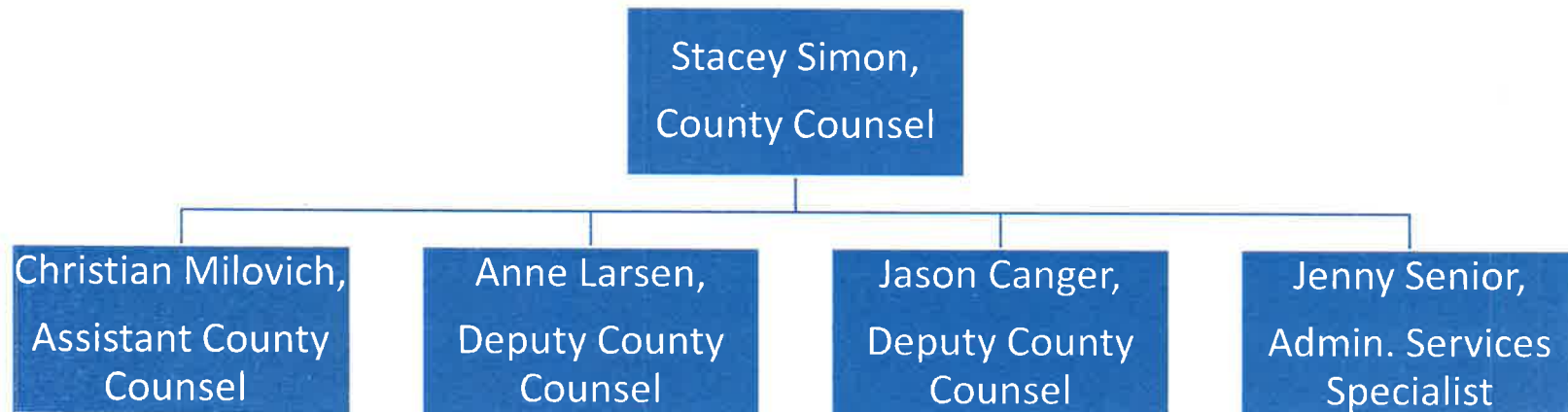


# County Counsel



# COUNTY COUNSEL

## Core Services

		Mandated?	
1	LEGAL DOCUMENT REVIEW	Provide thorough review of every document approved by county	Y
		Provide clear guidance, revisions or suggestions	Y
		Provide a timely response	Y
		Provide resources and training to non-legal staff	N

		Mandated?	
2	LEGAL RESEARCH AND ADVICE	Conduct thorough research	Y
		Provide clear and concise advice	Y
		Produce clearly written legal opinions	Y
		Provide a timely response	Y

3	BROWN ACT COMPLIANCE	Attend meetings of Brown Act-covered bodies	Y
		Be prepared to answer basic questions on the spot	Y
		Advise if more research needed	Y
		Review all agendas and agenda materials	Y

4	PUBLIC RECORDS ACT COMPLIANCE	Provide a timely and complete response	Y
		Coordinate among departments where request involves multiple	Y
		Stay up-to-date on legal developments	Y
		Provide accurate advice to clients re county obligations	Y

5	CHILD PROTECTIVE SERVICES	Draft petitions, warrants, court orders and misc. legal documents	Y
		Respond to emergencies	Y
		Attend court hearings and related meetings	Y
		Review social worker reports	Y

6	GENERAL LITIGATION AND CLAIMS	Timely file all pleadings and other materials	Y
		Supervise work of all outside counsel	Y
		Conduct thorough research & analysis to make informed decisions	Y
		Keep Board apprised of status	Y

7	STAFF WELLNESS, TRAINING AND SUPPORT	Regularly meet with staff regarding projects and workload	N
		Conduct timely performance evaluations	N
		Provide training and resources	N
		Review work product and provide advice and assistance re tactics	N

8	PROPERTY TAX - IMPOSITION AND COLLECTION	Represent Assessor, Assessment Appeals Board and Treasurer/Tax C.	Y
		Stay up-to-date on legal developments	Y
		Attend all property tax appeal hearings	Y
		Draft findings and orders (AAB)	Y

9	CODE COMPLIANCE ENFORCEMENT	Provide legal advice and document review for CC officers	N
		Draft pleadings or other legal documents	N
		Negotiate re resolution of violations	N
		Pursue collection of fines	N

