

## Mission Statement

The mission of County Counsel is to provide quality, timely, and sound legal advice, services and representation in all civil and administrative proceedings to the Board of Supervisors, elected and appointed department heads, County departments, staff, and special districts.

## Department Description and Key Issues

The Office of County Counsel currently consists of the County Counsel, five attorneys, and four administrative staff. As the County's chief legal office, County Counsel serves as the attorney for Butte County including the Board of Supervisors and all County offices, departments, boards, commissions, the Grand Jury, and some special districts.

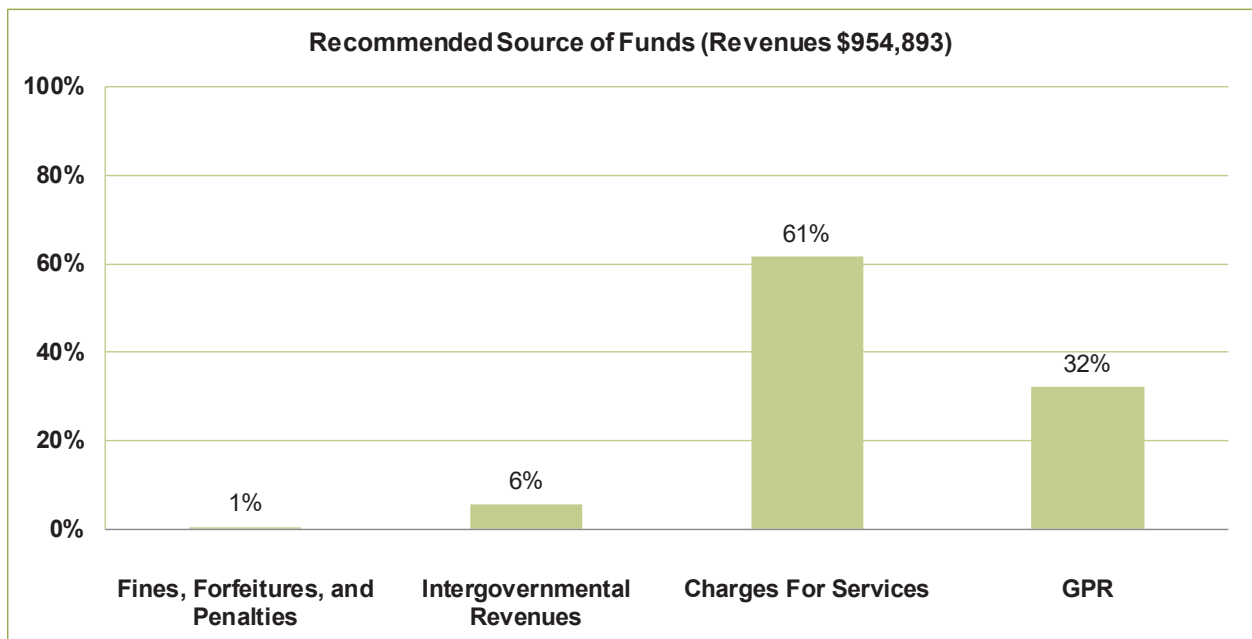
County Counsel is a support organization; the work is client driven without any independent objectives. County Counsel is dedicated to the principle that thoughtful, credible, and ethical legal services lead to fewer lawsuits, lower liability costs, better services, and better County government. By interpreting the law in a sound and consistent manner, the office enables clients to reach their objectives in accordance with local, State, and federal law, thereby avoiding, to the extent possible, challenge and confusion.

County Counsel has primary responsibility for providing legal advice and assistance to the Board of Supervisors and County staff on matters such as: public policies; land use; human/social services; civil actions; risk management and insurance; municipal and public law; tort law; resources law; environmental law; nuisance abatement; personnel benefits, retirement and labor relations law; and construction, facilities, and real estate law. The attorneys in the Office of County Counsel prepare Board reports and recommendations; prepare legal opinions; draft ordinances, resolutions, and proposed legislation; represent the County before the legislature as directed; formulate litigation strategies; oversee legal research and investigations; act as trial counsel in State court, federal court, and administrative proceedings; monitor legal developments; retain and manage outside counsel; and serve as attorneys for the County in all civil actions.

