

**KATHARINE L. ELLIOTT**  
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## OFFICE OF THE COUNTY COUNSEL

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### MEMORANDUM

**DATE:** April 7, 2026

**TO:** Board of Supervisors

**FROM:** Katharine L. Elliott, Interim County Counsel *KLE*

**SUBJECT:** Resolution granting County Counsel, in coordination with the Chief Executive Officer, the authority to retain specialized outside counsel for general legal services not to exceed \$25,000 consistent with the monetary authority limit as defined by the Mendocino County Purchasing Policy (4/5 vote required)

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**RECOMMENDATION:** Adopt the attached Resolution

**BACKGROUND:** The Office of the County Counsel serves as in-house counsel and provides a wide array of legal services for the County of Mendocino, including to its agencies, boards, commissions, and employees acting in the course and scope of their employment. At times, in order to provide the County with the best, most cost-effective service, the County must retain specialized outside counsel to assist in the provision of legal services.

This Resolution recognizes that, within the County, County Counsel is generally in the best position to determine whether outside counsel is immediately necessary and to select the appropriate outside counsel, in consultation with Risk Management and the Chief Executive Officer. Litigation and/or legal questions routinely occur on an expedited timeline inconsistent with the Board of Supervisors' scheduled meetings. This Resolution will allow for County Counsel to contract with outside counsel, not to exceed \$25,000, consistent with the monetary authority limits as defined by Mendocino County Purchasing Policy.

KLE