10	LABOR NEGOTIATIONS	Attend labor negotiations	Y
		Stay up-to-date on legal developments	Y
		Draft MOUs, resolutions, rules and policies	Y
		Review and analyze proposals	Y

		Mandated?	
1 1	PERSONNEL	Advise HR and CAO regarding employment and labor laws	Y
		Stay up-to-date on legal developments	Y
		Draft or review disciplinary and other employment notices	Y

		Mandated?	
1 2	EMERGENCY PREPAREDNESS	Draft declarations of emergency, Mutual Aid agreements and related materials	Y
		Stay up-to-date on legal developments	Y

1 3	CONSERVATORSHIPS AND ADULT PROTECTIVE SERVICES	Draft petitions, reports and other court documents	Y
		Attend court hearings and related meetings	Y
		Stay up-to-date on legal developments	Y

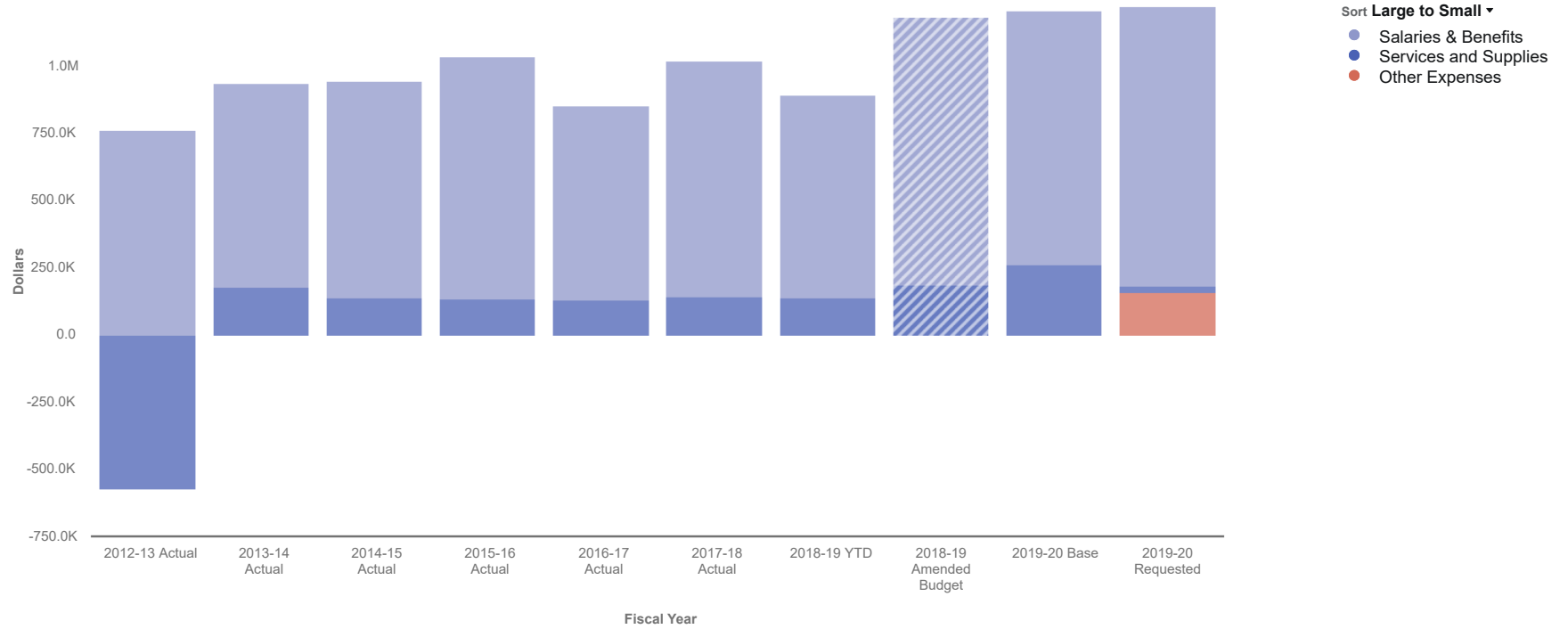
1 4	ELECTIONS	Advise Elections Official regarding election procedures/requirements	Y
		Review all elections materials	Y
		Draft impartial analyses for ballot measures	Y
		Stay up-to-date on legal developments	Y

