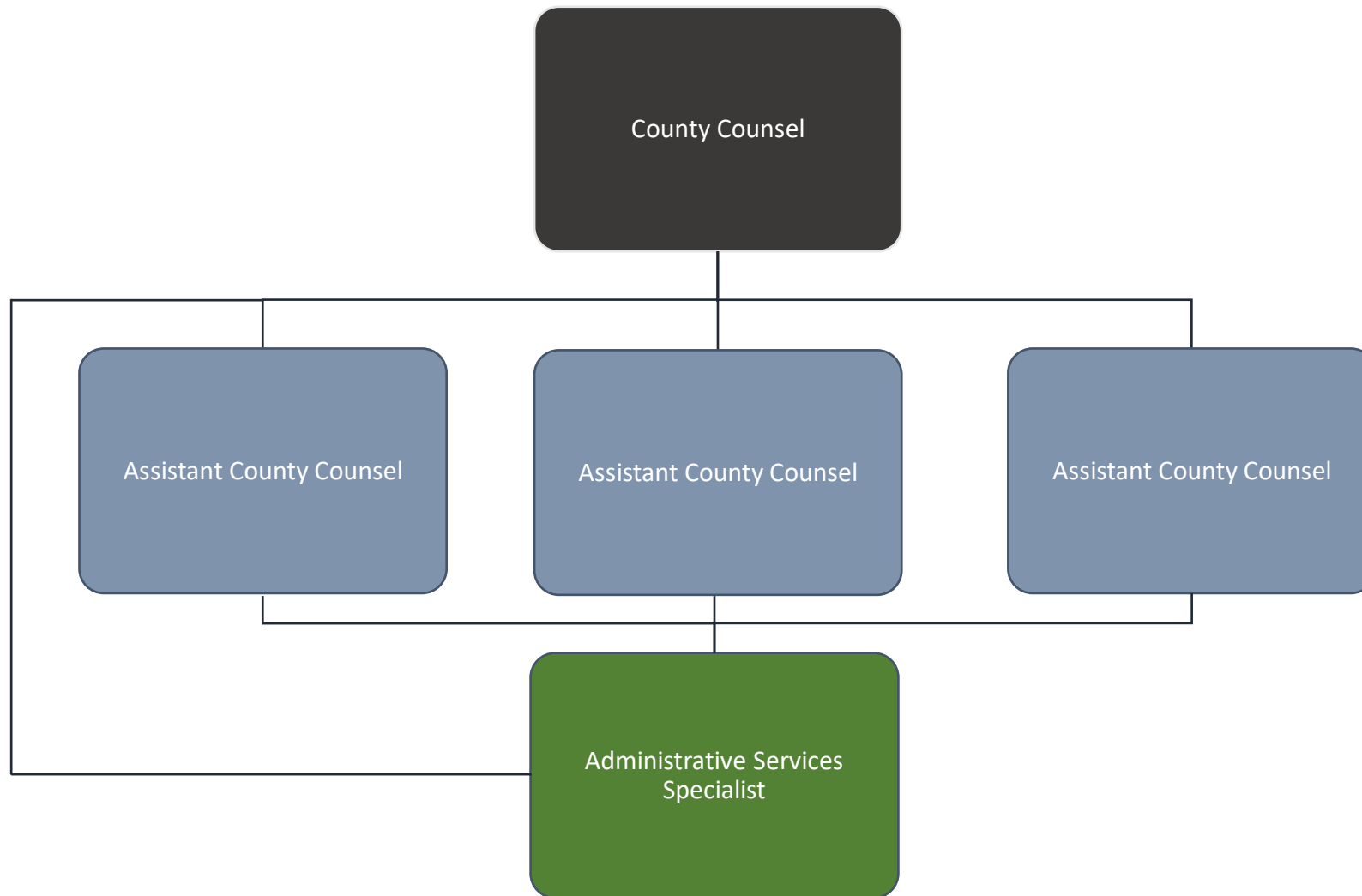




County Council

Departmental Organizational Chart



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?