COUNTY COUNSEL BUDGET				
	2017-18 Actuals	2018-19 Adopted	2019-20 Requested	2019-20 Recommended
Fines, Forfeitures, and Penalties	6,809	6,000	6,000	6,000
Intergovernmental Revenues	44,400	47,356	54,734	54,734
Charges For Services	553,670	537,234	587,148	587,148
Miscellaneous Revenues	1	-	-	-
<b>Total Revenues</b>	<b>\$ 604,880</b>	<b>\$ 590,590</b>	<b>\$ 647,882</b>	<b>\$ 647,882</b>
Salaries and Employee Benefits	1,478,234	1,547,371	1,628,503	1,628,503
Services and Supplies	533,850	810,781	744,351	744,351
Other Charges	12,822	15,174	14,975	14,975
Special Items	(1,219,372)	(1,561,458)	(1,434,901)	(1,432,936)
<b>Total Expenditures</b>	<b>\$ 805,535</b>	<b>\$ 811,868</b>	<b>\$ 952,928</b>	<b>\$ 954,893</b>
<b>Net Costs/Use of Fund Balance</b>	<b>\$ 200,654</b>	<b>\$ 221,278</b>	<b>\$ 305,046</b>	<b>\$ 307,011</b>

**Source of Funds (Revenues)**

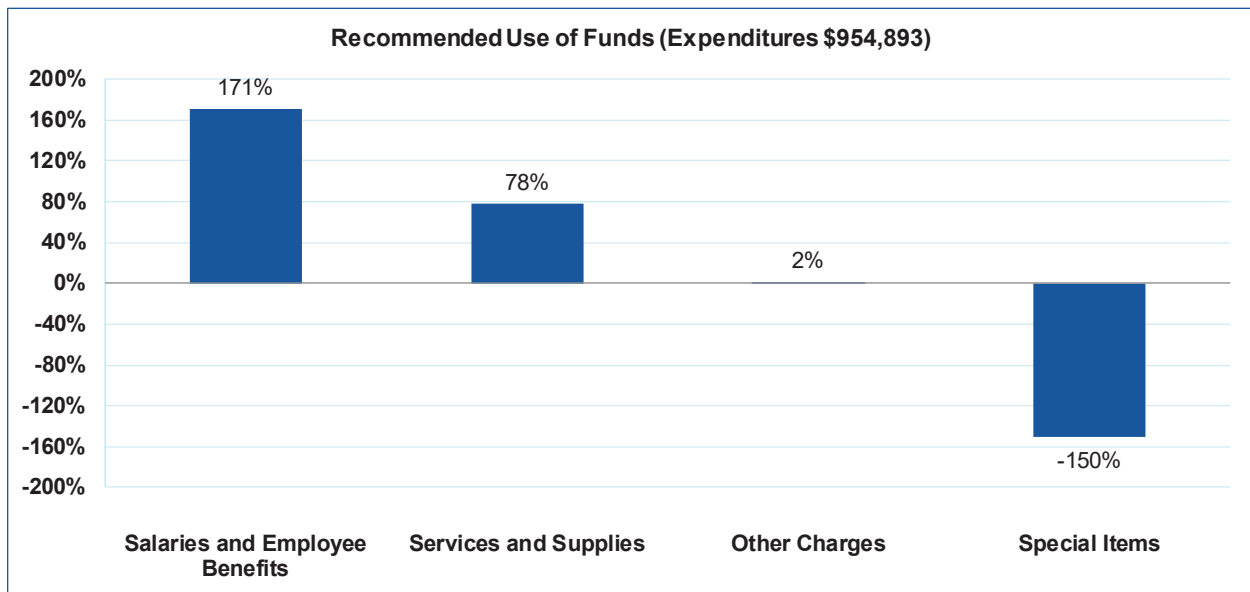
- Charges for services include revenue from non-General Fund departments and outside agencies for legal services provided by the department.
- General purpose revenue (GPR) is the General Fund contribution to operate the department.
- Intergovernmental revenues are revenues from internal service funds, the Neal Road Recycling and Waste Facility, and non-County entities for services provided by the department.
- Fines, forfeitures and penalties include revenue received from judgments and/or settlements.