1 5	LAND USE AND PLANNING	Attend all Planning Commission meetings	Y
		Ensure compliance with CEQA and other laws	Y

Department Name	Division Name	Associated Goal	Tactic	Result	Internal or External	Target Completion (FY)
County Counsel	County Counsel	1A	Formalize the Eastern Sierra Regional Interoperable Communications System JPA	Formally structured entity to oversee and operate the multi-agency radio system	External	19-20
County Counsel	County Counsel	1A	Complete mutual aid agreement with all Fire Districts	Agreement approved by all parties	External	Complete
County Counsel	County Counsel	1A	Revise relationship with Madera County regarding territory accessible from Mono County	Revised MOU with Madera or completed boundary adjustment	External	20-21
County Counsel	County Counsel	1C	Participate in litigation against opioid manufacturers, distributors and retailers	Final litigation outcome in plaintiffs' favor or monetary settlement	External	21-22
County Counsel	County Counsel	1C	Provide tools for Public Health & Behavioral Health to address crisis	Draft Health Officer standing order and distributor agreements for Naloxone	Internal	19-20
County Counsel	County Counsel	1D	Monitor effectiveness and efficacy of current cannabis regulations	Identified issues resolved through amendment	Internal	Ongoing
County Counsel	County Counsel	1D	Represent Code Compliance in enforcement	Successful enforcement proceedings	Internal	Ongoing
County Counsel	County Counsel	1E	Assist PW engineering to make continued progress on road maintenance and rehabilitation	Well-maintained roads and minimization of legal disputes, liability	Internal	Ongoing
County Counsel	County Counsel	2A	Enhance knowledge of affordable housing laws	Ability to address basic legal questions and development of a commonly-used documents library	Internal	19-20
County Counsel	County Counsel	2A	Produce agreements and related materials for the construction and development of AF	Completed documents for Davison sale, Mammoth PSH and Walker Small House project	External	19-20
County Counsel	County Counsel	2A	Assist Community Development with planning for AF	Updated housing element, housing mitigation fees	Internal	19-20
County Counsel	County Counsel	2C	Continue to represent and advise applicable departments regarding legal obligations	Maintenance of low claim/liability rates	Internal	Ongoing
County Counsel	County Counsel	2C	Continue to represent Social Services and Behavioral Health in Child Welfare and Conservatorship matters	Court orders affirming department recommendations	External	Ongoing
County Counsel	County Counsel	2D	Participate in efforts to preserve the Eastern Sierra's water resources	Court decision in county's favor or favorable settlement, acceptable outcome under SGMA	External	Ongoing
County Counsel	County Counsel	4A	Provide timely and accurate advice and document review to south county facility team	Completed south county facility	Internal	2020
County Counsel	County Counsel	4D	Implement goals for project turnaround that are feasible and can be met 80-90% of the time	Written goals that are accepted by office staff and distributed to all staff	Internal	19-20
County Counsel	County Counsel	5A	Participate in labor and management negotiations	Completed MOUs and revised benefits policies	Internal	19-20
County Counsel	County Counsel	5B	Encourage work-life balance, provide opportunities for staff to engage in stress-reducing activities	Staff longevity, client understanding	Internal	Ongoing
County Counsel	County Counsel	5C	Purchase appropriate books for county counsel law library, attend appropriate trainings	Participation and useful library	Internal	Ongoing
County Counsel	County Counsel	5D	Encourage work-life balance, provide opportunities for Encourage growth in experience, responsibility and training of employees	At least one attorney who is willing and able to ascend to the county counsel position by the time I retire	Internal	2024