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

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

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

1 6			

1 7			

1 8			

1 9			

2 0			

COUNTY COUNSEL DEPARTMENT 120

DEPARTMENT MISSION STATEMENT

The Mono County Counsel's Office provides the highest quality legal representation and advice to the County, its Board of Supervisors, the County Administrative Officer, all County Departments, boards, agencies, and certain special districts in a manner which conserves financial resources, reduces the County's exposure to liability, and supports the delivery of outstanding government services to the public.

DEPARTMENTAL OVERVIEW

The Office of the County Counsel is in-house legal counsel for the County of Mono, the Board of Supervisors, County officers, departments, commissions and other entities within County government, and also provides support to the Civil Grand Jury. Legal services are additionally provided to some special districts and other entities outside County government on a cost-recovery or courtesy basis.

CHALLENGES, ISSUES and OPPORTUNITIES

The single largest challenge the County Counsel's Office faces is a workload that exceeds staff capacity. Second to that is the increasing complexity and specialization in the law which requires more use of outside legal counsel specializing in narrow practice areas. To address these challenges, this Office requested, and received, additional funds in the 2019-20 budget for outside counsel services. The additional flexibility to utilize outside counsel services has assisted in addressing the top two challenges, and should be continued and expanded in 2020-21, if economically possible.

CORE SERVICE AND PROGRAM DESCRIPTION

The Office's core service is to ensure legal compliance by all components of Mono County. To accomplish this, we draft and review contracts, ordinances, resolutions, employee MOUs, policies, correspondence, agendas and other materials related to the conduct of County business; remain current with applicable laws and regulations, including tracking developments in caselaw and statute; attend Board and other County meetings to provide legal counsel and guidance; and represent the County in State and federal court in all civil matters and in child protection and conservatorship matters.

DEPARTMENTAL (or Division) ACTION PLAN FOR 2020-2021

There are many projects which the County Counsel's Office is already involved with which will continue into the 2020-21 fiscal year. These include (but are not limited to):

- COVID-19 Response – advising and representing County w/r to COVID-19 response and activities including personnel rules, business guidance, legal compliance, contracting, etc.
- Radio System Upgrades – drafting and/or reviewing contracts, financial documents, etc.
- Bridgeport Jail Construction – drafting and/or reviewing contracts, bonds, bid packages, etc.
- Long Valley Litigation – continuing representation of County in litigation
- Opioid Litigation – continuing representation of County in litigation

- Conway Ranch – advising as to legal options for long and short-term uses of land and water, drafting and reviewing contracts, leases and other documents
- Solid Waste Transition – preparing documents and providing advice related to the closure of Benton Crossing Landfill and conversion to a different system for solid waste handling
- Code Enforcement Matters – prosecuting code enforcement matters requiring court action and through administrative processes
- Affordable Housing– preparing documents and providing advice related to the development of affordable and permanent supportive housing
- Personnel Matters – providing advice and counsel to Human Resources, the CAO and Department Heads regarding various ongoing personnel matters
- Child Protective Services – representing DSS in child protection cases
- Conservatorships – representing DSS and BH in conservatorship matters
- Redistricting – advising regarding legal requirements for 2021 supervisorial redistricting
- Elections – advising regarding legal requirements for November 3 election, preparing and reviewing documents