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**Use of Funds (Expenditures)**

- Salaries and benefits is the largest expenditure category for the department. Due to the Special Items category containing negative expenditures, Salaries and Benefits show as more than 100% of budget.
- Services and supplies include contracts for services such as outside legal counsel. They also include office supplies, utilities, and training.
- Other charges include interfund transfers for space use allowance.
- Special items include both positive expenditures (transfers) and negative expenditures (reimbursements), which result in an overall negative expenditure for the category. The components of this category include:
  - Transfers for the department’s share of costs for support services provided by Administration, Auditor, General Services, Human Resources, Information Systems, and Treasurer.
  - Reimbursements to County Counsel’s Office from General Fund departments for support services provided, which are reflected as negative expenditures.



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**Summary of Budget Request and Recommendation**

**Salaries & Employee Benefits**

**Requested**

- The department budget request includes funding to maintain current staffing levels.

**Recommended**

- The recommendation includes funding to maintain current staffing levels.

**Full Time Equivalent**

**Position Allocations**

**Total**

2015-16	Adopted Positions	10.00
2016-17	Adopted Positions	10.00
2017-18	Adopted Positions	10.00
2018-19	Adopted Positions	10.00
2018-19	Current Positions *	10.00
2019-20	Recommended Positions	10.00

\*As of 4/9/2019

**Services & Supplies**

**Requested**

- The department budget request includes funding to maintain current service levels.

**Recommended**

- The recommendation includes funding to maintain current service levels.

**Capital Assets**

**Requested**

- The department budget request does not include any capital assets.

**Recommended**

- The recommendation does not include any capital assets.

BUTTE COUNTY  
 FINANCING SOURCES AND USES BY BUDGET UNIT BY OBJECT  
 GOVERNMENTAL FUNDS  
 FISCAL YEAR 2019-20

BUDGET UNIT: 100 - COUNTY COUNSEL  
 FUNCTION: GENERAL GOVERNMENT  
 ACTIVITY: COUNSEL  
 FUND: 0010 - GENERAL FUND

Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Estimated	2019-20 Requested	2019-20 Recommended	2019-20 Adopted by Board of Supervisors
1	2	3	4	5	6
<b>REVENUES</b>					
430 FINES, FORFEITURES & PNLTY	6,809	6,000	6,000	6,000	-
450 INTERGOVERNMENTAL REVENUES	44,400	47,356	54,734	54,734	-
460 CHARGES FOR SERVICES	553,670	537,234	587,148	587,148	-
470 MISCELLANEOUS REVENUE	1	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$604,880</b>	<b>\$590,590</b>	<b>\$647,882</b>	<b>\$647,882</b>	<b>-</b>
<b>EXPENDITURES/APPROP.</b>					
510 SALARIES & EMPLOYEE BENE	1,478,234	1,547,371	1,628,503	1,628,503	-
520 SERVICES & SUPPLIES	533,850	810,781	744,351	744,351	-
550 OTHER CHARGES	12,822	15,174	14,975	14,975	-
590 SPECIAL ITEMS	(1,219,372)	(1,561,458)	(1,434,901)	(1,432,936)	-
<b>TOTAL EXPENDITURES/APPROP.</b>	<b>\$805,535</b>	<b>\$811,868</b>	<b>\$952,928</b>	<b>\$954,893</b>	<b>-</b>
<b>NET COSTS/USE OF FUND BALANCE</b>	<b>\$200,654</b>	<b>\$221,278</b>	<b>\$305,046</b>	<b>\$307,011</b>	<b>-</b>