



Ruth Stringer
County Counsel

Mission Statement

County Counsel serves and protects 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.

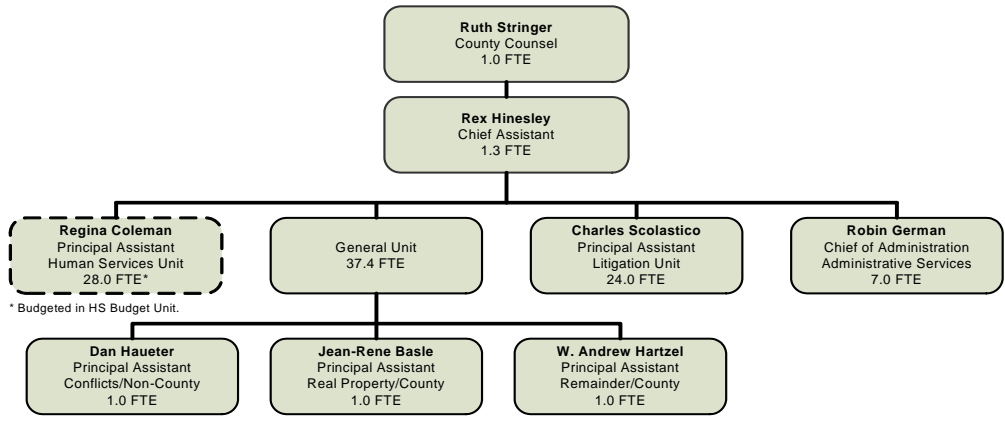


GOAL

PROVIDE ACCURATE, TIMELY AND RELIABLE LEGAL ADVICE TO THE OFFICE'S CLIENTS TO ASSIST THEM TO ACHIEVE THEIR OBJECTIVES

COUNTY COUNSEL

ORGANIZATIONAL CHART



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

	Appropriation	Revenue	Local Cost	Staffing
<u>General Fund</u>				
County Counsel	10,600,311	5,080,585	5,519,726	73.7

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.

MEASUREMENT	2006-07 Actual	2007-08 Actual	2008-09 Target	2008-09 Estimate	2009-10 Target
1A. Percentage of clients who ranked service they receive from County Counsel as satisfactory or above.	*	99%	95%	95%	95%

*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

Brief Description of Policy Item, CIP, or BPI reserve funds request	Budgeted Staffing	Appropriation	Dept. Revenue	Local Cost
1. Remodel 3 rd floor County Counsel offices located in the County Government Center - CIP The remodel of the 3 rd 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.		\$484,500	\$284,500	\$200,000

MEASUREMENT	2006-07 Actual	2007-08 Actual	2008-09 Target	2008-09 Estimate	2009-10 Target
P1. Provide a more efficient and secure working environment for County Counsel staff.					100%

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.

2007-08 ACCOMPLISHMENTS

- ❖ Resolved 68% of Risk Management cases with no money awarded
- ❖ Reviewed over 3,775 contracts; 98.7% of them in two weeks or less
- ❖ Assisted in development of frame work for greenhouse gas emissions inventories for County's Greenhouse Gas Plan
- ❖ Assisted in the refinancing of existing County debt to avoid excessive rates
- ❖ Drafted special legislation for CSA 70 to forgive interest and penalties on debt owed to allow the continuation of water services to the Cedar Glen community
- ❖ Prepared 99 appellate briefs and writ responses for child welfare and child dependency cases
- ❖ Assisted the Statewide Automated Welfare Consortium IV jpa to expand from four counties to 39 counties allowing the C-IV System to serve 27% of all clients statewide, and support 13,050 users
- ❖ Provided primary legal assistance for the 2007 Slide and Grass Fire Debris Removal Program
- ❖ Implemented the new PerfectLaw case management system
- ❖ Ethics and Public Records Act training to Board members and their staffs and provided Ethics training to Board appointed boards, committees and commissions