# County Counsel - Expenditure Trend

Updated On 13  
May, 2019

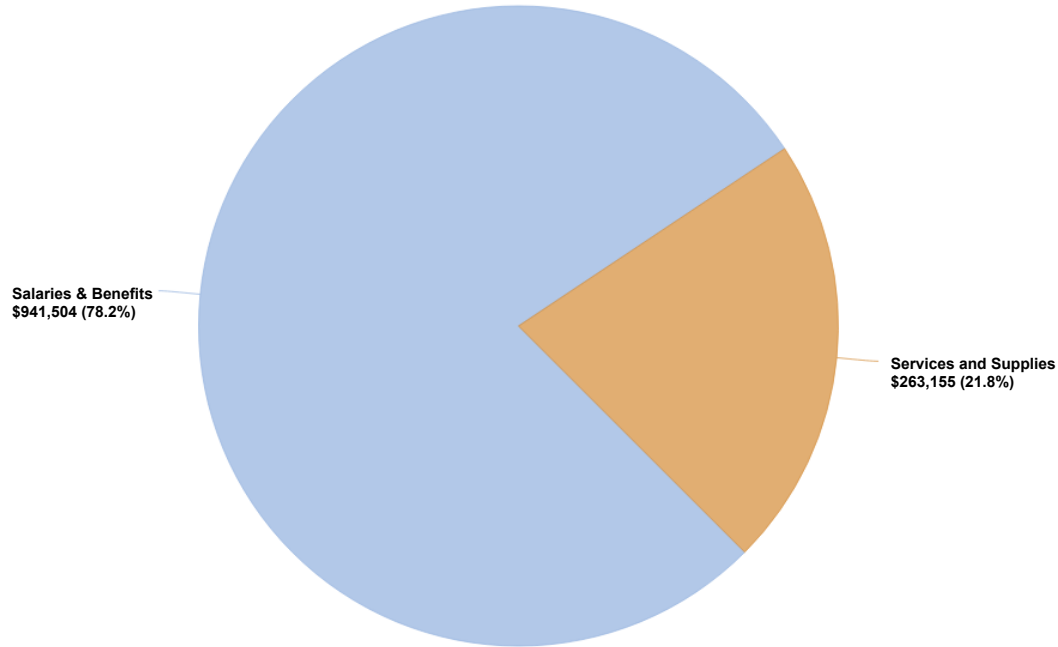


Data filtered by Expenses, Funds, COUNTY COUNSEL and exported on May 13, 2019. Created with OpenGov

# 2019-2020 Requested Budget - Expenditures for County Counsel

Updated On 13  
May, 2019

Sort **Large to Small** ▾  
● Salaries & Benefits  
● Services and Supplies



Expand All		2019-20 Actual
▶ Salaries & Benefits		\$ 941,504
▶ Services and Supplies		263,155
<b>Total</b>		<b>\$ 1,204,659</b>

Data filtered by Expenses, COUNTY COUNSEL and exported on May 13, 2019. Created with OpenGov

FY 2019-2020 BUDGET WORKSHOP  
COUNTY COUNSEL – Workforce Costs by Position

Reports > 6. Workforce Report (GRID VERSION)

Help

Filters Views

SHOW

TOTAL COMP... ▾

BROKEN DOWN BY

Position Name ▾

FILTERED BY

All >

Filters 1 >

Columns >

Aggregates >

AMOUNTS

Incremental ▾

TOTAL FOR A YEAR

**\$945,103.72**

+ Save view

Search in table Search

← Back

↺ Reset

{ } COUNTY COUNSEL x

Updated On 13 May, 2019

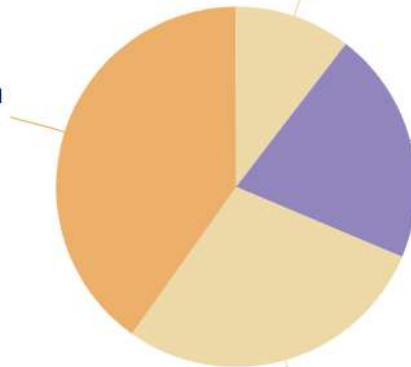
VISUALIZATION

DEPUTY COUNTY COUNSEL III  
\$379,820.91 40.19%

ADMINISTRATIVE SERVICES SPEC  
\$98,461.50 10.42%

ASSISTANT COUNTY COUNSEL  
\$198,039.08 20.95%

COUNTY COUNSEL  
\$268,782.22 28.44%



Records

*County Counsel's Office*  
**DEPARTMENT 120**

**DEPARTMENT OVERVIEW**

The County Counsel's office provides legal representation to the Board of Supervisors, County officers, departments, commissions and other entities within County government. Legal services are also provided to some special districts and other entities outside County government on a cost-recovery or courtesy basis. The department provides services internally to County officials and staff. It does not provide direct public services.