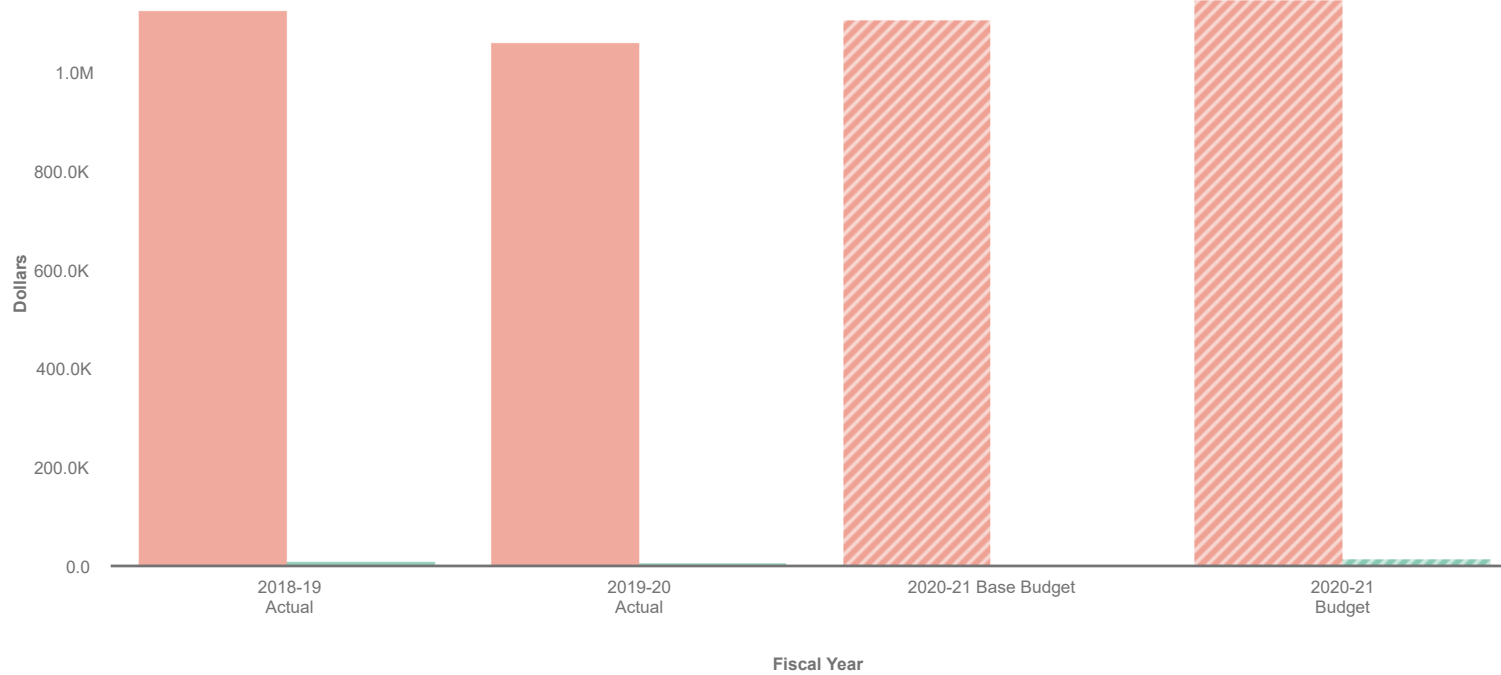
In addition to projects such as the examples listed above which keep the entire office quite busy, the following are overarching goals which are part of our action plan for 2020-21:

- Address workload and workflow – this involves outreach to departments to identify situations where our time is not being efficiently used (i.e., where we are performing department work); as well as further work within the department to increase efficiency and flow.
- Continue to enhance knowledge base, experience and expertise of staff through training, mentoring, collaboration and review.

