A	85%	94%	95%

STATUS

This goal represents working with county departments and other clients to expedite accurate processing of our general advisory function when the County Counsel’s Department is called upon to assist its clients in the performance of their obligations. If the efficiency of the County Counsel’s Department is increased, it will amount to a cost saving for the county as a whole in the administration of day-to-day business.

County Counsel instituted a department-wide Contract Review Log requirement effective July 1, 2006. During the first quarter of 2006-07, the department conducted 803 contract reviews/revisions in which 90 percentile were done within the two-week target.

An annual client satisfaction survey was conducted and last year the department received a rating in the 90 percentile of completely satisfied with the services they received; as well as a 94% rating for relevant and timely service.

GOAL 2: PROVIDE EXEMPLARY LITIGATION SERVICES, BY DEFENDING ACTIONS AND DECISIONS, AND ADVOCATING POSITIONS OF OUR CLIENTS TO ASSIST THOSE CLIENTS IN ACHIEVING THEIR OBJECTIVES.

Objective A: Track incoming litigation cases with the goal of minimizing liability and maximizing county recovery; resolve cases with a positive outcome within liability targets.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
2A. Percentage of cases being litigated that resulted in resolution in favor of the county or within liability targets. (438 cases as of 2005-06)	N/A	85%	90%	95%

Status

This goal represents working with county departments and other clients to ensure the department renders superior litigation services and tracks the effectiveness of the department by quantifying the results of litigation seeking damages and those cases where the county prevails and receives monetary awards.

Review both the annual client satisfaction survey as well as monthly and on the spot client satisfaction follow-up. With this on-going feedback we can immediately address client needs and assist clients in meeting their objectives. We resolve 90% of cases within the reserve set by our client Risk Management.



GOAL 3: REPRESENT THE COUNTY AND ADVOCATE TO PROTECT THE INTERESTS OF THE CLIENT IN CASES INVOLVING CHILDREN REFERRED TO DEPARTMENT OF CHILDREN SERVICES.

Objective A: Track and monitor cases with the goal of recording case outcomes for successful resolutions as determined by the department, to increase protection for abused and neglected children in our community.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
3A. Percentage of juvenile cases being resolved with the desired outcome, as determined by the Department of Children's Services. (2252 cases as of 2006-07)	NEW	NEW	85%	90%

Status

This goal and objective represents working on behalf of the Department of Children's Services to litigate cases in the Juvenile Dependency court with a result that is a desired outcome, as determined by the department. As cases are resolved and closed, the increase in caseload will thereby be limited.

VIII. 2006-07 APPROVED ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)

Policy Item 1: The department received \$200,000 in one-time general fund financing for an upgrade of the computer systems hardware and software. This upgrade will provide a more efficient Microsoft supported system.

Policy Item 2: The department received \$185,800 in ongoing general fund financing for 1.0 additional general unit advisory/transactional unit attorney. This attorney will serve the Board, County Administrative Department, and our other general fund clients to meet their growing legal needs.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
P1. Upgrade Computer systems hardware/platform software.	N/A	50%	90%	100%
P2. Percentage increase of General Unit Attorney hours.	N/A	50%	50%	65%

Status

Currently the installation of approximately 50% of the computer system upgrade has been accomplished. The remaining items outlined in the plan are in the procurement process and will be purchased and 90% installed by the end of 2006-07.

Currently the department is in the recruitment and interview phase. The department anticipates having the attorney in place by January 2007.

IX. 2007-08 REQUESTS FOR ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)

2007-08 OBJECTIVES FOR POLICY ITEMS	2007-08 POLICY ITEMS
1. Increase staffing by adding a general unit paralegal and Executive Secretary II. These positions will support the general unit attorneys that serve the Board, County Administrative Office, and other general fund clients, to meet their growing legal needs.	3. To manage and improve timely legal services to the Board, County Administrative Office, and other general fund clients. Additional Funding Requested: \$165,135



MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
1. To improve production by 10% in meeting the general unit's support needs; so we can meet our clients' needs for timely legal services.	NEW	NEW	NEW	10%

X. 2007-08 PROPOSED FEE ADJUSTMENTS

DESCRIPTION OF FEE REQUEST	SERVICE IMPACTS
1. In 2007-08 the department will propose inflationary increases in fees to recover cost increases.	With fee increases, the department can maintain current levels of service.
2. The department will propose a fee increase to recover actual costs as well as bring fees into alignment with COWCAP reporting.	With fee increases, the department can recover actual costs of current levels of service.

If there are questions about this business plan, please contact Donna Vickers, Chief of Administration, (909) 387-5456.