**PROGRAMS AND SERVICES**

Typical programs and services provided by the department include: representing the County in court and administrative proceedings; preparing and reviewing legal documents such as contracts, leases, ordinances, resolutions, proposed legislation; requests for proposals, bids or qualifications; research and advice; attending Board and Commission meetings; compliance training; reviewing Board and Commission agendas and individual agenda items; responding to requests for public records; and serving as general legal counsel.

**DESCRIBE WHAT IS NOT INCLUDED IN THIS BUDGET**

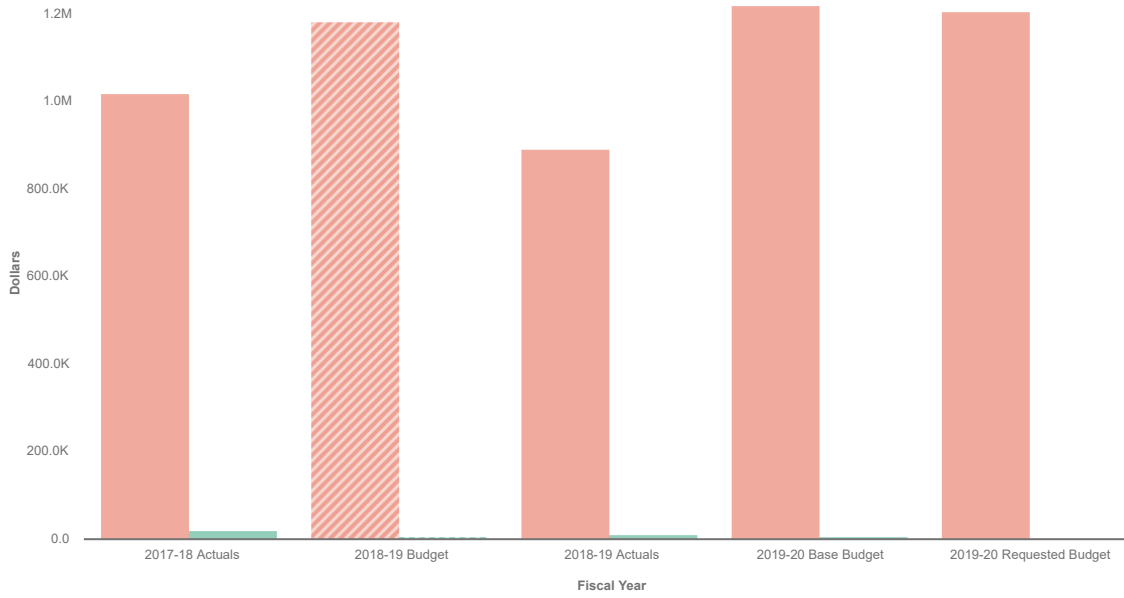
There is nothing excluded from this budget. The primary department expenses are staff salaries and benefits, legal research resources such as books and online research tools, training expenses and outside counsel fees in specialized areas of the law. Generally, these expenses do not change from year-to-year.