1. County Counsel 100-13-120



Visualization



Sort **Large to Small**

- Expenses
- Revenues

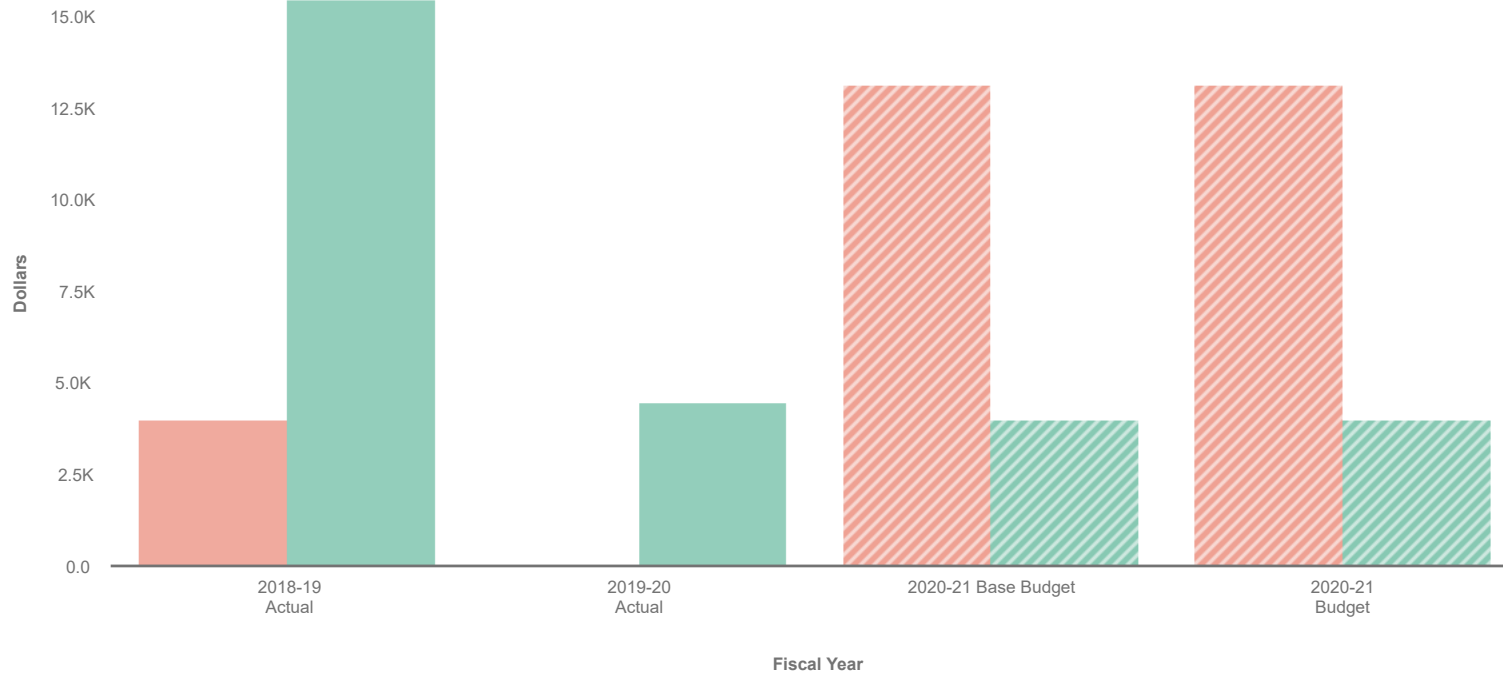
Collapse All	2018-19 Actual	2019-20 Actual	2020-21 Base Budget	2020-21 Budget
▼ Revenues	\$ 11,931	\$ 6,922	\$ 5,000	\$ 15,922
▶ Charges for Services	10,731	5,922	5,000	15,922
▶ Miscellaneous Revenues	1,200	0	0	0
▶ Intergovernmental	0	1,000	0	0
▼ Expenses	1,127,653	1,063,946	1,109,585	1,147,822
▶ Salaries & Benefits	956,624	907,384	932,030	954,059
▶ Services and Supplies	171,028	156,562	177,555	193,763
Revenues Less Expenses	\$ -1,115,722	\$ -1,057,024	\$ -1,104,585	\$ -1,131,900

Data filtered by Types, GENERAL FUND, GENERAL-COUNSEL, COUNTY COUNSEL, No Project and exported on July 29, 2020. Created with OpenGov

2. Law Library 156-21-078



Visualization



Sort **Large to Small**

- Expenses
- Revenues

Collapse All	2018-19 Actual	2019-20 Actual	2020-21 Base Budget	2020-21 Budget
▼ Revenues	\$ 15,455	\$ 4,475	\$ 4,000	\$ 4,000
▶ Miscellaneous Revenues	5,436	3,934	4,000	4,000
▶ Transfers In	9,150	0	0	0
▶ Interest & Rents	869	541	0	0
▼ Expenses	4,000	0	13,150	13,150
▶ Services and Supplies	4,000	0	13,150	13,150
Revenues Less Expenses	\$ 11,455	\$ 4,475	\$ -9,150	\$ -9,150

Data filtered by Types, Funds, LAW LIBRARY, No Project and exported on July 28, 2020. Created with OpenGov