**COUNTY COUNSEL**

**ORGANIZATIONAL CHART**

- **Ruth Stringer**
  - County Counsel
  - 1.0 FTE

- **Rex Hinesley**
  - Chief Assistant
  - 1.3 FTE

**General Unit**
- **Regina Coleman**
  - Principal Assistant
  - Human Services Unit
  - 28.0 FTE

**General Unit**
- **General Unit**
  - 37.4 FTE

**Charles Scolastico**
- Principal Assistant
- Litigation Unit
- 24.0 FTE

**Robin German**
- Chief of Administration
- Administrative Services
- 7.0 FTE

**Dan Kauster**
- Principal Assistant
- Conflicts/Non-County
- 1.0 FTE

**Jean-Rene Basle**
- Principal Assistant
- Real Property/County
- 1.0 FTE

**W. Andrew Hartzel**
- Principal Assistant
- Remainder/County
- 1.0 FTE

**DESCRIPTION OF MAJOR SERVICES**

County Counsel provides civil legal services to the Board of Supervisors, County Administrative Office, 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 Office is divided into three operational units: the Litigation Unit, which handles tort and civil rights litigation, workers’ compensation and code enforcement; the Human Services Unit, which serves the Human Services departments; and the General Unit, which provides legal services primarily to county departments supported by the general fund.

**2008-09 SUMMARY OF BUDGET UNITS**

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Appropriation</th>
<th>Revenue</th>
<th>Local Cost</th>
<th>Staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Counsel</td>
<td>10,600,311</td>
<td>5,080,585</td>
<td>5,519,726</td>
<td>73.7</td>
</tr>
</tbody>
</table>
GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: PROVIDE ACCURATE, TIMELY AND RELIABLE LEGAL ADVICE TO THE OFFICE’S CLIENTS TO ASSIST THEM TO ACHIEVE THEIR OBJECTIVES.

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

<table>
<thead>
<tr>
<th>MEASUREMENT</th>
<th>2006-07 Actual</th>
<th>2007-08 Actual</th>
<th>2008-09 Target</th>
<th>2008-09 Estimate</th>
<th>2009-10 Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A. Percentage of clients who ranked service they receive from County Counsel as satisfactory or above</td>
<td>*</td>
<td>99%</td>
<td>95%</td>
<td>95%</td>
<td>95%</td>
</tr>
</tbody>
</table>

*Due to changes in key management staff no survey was sent out in 2006-07.

Status

County Counsel’s goal is to provide accurate and timely responses when the office is called upon to assist its clients in the performance of their obligations. This goal is measured by the satisfaction of our clients as reflected in an annual customer service survey.

As noted above, no annual client satisfaction survey was conducted in 2006-07. A modified client survey was sent out in 2007-08 and the department will be making further revisions for 2008-09.

2009-10 REQUESTS FOR ADDITIONAL GENERAL FUND FINANCING

<table>
<thead>
<tr>
<th>Brief Description of Policy Item, CIP, or BPI</th>
<th>Budgeted Staffing</th>
<th>Appropriation</th>
<th>Dept. Revenue</th>
<th>Local Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve funds request</td>
<td>$484,500</td>
<td>$284,500</td>
<td>$200,000</td>
<td></td>
</tr>
</tbody>
</table>

1. Remodel 3rd floor County Counsel offices located in the County Government Center - CIP

The remodel of the 3rd floor County Counsel offices will allow for a secure entrance and a break room. The secure entrance is needed as this section of the office deals with Workers Comp issues and other potentially volatile cases. Employee safety is a great concern as is the security of court documentation. The break room will provide staff a needed area for breaks and lunches. This proposed break room may also be utilized by the other two departments that are housed on the third floor as currently there is only a narrow break room available in Architecture and Engineering. Offices for this location are currently being upgraded and the department intends to upgrade the cubicle furniture. This cubicle change requires an upgrade to the existing electrical system which currently does not support the demands of modern office equipment such as computers, fax machines, printers and copiers.

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<th>2008-09 Target</th>
<th>2008-09 Estimate</th>
<th>2009-10 Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1. Provide a more efficient and secure working environment for County Counsel staff.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

2009-10 PROPOSED FEE ADJUSTMENTS

DESCRIPTION OF FEE REQUEST

The office will propose a fee increase to cover actual costs of service currently provided.

SERVICE IMPACTS

Fee increases will permit the department to maintain service levels and recover actual costs.

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