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# County Counsel 100-13-120

Updated On 10  
May, 2019



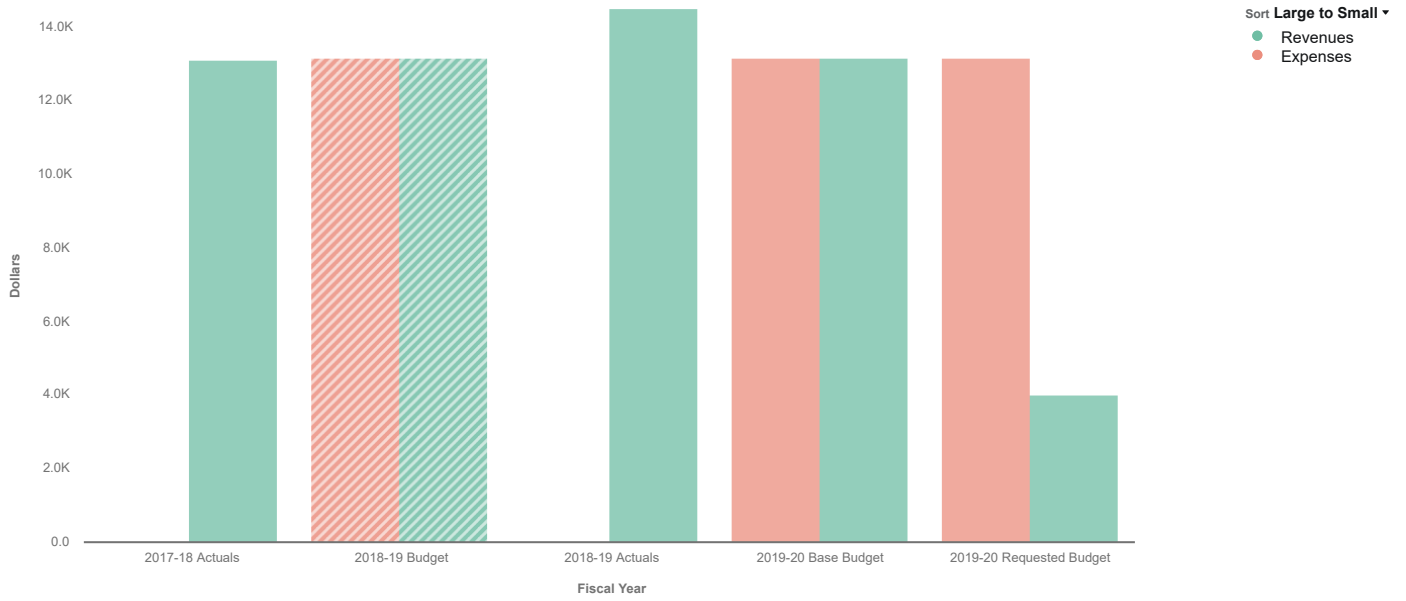
Sort **Large to Small** ▾  
● Expenses  
● Revenues

Collapse All	2017-18 Actuals	2018-19 Budget	2018-19 Actuals	2019-20 Base Budget	2019-20 Requested Budget
<b>▼ Expenses</b>	\$ 1,019,094	\$ 1,182,249	\$ 891,728	\$ 1,217,159	\$ 1,204,659
▶ <b>Salaries &amp; Benefits</b>	877,601	997,707	752,182	1,034,104	941,504
<b>▼ Services and Supplies</b>	141,493	184,542	139,546	24,055	263,155
▶ <b>Services</b>	34,207	69,600	43,774	3,600	149,100
▶ <b>Facility</b>	63,688	70,100	63,577	0	70,100
▶ <b>Supplies</b>	13,201	14,594	11,950	5,850	12,850
▶ <b>Insurance</b>	10,009	10,515	10,515	11,058	11,058
▶ <b>Training</b>	13,959	10,000	7,080	0	15,000
▶ <b>Vehicle</b>	6,429	9,733	2,650	3,547	5,047
▶ <b>Other Expenses</b>	0	0	0	159,000	0
<b>▼ Revenues</b>	20,997	5,858	10,731	5,858	5,000
<b>▼ Charges for Services</b>	20,997	5,858	10,731	5,858	5,000
<b>Professional Service Fees</b>	10,497	2,000	10,125	2,000	2,000
<b>Prop Tax Admin &amp; Collection Fe</b>	3,858	3,858	606	3,858	3,000
<b>SB 2 Reimbursement</b>	6,642	0	0	0	0
<b>Revenues Less Expenses</b>	\$ -998,097	\$ -1,176,391	\$ -880,997	\$ -1,211,301	\$ -1,199,659

Data filtered by Types, GENERAL FUND, COUNTY COUNSEL and exported on May 10, 2019. Created with OpenGov

# Law Library 156-21-078

Updated On 10  
May, 2019



Collapse All	2017-18 Actuals	2018-19 Budget	2018-19 Actuals	2019-20 Base Budget	2019-20 Requested Budget
<b>▼ Revenues</b>	\$ 13,097	\$ 13,150	\$ 14,472	\$ 13,150	\$ 4,000
▶ Transfers In	9,150	9,150	9,150	9,150	0
▶ Miscellaneous Revenues	3,756	4,000	4,612	4,000	4,000
▶ Interest & Rents	191	0	710	0	0
<b>▼ Expenses</b>	0	13,150	0	13,150	13,150
<b>▼ Services and Supplies</b>	0	13,150	0	13,150	13,150
▶ Services	0	13,150	0	13,150	13,150
<b>Revenues Less Expenses</b>	\$ 13,097	\$ 0	\$ 14,472	\$ 0	\$ -9,150

Data filtered by Types, LAW LIBRARY and exported on May 10, 2019. Created with OpenGov